# TABLE OF CONTENTS

Table of Contents ................................................................................................................ i-iv  
Foreword ................................................................................................................................. v  
Promulgation ............................................................................................................................ vi  
Record of Changes ................................................................................................................... vii  
Organization/Responsibility Matrix ....................................................................................... viii  
Emergency Support Functions (ESFs) ................................................................................. ix  

## BASIC PLAN SECTION

### I. INTRODUCTION .................................................................................. 1-7  
A. Purpose ....................................................................................................................... 1  
B. Scope ............................................................................................................................ 2  
C. Applicability .................................................................................................................. 2-3  
D. Limitations .................................................................................................................... 3  
E. Incident Management Activities ................................................................................... 3  
   1. Direction and Control .............................................................................................. 3  
   2. Proclaiming a State of Emergency .......................................................................... 4  
   3. Administration ......................................................................................................... 4  
   4. Financial Management ......................................................................................... 4-5  
   5. Logistics ................................................................................................................... 5  
F. Key Concepts .................................................................................................................. 6-7  

### II. POLICIES ............................................................................................ 7-8  
A. Authorities .................................................................................................................... 7-8  

### III. SITUATION AND ASSUMPTIONS ..................................................... 8-10  
A. Situations-Emergency/Disaster Conditions & Hazards ............................................. 8  
B. Assumptions .................................................................................................................. 9-10  

### IV. ROLES AND RESPONSIBILITIES ...................................................... 10-32  
A. General Preparedness Responsibilities ................................................................. 11-12  
B. General Response Responsibilities ........................................................................... 12  
C. Managing Disaster Operations .................................................................................. 12  
D. Department/Agency Responsibilities .......................................................................... 12-23  
   1. Assessor .................................................................................................................. 12-13  
   2. Auditor .................................................................................................................... 13  
   3. Commissioners ........................................................................................................ 13
Mason County Comprehensive Emergency Management Plan

4. Clerk of the Court ................................................................. 14
5. Communications (MACECOM) .................................................. 14
6. Community Development ....................................................... 14-15
7. Courts ........................................................................................ 15
8. Coroner ...................................................................................... 15
9. Division of Emergency Management ........................................ 15-17
10. ER & R ........................................................................................ 17-18
11. Facilities .................................................................................... 18
12. Law Enforcement ........................................................................ 18-20
13. Prosecutor .................................................................................. 20
14. Public Health .............................................................................. 20-21
16. Risk Management ....................................................................... 22
17. Treasurer .................................................................................... 22
18. Public Information Officer ........................................................... 22-23

E. Other County Organization Responsibilities .............................. 23-26
   1. Advanced Life Saving (ALS) Providers .................................... 23
   2. American Red Cross (ARC) ..................................................... 23-24
   3. Fire Services ............................................................................ 24-25
   4. Schools ................................................................................. 25
   5. Communications Support Team (CST) ..................................... 25
   6. Radio Amateur Civil Emergency Service (RACES) .................. 26
   7. Emergency Operations Center Staff ........................................ 26

F. State/Federal Responsibilities ..................................................... 26-32
   1. Washington State Department of Agriculture (WSDA) .......... 26-27
   3. Washington State Department of Fish & Wildlife (WDFW) ..... 28
   5. Washington State Department of Labor & Industries (L&I) .... 30
   6. Washington State Emergency Management Department (EMD) 30
   7. Washington Army National Guard .......................................... 31
   8. Washington State Patrol (WSP) .............................................. 31
   9. Washington State Department of Transportation (WSDOT) ...... 31-32

V. CONCEPT OF OPERATIONS ..................................................... 32-41
   A. General ..................................................................................... 32-33
   B. Overall Coordination of Incident Management Activities ....... 34-35
   C. Organizational Structure ............................................................ 35-36
      Figure 1 - Field Operations ......................................................... 36
      Figure 2 - EOC Operations ......................................................... 36
   D. State, Federal and Other Assistance ......................................... 37-38
      1. State and Federal Assistance ................................................ 37
      2. Other Assistance .................................................................. 37-38
   E. Incident Management Actions ................................................. 38-41
      1. Notification and Assessment ................................................. 38
      2. Activation ........................................................................... 38-39
3. Requests for Assistance ................................................................. 39-40
4. Demobilization ............................................................................ 40
5. Operations Under the National Terrorism Advisory System ...... 40-41

VI. RESPONSE ACTIVITIES BY PHASES .............................................. 41-43
A. Mitigation ..................................................................................... 41-42
B. Preparedness ................................................................................ 42
C. Response ...................................................................................... 42
D. Recovery ....................................................................................... 42-43

VII. ONGOING PLAN MANAGEMENT AND MAINTENANCE .......... 43-47
A. Coordination ................................................................................ 43
B. Distribution .................................................................................. 43-44
C. Plan Maintenance .......................................................................... 44
D. Training ........................................................................................ 44
E. Exercises ....................................................................................... 44
   Table 1 - Exercise Program Types-Characteristics-FEMA .......... 45
   Table 2 - Emergency Management Exercise Design Functions .... 46
F. NIMS and ICS Integration .............................................................. 47
   1. NIMS ........................................................................................ 47
   2. ICS .......................................................................................... 47

Appendix A - Definitions ................................................................. 48-56
Appendix B - Acronyms ................................................................. 57-60
Appendix C - Authorities and References ........................................ 61-63
Appendix D - Interlocal Agreement for Emergency Management
   Services ........................................................................................ 64-67
Appendix E - Training, Drills and Exercises .................................... 68-70
Appendix F - Distribution List .......................................................... 71-72
Addendum A - City of Shelton Standard Operating Procedures ....... 73

EMERGENCY SUPPORT FUNCTION (ESF) SECTION

ESF 1 - Transportation .................................................................... 1-11

ESF 2 - Communication, Information Systems and Warning .......... 1-15
   Attachment A - Most Commonly Used Radio Communication
      Frequencies ............................................................................... 12-13
   Attachment B - Programming Plan for Mobiles and Portables ...... 14-15

ESF 3 - Public Works and Engineering ........................................... 1-9

ESF 4 - Firefighting .......................................................................... 1-10

ESF 5 - Emergency Management ..................................................... 1-15
ESF 6 - Mass Care, Housing and Human Services .............................. 1-12

ESF 7 - Resource Support ................................................................. 1-25
  Annex A - Donations Management Support ................................. 11-21
  Attachment A - Essential Disaster Supplies .................................. 22-23
  Attachment B - Suppliers of Essential Disaster Supplies .............. 24
  Attachment C - Washington State Request for Resources or Assistance ....................................................... 25

ESF 8 - Public Health and Medical Services .................................... 1-13

ESF 9 - Search and Rescue ............................................................... 1-8

ESF 10 - Hazardous Materials Response ......................................... 1-95
  Figure 1 - Highways & Pipelines Traversing Mason County .......... 4
  Figure 2 - Railroads Serving Mason County ................................. 5
  Figure 3 - Mason Co. Hazardous Materials Reporting Flow Chart .. 14
  Appendix A - Promulgation .......................................................... 43
  Appendix B - Regulated Facilities ................................................. 44-50
  Appendix C - Mason County Hazardous Materials ....................... 51-52
  Appendix D - Incident Command Agency ..................................... 53
  Appendix E - Public Safety Procedures .......................................... 54-59
  Appendix F - Mason County Hazardous Materials Contact List ...... 60-61
  Appendix G - Precautionary Evacuation Plans ............................ 62-88
  Appendix H - Response Resources .............................................. 89
  Appendix I - Training, Drills and Exercises ................................. 90-93
  Appendix J - Training Schedule ................................................. 94-95

ESF 11 - Agriculture and Natural Resources .................................... 1-16
  Attachment A - Chronology of Attacks & Incidents ..................... 11-16

ESF 12 - Energy ............................................................................. 1-8

ESF 13 - Public Safety, Law Enforcement and Security .................... 1-9

ESF 14 - Long Term Community Recovery ...................................... 1-20
  Individual and Families Recommended Roles and Activities ........ 17
  Private Sector Recommended Roles and Activities ...................... 18
  Nonprofit Sector Recommended Roles and Activities .................. 19
  Local Government Recommended Roles and Activities ............... 20

ESF 15 - External Affairs ............................................................... 1-8

ESF 20 - Defense Support to Civil Authorities ................................. 1-6
FOREWORD

The Mason County Division of Emergency Management sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the revision and publication of the 2007 Mason County Comprehensive Emergency Management Plan (CEMP). Coordination of the Plan represents a committed and concerted effort by county agencies and local jurisdictions to work together to achieve a common goal.

The CEMP was revised through the combined efforts of county departments and agencies, Emergency Management staff, American Red Cross, local Tribal emergency coordinators, and other Mason County support organizations. The Division of Emergency Management coordinated with these groups to provide a forum for those with identified responsibilities in the CEMP. They participated in planning and coordinating emergency management activities in order to identify, develop, maintain, and enhance county emergency management capabilities.

The CEMP is one of the many efforts to prepare all people in Mason County for emergencies or disasters. The CEMP is formatted to be consistent with the State Comprehensive Emergency Management Plan as well as the Federal Response Plan, complete with Emergency Support Functions (ESF’s), of single function activities. This is to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on our citizens, property, economy, and the environment of Mason County.

Brian Matthews, Director
Mason County Division of Emergency Management

11/5/12
Date
Mason County, Washington

Comprehensive Emergency Management Plan

The Mason County Comprehensive Emergency Management Plan has been prepared to develop a capability for local government to accomplish its emergency responsibilities. The Plan details authority, functions, and responsibilities to ensure a mutually understood and coordinated plan of action among all agencies and levels of government within the county.

The Mason County Board of Commissioners direct each department and agency of Mason County to study the plan and prepare, or update as needed, supporting plans to be implemented in the event of a major emergency or disaster.

We have directed the Mason County Division of Emergency Management, as statutorily charged, to make preparations to coordinate all response activities. The Director, or appointed designee of the Division of Emergency Management is responsible for publishing and distributing this plan and will issue changes as required or necessary.

MASON COUNTY BOARD OF COMMISSIONERS

Lynda Ring Erickson, Chairman

Tim Sheldon, Commissioner

Steve Bloomfield, Commissioner

November 13, 2012

Date
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EMERGENCY SUPPORT FUNCTIONS (ESFs)

Functional annexes containing general guidelines by which Mason County governmental entities, organizations and county officials/departments will carry out responsibilities assigned in the Comprehensive Emergency Management Plan.

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Emergency management is a vital process of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. This process involves the plans, processes, structures, systems and arrangements established to engage the endeavors of government, volunteer, and private agencies to respond to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

I. INTRODUCTION

NOTE: On June 21, 2011 Mason County and the City of Shelton signed an Interlocal Agreement (Appendix D) that provides emergency management services for the City. The components of this plan, along with the City’s Standard Operating Procedures (Addendum A) will apply to the City of Shelton unless identified otherwise within the plan.

It is the mission of Mason County Government to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from natural and technological emergencies and disasters.

To carry out this mission, County government's goal is to develop citizen awareness and self-sufficiency, have procedures in place in the event of an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

A. PURPOSE

1. This basic plan outlines our approach to emergency operations, and is applicable to County government, agencies and responders. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery.

2. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how.

3. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected officials and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.
B. SCOPE

1. This is an all-hazard plan based on the Mason County Hazard Identification and Vulnerability Analysis (HIVA) and the City of Shelton’s HIVA, which are published as separate documents.

2. This plan applies to all Mason County organizations, both public and private. It provides a foundation for:
   a. Establishing mutual understanding among government agencies, business and industry, volunteer organizations, and the citizens of Mason County;
   b. Efficient and effective utilization of government and private resources;
   c. Coordination with comprehensive emergency management plans and programs of the federal government, the State of Washington, emergency management jurisdictions within Mason County, and with surrounding jurisdictions;
   d. The development and maintenance of disaster response capabilities;
   e. The identification and application of hazard mitigation strategies;
   f. Effective training and education of private citizens, the business community, volunteers, and the government;
   g. The ability to rapidly, effectively, and efficiently recover from a disaster;
   h. Encouraging government, business/industry, and private citizen self-sufficiency; and
   i. A continuing effort to incorporate National Incident Management System (NIMS) in our plans to meet and overcome emergencies and disasters of all scales.

C. APPLICABILITY

1. Mason County Division of Emergency Management (DEM) provides emergency management services to unincorporated Mason County and the City of Shelton.

2. The Comprehensive Emergency Management Plan (CEMP) considers the emergencies and disasters likely to occur in Mason County, as described in the Mason County Hazard Identification and Vulnerability Analysis (HIVA) document and the City of Shelton’s HIVA.
3. This plan is applicable to all natural and man-made disasters. A Disaster is defined as an event or set of circumstances which (a) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (b) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant or RCW 43.06.010. This may include any emergency, event or situation in any part of the county which may threaten or cause damage of sufficient severity or magnitude to warrant execution of this Plan. These events may include, but are not limited to: tornado, storm, flood, high water, wind driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snow storm, drought, fire, explosion, hazardous materials incident, civil disturbance, terrorism, sabotage, enemy attack, international hostilities, or pandemic disease outbreak.

4. This CEMP provides the following:
   
a. A basis for incorporating all individuals and organizations with disaster responsibilities for Mason County into the Emergency Action Plan (EAP).
   
   
c. A comprehensive framework for hazard mitigation programs, training and exercises, and response and recovery operations.

D. LIMITATIONS

1. Mason County and other agencies will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, County resources and systems may be overwhelmed. The responsibilities and tenets outlined in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities and resources are available at the time.

2. There is no guarantee implied by the Plan that a perfect response to emergency or disaster incidents will be practical or possible.

E. INCIDENT MANAGEMENT ACTIVITIES

1. Direction and Control

   Direction and control of emergency services within Mason County rests with the elected heads of government in coordination with Mason County Division of Emergency Management.
2. **Proclaiming a State of Emergency**

   The chief executive of the county or municipality, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace, may under RCW 35.33.081 or RCW 36.40.180 and RCW 38.52.070(2) proclaim a state of emergency.

3. **Administration**

   a. All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms.

   b. Reports may be requested by Mason County DEM from local jurisdictions and agencies in order to provide local, state, and federal officials with information concerning the nature, magnitude, and impact of the disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

   c. The Mason County DEM may be requested by the Washington State Emergency Management Division (EMD) to provide specific reports and Mason County DEM, in turn, request the information from local jurisdictions and agencies.

      These reports include, but are not limited to:

      - Situation Reports
      - Proclamations of Emergency
      - Requests for Assistance
      - Damage Assessment Reports

   d. Executive heads of local political subdivisions may command the services and equipment of citizens under the provisions and limitations of RCW 38.52.110(2).

   e. Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

4. **Financial Management**

   a. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statues cover the financing of emergency response and recovery actions:
1) Counties:  RCW 36.40.180 and 36.40.190

2) Cities with populations under 300,000:  RCW 35.33.081 and 35.33.01

3) Municipal and county governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390

b. Records shall be kept so disaster related expenditures and obligations of the county and cities can be readily identified from regular or general programs and activities.

c. Disaster-related expenditures and obligations of the county and cities may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Presidential Disaster declaration by the President or under the statutory authority of certain federal agencies.

d. Audits of the county's and cities' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

5. Logistics

a. Coordination for maximum utilization of a limited supply of disaster-related resources is the primary duty of the Emergency Operations Center (EOC) and DEM when the EOC is not activated.

b. Each department of the county and each municipality shall keep a current inventory of all resources. This inventory shall be provided to Mason County DEM upon request and updated as necessary.

c. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law." (RCW 38.52.110(1)).
F. KEY CONCEPTS

1. Mason County DEM operates under the four emergency management principles of mitigation, preparedness, response, and recovery.

2. Protection of people, the environment, the economy and property (PEEP), are the primary concerns of County government. Local governments are mandated by law, and special purpose jurisdictions are advised, to perform emergency management functions within their jurisdictional boundaries.

3. Each affected jurisdiction shall maintain control of its own operations, with Mason County DEM providing coordination and assistance as necessary or as requested.

4. Although the EOC is structured around a traditional emergency management format that is strategic (coordination of information, assets, resources) the EOC staff may at times directly respond to the scene of an event if requested by the Incident Commander (IC) when practical.

5. The EOC is prepared and supported by DEM and the Mason County Public Works Department personnel. However, staffing resources are provided by county/city departments/offices, local governments, special purpose jurisdictions and non-government organizations. The lead agency and organization is responsible for the following:
   a. Ensuring staff is made available for training and orientation to work in the EOC.
   b. Staffing assignments may continue several weeks or months after the initial response period has ended in order to provide damage assessment reports required for FEMA recovery funding and to assist the community to recover to pre-disaster conditions. (The initial response period is generally 2% of an event; recovery involves the other 98% of the event and can continue for years after the event itself ends.)
   c. Ensuring that necessary standard operating procedures are adopted for the implementation of the responsible Emergency Support Function (ESF) relative to departmental duties.
   d. Appointing a liaison to work with DEM in the development and maintenance of this plan, as requested.
   e. Establishing policy and procedures for the accurate assessment and reporting of property damage and personnel injury to the EOC.
f. Establishing policy and procedures for the identification and preservation of essential records to facilitate the re-establishment or normal operations following a disaster.

g. Establishing policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster records and produce damage assessments in a timely manner.

h. Maintaining a current inventory of department/organization personnel, facilities and equipment resources.

i. Designating primary and alternate locations from which to establish direction and control of organization/department activities during a disaster as needed.

j. Establishing policy and procedures for organizational chain of command and succession of authority during disaster.

k. Developing department/entity organizational disaster response and recovery plans (Continuity of Operations Plan [COOP] and Emergency Action Plans [EAP]).

II. POLICIES

A. AUTHORITIES

This plan was designed and developed following local, state, and federal codes, resolutions, statues, and regulations using the ordinances, agreements, laws and regulations cited below:

1. City of Shelton Ordinance 1465-0197

2. Mason County Code 2.19

3. Inter-local agreement for emergency services between Mason County and the City of Shelton.

4. Revised Code of Washington (RCW) 38.52, RCW 38.54, RCW 39.34. RCW 42.14. RCW 43.06

5. Washington Administrative Codes (WAC) 118-04 and 118-30


11. Superfund Amendments and Reauthorization Act (SARA Title III)


14. National Incident Management System (NIMS)

15. National Response Framework (NRF)


17. Nuclear/Radiological Incident Annex of the National Response Framework

III. SITUATION AND ASSUMPTIONS

A. SITUATIONS - Emergency/Disaster Conditions and Hazards

Mason County can be impacted by a variety of natural and technological events including:

1. Natural hazards of avalanche, drought, earthquake, fire - urban/wildland, flood, mass land movement, severe storm, tsunami and volcano.

2. Man-made hazards associated with civil disturbances, dam and reservoir failure, hazardous materials spills, epidemic, pipeline, terrorism and transportation.

3. The Mason County Hazard Identification and Vulnerability Analysis (HIVA), published separately, provides additional information on the potential natural and man-made hazards throughout the county. The HIVA provides the basis for this plan and for county agency-specific emergency management plans and procedures.
B. ASSUMPTIONS

1. Government officials within the County and City of Shelton recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the CEMP is implemented.

2. Some emergencies or disasters will occur with enough warning that appropriate notification will be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.

3. The County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or federal assistance may be delayed dependent upon the magnitude of the disaster.

4. When a community experiences an emergency or disaster, its surviving citizens fall into three broad categories:
   a. Those directly affected through personal or family injury or property damage;
   b. Those indirectly affected by an interruption of the supply of basic needs; and
   c. Those that are not personally impacted.

5. These guidelines were designed to promote citizen self-confidence and independence in the face of an emergency or disaster. Following these guidelines will allow the emergency organization within the County to concentrate first on helping those citizens directly affected by an event.

6. It is expected that each individual or head of household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours and possibly longer. Citizens are expected to be aware of a developing or occurring hazardous event and to respond in a safe, responsible manner.

7. Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this plan.

8. Damage to lifeline infrastructure such as roads, rail, air transportation facilities, ports, communication systems, and utilities (water, power, waste) may hinder emergency response capabilities, as well as impact normal distribution of public/private resources (food, fuel, water, etc.).

9. Communication systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
10. Emergency medical facilities may be overloaded and a shortage of medical care providers or supplies may exist.

11. Large movements of displaced persons into and out of Mason County will stress all resource systems, particularly infrastructure, shelter, food, water, medical, and transportation systems.

12. Each municipality has the responsibility to respond and direct disaster operations within its borders.

13. In response to a disaster, Mason County will implement the provisions of RCW 38.52.110 regarding the utilization of public and private resources.

14. Mason County has adopted the National Incident Management System (NIMS) in accordance with the President's homeland Security Directive (HSPD)-5. The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows Mason County to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and non-governmental organizations.

15. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies, to minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and non-governmental organizations through the use of NRP coordinating structures, processes, and protocols.

16. Mason County will employ NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management.

17. In large-scale incidents/disasters Mason County DEM serves as the focal point of coordination with other local, county, state, and federal emergency management agencies.

IV. ROLES AND RESPONSIBILITIES

Final responsibility for emergency management direction and control for unincorporated Mason County rests with the Mason County Board of County Commissioners. Final responsibility for emergency management direction and control for the City of Shelton rests with Shelton's Mayor and the City Commissioners. The
emergency powers of the Mason County Director of Emergency Management are contained in RCW 38.52.070.

Specific responsibilities of governmental departments/agencies and organizations covered by and incorporated in this plan are listed in the respective Emergency Support Functions (ESFs), tabs and other attachments to this plan.

A. GENERAL PREPAREDNESS RESPONSIBILITIES

It is the policy of government that the head of each department/agency is responsible for the following:

1. Establish policy and procedures for departmental/agency chain of command and succession of authority.

2. Designate primary and alternate locations from which to establish direction and control of departmental activities during a disaster.

3. Identify and obtain necessary equipment and supplies which may be needed to manage departmental activities.

4. Identify what information is needed to manage department activities and how it will be gathered, stored, and accessed.

5. Decide how departmental management relates to the appropriate Emergency Operations Center (EOC), and who should report there should an emergency or disaster occur.

6. Appoint a liaison to work with the DEM in the development and maintenance of this plan.

7. Establish policy for 24-hour contact to activate department/agency responsibilities.

8. Make staff available, when requested by the DEM, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of the respective local government agency or department.

9. Establish policy and procedures for the identification and preservation of essential departmental recordkeeping.

10. Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.
11. Keep an updated inventory of key departmental personnel, facilities and equipment resources.

B. GENERAL RESPONSE RESPONSIBILITIES

Upon the occurrence of an emergency or disaster, each department or agency is responsible for the following:

1. Assess the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.

2. Report assessment information through the respective department's chain of command to the local EOC, on a continuing basis, as appropriate.

3. Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

C. MANAGING DISASTER OPERATIONS

Departmental/agency management should utilize the following guidance as a basis for an action checklist:

1. Report to the pre-designated site to manage department/agency operations.

2. Ascertain what happened, what can be done about it and what is needed.

3. Make contact with the EOC and report information.

4. Take appropriate actions as per department capabilities.

5. Keep informed and keep the EOC informed.

6. Maintain good records, document actions, costs, overtime, etc.

D. SPECIFIC RESPONSIBILITIES FOR COUNTY/CITY DEPARTMENTS/AGENCIES

The following Mason County offices/departments and organizations are assigned specific disaster responsibilities in this plan based upon mandated functions and/or capabilities:

1. Assessor

   a. Provide for the re-evaluation of property, land and buildings, which have been damaged or destroyed by a disaster and deduct taxes from prorated amount.
b. Provide trained personnel to support the damage assessment process as part of the Local, State, Federal Damage Assessment Team following a disaster.

c. Process applications for "Taxpayers Claim for Reduction of Assessment on Destroyed Real or Personal Property", pursuant to RCW 36.21.080, Chapter 84.70, information form Rev. 64 0003-0 (12-92).

d. Compile private property information as required in Disaster Analysis Report for forwarding reports to State Division of Emergency Management functions during emergencies or disasters.

e. Provide staff and vehicles, as available and required, to support Emergency Management functions during emergencies/disasters.

2. Auditor

a. Provide for the identification and preservation of essential records.

b. Ensure disaster related expenditures are made in accordance with applicable laws and regulations.

c. Provide staff to support Emergency Management functions during emergencies/disasters as required.

3. Commissioners

The County/City Commissioners and Shelton Mayor are responsible for all policy relating to disaster management.

a. Receive initial briefing from the Division of Emergency Management (DEM) on the event and the initial response activities.

b. Proclaim a local "State of Emergency/Disaster", as appropriate.

c. Declares the County/City a disaster area and formally requests state and/or federal assistance through the governor when necessary.

d. Complete ordinances to establish policies or regulations necessary for public safety under emergency conditions.

e. Appropriate funds to fill emergency needs in accordance with RCW 36.40.180 and RCW 38.52.070(b).

f. Fully commit the resources of the County/City departments to support the EOC as required.
4. **Clerk of the Court**

   a. Coordinate security and safe keeping of Superior Court records.
   
   b. Provide staff to support emergency court operations during emergencies/disasters as required.
   
   c. Coordinate restoration of services of the Clerk’s office in support of court operations.
   
   d. Provide staff to support the EOC as required.

5. **Communications – (MACECOM 911 Dispatch)**

   a. Accept, process and dispatch emergency calls for fire, law enforcement or medical emergencies throughout Mason County.
   
   b. Enter information into the database to document emergency events.
   
   c. Transfer disaster related calls from 911/Dispatch to the EOC when the EOC is activated.
   
   d. Serve as the primary warning point for the National Warning System (NAWAS), Emergency Alert System (EAS), and notify Emergency Management personnel in accordance with procedures.
   
   e. Develop and maintain back-up Public Safety Answering Point and coordinate re-establishment of the 911 system if disrupted by a disaster.
   
   f. Support the EOC as required.

6. **Community Development**

   a. Provide technical information on damaged structures
   
   b. Serve as the lead agency for the inspection and declaration of unsafe buildings.
   
   c. Coordinate the construction of, or the provision of, expedient temporary shelters when conditions are such that they warrant this action to insure shelters meet specified safety standards. Dependent on local circumstances, this may involve a mass movement of mobile homes and/or recreational vehicles in specific areas to provide temporary shelter.
d. Act as the lead agency for coordinating hazard mitigation activities as they relate to land use planning, natural resource management, the enforcement of codes, the inspection process and the issuing of permits.

e. Provide staff to support the EOC as required.

7. **Courts (Superior, District, Municipal and Juvenile Court Services)**

a. Develop internal contingency plans as necessary for the continuation of court services and functions.

b. Provide for the identification and preservation of essential court records.

c. Provide staff to support the EOC as required.

8. **Coroner**

In the State of Washington, the examination, identification, determination of cause of death, and release of bodies of disaster falls within the jurisdiction of the Coroner or Medical Examiner.

a. Acting in concert with law enforcement to coordinate the orderly recovery, identification and proper processing of remains, and arrange for ultimate release for internment.

b. Make death notification to next of kin. The Coroner will provide guidance on delegation process.

c. Ensure security of personal effects of victims.

d. The Coroner may request supplemental assistance for the identification, movement, storage, and disposition of the dead if local resources are exceeded. Such requests are made to the state, federal government, or military, through the Division of Emergency Management (EMD) or the State Department of Health.

e. Provide staff to support the EOC as required.

9. **Division of Emergency Management (DEM)**

The Assistant Director of the DEM shall be selected by the Director of Emergency Management.

DEM Assistant Director's general **duties** shall be as follows:
a. Prepare a Comprehensive Emergency Management Plan (CEMP) for the County that conforms to the State Comprehensive Emergency Management Plan.

b. Control and direct the effort of the Mason County Emergency Management organization.

c. Direct coordination and cooperation between divisions, services, and staff of the emergency management organization of this County, and to resolve questions of authority and responsibility that may arise between them.

d. Represent the Mason County Emergency Management organization in all dealings with public or private agencies pertaining to emergency management and disaster preparedness and response.

e. Prepare an annual budget for the Board of County Commissioners to adopt.

In the event of a disaster, the Assistant Director's duties shall include the following emergency responsibilities:

a. Make any issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners.

b. Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property of the people, and bind the Board of County Commissions for the fair value thereof, and if required, immediately to commandeer the same for the public use.

c. Require services of any county/city officer or employee, and in the event of a proclamation by the Governor of the existence of a disaster, to command the aid of as many citizens of this community as he considers necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency management workers.

d. Require necessary personnel or material of any department or agency within the boundaries of Mason County.

e. Provide coordination among local, state, federal, private and volunteer organizations pertaining to emergency management activities and resolve questions of authority or responsibility that may arise between them.
f. Upon proper notification activates the EOC to coordinate disaster response activities during a disaster or emergency. The EOC can be a joint operation between county and city operation. Local city government is responsible for actions in its own area of jurisdiction.

g. Register emergency workers in accordance with RCW 38.52 and coordinate with State EMD for liability protection during an incident. This process may include the expedient registration of emergency workers at the disaster site.

h. Coordinate requests for emergency assistance.

i. Provide instructions to the general public before, during and after emergencies and minimize rumors.

j. Coordinate the need for the enactment of emergency ordinances with local agencies such as Environmental health, Public health, Mason County Sheriff's Office (MCSO) and the Board of County Commissioners.

k. Coordinate with the MCSO, fire services, and/or the Public Health Officer to identify areas for evacuation and assists in the implementation process.

10. ER & R

a. Provide guidance and direction for protection of computer hardware and software.

b. Provide hardware and standard software support for the EOC.

c. Provide liaison from ER & R to the EOC to maintain or adjust telephone and computer configurations to support the County's information needs, including Internet access.

d. Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of the telephone system.

e. Provide for the protection and restoration of essential county data.

f. Restore and maintain telephone, computer, and mail services for county government.

g. Provide mainframe, network and PC computers to support Administrative and Finance responsibilities.

h. Provide damage assessment of critical county computer services/equipment.
i. Provide or coordinate emergency repairs to computers.

j. Provide emergency replacement of computer and business equipment.

k. Provide staff to support the EOC as required.

11. Facilities

a. Coordinates damage assessment for county buildings and facilities.

b. Coordinates post disaster safety evaluations of county buildings and facilities.

c. Provides for emergency repair for the EOC to the extent such repair will keep the EOC operational.

d. Coordinates emergency repair or relocation of county facilities as determined necessary.

e. Identifies county properties that can serve as temporary mass care tent sites.

f. In coordination with Emergency Management, arrange for facilities, furnishings, and equipment to support a Disaster Recovery Assistance Center.

g. Locate and lease office space for critical functions if normal space is unusable.

h. Develop and maintain means to expeditiously post warning information on all affected county buildings.

i. Provide staff to support the EOC as required.

12. Law Enforcement

General law enforcement problems are compounded by disaster related community disruption. Under disaster conditions law enforcement activities are the responsibility of the law enforcement agency within the jurisdiction.

Law enforcement units supplied by other levels of government will remain under the command of their respective agency; however, the supporting law enforcement agency will coordinate with and serve at the pleasure of the requesting jurisdiction. Expanded Police Powers Act of 1983, RCW Chapter 10, empowers local law enforcement agencies to enter into letters of consent
with law enforcement agencies in other jurisdictions commissioning officers to carry out law enforcement functions in another jurisdiction.

Under disaster conditions, Law Enforcement is empowered to:

a. Provide for the identification and preservation of essential law enforcement records.

b. Assist in the warning process by relaying warning information.

c. Support EOC operations with law enforcement information.

d. Evacuate persons from threatened or impacted areas.

e. Provide direction and control for wilderness and urban search and rescue operations and coordination of organized volunteer units during disaster operations.

f. Control access to the disaster area including roadblocks, as required.

g. Enforce emergency regulations or ordinances enacted by the Board of County Commissioners/City Commissioners.

h. Provide for crowd control and/or looting control.

i. Designate and provide an individual representing the Sheriff’s Office to serve as liaison in the EOC to coordinate law enforcement or organized volunteer operations.

j. Provide security to the EOC, as necessary, during disaster operations.

k. Assume responsibility for the development of law enforcement operational procedures that adequately address assigned functions and establish operational priorities.

l. Develop internal disaster plans and procedures for the Mason County Jail.

m. Coordinate with the Prosecutor and the Courts on the continuity of court operations.

n. Provide food services from the jail kitchen for EOC staff during 24-hour operations when no other food source is available.

o. Monitor all expenditures and use of resources of the Sheriff's Office to facilitate documentation of the overall disaster costs for possible reimbursement.
p. Provide staff to support the EOC as required.

13. Prosecutor

a. Provide for identification and preservation of essential records of the Prosecutor's Office.

b. Review emergency agreements, contracts, ordinances, and related documents.

c. Coordinate with the Courts for the provision of continuity of service.

d. Provide staff to support the EOC as required.

14. Public Health

a. Provide and coordinate comprehensive assessments of disaster impact on the continuity of essential public health services, including an evaluation of special assistance required to meet unique public health needs.

b. Coordinate emergency health support specific to control of communicable diseases, emergency food service, and sanitation needs.

c. Regulate and inspect consumable foods and food production at the point of consumption in areas affected by the disaster.

d. Monitor the potable water supply to ensure it is potable and quality is maintained.

e. Direct preventive medical/health services programs that may escalate under disaster conditions to mitigate public health hazards.

f. Detect and identify possible sources of contamination dangerous to the general physical and mental health of the community.

g. Serve in an advisory capacity to the Division of Emergency Management, Law Enforcement and Fire Services in determining the need for evacuation based on the presence of substances creating an immediate health threat.

h. Involved in the identification, disease testing and control of small animal, insect and rodent populations that increase under disaster conditions and prevent potential or actual public health hazards.

i. In coordination with the Division of Emergency Management, develop and release public health statements advising of safety precautions to be observed.
j. Provide systematic inspection of health hazards in damaged buildings.

k. Provide technical advice for emergency sewage disposal.

l. Provide coordination for support to water purveyors in the restoration of potable water services.

m. Assess the public health threat or potential of incidents.

n. Recommend evacuation areas to provide public safety from incidents causing contamination.

o. Distribute health fact sheets to media, the public and on-site workers.

p. Assess environmental damage.

q. Provide staff to support the EOC as required.

15. Public Works and Utilities/Waste Management

Public Works will maintain internal systems for the repair and restoration of essential services and vital facilities under emergency/disaster conditions. Priority will be given to the restoration of utilities to critical and essential facilities.

a. Complete maintenance on vehicles, as necessary, to support emergency response, rescue and evacuation.

b. Coordinate fuel needs for transportation, communications, emergency operations and other critical facilities.

c. Develop and maintain a procedure for prioritizing and accounting of vehicle assignment.

d. Provide equipment/manpower, as available, to assist with heavy rescue operations during a life endangering situation.

e. Provide inspection of roads and bridges to determine damage and safety.

f. Remove debris from roadways to permit vehicle assess or movement and temporary repair of lightly damaged roads and bridges.

g. Provide equipment and manpower for flood control operations on public property within the county.
h. Provide additional manpower, as available, to assist with traffic control during emergency evacuations.

i. Provide the existing capability of the Road Department communication system to augment the Emergency Management communication network throughout the county as needed.

j. Provide quantities of sand/dirt, as needed, for dike building purposes sandbagging operations, or for absorption or containment of chemicals/hazardous material spills.

k. Provide initial damage estimates to Emergency Management Manager on Public Works facilities.

l. Coordinate the compilation of disaster response and recovery related labor, equipment, material and service costs for post-disaster reporting purposes.

m. Provide staff to support the EOC as required.

16. Risk Management

a. Responsible for county building and facility evacuation/emergency plans.

b. Coordinate mitigation and safety activities for county employees and citizens occupying county facilities.

c. Reviews emergency contracts for county liability exposure considerations to support the EOC as required.

d. Provide staff to support the EOC as required.

17. Treasurer

a. Arrange for emergency funding to support the EOC as required.

b. Provide staff to support the EOC as required.

18. Public Information Officer (PIO)

a. Primary responsibility for this function is assigned to the Emergency Operations Center PIO who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.

b. Emergency tasks to be performed include:

   1) Establish a Joint Information Center (JIC).
2) Conduct ongoing hazard awareness and public education programs.

3) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.

4) Provide information to the media and the public during emergency situations.

5) Arrange for media briefings.

6) Compiles print and photo documentation of emergency situations.

E. SPECIFIC RESPONSIBILITIES OF OTHER ORGANIZATIONS WITHIN THE COUNTY

1. Advanced Life Saving (ALS) Providers
   a. Provide Emergency Medical Services (EMS).
   b. Coordinate private ambulance and EMS resources.
   c. Co-lead agency for ESF-8, health, Medical, Mortuary and Mental Health.

2. American Red Cross (ARC)

   All Red Cross services are provided on an individual casework basis to determine the needs of each family or individual. The ARC will provide and finance services to meet human needs in natural and technological disasters. Services provided are:

   a. Emergency housing for disaster victims in public or private buildings.
   b. Mass feeding for all persons affected by the disaster.
   c. Disaster health services in Red Cross shelters.
   d. Welfare inquiry services.
   e. Mental health counseling and emotional support to victims and workers.
   f. Inform Emergency Management regarding shelter status to include location, number of evacuees per shelter, total number of evacuees registered and other pertinent emergency information.
g. Emergency Individual/Family Assistance: This is provided on a basis of uniform guidelines and procedures to individuals and families having urgent and verified disaster-caused needs.

- Food
- Clothing
- Laundry
- Emergency transportation
- Cleaning supplies
- Emergency housing
- Storage of personal belongings
- Emergency minor home repairs
- Household accessories
- Some furniture and appliances
- Emergency health needs
- Personal occupational supplies and equipment

Additional assistance may be considered when an individual or family has disaster caused or disaster aggravated needs beyond normal emergency assistance. National Red Cross headquarters must be consulted before discussions with clients about additional assistance are initiated. Potential services may include:

- Personal living needs (groceries, clothing)
- Disaster related vehicle repair
- Insurance
- Home repairs
- Furnishings
- Health needs

The Red Cross programs listed above may be modified according to the availability of certain government benefits as additional needs of disaster victims may be met by state and federal disaster assistance programs provided by the Robert T. Stafford Disaster Relief Act and Emergency Assistance Act of 1988 (Public Law 93-288), as amended, and Related Authorities as of June 2007.

3. Fire Services

Local fire response districts have primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions, and for support to other fire protection districts if mutual aid agreements are in place. Additional functions of fire service personnel under this plan include:

a. Conduct light duty rescue operations and limited rescue operations on off-road situations.
b. Provide First Aid Transportation, Emergency Medical Technician (EMT), and Paramedic services in response to injured persons to include medical triage at mass injury sites.

c. Provide personnel and equipment as available to assist law enforcement with evacuation, traffic control, roadblocks and patrol of damage areas.

d. Assist DEM with warning relay by participating in the fan-out of warning information.

e. Provide initial response to and size-up of hazardous materials incidents, and coordinate with proper authorities for response and/or assistance.

f. Participate in, or support, the State Fire Mobilization Plan.

g. During flooding, provide emergency response assistance such as pumps, sandbagging, evacuation and limited property protection to private and public agencies within departmental capabilities.

4. Schools

a. Develop district building hazard mitigation and emergency response plans in accordance with state and district policy. These plans will be submitted to Mason County DEM, reviewed and filed in the CEMP.

b. Provide facilities for public shelter through agreements with the ARC or other community groups.

c. Provide school situation reports to the EOC.

d. Provide damage assessment reports to the EOC from field observations.

e. Provide transportation and evacuation support.

f. Ensure all plans are updated and kept current. In the event plans are altered, changes will be submitted, reviewed, and filed with DEM.

5. Communications Support Team (CST)

a. The Mason County Communications Support Team (CST) will be the primary radio communications support during an EOC activation.

b. The CST will be comprised of licensed radio operators as well as other trained communications personnel.
6. Radio Amateur Civil Emergency Service (RACES)

a. RACES is an organization of amateur radio operators who volunteer to provide radio communications for State and local governments in times of emergency.

b. As part of the Amateur Radio Service, RACES provides radio communications for civil-preparedness purposes during periods of local, regional or national civil emergencies.

c. These emergencies are not limited to war-related activities, but can include natural disasters such as earthquakes, hurricanes, wildfires, power outages, floods, searches, air crashes, and many other events.

d. The RACES Officer is appointed by the Director of Emergency Management and duties include the following:

   1) As directed, activates and supervises the operation of the RACES station at the County EOC.

   2) Assists respective local jurisdictions and County/ agencies/ districts command posts in establishing the OPS 3 network.

   3) Coordinates and submits requests for amateur radio resources that may be needed to augment local operations to the State Emergency Management Division.

7. Emergency Operations Center (EOC) Staff

A functional staff is identified to ensure that emergency policies, activities, and resources are coordinated among the spectrum of disaster management participants. Additional personnel will be assigned to support the functional staff.

During Level I and II activations, functional staff will keep the Division of Emergency Management informed of their availability.

F. SPECIFIC RESPONSIBILITIES FOR WASHINGTON STATE AND FEDERAL AGENCIES

1. Washington State Department of Agriculture (WSDA)

   a. Assist in coordination, through the State EOC and the Federal Food and Drug Administration (FDA), interstate and international food safety activities, as appropriate.
b. Checks foods, including milk products, feeds, and other commodities for injurious contamination in processing and distribution areas.

c. Provides inspection services following a disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.

d. Provides current information on the disposal of contaminated crops and dead livestock.

e. Protects the public from consuming adulterated food through the implementation of food control measures in coordination with other agencies and local jurisdictions.

f. Provides current information for potentially affected area farms, food crops, food processors and distributors, and other agricultural data under the department's authority. Provides pesticide disposal services as part of disaster recovery.

g. Provides support by sending staff to affected jurisdictions(s) EOC, the affected facility, and at the scene to implement appropriate protective actions, if needed.

2. Washington State Department of Ecology (Ecology)

a. Serves as the lead agency for emergency environmental pollution response and cause investigation.

b. Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.

c. Coordinates and manages the overall state effort to detect, identify, contain, clean up, and dispose of or minimize releases of oil or hazardous materials.

d. Serves as a member of the Preliminary Damage Assessment (PDA) Team to provide damage assessments on the following:

   • Dikes, levees, dams, drainage channels, and irrigation works.
   • Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems, and dam systems.

e. Debris removal from river channels and lakes, as allowable.

f. Conducts inspections of other state and local jurisdiction facilities damaged by an emergency or disaster.
g. Monitors state waters suspected of contamination due to an emergency or disaster.

h. Coordinates with, and assists the Washington State Department of Health (WSDOH) and WSDA in developing and implementing procedures for sampling food crops, waterways, and other environmental media that may be contaminated.

i. Provide staff support to local jurisdictions or facilities, as necessary.

3. Washington State Department of Fish and Wildlife (WDFW)

a. Supplies water tank trucks and potable water at selected sites, as available.

b. Provides aerial reconnaissance of impacted areas.

c. Provides air transportation upon request.

e. Makes recommendations for preventing and/or modifying of the public consumption of contaminated food from fisheries or wildlife habitats.

4. Washington State Department of Health (DOH)

a. Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters to include describing the distribution levels and types of health impacts and effects on the continued ability to provide essential public health services.

b. Assess the threat of vector borne diseases.

c. Assists in determining requirements for recovery into affected area(s).

d. Mobilizes and deploys an assessment team to the affected area to assist in determining specific health and medical needs and priorities.

e. Assists in establishing surveillance systems to monitor the general population and special high-risk groups, conducts field studies and investigations, and provides technical assistance on disease and injury control measures and precautions.

f. Provides liaison with the federal Centers for disease Control and Prevention, and other states and provincial health agencies, as potential sources of consultation and/or direct assistance.
g. Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment, and medical supplies during an emergency or disaster.

h. Provides assistance to local health departments, public and private health care institutions, and other local government agencies with identification, treatment, and control of communicable diseases and non-communicable disease risk, which threaten public health.

i. Provides state laboratory services to support the detection, identification, and analysis of hazardous substances which may present a threat to public health.

j. Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.

k. Provides consultation to support local health agencies in the maintenance of required quality of domestic water supplies affected by the emergency or disaster.

l. Provides technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling, and disposal of solid waste and other refuse during an emergency or disaster.

m. Provides consultation to support local health agencies to assist in the identification, disease testing, and control of small animal, insect, and rodent populations that represent potential and actual hazards to public health.

n. Provides technical basis for establishing and reducing food control and relocation areas.

o. Maintains food control measures in coordination with other participant agencies and local jurisdictions.

p. Certifies food as "safe for human consumption" for subsequent release by the Department of Agriculture.

q. Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement, and disposition of the deceased.

r. Serves as lead agency in the state EOC for coordinating medical and public health services during emergency or disaster activities.
s. In support of local authorities, provides technological assessment, toxicological analysis, and radiological support services in emergencies or disasters.

t. Assists in assessing potable water, wastewater, and solid waste disposal issues.

u. Provides victim identification and mortuary services.

v. Provides supplemental assistance to local jurisdictions to identify and meet the health and medical needs of disaster victims.

w. Provides for the movement of seriously ill and injured patients from the impacted areas.

5. Washington State Department of Labor and Industries (L & I)

a. Examines electrical installations, boilers, pressure vessels, manufactured housing, and work establishments to assure workplace safety compliance for all workers, including those involved in response and recovery activities.

b. Determines when a facility/industry is safe for occupancy and resumption of activity.

c. Provides state laboratory services and/or equipment to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.

6. Washington State Emergency Management Division (EMD)

a. Coordinates the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).

b. Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

c. Coordinates state assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

d. Coordinates the provision of statewide search, rescue, and recovery assets to supplement the efforts of local jurisdictions.
7. **Washington Army National Guard**

Coordinates military support to civil authorities by providing:

a. Limited air and land transportation of personnel and equipment.

b. Assists local governments and the Washington State Patrol (WSP) by providing supplementary security forces to patrol damaged areas, establishes roadblocks, and directs traffic for the preservation of law and order.

c. Provides aerial reconnaissance, photographic missions, and radiological monitoring, as required. Coordinates with Washington State Department of Transportation (WSDOT) to provide aerial reconnaissance and photographic missions, as requested and within capabilities.

d. Provides limited emergency medical assistance.

e. Provides limited mass feeding.

f. Provides assistance for emergency traffic regulation, movement and control.

8. **Washington State Patrol (WSP)**

a. Assists local authorities with local law enforcement operations and the evacuation of persons and property.

b. Coordinates and maintains liaison with the Departments of Corrections, Fish and Wildlife, Natural Resources, Military Department, Transportation, Parks and Recreation Commission, and Utilities and Transportation Commission for use of their available personnel and equipment for augmentation and special assignments.

c. Assists the State EOC in receipt and dissemination of warning information to state/local government.

d. Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.

e. Provides aerial reconnaissance photographic missions.

9. **Washington State Department of Transportation (WSDOT)**

a. Coordinates with WSP for traffic control on appropriate state routes.
b. In coordination with WSP, provides available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the DOT’s resources are not put at risk.

c. Coordinates with WSP and local jurisdictions to:

1) Provide traffic control on the Washington State Transportation System to prevent entrance of unauthorized persons into controlled areas.

2) Assist in promptly identifying and removing impediments to movement.

3) Provide barricades, road signs, and highway rerouting information necessary to redirect traffic from relocation and food control areas, provided resources are available.

4) Conduct aerial reconnaissance and photographic missions, as requested, provided resources are available.

5) Manages overall effort for aerial search and rescue.

V. CONCEPT OF OPERATIONS

A. GENERAL

1. The primary objective for Emergency Management in Mason County is to provide a coordinated effort from all supporting county/city and non-governmental jurisdictions in the preparation for, response to, and relief from injury, damage and suffering resulting from either a localized or county-wide disaster.

The Emergency Management staff is the focal point for emergency management within the county. However, emergency management responsibilities extend beyond this office, to all county/city government departments/agencies, non-governmental, private, and ultimately, to each individual citizen.

2. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a county/city emergency may exist. It is then the responsibility of government to undertake comprehensive emergency management activities. Local government has the responsibility for emergency management activities.
3. When the emergency exceeds local government capabilities, the DEM Manager will request assistance from mutual aid jurisdictions and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

4. In addition to the DEM, emergency management is the day-to-day function of certain county/city departments, such as law and fire services.

5. While the routine functions of most county and city departments are not of an emergency nature, pursuant to this plan, all officers and employees of the county and cities should plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the onset of one of these events.

6. Disasters may require county and city departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need.

7. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

8. Mason County has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. The County's adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters or terrorism. NIMS allows jurisdictions to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

9. This plan, in accordance with the National Response Framework (NRF) and National Disaster Recovery Framework (NDRF), is an integral part of the national effort to prevent and reduce America's vulnerability to terrorism, major disasters, and other emergencies; minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPE-5, Mason County will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.
B. OVERALL COORDINATION OF INCIDENT MANAGEMENT ACTIVITIES

1. The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

2. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing a precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites are identified, an ICP may be established, and direction and control of the response transitioned to the IC.

3. For major emergencies and disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

4. The IC is generally responsible for field operations, including:
   
   a. Isolating the scene.
   
   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
   
   c. Warning the population in the immediate area of the incident and providing emergency instructions to them.
   
   d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
   
   e. Implementing traffic control arrangements in and around the incident scene.
   
   f. Requesting additional resources from the EOC.

5. The EOC is generally responsible for:
   
   a. Providing resource support for the incident command operations.
   
   b. Issuing a community-wide warning.
c. Issuing instructions and providing information to the general public.

d. Organizing and implementing a large-scale evacuation.

e. Organizing and implementing shelter and mass arrangements for evacuees.

f. Coordinating traffic control for large-scale evacuations.

g. Requesting assistance from the State and other external sources.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

C. ORGANIZATIONAL STRUCTURE

1. RCW 38.52 authorizes and directs the establishment of a local organization for emergency management in Mason County. Mason County DEM implements emergency management functions within the territorial limits of the political subdivision within which it is organized (participating municipalities and unincorporated Mason County).

2. By law, the City of Shelton Commissioners and Mayor are responsible for disaster operations in their jurisdiction. The Mason County Board of County Commissioners is the responsible official for the unincorporated areas.

3. The Mason County Director of Emergency Management or his/her designee shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management to municipal and county officials during disaster operations utilizing the guidelines of the National Response Framework (NRF) including, but not limited to, use of the Incident Command System (ICS) and National Incident Management System (NIMS).

4. The County and City of Shelton will retain the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries utilizing the guidelines of the NRF including but not limited to use of the ICS and NIMS.

5. Disaster operations will be conducted by city or county forces, supplemented as necessary, by trained auxiliaries, established cadres, and by work forces
available within the local community. Use will be made of available mutual aid from local, state, and federal agencies including but not limited to mutual aid agreements between existing emergency management entities coordinated by DEM.

FIELD OPERATIONS – Figure 1

EOC OPERATIONS – Figure 2
D. STATE, FEDERAL AND OTHER ASSISTANCE

1. State and Federal Assistance

a. If local resources are inadequate to deal with an emergency situation, Mason County will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.

b. Requests for state assistance should be made to the Washington State Emergency Management Division, Logistics Section. The State EMD has made forms available that can be used to request state assistance. A request for state assistance must be made by the Emergency Management Director or designee and may be made by telephone, fax, or email. The State Logistics Section has the authority to utilize all state resources to respond to a request for assistance, with the exception of the National Guard. Use of the National Guard requires approval of the Governor.

2. Other Assistance

a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

E. INCIDENT MANAGEMENT ACTIONS

1. Notification and Assessment

a. Reliable communications capabilities are necessary for day-to-day government operations, warning the public of impending events, management of response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capabilities must be available for emergency management functions in the EOC, alternate EOCs, and in the field.

b. Methods of warning key officials and the public of threatening situations include Emergency Alert System (EAS), National Weather Service (NWS), media broadcasts, telephone or radio notification, public address announcements, person-to-person contacts and the Internet.

c. Specific systems in place include: facsimile machine, Internet communications, telephones, satellite phones, and cellular phones; local television, satellite television, AM/FM radio

d. Radio systems in place in the ComCenter include UHF, VHF, 2-meter, HF, low band, and 2-meter packet.

e. Radio transmitting and receiving capabilities include all county agencies using the VHF and UHF frequencies.

f. Non-county agencies including the American Red Cross, Washington State Emergency Management, Washington State Department of Transportation, Public Works, RedNet, and law enforcement are also linked by radio to the EOC.

2. Activation

a. The Director of Public Works has been designated the Director of Emergency Management for Mason County by the BOCC.

b. The Mason County EOC is the focal point for emergency management activities and may operate under the Incident Management System.
c. The EOC is activated under the authority of a County Commission, a Fire Chief, the Mason County Sheriff, the Director or Manager of Emergency Management, designee, or the DEM Duty Officer, as delegated.

d. Prior to a disaster, mitigation and preparedness activities are the responsibility of each County department and supporting agency within their respective areas.

e. During emergency and disaster events, the EOC may include City and Tribal representatives, as needed, as well as select support agencies.

f. The elected and appointed Mason County officials, departments/divisions and supporting agencies will maintain their operations, identity and reporting structures, but will function under this plan as an emergency organization.

g. The essential activities of the emergency organization will be coordinated through the Mason County EOC. Qualified and trained department/agency representatives, as selected by department/agency managers, will staff essential positions of the EOC. Representatives of other organizations such as the American Red Cross, utility companies, or liaison personnel from State and federal agencies may also be assembled in the EOC for large events. Emergency operations will be conducted on a 24-hour basis, as required and in accordance with the Incident Management System.

h. DEM divides normal activities into three separate operational levels. These levels are size and complexity driven according to each emergency or disaster scenario.

- Level 1 – 24-hour duty officer operations.
- Level 2 – Enhanced operations, alert state, with a duty officer, selected emergency management staff, and a representative(s) from the affected agency(ies).
- Level 3 – Full operations with county department and primary and support agency representation.

3. Requests for Assistance

a. Jurisdictions, departments/agencies responding to emergencies and disasters should first use their available resources. When this plan is implemented, the jurisdiction Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section should also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources should be allocated according to established priorities and objectives of the jurisdiction EOC.
b. Jurisdictions, departments/agencies are expected to maintain an inventory of non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

c. If the situation is beyond local capability, a declaration is issued, requesting state assistance or requesting the Governor request Federal Assistance. The "Declaration of Emergency" is issued by the County Commission proclaiming the county "a disaster area."

d. This declaration is coordinated by the DEM, signed by the County/City Commissioners, then forwarded to the State Emergency Management Division for consideration and presentation to the Governor.

e. Any requests for resources provided by either neighboring jurisdictions or from the State Emergency Management will be requested through the activated Mason County EOC.

4. Demobilization

The decision to terminate a declaration and demobilize should be coordinated with the response agencies that were part of the emergency operation. They may have different response needs which will influence the decision.

5. Operations Under the National Terrorism Advisory System (NTAS)

a. The National Terrorism Advisory System (NTAS) replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

b. NTAS Alerts

1) **Imminent Threat Alert** - warns of a credible, specific, and impending terrorist threat against the United States.

2) **Elevated Threat Alert** - warns of a credible terrorist threat against the United States.

3) After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

4) NTAS Alerts will only be issued when credible information is available.
5) These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**.

6) Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

7) NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

8) An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat elevates.

9) **Sunset Provision**: NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

### VI. RESPONSE ACTIVITIES BY PHASES

#### A. MITIGATION

The **mitigation function** include programs, plans, and activities designed to eliminate or recue the degree of long term risk to life and property, and to reduce future losses from disasters or events.

1. Develop targeted hazard mitigation plans.

2. Maintain and update the Mason County Natural Hazard Mitigation Plan (published separately).

3. Conduct programs of public information and education on disaster preparedness and personal survival.

4. Actively pursue grants and other programs to support the strategic mitigation priorities of Mason County.
5. Enforce public safety mandates to include land use management and building codes; and recommend to governing bodies measures to improve the emergency readiness of the jurisdiction.

B. PREPAREDNESS

The preparedness function includes activities that encourage a state of readiness in governments, public organizations, the private sector, businesses, families and individuals that provide the capability to prepare for and to survive a disaster or event and to ensure the continuity of government.

1. Initiate preparedness programs to reduce the effects of disasters.

2. Review disaster readiness capabilities and upgrade procedures in keeping with changing emergency management and response technology.

3. Encourage and maintain interagency cooperation and coordination of readiness planning.


5. Conduct programs of public information and education on disaster preparedness and personal survival.

6. Review and improve response capabilities by conducting training, drills, and exercises.

C. RESPONSE

The response function includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved shall:

1. Take emergency actions to safeguard employee health and safety.

2. Take emergency actions to protect life, property, the environment and the economy.

3. Conduct personnel roll calls for identification and accountability.

4. Implement emergency operation plans.

D. RECOVERY

The recovery function involves actions taken to return vital life support systems to minimum operating standards, and long term activities to return life to "normal"
or improved levels. After the threat of life and property has passed, those agencies involved in response shall:

1. Compile damage assessment and fiscal records as requested by Mason County DEM in response to state and federal emergency proclamation evaluation and determination.

2. Identify minimum resource needs for the resumption of services.

3. Determine short- and long-term recovery goals.

4. Determine and coordinate emergency staffing coverage.

5. Identify recovery funding sources.

6. Consider crisis intervention and counseling needs of personnel.

7. Identify any potential opportunities for future mitigation.

8. Conduct post-disaster analysis.

9. Revise internal emergency operation plans.

10. Coordinate the application of resources to meet the long-term recovery needs of the county and municipalities.

11. Conduct after-action critiques and implement actions for improvement.

VII. ONGOING PLAN MANAGEMENT AND MAINTENANCE

A. COORDINATION

1. The Mason County Planning Team is responsible for developing, reviewing, and updating this plan.

2. The Mason County and City Commissioners are responsible for approving and promulgating this plan.

B. DISTRIBUTION

1. The County/City Commissioners shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities. See Appendix F.
2. The Basic Plan should include a distribution list that indicates who receives copies of the Basic Plan and the various appendices to it. In general, individuals who receive the Emergency Support Function sections to the Basic Plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. PLAN MAINTENANCE

1. The Basic Plan and its annexes shall be reviewed annually by local officials. Emergency Management will establish a schedule for annual review of planning documents by those tasked in them.

2. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

3. The Basic Plan and its Emergency Support Functions must be revised or updated by a formal change at least every four years. Responsibility for revising or updating the Basic Plan is assigned to the Mason County Planning Team.

4. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.

D. TRAINING

The DEM Director, or designee, is responsible to develop and implement a training program for county staff and the EOC workers that creates and maintains both a heightened awareness of the contents of the CEMP and enhances preparedness to conduct disaster management activities. Agency/department leads will ensure essential EOC and damage assessment staff completes necessary training.

E. EXERCISES

The CEMP is to be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the Plan. The main goal of exercises is to identify problems that can occur under the most chaotic of circumstances and take corrective actions.

At a minimum, the exercise schedule and type will comply with state and federal requirements. When appropriate, exercise credit will be requested for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual exercise requirement.
Exercise types and general characteristics include the following:

<table>
<thead>
<tr>
<th>Type</th>
<th>Characteristics</th>
</tr>
</thead>
</table>
| **Orientation** | • Informal  
                  • No simulation  
                  • Discussion of roles and responsibilities  
                  • Introduction of policies, procedures, plans, responsibilities |
| **Drill**     | • Single emergency response function  
                  • Single agency involvement  
                  • Often a field component |
| **Tabletop**  | • Informal discussion of simulated emergency  
                  • No time pressures  
                  • Low stress  
                  • Useful for: evaluating plans and procedures, resolving questions of coordination and responsibility |
| **Functional** | • Policy and coordination personnel practice emergency response  
                        • Stressful, realistic simulation  
                        • Takes place in real time  
                        • Emphasizes emergency functions  
                        • EOC/ECC is activated |
| **Full Scale** | • Takes place in real time  
                        • Employs real people and equipment  
                        • Coordinates many agencies  
                        • Test several emergency functions  
                        • Activates EOC/ECC  
                        • Produces high stress |

The 12 emergency management functions that should be exercised at least once every four years include the following:
<table>
<thead>
<tr>
<th>Function</th>
<th>Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert and Notification</td>
<td>Response/Recovery Personnel</td>
</tr>
<tr>
<td>Communications</td>
<td>Telephone, Radio, Amateur Radio</td>
</tr>
<tr>
<td>Coordination and Control</td>
<td>EOC Operations, Incident Command, Mutual Aid</td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>Individual Assistance/Businesses, Public Damage Assessment</td>
</tr>
<tr>
<td>Emergency Public Information (EPI)</td>
<td>Prior, During, and After Emergency; Public Information generated from Joint Information Center (JIC) and/or different sites</td>
</tr>
<tr>
<td>Health and Medical</td>
<td>Emergency Medical Services, Environmental and Public Health, Mass Casualty, Medical Facilities, Radiological</td>
</tr>
<tr>
<td>Individual / Family Assistance</td>
<td>Effectiveness of Evacuation: Management, Facilities, Shelters, Food/Water/Clothing</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Law Enforcement, Fire, Search and Rescue, Traffic Control during evacuation</td>
</tr>
<tr>
<td>Public Works</td>
<td>Repairs, construction and support, transportation</td>
</tr>
<tr>
<td>Resource Management</td>
<td>Personnel, Equipment, Mutual Aid, Emergency Action Steps</td>
</tr>
<tr>
<td>Warning</td>
<td>Systems effectiveness (from EOC/ECC, sirens, Emergency Broadcast, Radio, TV)</td>
</tr>
<tr>
<td>Government Survival</td>
<td>Succession of leadership, pre-delegation of Emergency Authorities, Emergency Operations Centers and alternatives, safeguarding records, protection of government facilities and personnel</td>
</tr>
</tbody>
</table>
F. NIMS AND ICS INTEGRATION

1. NIMS

In accordance with NIMS, Mason County will integrate the system in all phases of planning and operations. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments and the private sector to effectively and efficiently work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State and local, and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.

2. ICS

The ICS is an expandable management system to be used for managing response activities that is mandated by NIMS. Mason County entities will use the ICS structure for incident management as required by federal and state statutes.
APPENDIX A

DEFINITIONS

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) –
Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

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

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

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.

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

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 ANALYSIS - The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.
DISASTER ASSESSMENT – Estimation of damages made after a disaster has occurred which serves as the basis of the Board of Commissioners’ proclamation of 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 explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President’s Disaster Relief Fund.

DISASTER SEARCH AND RESCUE - Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

EMERGENCY - “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (Public Law 92-288)

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

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

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations.

EMERGENCY OPERATIONS PLAN (EOP) – Those Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.
EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY PROTECTIVE MEASURES – Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

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

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

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. Federal Emergency Management Agency manages the President’s Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.
FIELD ASSESSMENT TEAM (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

FOREST FIRE - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

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 COMMAND SYSTEM (ICS)

- An all-hazards, 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.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

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

JFO - The office established in or near the designated area to support federal and state response and recovery operations. The JFO houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and the State Coordinating Officer (SCO) and support staff.

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.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

**MAJOR DISASTER** - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe 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 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** - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. 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, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

**MORBIDITY** - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

**NATIONAL CONTINGENCY PLAN (NCP)** - "The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

**NATIONAL INTERAGENCY COORDINATION CENTER (NICC)** - The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

**NATIONAL RESPONSE CENTER** - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.
NATIONAL SEARCH AND RESCUE PLAN (NSP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional 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.

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

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

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

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

PRIMARY AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.
PROTECTION - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

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

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director’s staff who is responsible for management of the Public Assistance Program.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

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

RECOVERY
- Activity to return vital life support systems to minimum operating standards and long term activity designed to return life to normal or improved levels, 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.

- The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

RESPONSE - 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 - 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. Also referred to as LAND SEARCH 
AND RESCUE to differentiate 
from AIR SEARCH AND RESCUE.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department 
of Ecology’s responsibilities to spills of hazardous materials, e.g. receiving and making 
notifications, information gathering and technical advisory phone calls, preparation for 
and travel to and from spill sites, direction of clean-up activities, damage assessment, 
report writing, enforcement investigations and actions, cost recovery, and program 
development.

SPORE - A reproductive form some microorganisms can take to become resistant to 
environmental conditions, such as extreme heat or cold, while in a “resting stage.”

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

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

TABLETOP EXERCISE - An activity in which officials and key staff or others with 
emergency responsibilities are gathered together informally to discuss simulated 
emergency situations. It is designed to elicit constructive discussion by the participants 
without time constraints. Participants evaluate plans and procedures and resolve 
questions of coordination and assignment of responsibilities in a non-threatening format 
under minimum stress.

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

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

URBAN SEARCH AND RESCUE (USR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

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

WEAPON OF MASS DESTRUCTION (WMD) Title 18 USC, Section 2332a - Any weapon or devise 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, mine, or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

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

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

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

## ACRONYMS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
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<tr>
<td>ABO</td>
<td>Agents of Biological Origin</td>
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<tr>
<td>ACCESS</td>
<td>A Central Computerized Enforcement Service System</td>
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<tr>
<td>ACHP</td>
<td>Advisory Council on Historic Preservation</td>
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<td>ACP</td>
<td>Access Control Points</td>
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<tr>
<td>AFRCC</td>
<td>Air Force Rescue Coordination Center</td>
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<td>ALS</td>
<td>Advanced Life Support</td>
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<td>American Red Cross</td>
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<td>Basic Life Support</td>
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<tr>
<td>BOCC</td>
<td>(Mason County) Board of County Commissioners</td>
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<tr>
<td>CAMEO</td>
<td>Computer-Aided Management of Emergency Operations</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear, or Explosive</td>
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<tr>
<td>CDC</td>
<td>Center for Disease Control</td>
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<tr>
<td>CDWS</td>
<td>Civil Defense Warning System</td>
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<tr>
<td>CEMNET</td>
<td>Comprehensive Emergency Management Network (radio test)</td>
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<td>Comprehensive Emergency Management Plan</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CHEMTREC</td>
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<td>CIKR</td>
<td>Critical Infrastructure &amp; Key Resources</td>
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<td>Critical Incident Stress Management</td>
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<td>Community Organization Active in Disaster</td>
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<td>DMA</td>
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<td>Disaster Recovery Center</td>
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<td>Department of Social and Health Services</td>
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<td>Emergency Action Plan</td>
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<td>Emergency Alert System</td>
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<td>Department of Ecology</td>
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<td>Economic Injury Disaster Loans</td>
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APPENDIX C

AUTHORITIES AND REFERENCES

I. AUTHORITIES

This plan is developed, promulgated, and maintained pursuant to the following local, state and federal statutes and regulations:

A. LOCAL


2. Inter-local Agreement between Mason County Division of Emergency Management and the City of Shelton for emergency services

B. STATE AND FEDERAL


6. Chapter 38.08, RCW, Powers and Duties of Governor.

7. Chapter 38.12 RCW, Militia Officers.

8. Chapter 38.52 RCW, Emergency Management.

9. Chapter 38.54 RCW, Fire Mobilization.

10. Chapter 43.06 RCW, Governor’s Emergency Powers.


12. Title 118, WAC, Military Department, Emergency Management.

II. REFERENCES

A. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

B. Public Law 99-499, the Community Right to Know Act, SARA Title III (Superfund Amendments and Reauthorization Act of 1986


D. Title 47 USC 151, 303,524,606 as related to FCC Rules and Regulations, Emergency Alert System

E. 11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System


G. National Response Framework

H. National Disaster Recovery Framework


J. Department of Homeland Security by President George W. Bush, June 2002

K. US Government Interagency Domestic Terrorism Concept of Operations Plan

L. Homeland Security Presidential Directives (HSPD) #1-8:

M. Organization and Operation of the Homeland Security Council

N. Combating Terrorism Through Immigration Policies

O. Homeland Security Advisory System

P. National Strategy to Combat Weapons of Mass Destruction

Q. Management of Domestic Incidents US Government Interagency

R. Domestic Terrorism Concept of Operations Plan

S. Revised Code of Washington 38.52, Emergency Management

T. Revised Code of Washington 70.102, Hazardous Substances Incidents

U. Revised Code of Washington 70.136, Hazardous Materials Incidents
V. Revised Code of Washington 4.2.4.314, Hazardous Materials – Responsible Party

W. Washington State Administrative Code 118.30 Emergency Management

X. Washington State Administrative Code 118.40 Community Right to Know Act

Y. Washington State Administrative Code 118-04 Emergency Workers
APPENDIX D

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

THIS AGREEMENT is made and entered into by and between MASON COUNTY, a political subdivision of the State of Washington, (hereinafter referred to as "County") and the City of SHELTON, a municipal corporation of the State of Washington, (hereinafter referred to as "City")

WHEREAS, County and City have established Comprehensive Emergency Management Plans (CEMP) pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington and WAC 118-30-040, and

WHEREAS, Shelton Municipal Code § 2.86.050 and WAC 118-30-050 authorize the City to enter into an Interlocal agreement for Emergency Management Services; and

WHEREAS, County and City believe it to be in the best interest of their citizens that County and City share and coordinate services in the event of an emergency situation; NOW THEREFORE,

IT IS HEREBY AGREED AS FOLLOWS:

1. PURPOSE. It is the purpose of this agreement to provide an economical mechanism to provide for the common defense and protect the public peace, health, and safety and to preserve the lives and property of the people of the signatory jurisdictions against the existing and increasing possibility of the occurrence of major emergencies or disasters, either man-made or from natural causes.

2. DEFINITIONS. As used in this agreement, the following definitions will apply.

A. "Emergency Management" or "Comprehensive Emergency Management" means the preparation for and the carrying out of emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, and aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or man-made, and to provide support for search and rescue operations for persons and property in distress.

B. "Emergency or Disaster" shall mean an event or set of circumstances which: (a) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (b) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

3. SERVICES. County shall provide emergency management services as outlined in Chapter 38.52 RCW in accordance with the provisions of said chapter and as defined herein during the term of this agreement. Mason County shall perform, on behalf of the County and City, all services required by its Emergency Management Plan, Chapter 38.52 RCW, WAC 118-30 and Attachment "A" to this document. To the extent the existing City Emergency Management Plan conflicts with any of the above, it shall be superseded and the County’s Plan, statute, and/or WAC shall be followed.
4. COMPENSATION. The City and County shall cooperate to secure grant funds to compensate the County for providing emergency management services. The City shall identify staff that perform emergency management related activities as part of their duties and provide County information on salaries, benefits, and percentage of time City staff performs these duties. These may, or may not be, the same City staff assigned to assist County during activations of the Emergency Operations Center (EOC). Information provided will be incorporated into the County’s Emergency Management Performance Grant (EMPG) applications and the funds received from the Department of Homeland Security/FEMA will be utilized to support the emergency management program. Notwithstanding the above, the City shall have no obligation to provide to the County any funds it receives from federal agencies reimbursing costs expended by the City in responding to emergencies.

5. EMPLOYEES. Whenever the employees of the City or County are rendering outside aid pursuant to the authority contained in RCW 38.52.070/080, such employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the County or City in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege or immunity afforded the City or the County in Chapter 38.52 RCW.

6. TERMINATION. Either party may terminate this Agreement with or without cause upon one hundred eighty (180) days written notice to the other party.

7. NOTICES. Notices and other communications shall be transmitted in writing by U.S. Mail, postage prepaid, addressed to the parties as follows:

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<tr>
<th>If to Mason County:</th>
<th>Mason County</th>
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<tr>
<td></td>
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8. HOLD HARMLESS AND INDEMNIFICATION. Except in those situations where the parties have statutory or common law immunity for their actions and/or inactions, each party shall defend, indemnify and hold harmless the other from liability or any claim, demand or suit arising because of said party’s negligence. Each party shall promptly notify the other of any such claim.

9. GENERAL. Neither party may assign or transfer this contract or any rights or obligations hereunder without the prior written consent of the other party. This contract constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this contract requested by either party may only be affected if mutually agreed upon in writing by duly authorized representatives of the parties hereto.
ATTACHMENT "A"
City of Shelton

Emergency Management Work Plan

During the term of the Agreement for Emergency Management Services, the County shall:

1. Provide full Duty Office coverage for Emergency Management issues arising in the City 24 hours per day, 365 days per year.

2. Activate and manage the County Emergency Operations Center (EOC) in support of an EOC activation, or the declaration of an emergency in the City, or in support of any emergency incident that requires multi-agency response coordination.

3. Provide warning and emergency public information during disasters as resources allow.

4. Provide communication and general administrative assistance in the event of declared disaster to the extent of the County’s knowledge.

5. Provide public education presentations on emergency preparedness issues as requested by the City and as resources are available.

6. Provide training for City’s EOC staff as appropriate.

7. Provide education program for officials as necessary.

8. Update the City’s Emergency Operational Plan to achieve compliance with Chapter 38.52 RCW and WAC 118-30. If acceptable to State regulators, the County may elect to submit a single emergency operational plan for Mason County, including the City, in lieu of updating the City’s Plan.

9. Assist the City with applying for federal funds reimbursing costs expended responding to emergencies. The City shall hold the County harmless in the event that a grant application does not secure federal funding, or a federal agency requires the repayment of federal funds.
10. WAIVER. Failure by either party at any time to require performance by the other party under this Agreement or to claim a breach of any provision of this Agreement shall not be construed as affecting any subsequent breach or the right to require performance or affect the ability to claim a breach with respect thereto.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Date this ___ day of ____________, 2011.

MASON COUNTY
BOARD OF COMMISSIONERS

Lynda Ring Erickson Chairperson

Date June 21, 2011

CITY OF SHELTON
COMMISSION

John Tarrant, Mayor

Date 6-13-2011

ATTEST:

Shannon Goudy, Clerk of the Board

Vicki Look, City Clerk

County
Approved to Form:
APPENDIX E

TRAINING, DRILLS AND EXERCISES

I. INTRODUCTION

A. PURPOSE

To outline the emergency management training and exercise responsibilities of Mason County departments. It also includes training of Mason County Emergency Operations Center (EOC) staff and emergency responders. Exercises will be used to test emergency plans, procedures and evaluate the preparedness of County department response efforts.

B. SCOPE

The Mason County Division of Emergency Management (DEM) provides training for EOC team members on an ongoing basis and provides training and consultation to Mason County departments upon request. DEM also coordinates and facilitates a range of exercises, which serve to validate the effectiveness of County emergency management plans and procedures.

II. POLICIES

A. DEM provides a range of training opportunities to enhance the emergency planning and response capabilities of County/City elected officials, department directors, managers, and employees, special purpose districts, businesses, schools, emergency workers, and the public.

B. In addition to these opportunities, DEM also coordinates with the Washington State Emergency Management Division (EMD) for state and Federal Emergency Management Agency (FEMA) training classes.

III. ASSUMPTIONS

A. Training and exercise functions are ongoing and independent of the threat or onset of an emergency or disaster.

B. Training and exercises are preparedness activities and should be designed to validate and enhance the County's response and recovery abilities. Training and exercises are necessary to maintain the ability to operate efficiently and effectively.

C. Position-specific training on duties and procedures for County employees expected to perform functions in an emergency will be completed as soon as possible after their assignment.
D. City, State, Federal, volunteer and private sector organizations will be asked to participate in County training and exercises in order to augment County emergency management resources.

E. Training and exercises related to the activation and support of the County EOC will be planned for, scheduled and conducted on a regular basis.

IV. CONCEPT OF OPERATIONS

A. The exercise and training courses sponsored by Mason County will be based on current needs and part of a systemic effort to further the emergency readiness of Mason County government, the public and organizations located in Mason County. Exercises will be evaluated so that shortcomings in the plans, training, coordination and procedures can be identified and corrective actions taken to improve readiness. Training courses will be evaluated to identify shortcomings and ability to meet future needs of the County emergency management program.

B. Organizations seeking training may contact DEM to seek information about available training or training resources. DEM will support County training programs when expertise and resources are available, or coordinate the request with appropriate trainers or organizations. Other sources of training include but are not limited to:

1. Washington State Emergency Management Division (EMD)
2. FEMA Emergency Management Institute
3. American Red Cross
4. Private Consultants

V. RESPONSIBILITIES

DEM is the lead agency for exercises that test and validate the Mason County Comprehensive Emergency Management Plan (CEMP). DEM develops and coordinates the exercise program and facilitates the training that is necessary to familiarize County/City departments with the County CEMP.

A. Mason County Division of Emergency Management (DEM) shall:

1. Provide training to Mason County/City departments, public and/or private organizations, and individuals as resources are available.
2. Coordinate the acquisition and distribution of emergency management training course materials.

3. Assist Mason County/City departments in preparing and conducting emergency management training and exercises.

4. Coordinate and facilitate an exercise program that involves participation in at least one tabletop, functional or full-scale exercise involving Mason County/City departments at least once a year.

5. DEM will coordinate with the exercise lead to prepare and maintain After-Action Reports (AAR) with recommendations for improvements for all exercises Mason County DEM participates in.

B. Each Mason County Department shall:

1. Ensure their EOC representatives have the appropriate training as prescribed the National Incident Management System (NIMS) to function effectively in the EOC.

2. Provide DEM with the department's emergency management point-of-contact (POC) to coordinate emergency management training programs.

3. Develop department exercise requirements in coordination with Mason County DEM.

4. Have appropriate staff members participate in Mason County exercises to provide expertise on policy issues, and response and recovery procedures.

5. Prepare exercise AARs for your department, include policy shortcomings, plan and procedure improvements, and provide a copy to the Mason County DEM within 90 days after the exercise.

VI. RESOURCE REQUIREMENTS

Requirements will be course and exercise specific, however staff support applies to all events. Additional resources may include funding, logistics, planning and documentation.

VII. REFERENCES

See Appendix C, Authorities and References.
# APPENDIX F

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ADDENDUM A

CITY OF SHELTON STANDARD OPERATING PROCEDURES

Attachment to Mason County 2012 Comprehensive Emergency Management Plan (CEMP)

Historically, the City of Shelton has developed and maintained an Emergency Management Plan in an effort to be prepared for incidents, emergencies or disasters that could impact our community. Emergency management plans, due to changing community structure, need to be revisited and revised periodically. Recognizing that our community partners include entities outside of City Government, we have opted to work in partnership with those entities/agencies in the development of this Countywide Emergency Management Plan. We appreciate all of the hard work by those who took part in and were instrumental in its development.

While it is clear that some incidents, emergencies or disasters could have a widespread impact on our region well outside of the bounds of the City, there are some instances that might have a smaller impact geographically and, at times, be confined within the city limits of Shelton. In circumstances such as these, the City of Shelton Commission would be the primary decision maker in emergency management and disaster operations. The City of Shelton Commission shall also maintain decision making authority over City resources in an event of greater geographical impact. Where reference is made in the CEMP to “Commission” or other individual resource such as “Public Works”, it is understood that the City of Shelton and Mason County have separate, distinct Commissions and each has resources at their disposal to include Public Works and Police Services. City of Shelton services shall remain under the authority and control of the Shelton City Commission. Where the term “Commission” is mentioned in the CEMP, it should be understood to mean both the Mason County Board of Commissioners and the City of Shelton Commission.

Dave O'Leary
City Administrator
EMERGENCY SUPPORT FUNCTION #1
TRANSPORTATION

PRIMARY AGENCIES: Mason County/City of Shelton Public Works
State Department of Transportation (WSDOT)

SUPPORT AGENCIES: Mason County Division of Emergency
Management (DEM)
Law Enforcement
Washington State Patrol (WSP)
Mason Transit Authority (MTA)
State Emergency Management Division (EMD)

I. INTRODUCTION

A. PURPOSE

This Emergency Support Function (ESF) outlines operations and the
organizational arrangements for transportation of people, supplies, and materials
during emergency situations and assigns responsibilities for various transportation
tasks.

The intent is to ensure effective utilization of available transportation corridors
during an emergency/disaster.

B. SCOPE

This ESF addresses the use of emergency transportation corridors including
public and private, ground, air, and water transportation resources as necessary
for relief services and supplies.

1. Coordinating restoration and temporary repair of critical transportation facilities
   and systems including transit, roads and bridges, rail, and airport operations
during the recovery phase from an emergency or disaster.

2. Facilitating damage assessments to establish priorities and determine needs of
   available transportation resources.

3. Coordinating transporting activities and resources during the response phase
   immediately following an emergency or disaster.

II. POLICIES

A. In accordance with RCW 38.52, the executive heads of the political subdivisions
   are directed to utilize the services, equipment, supplies, and facilities of existing
departments, the office, and agencies of the State, other political subdivisions and all other municipal corporations in responding to a disaster. The officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the maximum extent possible.

B. All resources cited above, not otherwise involved in the emergency response, will be available for use by the Division of Emergency Management (DEM) or a designee.

C. The assets available to this function will be used to assist transportation agencies and other ESF’s with their emergency efforts to move people, materials, equipment, and other resources as necessary and prescribed by this Comprehensive Emergency Management Plan (CEMP).

The priorities for allocation of the assets will be:

1. Evacuating persons from immediate danger.
2. Transportation of those with special needs.
3. Coordinating and monitoring traffic movement for self evacuation and re-entry of emergency resources into evacuated areas.
4. Transporting materials, personnel, and supplies for the support of emergency activities.
5. Transporting relief supplies necessary for recovery from the emergency.

D. Primary and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.

E. Each primary and support agency is responsible for the inspection, repair and operation of its own infrastructure or to those agencies with contractual agreements to maintain infrastructure.

F. Primary and support agencies will support the coordination and information collection of transportation damage assessment.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

1. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. We have the ultimate
responsibility for arranging for or providing the transportation needed to support emergency operations.

2. During emergency situations, rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.

3. Specialized transportation may be needed to transport some special needs groups, such as medical patients and prisoners.

4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.

5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.

6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.

7. Some cargo may require materials handling equipment at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.

8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.

9. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all person. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

B. ASSUMPTIONS

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.

2. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.

4. School buses are a local passenger transportation resource, we assume that local school districts will respond to request for transportation assistance from local government during emergency situations.

5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment the required transportation.

6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

7. Mason Transit buses may need to be diverted from their normal routes and schedules as needed to support emergency operations.

8. Transportation may be requested from the State Division of Emergency Management when the assets within the jurisdiction are not sufficient.

IV. CONCEPT OF OPERATIONS

A. GENERAL

The primary and support agencies are responsible for coordinating the transportation response and providing recovery support and services to assist in the maintenance and integrity of Mason County's transportation system.

1. Each agency shall have a representative available upon request to respond to the Emergency Operations Center (EOC).

2. Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
   a. Voluntary use of personal vehicles.
   b. County-owned vehicles.
   c. School buses.
   d. Leased or rented buses.
   e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements.
f. Donated transportation equipment or services.

g. Transit system buses.

h. State-owned or contracted vehicles.

3. Where possible, emergency cargo transportation requirements will be satisfied with the following resources:

a. County-owned vehicles.

b. Commercial freight carriers.

c. Leased or contract equipment.

d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements.

e. Donated transportation equipment or services.

4. Special Facilities

a. Schools and Day Care Centers

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.

b. Hospitals, Nursing Homes, and Correctional Facilities

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.

c. Individuals with Special Needs

Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their
belongings. They may be unable to walk to transportation pickup points for the general public.

B. ORGANIZATION

Activation of this plan may be for an intense, localized event, or a widespread regional or catastrophic event. Because a wide range of emergencies may require the implementation of this plan, the lead organization during those activations may shift depending on the incident and the coordination will undoubtedly require a collaborative lead involving Unified Command. The coordination of this ESF will rely heavily on the partnerships and collaborative efforts of all the primary and support agencies involved. There will also be situations whereby Federal agency influence will play a key role.

C. PROCEDURES

Procedures for transportation services are identified in ESF #1. Procedures for other organizations are outlined in individual agency disaster plans. Additional regional procedures are further identified in the response activity section of this document.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Identify and maintain a current list of local public and private transportation resources.

2. Identify possible transportation needs that could result from various disasters.

3. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

E. PREPAREDNESS

1. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment.

2. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.

3. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.

4. Participate with other departments and agencies in the determination of evacuation routes for known hazards, and, where appropriate, pickup points or routes for those who may require public transportation.
5. Review special facility evacuation plans to ensure they include realistic transportation arrangements.

6. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.

**F. RESPONSE**

1. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.

2. Respond to transportation requests within limits of available resources.

3. Monitor transportation resource status and identify requirements for additional resources to the EOC supervisor.

4. Maintain records on use of transportation resources.

**G. RECOVERY**

1. Continue to coordinate transportation of equipment, supplies and passengers as needed.

2. Assess further transportation needs of citizens and provide transportation as needed.

3. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

**V. RESPONSIBILITIES**

Use of the Incident or Unified Command System will be used to organize the response and to request and manage additional resources as necessary.

**A. PRIMARY AGENCIES**

1. **Mason County Public Works**
   
   a. Send primary agency representative to the EOC to coordinate transportation activities.

   b. Determine the usable portions of the County road network.

   c. Provide for the removal of wreckage and debris.
d. Effect temporary repair of lightly damage roads and bridges.

e. Determine the priorities for restoration of local transportation infrastructure.

f. Assist first responders by providing barricades and contributing other traffic related supplies and expertise.

g. Establish detour routes for damaged and closed roads.

2. Washington State Department of Transportation (WSDOT)

a. Perform all duties necessary to protect state highways.

b. Remove or reduce hazards on the highways that tend to endanger the public.

c. Close or restrict any portion of a state highway whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state highway.

d. Reconstruct, repair and maintain state highways, bridges and alternate routes. WSDOT is authorized to perform maintenance and construction work off the state highway right-of-way in close proximity to the highway to protect the facility and the traveling public (RCW 47.32.130).

e. Mobilize personnel and equipment required for emergency engineering services on state highways.

f. Assist the Washington State Patrol (WSP) by providing vehicle traffic control; providing assistance in rerouting vehicle traffic around or away from the affected area; providing equipment and materials; and investigating injury reports and equipment loss.

g. Provide assistance for hazardous materials incidents.

h. Perform damage assessments, determine the usable portions of the state highway network and provide cost estimates for state highway facilities.

i. Provide communication for emergency response operations.

j. Provide reader-board and signage resources when requested.
B. SUPPORT AGENCIES

1. Law Enforcement
   a. Assist in emergency traffic control
   b. Assist with maintaining traffic flow and enforcing transportation usage priorities.
   c. Provide assets to support response and recovery efforts following an emergency or disaster.
   d. Identify transportation routes.
   e. Provide law enforcement resources to assist with special emergency or disaster requirements, such as evacuation and evacuation route identification.
   f. Provide damage assessment/windshield survey information to the EOC.

2. Washington State Patrol (WSP)
   a. Provide emergency traffic control.
   b. Assist in maintaining traffic flow and enforcing transportation usage priorities.
   c. Provide air and marine assets to support response and recovery efforts following an emergency or disaster.
   d. Provide law enforcement resources to assist with special emergency or disaster requirements, such as evacuation and evacuation route identification.
   e. Provide damage assessment/windshield survey information to the EOC.

3. Mason Transit Authority (MTA)
   Coordinate and provide emergency bus transportation support and services with other private transportation providers and jurisdictions for the movement of people, equipment, and supplies.

4. Mason County Division of Emergency Management (DEM)
   a. Activate the EOC and Mason County Joint Information Center (JIC) in support of field emergency operations.
b. Identify and prioritize transportation needs. Coordinate the mobilization of emergency transportation vehicles.

c. Coordinate the assessment of damages to the transportation infrastructure. Collect, analyze, evaluate and compile assessment information.

d. Coordinate emergency transportation assignments of County owned vehicles when indicated and as resources allow.

e. Develop agreements or contracts with transportation resources.

5. Washington State Emergency Management Division (EMD)

a. Coordinate with state agencies and private organizations to meet local government transportation needs.

6. Federal Emergency Management Agency (FEMA)

a. Supplement state and local transportation requirements after disasters.

VI. RESOURCE REQUIREMENTS

A. A listing of local public works and engineering equipment is maintained at the Department of Public Works.

B. Should our local resources prove to be inadequate during an emergency; request will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

C. If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal with the emergency situation, assistance may be requested from the state.

D. Requests from state aid will be forwarded to the Washington State Emergency Management Division, Logistics Section. Both the local Tribes must request resource support from the County before requesting assistance from the state.

VII. REFERENCES

A. Mason County EOC Manual

B. Mason County Hazard and Vulnerability Analysis

C. Washington State Comprehensive Emergency Management Plan
D. Washington State Department of Transportation Disaster Plan

E. Regional Catastrophic Disaster Coordination Plan - Transportation Recovery Annex, February 2011
I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide a system capable of rapid notification and warning of key officials and the public, and to provide a communications system for the efficient flow of information.

B. SCOPE

This ESF addresses communication and warning assets of Mason County to include radio, voice and data links, telephone systems, NAWAS, EAS, and amateur radio operations.

It describes the coordination of local jurisdictions' actions to be taken to establish and maintain telecommunications, information systems, and warning support preparation for, response to, and recovery from an emergency or disaster which affects the population and operation of local government and its jurisdictions.

No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, Mason County jurisdictions will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information and resources available at the time.

II. POLICIES

A. Reliable and interoperable communication systems are necessary at all levels of government for day-to-day communication and warning of impending disasters.
B. Disaster response and recovery operations, search and rescue operations, and coordination between the State, the Emergency Operations Center (EOC), and response agencies.

C. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster and afford adequate communication to affected local, state, and federal governments and agencies. Routine modes of communication include commercial telephones, two-way radio systems, dedicated leased lines operated by local, state, and federal government, as well as any other mode from private industry.

D. Local government utilizes local governmental and commercial communication systems and may request state assistance when necessary by going through normal emergency management channels.

E. Mason County is, at all times, subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the general public. Emergency or disaster warning may originate from any level of government; however, most disaster forecasting resources are located within the federal government.

F. Local government will utilize all means available to alert and warn local officials and population that may potentially be affected.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Mason County will periodically experience emergency situations, which require heavy use of current communications systems. Due to natural or technological disasters described in the Basic Plan and Hazard Identification and Vulnerability Analysis, some communications systems may be damaged or destroyed. When the need for communications equipment is highest, we may have fewer resources, dictating a need for reprioritization or reallocation of working systems.

2. Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.

3. Initially, Mason County government officials will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area. They will, with the telecommunications resources currently
available, restore and reconstruct as much communication as the situation permits.

4. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.

5. Weather, damage to roads and bridges, and other factors will restrict entry of emergency communications into the area.

6. Mason County will attempt to utilize every available communication means to provide warning and communications to respond to and recover from an emergency/disaster.

7. Through the Federal Emergency Management Agency (FEMA), the federal government may provide temporary emergency communication assistance to state and/or local governments during, or in anticipation of, and emergency or major disaster.

8. Testing of the warning system, or any portion thereof, will be conducted periodically to familiarize the public and to test the systems(s) (e.g., pagers, cellular phones, alternate numbers, etc.).

9. Communications systems are vulnerable and may be damaged, destroyed, or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks or months.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Reliable telecommunications capabilities are necessary for day-to-day government operations, alerting and warning, managing response and recovery efforts, search and rescue missions, and coordination with other organizations. Telecommunications capabilities must be available for emergency management functions in the EOC and the field.

2. Once activated, disaster/emergency communication will be provided through the Mason County EOC located at 100 W. Public Works Drive, Shelton.

3. During emergency operations, all Mason County departments/agencies will maintain their existing equipment and procedures for communicating with their...
field operations units. They will keep the EOC informed of their operations and status at all times.

B. ORGANIZATION

During day-to-day operations, ER & R develops, coordinates and maintains communications systems and has responsibility for County telephone and Internet communications systems.

The DEM coordinates amateur radio resources for the EOC to support County department's response and recovery efforts.

C. PROCEDURES

When emergency/disaster conditions disrupt communications systems within Mason County, all missions received in the EOC will be coordinated in accordance with the current EOC Standard Operating Procedure (SOP). ER & R will address telephone and Internet issues and DEM will address amateur radio issues.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Maintain a current technology based, reliable, interoperable, and sustainable communications system.

2. Ensure warning communications systems meet jurisdictional needs.

3. Ensure intelligence and other vital information networks are operational.

4. Ensure integrated communications procedures are in place to meet the needs and requirements of Mason County.

E. PREPAREDNESS

1. Review and update this communications annex.

2. Develop communications procedures that are documented and implemented through communications operating instructions to include connectivity with private-sector and nongovernmental organizations.

3. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
4. Ensure communications requirements for the EOC and potential Joint Information Center (JIC) are regularly reviewed.

5. Review After Action Reports (AAR) of actual occurrences and exercises and other sources of information for lessons learned.

6. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.

7. Acquire, test, and maintain communications equipment.

8. Ensure replacement parts for communications systems are available and make arrangements for rapid re-supply in the event of an emergency.

9. Train personnel on appropriate equipment and communication procedures as necessary.

10. Conduct periodic communications drills and make communications a major element during all exercises.

11. Review assignment of all personnel.

12. Review emergency notification lists of key officials and department heads.

13. Provide the telephone system provider with a list of circuit restoration priorities for essential governmental systems.

**F. RESPONSE**

1. Select communications personnel required for emergency operations according to the incident.

2. Incident communications will follow ICS standards and will be managed by the IC using a common communications plan and an incident-based communications center.

3. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.

4. Ensure emergency equipment repair on a 24-hour basis.

5. Initiate warning procedure, if required.
G. RECOVERY

1. All activities in the emergency phase will continue until such time as emergency communications are no longer required.

V. ORGANIZATION AND RESPONSIBILITIES

A. GENERAL

1. Mason County’s emergency communications system is operated by MACECOM (911 Dispatch) and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups.

2. All warning information received at our warning point, the Dispatch Center, will be disseminated to officials and, where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the City of Shelton Police Chief.

B. PRIMARY AGENCY RESPONSIBILITIES

1. MACECOM

   a. Develop plans for the management of communications priorities during times of high usage.

   b. Maintain primary frequency communications to receive and relay emergency calls.

   c. Use alternate methods of communications to relay emergency information when services are disrupted.

   d. Develop procedures for emergency restoration of communications.

   e. Disseminate warning information to other public safety disciplines such as the EOC or duty officer, emergency response teams and field units, when indicated.

   f. Continue day-to-day operations.

2. Equipment Rental & Revolving Fund (ER&R)

   a. Provide telecommunications equipment and software support for the EOC.
b. Provide protection and restoration of the county e-mail system.

c. Provide liaison with telephone service providers for the re-establishment of telephone capability to county government.

d. Support critical technologies and hardware to support emergency/disaster response.

3. Mason County Division of Emergency Management (DEM)

Lead agency for the development and maintenance of county warning procedures using existing capabilities.

a. Identify public and private communications facilities, equipment, and personnel located throughout Mason County and surrounding areas which would support emergency communications needs in case of an emergency or disaster. These resources will include but not be limited to emergency communications vehicles, command posts, government entities, amateur radio personnel and Search and Rescue groups.

b. Provide emergency radio communications facilities at the EOC or an alternate facility as may be required under the Emergency Management Continuity of Operations Plan.

c. Identify and coordinate communications priorities during the response and recovery phases of the emergency or disaster.

d. Compile clear, concise and accurate information for the initial warning messages for the county.

e. Activate the Mason County Joint Information Center when indicated.

f. Relay warnings and emergency information to the affected areas.

C. SUPPORT AGENCY RESPONSIBILITIES

1. All Support Agencies

a. Develop and maintain an inventory of agency communication capabilities and resources, noting availability and response criteria.

b. Develop and maintain appropriate Standard Operating Procedures (SOP's) in support of this ESF.
c. Test warning devices and systems that fall under their area of responsibility.

d. Train personnel in proper warning methods.

e. Provide communication and warning support and assistance as requested and continue operation of its communication systems, as necessary.

f. Establish communication with the EOC.

g. Provide warning to the community as needed.

2. **Amateur Radio Operators**

a. Responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.

3. **Public Information Officer (PIO)**


D. **STATE AGENCY RESPONSIBILITIES**

1. **Washington State Division of Emergency Management (EMD)**

   a. Washington State Emergency Management is responsible for ensuring the receipt and dissemination of warning information throughout the state. Identical equipment installed in both the State Emergency Management EOC and Washington State Patrol Dispatch makes it possible for either facility to disseminate warning information depending on the time of day (the State EOC is manned on a 24-hour basis). Both locations use NAWAS and ACCESS to disseminate warning information to local governments.

   b. Warnings will be issued by the National Weather Service to the State Warning Point consisting of:

      1) Flood warnings

      2) Tsunami watches and warnings

      3) Special weather statements
4) Avalanche warnings

5) Severe weather warnings

c. Other warnings that may be issued for or by the State Warning Point include, but are not limited to:

1) Volcanic eruptions

2) Fixed nuclear facility incidents

3) Hazardous material incidents

4) Earthquakes

5) Warning information to localized areas at the request of the political subdivisions

d. Upon receipt of any warning, the primary or alternate State Warning Point will transmit the information, without delay, to those political subdivisions that may be affected.

e. Other responsibilities as identified by the Washington State Comprehensive Emergency Management Plan.

E. FEDERAL AGENCY RESPONSIBILITIES

1. Federal Emergency Management Agency (FEMA)

   a. Under a Presidential Major Disaster Declaration, emergency communication support may be provided in disaster areas where such facilities have been disrupted, under the authority of PL 93-288.

   b. Provides financial assistance in the procurement of necessary communication equipment, and the maintenance and recurring charges connected therewith, where applicable.

   c. Other responsibilities as defined in the Washington State Comprehensive Emergency Management Plan.

2. Federal Communication Commission (FCC)

   a. In the event of an emergency disrupting normally available communication facilities in a widespread area, the FCC, in its discretion, may declare that a
general state of communication emergency exists, designate the area concerned, and specify the amateur frequency bands, or segments of such bands, for use only by amateurs participating in emergency communication within or with such affected areas in accordance with FCC Rules and Regulations, Section 97-107 Emergency Operations.

3. The National Warning System (NAWAS)
   a. The NAWAS Warning Point terminal, lines, and equipment throughout the state are provided by FEMA for the purpose of rapid dissemination of warnings.

4. National Weather Service (NWS) and National Oceanic and Atmospheric Administration (NOAA)
   a. NWS and NOAA are responsible for forecasts and weather warnings, which may present a threat to life and/or property.

VI. RESOURCE REQUIREMENTS
   A. Sufficient technical and support staff will by provide by ITS for 24/7 operations until critical communications systems are established.
   B. Equipment and supplies should be secured so that basic functions can be established even if transportation routes in the region are compromised.

VII. REFERENCES
   A. Washington State Comprehensive Emergency Management Plan
   C. Federal Communication Commission Rules and Regulations, Section 97-107, Emergency Operations
   D. Division of Emergency Management Communications Standard Operating Procedures
   E. MACECOM Communications Operations Manual
   F. Washington State Emergency Communication Development Plan (ECDP)
VIII. ATTACHMENTS

A. Most Commonly Used Radio Communications Frequencies

B. Programming Plan for Mobiles and Portables
### ATTACHMENT A
### MOST COMMONLY USED RADIO COMMUNICATIONS FREQUENCIES

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                   | Nisqually Tribe Police Department  
                   | Skokomish Tribe Department of Public Safety |
| 153.770         | Kitsap County Fire Tac II |
| 153.830         | Fire Chiefs' Statewide Frequency, MACECOM  
                   | Mason County Base Station |
| 153.845         | Shelton City Public Works (on call - must preempt LERN access for use) |
| 153.860         | Jefferson County Fire |
| 154.190         | MACECOM:  
                   | Mason County Fire Protection District #1  
                   | Mason County Fire Protection District #3  
                   | Mason County Fire Protection District #4  
                   | Mason County Fire Protection District #5  
                   | Mason County Fire Protection District #6  
                   | Mason County Fire Protection District #8  
                   | Mason County Fire Protection District #9  
                   | Mason County Fire Protection District #11  
                   | Mason County Fire Protection District #12  
                   | Mason County Fire Protection District #13  
                   | Mason County Fire Protection District #16  
                   | Mason County Fire Protection District #17  
                   | Mason County Fire Protection District #18  
                   | Mason Central Fire & EMS  
                   | Mason County Medic One LTD |
| 158.775  
153.740  
Repeater  
154.370 | Mason County Fire Protection District #2  
(Dispatched by MACECOM)  
MACECOM:  
Mason County Fire Protection District #5  
Mason County Fire Protection District #8  
Kitsap Fire |
## ATTACHMENT B

### PROGRAMMING PLAN FOR MOBILES AND PORTABLES

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EMERGENCY SUPPORT FUNCTION #3
PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES:  County/City Public Works
                   Utilities and Waste Management

SUPPORT AGENCIES:  Mason County Division of Emergency
                   Management (DEM)
                   Departments of Community Development
                   Mason County Public Health
                   Mason Transit Authority (MTA)

I.  INTRODUCTION

A.  PURPOSE

   The purpose of this Emergency Support Function (ESF) is to outline the local
   organization, operational concepts, responsibilities, and procedures to accomplish
   coordinated public works and engineering activities during emergency situations.

B.  SCOPE

   Support includes technical advice and evaluations, engineering services,
   infrastructure construction management and inspection, emergency contracting,
   emergency repair of water and wastewater facilities, provision of potable water,
   and provisions of emergency power.

   Activities within the scope of this ESF include:

   1.  Participation in needs and damage assessment immediately following the
       event.

   2.  Emergency clearance of debris to allow for reconnaissance of the damaged
       areas and passage of emergency personnel and equipment for lifesaving, life
       protecting, and health and safety purposes during response activities.

   3.  Removal of debris from public streets and county roads.

   4.  Temporary repair or replacement of emergency access routes. Routes include
       damaged streets, roads, bridges, waterways, airfields, and other facilities
       necessary for passage of rescue personnel.

   5.  Assisting in the preparation of Preliminary Damage Assessments (PDAs), as
       required.
6. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.

7. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by the local jurisdiction as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.

8. Emergency contracting to support public health and safety.

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

II. POLICIES

A. After an emergency/disaster, local government will provide engineering services within its jurisdiction, as necessary.

B. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and state emergency management channels.

C. Supplemental to established county procedures, state and local government may contract with the Associated General Contractors of America to provide inspection services, heavy equipment and trained operators to supplement emergency engineering efforts under "Plan Bulldozer." During the time "Plan Bulldozer" is in use, operations will be performed at cost under a disaster relief contract. (Reference: Washington State Comprehensive Emergency Management Plan)

D. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, the Federal Emergency Management Agency (FEMA) may issue a mission assignment to those federal agencies possessing needed expertise or assets, only when it is verified that the need is beyond the capability of the affected state and local governments.

E. The Mason County Public Works technical designee will serve as the primary coordinator of the engineering function within the EOC.

F. The National Response Framework, Public Works 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 (USACE) for planning, preparedness, and response with assistance to be provided by other branches as needed.
III. SITUATION AND ASSUMPTIONS

A. SITUATION

1. 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. ASSUMPTIONS

1. Although personnel may be affected by the disaster, sufficient help may be available to perform response tasks, identify needs, and request assistance.

2. 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.

3. Rapid damage assessment of the disaster area will be required to determine potential workload.

4. 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.

5. Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

6. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials will be required from outside the disaster area.

7. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.

8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
9. After a subduction zone earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. In the event the EOC becomes operational, the Public Works Department shall have a representative available to respond to the EOC upon request.

2. Traffic and infrastructure management effort includes:

   a. Evaluate the availability and capacity of the infrastructure within Public Works jurisdiction boundaries.

   b. Maintain a listing of useable roadways.

   c. Coordinate signage and barricades on restricted or closed transportation routes.

   d. Develop a situation map showing damaged or destroyed routes; indicate which can be used as alternative routes.

   e. Estimate essential traffic demand.

   f. Inform the public and media of routes closed because of roadway damage.

   g. Establish incident command to assist in emergency operations for isolated incidents.

   h. Inform the Public Works Director/EOC when emergency traffic regulations are implemented.

   i. Coordinate emergency operations with other agencies in the area.

   j. Prioritize and initiate restorative repair activities.

   k. Analyze and provide recommendations regarding use of all infrastructure resources.

B. ORGANIZATION

1. The function of Public Works and Engineering during emergency situations shall be carried out in the framework of our normal emergency organization.
2. During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with the National Response Framework (NRF), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with state, local, and/or tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator.

C. PROCEDURES

The Public Works Director has the authority to direct all emergency operations specific to the Director's needs.

D. MITIGATION

1. Work with local government, business/industry and private citizens to make Mason County a disaster resistant community.

2. Participate on committees to address mitigation concerns.

E. PREPAREDNESS


2. Participate in the Comprehensive Management Plan process.

3. Participate in exercises.

F. RESPONSE

During major emergencies public works organizations will take appropriate actions to accomplish the following response tasks:

1. Perform all duties necessary to protect the transportation infrastructure and other public facilities.

2. Remove or take actions to reduce any hazards that endanger the public.

3. Close or restrict, and prepare bypass routes for any portion of the transportation infrastructure when continued use will greatly damage it.

4. Repair and maintain salvageable roads, bridges, and alternate routes, and other infrastructure facilities.

5. Perform reconstruction activities as resources and need permits.
6. Mobilize personnel and equipment required for emergency engineering services.

7. Assist Law Enforcement where possible by:
   a. Providing traffic and access control when practical.
   b. Providing assistance in rerouting vehicle traffic around or away from the affected area.
   c. Providing equipment and materials.

8. Provide assistance during hazardous materials incidents.

9. Determine the usable portions of the transportation/utilities network.

10. Perform damage assessments and provide cost estimates for all assigned facilities.

11. Provide communication for emergency response personnel.

12. Provide ground transportation for personnel.

G. RECOVERY

1. The lead and support agencies will work with the EOC and DEM to restore the community to normal after a disaster, based on prioritized project listings from the disaster.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. Mason County Public Works and Utilities/Waste Management
   a. Provide inspections of county roads and bridges to determine damage and safety.
   b. Remove debris and wreckage from roads and bridges.
   c. Designate usable roads and bridges.
   d. Provide temporary repair of damaged county roads and bridges, if possible.
e. Establish and/or maintain evacuation routes as directed by the EOC or the Sheriff's Office.

f. Maintain surface and storm water systems.

g. Provide flood control support.

h. Coordinate drainage activities.

i. Provide road blocks, barricades, signs, or flaggers as requested.

j. Coordinate expeditious removal of debris and other non-hazardous materials.

k. Coordinate all public information releases through the Public Information Officer (PIO).

l. Provide fuel storage.

m. Repair equipment.

n. Provide sand and gravel.

o. Provide trucks and drivers to transport debris and wreckage.

p. Coordinate countywide disaster transportation needs.

q. Coordinate with other political jurisdictions.

r. Coordinate with private contractors and suppliers.

s. Relocate Public Works operations facilities if conditions warrant.

t. Document damages and costs.

u. Assess the wastewater system to determine drainage.

v. Provide temporary repair of damaged water and wastewater infrastructure.

B. SUPPORT AGENCIES

1. Mason County Division of Emergency Management (DEM)

   a. Upon request, assist in coordinating, planning and establishing priorities of engineering activities.
b. Upon request, assist with coordination of resources to support public works and engineering services, including heavy rescue.

c. Upon request, assist the Department of Utilities and Waste Management in coordinating the emergency repair of damaged water and wastewater treatment facilities.

d. If needed, request state and federal assistance to support disaster operations.

e. Serve as a liaison between local government and state and federal resources, as required.

2. Departments of Community Development (DCD)

a. Provide for overall direction, control, and coordination of post-incident safety evaluations of structures within Mason County.

b. Evaluations of structures will be conducted by DCD personnel, with the assistance of various county/municipal licensed engineers, engineering staff, permit center staff, and private licensed engineers and architects, if necessary.

c. Assign operational tasks to inspection team members and issue instructions as necessary to insure the coordinated and effective deployment of personnel and equipment.

d. Depending upon the type, severity, and timing of the event, establish priorities for the inspection of critical government facilities, shelters, schools, hospitals, and nursing homes.

e. Develop and establish Policies and Standard Operating Guidelines and train staff for disaster operations and update as necessary.

f. Identify and mark structures that have restricted occupancy or are unsafe to occupy.

g. Provide the Mason County EOC with disaster analysis information.

3. Public Health and Human Services Department

a. Coordinate inspections of septic systems.

b. Coordinate inspections of food supplies.

c. Coordinate sampling of wells and water supplies.
d. Oversee inspections of pools and schools.

e. Coordinate all public information releases through the Public Information Officer.

VI. RESOURCE REQUIREMENTS

A. Public Works resources are managed by their own department.

B. Public Works maintains a "Small Works Roster."

C. During a major emergency, it may be necessary to borrow, lease or rent equipment from other suppliers.

VII. REFERENCES

A. The National Response Framework

B. Washington State Comprehensive Emergency Management Plan
EMERGENCY SUPPORT FUNCTION #4
FIREFIGHTING

PRIMARY AGENCY: Fire Protection Districts

SUPPORT AGENCIES: Mutual Aid Fire Departments
Mason County Division of Emergency Management (DEM)
Departments of Public Works
Law Enforcement
American Red Cross (ARC)
Communications Support Group (CST)
Washington State Emergency Management Division (EMD)
Washington State Department of Natural Resources (DNR)
MACECOM (911)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide for fire response, resource mobilization and to encourage local mutual aid agreements to support the detection and suppression of wildland, rural and urban fires.

B. SCOPE

This ESF addresses all fire fighting activities including the detection and suppression of wildland, rural and urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

II. POLICIES

A. During emergency situations, local fire organizations mobilize all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements, as outlined in RCW 39.34.030, are activated when initial resources are inadequate. When mutual aid and organic resources are exhausted, then the provisions for regional/state fire mobilization may apply.
B. An "Interstate Mutual Aid Compact" has been established with Washington and the states of Oregon, Idaho and Montana. Requests for assistance from neighboring states will be coordinated by the State Division of Emergency Management. Request will be made through local emergency management channels.

C. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.

D. Priority shall be given to saving lives and protecting property, in that order.

E. Many first responders in Mason County are volunteers. Although they are dedicated in a major disaster, they are not obligated to leave a family crisis or their workplace to assist emergency efforts.

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Mason County depends on volunteer fire districts for fire protection.

2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.

3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.

4. Natural hazards and emergencies, such as flooding, may necessitate the use of fire service resources.

5. Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health personnel and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.

6. Large-scale emergencies, disasters and acts of terrorism may adversely impact firefighting personnel, equipment, facilities and communications systems.
B. PLANNING ASSUMPTIONS

1. Urban, rural and wildland fires will occur within Mason County. In the event of an earthquake or other significant event, large damaging fires could be common.

2. In a disaster some fire fighting resources will become scarce.

3. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters and smoke jumpers may be essential in these situations. helicopters will be scarce resources and usable airports congested.

4. State and other resources may be called upon.

5. Efficient and effective mutual aid among the various local, county, state and federal fire agencies requires the use of the ICS together with compatible firefighting equipment.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The public fire and life safety services in Mason County include fourteen rural fire protections districts, the U.S. Forest Service (USFS), the National Park Service (NPS) and the Department of Natural Resources (DNR).

2. Fire services within Mason County are signatory to a countywide mutual aid agreement. The fire services also cooperate in a countywide mutual aid disaster plan with predetermined strike team and task force identification and coordination.

3. The Mason County Fire Chiefs' Association will designate a countywide fire representative to be an overall coordinator of fire service activities during a disaster. The fire representative should operate from the appropriate Emergency Operations Center (EOC), as necessary. If the Fire Coordinator works from a field command post, a liaison will be designated to go to the EOC.

4. Upon the occurrence of a major disaster, fire services are requested to make initial assessments of their personnel, apparatus, equipment and facilities and report this information to the appropriate EOC as soon as possible.

5. To the maximum extent possible, fire services are requested to also make initial damage assessments of their jurisdictions and to report this information to the
EOC. This information should include an assessment of what has happened, what the fire service is able to do about it with existing resources and what specific assistance is needed.

6. For most emergency situations, an Incident Commander (IC) will establish an Incident Command Post (ICP) to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.

7. External response agencies are expected to conform to the general guidance provided by our senior decision makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

8. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

B. ORGANIZATION

1. Normal emergency organization shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multi-agency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP).

2. A fire officer shall normally serve as the IC for the response to fires. The Washington State Patrol (WSP) will serve as IC for hazmat incidents, oil spills, and radiological incidents.

3. Mason County may restrict outdoor burning and use of fireworks if drought conditions are determined to exist.
C. PROCEDURES

1. When the EOC is activated, a Mason County Fire Chiefs' Association appointed representative will be requested to coordinate fire service resources.

2. If an aircraft incident occurs within Mason County, which requires coordination of multiple agencies and additional resources, the Mason County Sheriff's Office may request activation of the EOC. The Sheriff's Office representative will coordinate fire service needs with a fire representative appointed to the EOC.

3. During major emergencies, disasters or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multi-agency Coordination System. The EOC is central to this system, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP).

D. MITIGATION ACTIVITIES

1. Enforce fire codes.

2. Conduct fire safety education programs for the public.

3. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions and use of fireworks when conditions warrant.

4. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.

5. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants and other commercial businesses.

6. Maintain pre-incident response plans to include pre-fire planning and pre-assigned response procedures (run cards).

E. PREPAREDNESS ACTIVITIES

1. Maintain a list of all firefighting resources.

2. Inspect and maintain all equipment.
3. Stockpile specialized supplies.

4. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue and NIMS/ICS. Emergency response personnel shall meet the NIMS national qualification and certification standards.

5. Develop communications procedures to ensure adequate communications between fire units, law enforcement units and other emergency responders.

6. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.

7. Test, maintain and repair equipment on a scheduled basis.

8. Revise and update response plans at regular intervals.

F. RESPONSE ACTIVITIES

1. Contain, control and extinguish fires.

2. Initiate rescue missions, as necessary.

3. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.

4. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively.

5. Initiate evacuation of emergency scenes if necessary.

6. Provide fire inspections and fire protection for temporary shelter and mass care facilities.

G. RECOVERY ACTIVITIES

1. Perform fire inspections of restored or reconstructed buildings.

2. Perform or assist in decontamination and cleanup.

3. Assess damage to fire equipment and facilities, if necessary.

4. Recommend condemnation of unsafe buildings.

5. Review fire codes in relation to an incident or disaster and recommend improvements.
6. Provide fire investigation services.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. Fire Services
   a. Provide suppression and control of fire within their respective fire protection jurisdictions and support other fire protection agencies responding under mutual aid agreements.
   b. Serve as part of Incident Command or Unified Command structure.
   c. Support warning and evacuation efforts.
   d. May provide medical response, which includes Advanced and Basic Life Support.
   e. Provide support for other public safety operations, as necessary.
   f. Provide qualified individuals to staff the EOC and ICP when activated.

B. SUPPORT AGENCIES

1. Mason County Division of Emergency Management (DEM)
   a. Provides for alert and warning of persons located in the affected area through the media and the Emergency Alert System (EAS).
   b. Serves as liaison between local jurisdictions, response agencies and the state for requesting resources when the capabilities of local response agencies are exceeded.
   c. Provides training to fire response personnel, as appropriate.
   d. Provides capabilities for coordinating response, resources and assets.
   e. Request damage assessment by the Federal Agency Support Team.

2. Public Works Departments
   a. Support firefighting operations through road closures, barricades and heavy equipment, as requested.
3. Law Enforcement
   
a. Support firefighting operations through traffic and crowd control.

b. Provide assistance with fire investigation.

4. American Red Cross (ARC)
   
a. Provide emergency feeding and sheltering services, as requested.

5. Communications Support Group (CST)
   
a. Provide emergency radio communications support, as requested.

6. MACECOM (911)
   
a. Provide communications services to law enforcement, fire, EMS and the EOC.

b. Document all communications related activities pertaining to this situation for event record.

7. Washington State Patrol (WSP), State Fire Marshal
   
a. Coordinates assistance to local government for fire activities and mobilization resources in accordance with the provisions of the Washington State Fire Services Resource Mobilization Procedures.

8. Department of Natural Resources (DNR)
   
a. Coordinates all fire suppression efforts and provides resources to control wildland fires in the state on DNR protected lands. May provide resources for non-DNR protected lands, if available, at a reasonable cost.

VI. RESOURCE REQUIREMENTS

Mason County will implement a firefighting equipment acquisition program to ensure equipment complies with the relevant NIMS performance and interoperability standards. Firefighting resources are categorized by size, capacity, capability and skill.

VII. REFERENCES

A. The National Response Framework
B. Washington State Comprehensive Emergency Management Plan

C. Revised Code of Washington, 39.34.030, 38.54, 76.04, 43.63A, 38.52 and Title 52 and 35 RCW

D. "Interstate Mutual Aid Compact"

E. Washington State Fire Services Resource Mobilization Procedures

F. South Puget Sound Region Fire Defense Mobilization Plan

VIII. TERMS AND DEFINITIONS

CONSEQUENCE MANAGEMENT - Measures taken to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).

CRISIS MANAGEMENT - Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRP.

EXPEDIENT EVACUATION - Evacuations that must be conducted with little notice, frequently in response to a request from the IC at the scene.

HAZMAT (Hazardous materials) - The NRP defines hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

INCIDENT ACTION PLAN - An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.

TERRORIST INCIDENT - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially
destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assignation or kidnapping.
EMERGENCY SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT

PRIMARY AGENCY: Mason County Division of Emergency Management (DEM)

SUPPORT AGENCIES/DEPARTMENTS Mason County/City of Shelton Governments
Law Enforcement
Fire Services
Geographical Information Systems (GIS)
MACECOM (911)
American Red Cross (ARC)
Mason General Hospital and Family of Clinics

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

B. SCOPE

This ESF applies to the information needs of the Mason County Emergency Operations Center (EOC) for assessing a disastrous or potentially disastrous situation and supporting related response and planning efforts.

II. POLICY

A. The Mason County Board of County Commissioners (BOCC) is the county's primary decision maker in emergency management and disaster operations. Under RCW 38.52, the BOCC may declare a State of Emergency, making services and resources of county agencies available and taking actions deemed necessary.

B. The Mason County Director of Emergency Management is delegated the authority to implement the county's Comprehensive Emergency Management Plan (CEMP) for disaster and emergency operations.
C. The Mason County Division of Emergency Management (DEM) shall maintain a current hazard and risk analysis in the Mason County Hazard Identification and Vulnerability Analysis (HIVA), published separately.

D. The Mason County Emergency Operations Center (EOC) and DEM will receive and disseminate current and accurate information to other county agencies, cities and towns, the Washington State Emergency Management Division (EMD), volunteer organizations, and response personnel during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.

E. The EOC and DEM will align with the National Incident Management System (NIMS) and the Incident Command System (ICS) principles as directed by Homeland Security and Presidential Directive 5.

III. SITUATION

A. EMERGENCY / DISASTER CONDITIONS AND HAZARDS

1. The County is vulnerable to many hazards, which threaten public health and safety and public or private property.

2. Direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:

   a. **Incident.** An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

      1) Involves a limited area and/or limited population.

      2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.

      3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.

      4) Typically resolved by one or two local response agencies or departments acting under an Incident Commander (IC).

      5) Requests for resource support are normally handled through agency and/or departmental channels.
6) May require limited external assistance from other local response agencies or contractors.

7) For the purpose of the National Response Framework, incidents include the full range of occurrences that require an emergency response to protect life or property.

b. **Emergency.** An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

1) Involves a large area, significant population, or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3) May require community-wide warning and public instructions.

4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.

5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

6) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.

c. **Disaster.** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with organic resources. Characteristics include:

1) Involves a large area, a sizable population, and/or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3) Requires community-wide warning and public instructions.
4) Requires a response by most or all local response agencies. The EOC and one or more Incident Command Posts (ICP) may be activated.

5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

6) For the purposes of the NRF, a major disaster (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster Federal assistance.

d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

B. PLANNING ASSUMPTIONS

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

2. The County will use its own resources to respond to emergency situations and if needed request external assistance from other jurisdictions pursuant to mutual aid agreements or from the state. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

5. Mason County has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which
allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Direction and control structure for emergency management operations is pursuant to the NIMS, which employs two levels of incident management structures.

   a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

   b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.

3. During major emergencies, disasters, or catastrophic incidents, a Multi-agency Coordination System may be advisable. Central to this System is the EOC, which is the nucleus of all coordination of information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:

   a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the IC.

   b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure if ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

B. ORGANIZATION

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

2. The IC is responsible for carrying out the ICS function of command, making operational decisions to manage the incident. The four other major management activities that form the basis of the ICS are operations, planning, logistics, and finance / administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions.

For more serious emergency situations, individuals from various local departments or agencies for from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the IC shall provide periodic situation updates to the EOC.

4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. PROCEDURES

1. EOC Operations

   a. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation
involving selected department representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

b. The principal functions of the EOC are to:

1) Monitor potential threats.

2) Support on-scene response operations.

3) Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.

4) Analyze problems and formulate options for solving them.

5) Coordinate among local agencies and between the County, state, and federal agencies, if required.

6) Develop and disseminate warnings and emergency public information.

7) Prepare and disseminate periodic reports.

8) Coordinate damage assessment activities and assess the health, public safety, local facilities, and the local economy.

9) Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the state.

10) Coordinate initial recovery activities.

2. ICS – EOC INTERFACE

a. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

b. The IC is generally responsible for field operations, including:

1) Isolating the scene.

2) Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

3) Warning the population in the area of the incident and providing emergency instructions to them.
4) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

5) Implementing traffic control arrangements in and around the incident scene.

6) Requesting additional resources from the EOC.

7) Keeping the EOC informed of the current situation at the incident site.

c. The EOC is generally responsible for:

1) Mobilizing and deploying resources to be employed by the IC.

2) Issuing community-wide warnings.

3) Issuing instructions and providing information to the general public.

4) Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.

5) Organizing and implementing shelter and mass care arrangements for evacuees.

6) Requesting assistance from the state and other external sources.

d. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

1) **From EOC to the ICP.** In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

2) **From ICP to the EOC.** When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-up action by the EOC staff.
e. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of the EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

f. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one ICP may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

As lead agency DEM will undertake the following activities.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Establish, equip, and maintain the EOC.

2. Identify required EOC staffing.

3. Prepare and maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.

4. Develop and maintain procedures for activating, operating, and deactivating the EOC.

5. Assist in identify potential mitigation activities/projects.

E. PREPAREDNESS ACTIVITIES

1. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.

2. Pursuant to NIMS protocol, conduct NIMS training for department, agency, and volunteer group representatives who will staff the EOC and ICP.

3. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.

4. Test and maintain EOC equipment to ensure operational readiness.
5. Exercise the EOC at least once a year.

6. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.

F. RESPONSE ACTIVITIES

1. Activate an ICP and the EOC as necessary.

2. Conduct response operations.

3. Deactivate the ICP and EOC when they are no longer needed.

G. RECOVERY ACTIVITIES

1. If necessary, continue EOC activation to support recovery operations.

2. Deactivate the EOC when the situation permits.

3. Restock the ICP and EOC supplies if necessary.

4. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

V. RESPONSIBILITIES

All personnel assigned responsibilities in this plan must be trained on NIMS concepts, procedures, and protocols.

A. PRIMARY AGENCY

1. Mason County Division of Emergency Management (DEM)
   a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
   b. Activate the EOC when requested or when the situation warrants.
   c. Advise the County Commissioners on emergency management activities.
   d. Coordinate resource and information support for emergency operations.
   e. Coordinate emergency planning and impact assessment.
f. Coordinate analysis of emergency response and recovery problems and
development of appropriate courses of action.

g. Staff positions within the EOC utilizing other county agencies such as the
Treasurer/Auditor's Office for Finance Section Chief; Facilities, Parks, and
Trails for Logistics Section Chief; Community Development for Planning
Section Chief, and Public Works Department for Operations Section Chief.

B. SUPPORT AGENCIES

1. All departments, agencies, and volunteer groups assigned responsibilities for
the ICP or EOC operations will:

a. Identify and train personnel to carry out required emergency functions at
the ICP and EOC.

b. Provide personnel to staff the ICP and the EOC when those facilities are
activated.

c. Ensure that personnel participating in ICP and EOC operations are
provided with the equipment, resource data, reference materials, and other
work aids needed to accomplish their emergency functions.

VI. RESOURCE REQUIREMENTS

A. DEM will normally provide sufficient staffing, funding, and equipment to support
the IC and the management of the incident in the EOC for 24/7 operations until
the response and recovery phases of the disaster event are completed and
deactivation of the EOC can occur. Additional personnel have been trained to
serve as relief staffing as needed.

B. All county departments will contribute current, accurate information to the EOC
during disasters, and may be required to assist staffing the EOC by providing
personnel.

VIII. ADMINISTRATION AND SUPPORT

A. FACILITIES AND EQUIPMENT

1. EOC

a. The County EOC is located at 100 W. Public Works Drive and is
maintained by the Division of Emergency Management.
b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

1) DOT Emergency Ops Center radio

2) CEMNET – State Radio Net

3) Red Cross Western Region Vertex FTL

4) VHF/UHF Ham radio

5) Public Works radio

6) HF Radio for Local, State and National communications

7) Law Enforcement UHF radio

8) Fire communications radio

9) CB radio

10) PACKET radio

11) APRS Ham radio

c. The EOC is equipped with an emergency generator and a seven (7) day supply of fuel.

d. The EOC should have emergency water supplies for seven days of the operation.

2. Alternate EOC

a. Should the primary EOC become unusable, the alternate EOC, located at 525 W. Cota Street, Shelton, will be used to manage emergency operations.

3. Mobile Command Post

a. The IC may request that the Mobile Command Post, operated by the DEM Communications Support Team, be deployed for use as an on-scene command post.

b. Communications capabilities of the mobile command vehicle include:

1) VHF/UHF Ham radio
2) VHF SAR radio  
3) Air Band radio  
4) 706 HF radio  
5) CB radio  
6) CEMNET radio  
7) UHF radio  
8) VHF Ham radio  
9) PACKET radio

B. RECORDS

1. Activity Logs

The ICP and the EOC shall maintain accurate logs recording key response activities, including:

a. Activation or deactivation of emergency facilities.

b. Emergency notifications to other local governments and to state and federal agencies.

c. Significant changes in the emergency situation.

d. Major commitments of resources or requests for additional resources from external sources.

e. Issuance of protective action recommendations to the public.

f. Evacuations.

g. Casualties.

h. Containment or termination of the incident.

2. Communications and Message Logs

Communication units shall maintain a communications log. The EOC shall maintain a record of messages sent and received.
3. Cost Information

All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

a. Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

1) Personnel costs, especially overtime costs.

2) Operation costs.

3) Costs for leased or rented equipment.

4) Costs for contract services to support emergency operations.

5) Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. REPORTS

1. Initial Emergency Report

An initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and sent to the State Emergency Management Division (EMD) on a determined schedule. This report is designed to keep the state, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations.
D. AGREEMENTS AND CONTRACTS

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

E. EOC SECURITY

1. Access to the EOC will be controlled during activation. All staff members will sign in upon entry and wear their picture identification badge.

2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

F. MEDIA

1. Media relations will be conducted pursuant to the NIMS.

IX. REFERENCES

A. EOC Operations Plan

B. Emergency Operating Centers Handbook, FEMA COG 1-20

C. Washington State Comprehensive Emergency Management Plan

D. The National Response Framework
EMERGENCY SUPPORT FUNCTION #6
MASS CARE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES:
American Red Cross (ARC)
Mason County Division of Emergency Management (DEM)

SUPPORT AGENCIES:
Lewis Mason Thurston Area Agency on Aging (LMTAAA)
Mason County Food Banks
Local Churches
Department of Employment Security
Department of Social and Health Services
United Way
Mason County School Districts
Mason Transit Authority (MTA)
Volunteer Animal Care Organizations
Critical Incident Stress Management Team (CISM)
City of Shelton Animal Control
Mason County Animal Control
Mason County Public Health
Local Grocery Stores
Local Fire Districts
Public Information Officer (PIO)
North Mason County Resource
MACECOM (911)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care as needed.

B. SCOPE

This ESF addresses sheltering needs in the County during a major emergency or disaster and the coordination of opening of shelters through the County Emergency Operations Center (EOC).
II. POLICIES

A. To provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment. Additionally, the County will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.

B. The Tribes will perform emergency management functions within their jurisdictional boundaries as mandated by RCW 38.52.070.

C. The American Red Cross (ARC) will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 1988).

D. Appropriate federal, state, and local jurisdictions, voluntary agencies, and private sector resources will be used as available.

E. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA) and incorporate Functional Needs Support Services (FNSS) as mandated by The Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

F. Shelters for pets and livestock may be activated if time, resources, and staff are available from local veterinary and volunteer animal care organizations. Pets and livestock shelters will be separated from shelters for evacuees.

G. MACECOM will work within the communications function from within the 911 center as well as providing at least one representative in the EOC as needed.

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. A number of threats have been identified in our Hazard Vulnerability Analysis and All Natural Hazard Mitigation Plan that could make evacuation necessary in some portions of the County. Evacuees from other jurisdictions may also seek refuge in our area.

2. Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more
lengthy operations for large numbers of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.

3. The ARC has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which normally operate shelter and mass care operations insofar as its capabilities permit.

   a. The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.

   b. Local governments and the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government.

4. If ARC services are not immediately available, other volunteer organizations and religious groups may open shelters in accordance with Red Cross Standards. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. PLANNING ASSUMPTIONS

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

2. Depending on the hazard and the severity of its effects, Mason County may have limited numbers of shelters or resources to manage them.

3. The ARC Chapter is responsible for mass care and shelter during an emergency or disaster. If the Chapter cannot provide all of the services needed, those affected will be referred by DEM to community, church, or other social service shelters that may be opened.

4. The opening of ARC shelters for jurisdictions will be coordinated through the appropriate EOC.
IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Local jurisdictions are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency.

2. The ARC and other private disaster assistance organizations will be called upon to:
   a. Open temporary shelters for the displaced population.
   b. Activate or organize shelter teams and provide shelter kits.
   c. Register those occupying public shelters.
   d. Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
   e. For extended shelter operations, activate a Disaster Welfare Information/Family Reunification process.
   f. Disaster Welfare Information/Family Reunification process may be provided by ARC.

3. Public information on shelter openings and locations will be compiled by the Joint Information Center (JIC) in cooperation with the ARC. This information will be disseminated through the Mason County JIC and the Mason County Website and if provided to MACECOM can be shared with those inquiring without directing the caller to another number to call or website to refer to.

4. Pets other than service animals (i.e. seeing-eye dogs) are not allowed in shelters. Arrangements for pets are the responsibility of the owner. The Division of Emergency Management (DEM) will assist pet owners with information on available resources.

5. Mental health organizations and the critical incident stress management programs can provide mental health and emotional support to affected persons and emergency responders when requested.

6. Spiritual support can be provided by appropriate faith-based organizations when requested.
B. ORGANIZATION

1. The DEM and ARC will coordinate and establish priorities based on needs and available local resources for shelter and mass care activities.

2. The ARC will plan and manage the conduct of Red Cross shelter and mass care activities, coordinating with DEM and as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.

C. PROCEDURES

1. The ARC maintains procedures for the opening and management of shelters. All shelters opened and managed by organizations within the County will be in accordance with the ARC standards. All procedures for support of shelters are maintained by the appropriate support agencies.

2. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. DEM will offer information on available resources for evacuees who come to public shelters with pets.

   a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

   b. Set up temporary pet shelters at pre-identified shelter locations.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Identify other organizations (i.e., churches, schools, etc.) that could assist with shelter and mass care activities.

2. Sign agreements with emergent volunteer organizations to use their local facilities for shelter and mass care operations.

E. PREPAREDNESS ACTIVITIES

1. Send selected local representatives to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training.

2. In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area.

3. Coordinate basic communication and reporting procedures.
4. Develop facility setup plans for potential shelters.

5. Identify population groups requiring special assistance during an emergency (i.e., senior citizens, access and functional needs, etc.) and ensure that preparations are made to provide assistance.

F. RESPONSE ACTIVITIES

1. Open and staff shelters and mass care facilities.

2. Provide information to the public on shelter locations and policies.

3. Assist in the registration of evacuees.

4. Provide food, clothing, first aid, and other essential services to evacuees.

5. Maintain communications between mass care facilities and the EOC, including reports on shelter occupancy and meals served.

6. Provide information to evacuees needing additional services.

G. RECOVERY ACTIVITIES

1. Assist evacuees in returning to their homes if necessary.

2. Assist those who cannot return to their homes with information on temporary or permanent housing.

3. Deactivate shelters and mass care facilities and return them to normal use.

4. Inform the public of any follow-up recovery programs that may be available.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. Emergency Management / American Red Cross
   a. Lead agencies for identifying, planning, coordinating, operating, staffing, and stocking shelter operation facilities.

   b. Maintain current shelter and other resource agreements.

   c. Maintain adequate inventories of supplies for shelter operations.
d. Keep and maintain accurate registration and accountability records of shelter inhabitants to aid in determining shelter availability.

e. Provide leadership in coordinating and integrating overall local efforts associated with mass care, housing, and human services.

f. Respond to mass care needs of displaced County inhabitants who are unable to provide for themselves because of an emergency or disaster. Coordinate mass care services.

g. Work with other mass care organizations to provide fixed and mobile food service to disaster victims and emergency workers affected by the emergency or disaster.

h. Assist with conducting shelter management training regularly and/or when requested.

B. SUPPORT AGENCIES (LOCAL)

1. Lewis Mason Thurston Area Agency on Aging (LMTAAA)

   a. Provide basic information on Case Management (CM) and Family Caregiver Support Program (FCSP) clients receiving personal in-home care (i.e., mobility devices, life support, caregiver assistance, etc.) in Mason County. In addition, a high/medium/low priority rating will be assigned to each. This data will be updated and provided to DEM on a monthly basis.

   b. Discuss, encourage, provide information about, and document individual emergency plans with CM and FCSP clients.

   c. Provide general information and assistance to other seniors and/or families/caregivers of seniors, who are not clients of the CM or FCSP program.

   d. Provide general information and technical assistance to subcontracting agencies providing services such as homecare, congregate and home-delivered nutrition, transportation, adult day care, etc.

2. United Way

   a. Provide contact information for any human services non-profit organization within the County.

   b. 2-1-1 contact which is a number people to call for health and human service information and referrals to help meet their needs.
c. Coordinate available resources with DEM.

d. Have direct contact with Ameri-Corps members that can assist during disasters.

3. **Fire Districts/Central Mason Fire EMS**

a. Provide the use of stations to house evacuees during small-scale incidents.

b. Provide transport units within the County as available.

c. Provide personnel for welfare checks around the County.

d. Assist in moving people if necessary.

4. **Mason Transit Authority (MTA)**

a. Provide transportation vehicles as available.

b. Provide DEM with current information on capacity capability.

5. **Mason County Public Health**

a. Coordinate with the Medical Reserve Corps (MRC) to provide volunteers to assist those agencies responsible for providing shelter, veterinary services, medical services, service needs services, pet care, and welfare checks (door knocking).

b. Coordinate with DEM on water and septic issues that may arise.

c. Conduct inspections to ensure safe food handling.

d. Provide for the coordination of health and sanitation services at mass care facilities.

6. **Volunteer Animal Care Organizations (Humane Society, Adopt-a-Pet, Veterinary Clinics, etc.)**

a. Provide animal crates and emergency food as available.

b. Set up fixed or mobile shelters as resources permit.

c. Coordinate with pet owners to provide assistance with pet sheltering needs.
7. **Animal Control**
   a. Coordinate shelters for pets as time, resources, and staff are available.

8. **Food Banks**
   a. Coordinate with DEM to act as a conduit for donated food and other essential grocery items for the purpose of disaster relief.

9. **Critical Incident Stress Management (CISM) Team**
   a. Provide pre-crisis planning and education.
   b. Provide crisis intervention (individual, small groups, and large groups). The crisis intervention is provided to both responders and the civilian population.
   c. Provide organizational consultation and/or participation in emergency planning.
   d. Provide pastoral crisis intervention.
   e. Provide mechanisms for follow-up and referral.
   f. Provide assistance with reunification.

10. **Local Church Groups**
    a. Assists in meeting the unmet needs of the community during and/or after a disaster.
    b. Coordinates shelter efforts with ARC and DEM as necessary.
    c. Faith-based and community shelters will be responsible for providing direction, policy, guidance, and operational control for their own shelters.

11. **Public Information Officer**
    a. Receives sheltering information from ARC, Non-Governmental Organizations (NGO), and any other shelter operators and disseminates to the public.
    b. Informs the public of any follow-up recovery programs that may be available.
12. **Local Grocery Stores**
   a. Provide information on available resources and hours of operations.

13. **School Districts (public and private)**
   a. Coordinate with ARC and DEM to identify facilities for shelter and mass care operations.
   b. Provide interpreters as resources are available.
   c. Provide transportation vehicles as available.

14. **North Mason County Resource**
   a. Coordinate local community service agencies to provide local services.
   b. Provide emergency food and supplies from the NMCR banks.
   c. Provide initial and ongoing case management and services coordination.
   d. Work with in-house providers, e.g. DSHS, WorkSource, DAV and other services as needed.
   e. Coordinate alternative energy fuel sources for heating, cooking and transportation.
   f. Provide "Hub" center for EMS providers to work from.

15. **MACECOM**
   a. Provide communications services to law enforcement, fire, EMS and the EOC.
   b. Document all communications related activities pertaining to this situation for event record.

C. **SUPPORT AGENCIES (STATE)**

1. **Department of Employment Security**
   a. Provide information on available ESD programs.
2. Department of Social and Health Services (DSHS)

a. DSHS will support disaster impacted jurisdictions through continued delivery of its vital services to its clients and persons qualifying for assistance as a result of the disaster. As its resources permit or as additional resources are authorized, DSHS will deploy teams to sheltering operations to process applications for cash, food, medical assistance and other services that will support persons in the recovery from a disaster. DSHS may also deploy Mobile Community Service Office vehicles to disaster reception or other locations to facilitate a rapid response and delivery of its services.

b. Additionally, DSHS is the lead state agency for coordinating ESF 6 support to disaster impacted jurisdictions when their resources are overwhelmed by the disaster response. DSHS partners with the Emergency Management Division, the Department of General Administration, the Department of Commerce, the American Red Cross and other state agencies and non-governmental organizations to coordinate resources and services needed to respond to jurisdictions’ request for disaster response and recovery support. DSHS also seeks to assist jurisdictions prepare for disasters by promoting best practices developed by other states and jurisdictions within Washington, particularly as they pertain to persons with access or functional needs.

VI. RESOURCE REQUIREMENTS

Each participating organization will provide personnel for 24-hour operations when the EOC is activated. Shelter supplies will be coordinated by the EOC and the ARC.

VII. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. American Red Cross Regulations 3000, 3030

C. Mason County Emergency Management Plan, Basic Plan

D. ARC Disaster Services Program, Mass Care – Preparedness and Operations

E. Puget Sound Region Pet Sheltering Draft Appendix, September 2011

F. Regional Catastrophic Disaster Coordination Plan - Evacuation and Sheltering Annex, August 2012
VIII. TERMS AND DEFINITIONS

ACCESS AND FUNCTIONAL NEEDS POPULATION - Populations whose members may have additional needs before, during, and after an incident in functional areas including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children, who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

MASS CARE - Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

SHELTER - Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

WELFARE CHECKS - Welfare checks are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by an emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communication. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the ARC may activate a Disaster Welfare Information/Family Reunification process to handle such inquiries.
EMERGENCY SUPPORT FUNCTION #7
RESOURCE SUPPORT

PRIMARY AGENCY: Mason County Division of Emergency Management (DEM)
County Departments/Agencies
City Departments/Agencies

SUPPORT AGENCY: Law Enforcement
American Red Cross (ARC)
Local Churches
Volunteer Organizations
Private Sector
Washington State Emergency Management Division (EMD)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide guidance and outline procedures for efficiently obtaining, managing, allocating and monitoring the use of resources during emergency situations or when such situations appear imminent.

B. SCOPE

This ESF involves coordinating the provision of resources to county organizations during the immediate response to a hazardous event and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure and provide facilities, materials, services and personnel.

II. POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, no county, city, town or other municipal corporation shall 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.

B. In accordance with RCW 38.52.070(2), a political subdivision in which a disaster 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. The political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without
regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditures of public funds.

C. In accordance with RCW 38.52.110(1), in responding to a disaster, the Board of County Commissioners is 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 upon request notwithstanding any other provision of law.

D. In accordance with RCW 38.52.110(2), the Board of County Commissioners, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed, provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by RCW 38.52 and federal and state emergency management regulations for registered emergency workers.

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. We must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Framework (NRF).

2. Effective resource management is required in all types of emergency situations — from incidents handled by one or two emergency response agencies working under the direction of an Incident Commander (IC), to emergencies that require a response by multiple services and external assistance, to
3. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response. Additionally, we may have to request resources from other jurisdictions or the state and it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.

4. In responding to major emergencies and disasters, the County Commissioners may issue a disaster declaration and invoke certain emergency powers to protect public health and safety and preserve property.

   a. When a disaster declaration has been issued, the County Commissioners may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster.

   b. The Prosecuting Attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County Auditor to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.

   c. When a disaster declaration has been issued, the DEM Director may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the Prosecuting Attorney.

B. PLANNING ASSUMPTIONS

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.

2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some of our established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
4. Inter-local agreements will be invoked and resources made available when requested.

5. Some businesses and individuals that are not normal suppliers may be willing to rent, lease, or sell needed equipment and supplies during emergency situations.

6. Some businesses may provide equipment, supplies, manpower or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.

7. Some community groups and individuals may provide equipment, supplies, manpower and services during emergency situations.

8. Volunteer groups active in disasters will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.

9. Donated goods and services can be a valuable source of resources.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Our resource management, in accordance with NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the Emergency Operations Center (EOC).

2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing and facilitating communication.

3. As established in the NIMS, resource management is based on four guiding principles:

   a. The establishment of a uniform method of identifying, acquiring, allocating and tracking resources.

   b. The classification of kinds and types of resources required to support incident management.
c. The use of a credentialing system linked to uniform training and certification standards.

d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.

4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources.

5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All local resources, pursuant to the NIMS, are classified by kinds and types. A complete list of resources is extensive and updated frequently by the Division of Emergency Management (DEM), making it impractical to include as part of this annex. A complete resource list is maintained and kept at the DEM.

6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, the County will execute agreements in advance with those groups and individuals for use of their resources.

7. Some of the resources needed for emergency operations may be available only from businesses. The County will establish emergency purchasing and contracting procedures.

8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The DEM shall maintain a list of local and nearby suppliers for these essential needs items.

9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment and supplies may be required to continue essential community support functions, such as medical care and fire protection.

10. It is important to maintain detailed records of resources expended in support of emergency operations:
a. As a basis for future department/agency program and budget planning.

b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers or from the state or federal government.

B. ORGANIZATION

1. It is the responsibility of the Mason County government/jurisdictions to develop appropriate contacts to facilitate the emergency use of resources. Resource lists and contacts should be available to the EOC.

2. Local jurisdictions should identify areas for the staging of emergency personnel and equipment responding in a disaster. Dispatching of these resources from the mobilization centers within these areas should be done from the EOC or by a local Incident Commander (IC), as appropriate. These resources will be staged and inventoried, with this information being relayed to the EOC. Communications shall be established between staging areas and the EOC by utilizing amateur radio operators or existing communications resources.

3. Outside resources may also be brought into Mason County by way of aircraft. The primary local airport is Sanderson Airport. If resources are brought into the airport, a mobilization center will be established as near to the airport as possible. Military resources also may be brought into Mason County. If this is done, coordination with the military will be done in accordance with ESF #20. The same general concepts of mobilization centers, inventory and communications with the EOC will apply.

4. Information on mobilization centers shall be disseminated to the state and other surrounding jurisdictions.

5. The EOC Emergency Public Information Officer (PIO) will coordinate with the state Emergency Public Information Officer for disseminating information concerning any emergency measures, voluntary controls or rationing.

6. Mason County government jurisdiction personnel should be the lead agency for the recruitment and hiring of additional human resources which may be needed in an emergency or disaster.

7. If an emergency or disaster occurs during normal business hours, a representative of the jurisdiction's Human Resources should report to the appropriate EOC to determine personnel needs. If a major disaster occurs during non-working hours, and normal methods of communication and call-back are disrupted, key staff, as determined by the local jurisdiction, should ensure that their families are all right, then report to the EOC for coordination of personnel needs.
8. Trained emergency worker volunteers may provide initial additional emergency human resources for operations. These organized volunteers may be utilized as team leaders and untrained volunteers assigned to them for specific task assignments.

9. It can be anticipated that in any disaster a large number of persons from the local community will volunteer to assist. Staging areas may be designated and persons wishing to volunteer may be directed there for registration and assignments. Military personnel may be considered after other resources have been committed or if there is an imminent threat and they are the most appropriate resource.

C. PROCEDURES

1. The County Commissioners shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.

2. The Assistant Director of DEM may provide advice regarding resource management to the County Commissioners, the IC, the EOC and other officials during emergencies.

3. The IC will manage personnel, equipment and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.

4. When the EOC is activated, the EOC Supervisor will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the EOC Supervisor to obtain additional resources. The EOC Supervisor shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

5. The EOC Supervisor will identify public and private sources from which needed resources can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing or other means.

6. The EOC Supervisor will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.
D. PREVENTION AND MITIGATION ACTIVITIES

1. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment and supplies.

2. Enhance emergency capabilities by acquiring staff, equipment and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.

E. PREPAREDNESS ACTIVITIES

1. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.

2. Maintain a complete resource inventory list. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.

3. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.

4. Maintain the list of local and nearby suppliers of immediate needs resources.

5. Ensure county emergency call-out roster includes the current telephone numbers and addresses for sources of emergency resources.

6. Ensure that after-hours contact numbers are obtained for those companies, individuals and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond on short notice during other than normal business hours.

F. RESPONSE ACTIVITIES

1. Advise the County Commissioners and EOC staff on resource requirements and logistics related to response activities.

2. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.

3. For major emergencies and disaster, identify potential resource staging areas.

4. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
5. Coordinate resources to support emergency responders and distribute aid to disaster victims.

6. Maintain records of equipment, supply and personnel costs incurred during the emergency response.

G. RECOVERY ACTIVITIES

1. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs and costs of contract services to develop estimates of expenses incurred in response and recovery operations.

2. In coordination with department/agency heads, determine repairs, extraordinary maintenance and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.

3. Maintain records of the personnel, equipment, supply and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers or the state or federal government.

V. RESPONSIBILITIES

A. PRIMARY AGENCY

1. Emergency Management

   a. Maintain the workspace, equipment and consumables.

   b. Train and exercise applicable staff in resource support activities.

   c. Maintain the county resource inventory list.

B. SUPPORT AGENCIES

1. Law Enforcement, American Red Cross, Local Churches, Volunteer Organizations, Private Sector, State Emergency Management Division, and the Federal Emergency Management Agency

   a. Provide resources, transportation, facilities and services in response to requests from the EOC.

   b. Assist the DEM personnel in developing resource lists and operating procedures, as appropriate.
c. Document the utilization and location of all personnel and equipment used in the emergency response.

VI. RESOURCE REQUIREMENTS

A. Resources required in this ESF may be established in coordination with support agencies.

B. Resources may be used from current county stock first, then from commercial vendors.

VII. REFERENCES

A. Revised Code of Washington (RCW) 38.52

B. Washington Administrative Code (WAC) 118

C. Mason County Code (MCC) 2.18

VIII. TERMS AND DEFINITIONS

A. MULTI-AGENCY COORDINATION SYSTEMS - Used in the support of incident management, this system combines facilities, equipment, personnel, procedures and communications into a common framework. A multi-agency coordination system can be used to develop consensus on priorities, resource allocation and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

IX. ATTACHMENTS

A. Annex A, Donations Management Support

B. Attachment A, Essential Disaster Supplies

C. Attachment B, Suppliers of Essential Disaster Supplies

D. Attachment C, Request for Resources or Assistance Form
ANNEX A
DONATIONS MANAGEMENT SUPPORT

I. INTRODUCTION

A. PURPOSE

The Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unsolicited donated goods.

B. SCOPE

This annex provides guidance on the County's role in donations management. Any reference to donated goods in this annex refers to unsolicited goods and unaffiliated volunteer services. This guidance applies to all agencies with direct and indirect volunteer and/or donations responsibilities as identified in the National Response Framework.

C. POLICIES

State, local and tribal governments, in coordination with Voluntary Organizations Active in Disaster (VOAD), have primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

The donation management process must be organized and coordinated to ensure that state, local and tribal jurisdictions are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of incident management operations.

II. SITUATION

A. SITUATION

1. This jurisdiction is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency where there is high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and the county could face extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.

2. Mason County encourages cash donations to recognized nonprofit voluntary organizations with relevant experience.
3. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.

4. In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims.

5. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers and providing information to potential donors through the media on current needs and those items and services that are not required.

6. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have "strings attached," or not really be donations at all. They may:
   a. Be given with an expectation of some sort of repayment, publicity or a tax write-off.
   b. Be items that are out-of-date (such as expired foodstuffs or pharmaceuticals), unusable (broken furniture; dirty or torn clothing) or unsuitable (food that requires refrigeration; winter coats in August).
   c. Be volunteer services that do not meet the announced or advertised expectations or capabilities or be skilled trades that are not properly licensed or certified.
   d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
   e. Be offered at a "discount" to disaster victims, with any real savings being minimal or nonexistent.
   f. Be offered in limited quantity as a deception to simply show an "association" with government or disaster relief as a basis for future advertising or publicity.

7. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.
8. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily store, and then transported to distribution points to be picked up by disaster victims.

9. Donors may want to:
   a. Know what is needed in the local area — cash, goods and/or services.
   b. Know how they should transport their donation to the local area, or if there is someone who can transport for them.
   c. Start a "drive for donations" to help disaster victims, but have no knowledge of what to do and how to do it.
   d. Earmark their donation for a specific local group or organization, such as a church, fraternal society or social service agency, or want to know who, specifically, received their donation.
   e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
   f. Want to be fed and provided with lodging if they are providing volunteer services.

10. Disaster victims may:
   a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
   b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
   c. May have unmet needs which can be satisfied by additional donations.

III. CONCEPT OF OPERATIONS

A. OBJECTIVES

   The objectives of our donations management program are to:

   1. Determine the needs of disaster victims and inform potential donors of those
needs through the media and a variety of other means.

2. Receive, process and distribute goods and cash donations to victims that can be used to recover from a disaster.

3. Accept offers of volunteers and donated services that will contribute to the recovery process.

4. Discourage the donations of goods and services that are not needed, so that such donations do not in themselves become a major problem.

B. OPERATION CONCEPTS

1. Mason County does not wish to operate a system to collect, process and distribute donations to disaster victims. Such a system is best operated by community-based organizations and other volunteer organizations that have successfully handled donations in the past. However, experience has shown that volunteer groups can be overwhelmed by the scale of donations and need certain government assistance (such as traffic control, security and help in identifying facilities to receive, sort and distribute donated goods); additionally, large numbers of donations may be sent to the local government itself. Therefore, local government desires to coordinate donation management efforts with volunteer organizations and agencies.

2. Volunteer and donations management operations may include the following: a Volunteer and Donations Coordination Team led by the Volunteer and Donations Coordinator, a phone bank functioning at the local level, a coordinated media relations effort, effective liaison with other emergency support functions and a facilities management plan to include a Volunteer Reception Center, donations warehouse, donations staging area and Donations Coordination Center, as needed.

3. Donations of cash for disaster relief allows those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

C. ACTIVITIES BY PHASES OF EMERGENCY MANAGEMENT

Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities should occur during the preparedness and response phases of emergency management.
1. Preparedness

a. Appoint a Donations Coordinator and establish the Disaster Steering Group to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.

b. Prepare and update this annex to outline local donations management plans.

c. Identify possible sites for a Phone Bank, SA, Distribution Points and a Volunteer Center.

d. Develop tentative operating procedures for the Phone Bank, SA, Distribution Points and Volunteer Center and determine how those facilities will communicate with each other.

e. Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.

f. Brief elected officials, department heads and local volunteer groups on a periodic basis about the local donations management program.

g. Brief the local media so they understand how the donations program will work so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods and provide other information as applicable.

h. Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.

i. Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.

j. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

2. Response

a. Review the donations management program with senior government officials.

b. Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
c. Identify and activate staff for donations management facilities.

d. Provide the media (through the Public Information Officer [PIO]) with information regarding donation needs and procedures, and regularly update that information.

3. Recovery

a. Set up the donations management facilities that are activated and determine how each facility will be logistically supported.

b. Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.

c. Collect, sort, store, distribute and properly dispose of donations, if necessary.

d. In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status and the Current Needs List (goods and services that are needed and not needed).

e. Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.

f. Keep records of donations received and, where appropriate, thank donors.

g. Provide continuing assistance to victims in need, depending upon the donations available.

h. Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

V. DIRECTION AND CONTROL

A. GENERAL

1. The County/City Commissioners are responsible for all governmental activities involved with the jurisdiction’s donations management system.

2. This support annex and implementing procedures may be activated in a disaster/emergency. The Director of Emergency Management in cooperation with Voluntary Organizations Active in Disasters (VOAD), will determine the
implementation of the procedures and notify the appropriate state/local government and related participating volunteer organizations before a public announcement.

3. The Donations Coordinator will provide general guidance for donations management operations.

4. The work of volunteers and paid government employees at a donations management facility will be directed by the supervisor of that facility.

5. Volunteers working as an integral part of a recognized volunteer group (e.g., the Red Cross, The Salvation Army, etc.) will respond to direction from those organizations.

6. Each individual supervising a donations management function will select an appropriate assistant or designee to run the operation in his or her absence.

B. COORDINATION

1. The Donations Coordinator will work out of and communicate from the Donations Operation site, which should be located in or close to the County or City Emergency Operating Center (EOC) if possible.

2. Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments and coordinate its activities with the Coordinator information on the availability of donated goods, and provide other information as applicable.

3. Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.

4. Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.

5. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. EMERGENCY MANAGEMENT

1. Establish and operate, in cooperation with local volunteer organizations, Donation Staging Areas for dispersing goods directly to disaster victims. These will be managed locally and stocked by parent organizations or spontaneous donations.
2. Direct all incoming communication resources to the Donations Coordinator except local volunteers, who may be utilized in other areas.

3. Provide information to the donations data base which can be accessed by the Donations Coordinator and Emergency Management. The data base will provide county/local governments with listings of available donated resources.

4. Provide 24-hour security for facilities and assist local volunteer organizations with distribution of donated goods.

5. Assign staff to serve on a needs assessment team, maintain this Essential Support Function (ESF) or Donations Management Plan and monitor related activities.

6. Designate a Donations Liaison to facilitate transactions concerning offers of cash, goods and services.

7. Identify appropriate local facilities to serve as Donation Receiving Centers, Distribution Centers and Donation Staging Areas.

8. Distribution Centers may be operated by churches, community-based organizations, volunteer agencies and local government to provide donated goods directly to disaster victims.

9. Call upon other county agencies to provide assistance in implementing this ESF.

B. VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)

1. Assist with the implementation and administration of this support annex.

2. Provide information to the donations data base.

3. Establish and operate a VOAD section at the EOC.

VII. ADMINISTRATION AND SUPPORT

A. REPORTING

1. During emergency operations, the Donations Coordinator shall compile and provide a daily summary of significant donations management activities to the EOC for use in staff briefings and inclusion in periodic Situation Reports. If the EOC has been deactivated, a periodic summary of activities will be provided to local officials and the heads of volunteer organizations participating in the recovery process.
2. Donations management facilities, if government-operated, shall provide a daily report of their activities to the EOC. Such reports will include the following information:

   a. Phone Bank

      1) Number of calls by type (donation offer, vendor capabilities, requests for information, etc.);

      2) Significant donations offered and their disposition; and

      3) Major issues or challenges.

   b. Staging Area

      1) Number and type of bulk donations received (truckloads, pallets, etc.);

      2) Significant donations and disposition;

      3) Goods delivered to distribution points (truckloads, pallets, boxes);

      4) Unneeded goods delivered to other agencies;

      5) Current hours of operation;

      6) Number of persons employed (volunteers and paid workers);

      7) Major operational activities;

      8) Support activities (feeding, lodging, etc.); and

      9) Major issues or challenges.

   c. Distribution Points

      1) Number of customers served;

      2) Hours of operation;

      3) Number of workers (volunteers and paid workers); and

      4) Major issues or challenges.

   d. Volunteer Center

      1) Hours of operation;
2) Number of volunteers assigned to tasks;
3) Number of workers within the facility;
4) General types of jobs to which workers have been dispatched;
5) Support activities (feeding, lodging, etc.); and
6) Major issues or challenges.

e. Financial Accounting
   1) Cash received;
   2) Cash distributed; and
   3) Major issues or challenges.

VIII. PUBLIC INFORMATION

A. The Division of Emergency Management (DEM), through the Joint Information Center (JIC), in coordination with private volunteer organizations will maintain an outreach program to educate the media, government officials and the public concerning donations and volunteers.

B. The public information program will be directed to promote monetary donations and limit the flow of unneeded goods and services.

C. The public awareness program will reach a variety of organizations such as civic and religious groups, unions, social/fraternal organizations and other interested community-based groups.

D. Press releases will be issued immediately following a Major Disaster. These press release will encourage donations to private volunteer organizations.

E. The frequency of press releases will be determined by an assessment of needs and the impact of the disaster on the public.

F. Volunteer organizations are responsible for representing their own organizations. Coordination between agencies should take place to ensure that messages to the public are consistent.
IX. **AUDITS**

A. Organizations accepting donated goods, cash and services will follow their own policies and procedures for internal audits.

B. Organizations are responsible for insuring that an audit of the non-designated cash donations accepted and deposited in the Disaster Donation Account be conducted according to generally accepted accounting principles.

X. **RECOGNITION**

A. In order to emphasize the importance of donated goods and services to the overall response to relief and recover efforts, DEM and the VOAD will publish a roster of the donors that have contributed to the relief efforts.

B. Public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors.
ATTACHMENT A
ESSENTIAL DISASTER SUPPLIES

I. PLANNING FACTORS

A. DRINKING WATER

1. The planning factor for drinking water is 3 gallons per person per day.

2. Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already on pallets and ready to ship.

3. People sometimes request that water tankers be stationed in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

B. ICE

1. Ice is needed to preserve food and medicines.

2. The planning factor for ice is one 8 to 10 pound bag per person per day.

3. Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

C. PORTABLE TOILETS

1. The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.

2. In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.

3. Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.
D. FOOD

1. Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.

2. It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

E. PLASTIC SHEETING & TARPS

1. Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.

2. The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.

3. For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.

4. For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.

5. Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

F. SANDBAGS

1. Sandbags may be used to protect structures from rising water.

2. Sandbags are available in quantity from a number of commercial distributors.

3. If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.
### ATTACHMENT B
### SUPPLIERS OF ESSENTIAL DISASTER SUPPLIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Local Supplier</th>
<th>Other Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled Water</td>
<td>Wal-Mart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safeway</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fred Meyer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QFC</td>
<td></td>
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<tr>
<td></td>
<td>IGA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red Apple</td>
<td></td>
</tr>
<tr>
<td>Ice</td>
<td>Wal-Mart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safeway</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fred Meyer</td>
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<td></td>
<td>QFC</td>
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<td></td>
<td>IGA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red Apple</td>
<td></td>
</tr>
<tr>
<td>Portable Toilets</td>
<td>AAA Septic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kurt's PC Septic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B-Line Septic</td>
<td></td>
</tr>
<tr>
<td>Packaged Meals</td>
<td>WA Military Department</td>
<td></td>
</tr>
<tr>
<td>Plastic Sheeting / Tarps</td>
<td>Ace Hardware-Tozier's</td>
<td>Home Depot (Olympia)</td>
</tr>
<tr>
<td></td>
<td>Wal-Mart</td>
<td>Lowe's (Olympia)</td>
</tr>
<tr>
<td></td>
<td>ProBuild</td>
<td></td>
</tr>
<tr>
<td>Sandbags</td>
<td>Correctional Industry</td>
<td></td>
</tr>
</tbody>
</table>
## ATTACHMENT C

**WASHINGTON STATE**

**REQUEST FOR RESOURCES OR ASSISTANCE**

<table>
<thead>
<tr>
<th>Incident #:</th>
<th>Incident Name:</th>
<th>Request #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Jurisdiction:</th>
<th>Date / Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor’s Name:</td>
<td>Requestor’s Title</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Call Taken By:</td>
</tr>
</tbody>
</table>

HAVE YOU REQUESTED THIS RESOURCE FROM ANY OTHER SOURCE: [NO]  [YES] If yes, describe below:

**BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED:**

<table>
<thead>
<tr>
<th>Have Local Municipal or County Government Resources Been Exhausted?</th>
<th>[ ]YES  [ ]NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If this is answered &quot;NO&quot;, Local Government sources must be utilized)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have Local Area Commercial Resources Been Exhausted?</th>
<th>[ ]YES  [ ]NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If this is answered &quot;NO&quot;, Local Commercial sources must be utilized)</td>
<td></td>
</tr>
</tbody>
</table>

**RESOURCE REQUESTED / SUGGESTED BY CALLER TO SOLVE PROBLEM OR ACCOMPLISH TASK:**

<table>
<thead>
<tr>
<th>ACTION TAKEN BY STATE EOC:</th>
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<td></td>
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</tbody>
</table>
EMERGENCY SUPPORT FUNCTION #8
PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: Mason County Fire Protection Districts
   Mason County Public Health
   Mason County Coroner
   Mason General Hospital and Family of Clinics
   Mason County Mental Health Services

SUPPORT AGENCY: Mason County Division of Emergency Management (DEM)
   American Red Cross (ARC)
   Mason County Critical Incident Stress (CISM) Team
   Medic One
   Law Enforcement
   MACECOM

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline the local organization operational concepts, responsibilities and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.

B. SCOPE

This ESF identifies emergency medical services (EMS), health and medical, and related services provided to citizens of Mason County along with guidelines for the coordination of these services. This assistance includes the following:

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

II. POLICIES

A. Fire Agencies will provide Basic Life Support (BLS) and Advanced Life Support (ALS).

B. All Mason County mutual-aid emergency medical responders who provide emergency medical assistance in Mason County will operate under Mason County procedures and protocols and within the unified command structure.

C. The Mason County Health Department provides guidance to the county, 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, communicable disease and biological agents.

D. The Multi-Casualty Incident Plan will provide guidance when the number of patients is beyond the capabilities of the initial responding resources.

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Mason County is vulnerable to a number of hazards. These hazards could result in evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of our citizens.

2. Emergency situations could result in the loss of water supply, wastewater and solid waste disposal services, creating potential health hazards.

3. Hospitals, nursing homes, ambulatory care centers, pharmacies and other facilities for medical/health care and access and functional needs populations may be damage or destroyed in major emergency situations.

4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.

5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the "walking wounded"
and seriously injured victims transported to facilities in the aftermath of a
disaster.

6. Uninjured persons who require frequent medications such as insulin and anti-
hypertensive drugs, or regular medical treatment such as dialysis, may have
difficulty in obtaining these medications and treatments in the aftermath of an
disaster due to damage to pharmacies and treatment facilities and
disruptions caused by loss of utilities and damage to transportation systems.

7. Use of nuclear, chemical or biological weapons of mass destruction could
produce a large number of injuries requiring specialized treatment that could
overwhelm the local and state health and medical system.

8. Emergency responders, victims and others who are affected by emergency
situations may experience stress, anxiety, and display other physical and
psychological symptoms that may adversely impinge on their daily lives. In
some cases, disaster mental health services may be needed during response
operations.

B. PLANNING ASSUMPTIONS

1. Although many health-related problems are associated with disasters, there is
an adequate local capability to meet most emergency situations.

2. Public and private medical, health and mortuary services resources located in
Mason County will be available for use during emergency situations; however,
these resources may be adversely impacted by the emergency.

3. If hospitals and nursing homes are damaged, it may be necessary to relocate
significant numbers of patients to other comparable facilities elsewhere.

4. Disruption of sanitation services and facilities, loss of power and the
concentration of people in shelters may increase the potential for disease and
injury.

5. Damage to facilities housing hazardous materials, sewer lines and water
distributions systems, and secondary hazards such as fires could result in
toxic environmental and public health hazards that pose a threat to response
personnel and the general public. This includes exposure to hazardous
chemicals, biological and/or radiological substances, contaminated water
supplies, crops, livestock and food products.

6. The public will require guidance on how to avoid health hazards caused by the
disaster or arising from its effects.
7. Some types of emergency situations, including earthquakes, storms and floods may affect a large proportion of Mason County, making it difficult to obtain mutual aid from the usual sources.

8. Appropriate local, state and possibly federal, tribal medical, public health officials and organizations will coordinate to determine current medical and public assistance requirements.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. This government will provide a consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the Nation Incident Management System (NIMS).

2. The Mason County Public Health Department is the local agency primarily responsible for the day-to-day provision of many health and medical services for our community. This department also serves as the Health Authority for our county.

3. This ESF is based upon the concept that the emergency functions of the public health, medical and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.

4. Provisions must be made for the following:

   a. Establishment of a medical command post at the disaster site.
   
   b. Coordinating health and medical response team efforts.
   
   c. Triage of the injured, if appropriate.
   
   d. Medical care and transport for the injured.
   
   e. Identification, transportation and disposition of the deceased.
   
   f. Holding and treatment areas for the injured.
g. Isolating, decontaminating and treating victims of hazardous materials or infectious diseases, as needed.

h. Identifying hazardous materials or infectious diseases, controlling their spread and reporting their presence to the appropriate state or federal health or environmental authorities.

i. Issuing health and medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations and food protection techniques.

j. Conducting health inspections of congregate care and emergency feeding facilities.

B. ORGANIZATION

1. Emergency Medical Services

a. The primary objective of Emergency Medical Services in an emergency/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:

1) Identification and coordination of medical resources.

2) Identification of potential sites and support staff for temporary emergency clinics.

3) Emergency care at shelters and congregate care facilities.

4) Coordination of medical transportation resources.

b. Local Emergency Management plans shall detail operation concepts and responsibilities to assure that the Emergency Medical Services System existing in the area will be capable of providing mass casualty emergency medical services during an emergency/disaster.

c. The provision of basic and advanced life support services shall be provided per local plans, SOP's and advanced life support/basic life support protocols. Mutual aid between and among emergency medical service 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 Emergency Medical
Services System and can be augmented by services and assets provided under mutual aid.

d. A Public Health Officer and an Emergency Medical Services representative will jointly perform the Emergency Operation Center (EOC) function of coordinating medical, health and mortuary resources.

2. Public Health Department

a. The Health Department provides or coordinates health and sanitation services within the community, including:

1) Identification and control of communicable disease.

2) Vector control.

3) Examination of food and water supplies for contamination.

4) Ensure compliance of emergency sanitation standards for disposal of garbage, sewage and debris.

5) Assessment of environmental contamination and public health risk from hazardous materials spills.

6) Mental health services, including stress management services for emergency responders.

7) Inspection of health hazards in damaged buildings.

8) Keep the County Commissioners, Division of Emergency Management (DEM) and the public informed regarding health conditions, warnings and advisement.

b. If the threat to public health is of such magnitude that supplemental assistance is necessary, the state and federal government may provide such assistance. Requests may be made through normal emergency management channels. Local health officers may also obtain supplemental state/federal assistance by direct request to the Director of the Public Health Department.

c. The Health Department provides limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.
d. The Health Department provides the medical support and mechanism for inoculating the public and emergency personnel if warranted by threat of disease to include mass medication distribution and mass vaccination.

3. Mortuary Services

a. The Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). Procedures may vary if an incident falls under the jurisdiction of the FAA, state or the military.

b. The DEM will coordinate local support to local mortuary services as needed. The local funeral directors may assist in the processing of human remains at the discretion of the local coroner.

c. If local resources for proper handling and disposition of the dead are exceeded, the state and/or federal government may provide supplemental assistance for identification, movement, storage and disposition of the dead. The County Medical Examiner/Coroner may make a request for such assistance to the DEM for to the State Department of Health.

4. Vital Statistics

a. Statewide information for missing and dead persons is coordinated by State Emergency Management Division. The Sheriff's Department compiles information regarding missing persons. The Coroner identifies deceased persons.

5. Mental Health

a. Mental Health services and/or critical incident stress debriefing will be provided as identified per local SOP's, EMS policy or as otherwise deemed necessary.

C. PROCEDURES

1. All position checklists, recall telephone lists and other frequently changing information are the responsibility of each department/agency for maintenance and available to those who may need this information.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Give immunizations.

2. Conduct continuous health inspections.

3. Promote and encourage the use of the blood donation program.
4. Conduct specialized training (e.g. hazmat, decontamination, etc.).

5. Conduct epidemic intelligence, evaluation, presentation and detection of communicable diseases.

6. Conduct normal public health awareness programs.

E. PREPAREDNESS ACTIVITIES

1. Maintain adequate medical supplies.

2. Coordinate with county officials to ensure water quality.

3. Coordinate with county officials to provide safe waste disposal.

4. Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests and identification, registration and disposal of the deceased.

5. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.


F. RECOVERY ACTIVITIES

1. Compile health reports for state and federal officials.

2. Identify potential and/or continuing hazards affecting public health.

3. Distribute appropriate guidance for the prevention of the harmful effects of the hazard.

4. Continue to collect vital statistics.

V. RESPONSIBILITIES

A. GENERAL

1. All agencies/organizations assigned to provide health and medical services support are responsible for the following:

   a. Designating and training representatives of their agency to include National Incident Management System (NIMS) and Incident Command System (ICS) training.
b. Ensuring that appropriate SOP's are developed and maintained.

c. Maintaining current notification procedures to ensure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.

B. PRIMARY AGENCIES

1. Emergency Medical Services (EMS)

   a. Provide basic and advanced life support services as identified in local plans, SOP's and advanced life support/basic life support protocols.

   b. Provide communication and transportation support to emergency medical services per local plans, SOP's and Emergency Operating Procedures.

   c. Provide input into plans, tests and exercises to assure that the Emergency Medical Services System will be able to provide emergency medical services in the systems service area during mass casualties, disasters or national emergencies.

2. Public Health Department

   a. Provides or coordinates the provision of health and sanitation services including:

      1) Provides preventive medical and health services.

      2) Controls communicable diseases.

      3) Systemizes inspection of health hazards in damaged buildings.

      4) Detects and identifies possible sources of contamination dangerous to the general public health of the community.

      5) Staff the EOC for coordination of medical and health services.

      6) Provides for the coordination of health and sanitation services at mass care locations/facilities, when activated. (Sanitation services meaning identifying health hazards and making appropriate recommendations.)

3. Coroner

   a. Provides for care, identification and disposition of the deceased including facilitating the completion of a "Certificate of Death."

   b. Order or conduct autopsies if necessary to determine cause of death.
c. Order or conduct forensic investigations to identify unidentified bodies.

d. Authorize removal of bodies from incident sites to the morgue or mortuary facilities.

e. Provide information through the PIO to the news media for the dissemination of public advisories, as needed.

4. Mason General Hospital and Family of Clinics

a. Implement internal and/or external disaster plans.

b. Advise the health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.

c. Establish and maintain field and inter-facility medical communications.

d. Provide medical guidance as needed to the EMS.

e. Coordinate with EMS, other facilities and any medical response personnel at the scene to ensure the following is accomplished:

   1) Casualties are transported to the appropriate medical facility.

   2) Patients are distributed to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transportation, treatment capabilities and be capacity.

   3) Take into account special designations such as trauma centers and burn centers.

   4) Consider the use of clinics to treat less acute illnesses and injuries.

f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.

g. Coordinate with other hospitals and with EMS on the evacuation of affected patients, if necessary. Evacuation provisions should specify where patients are to be taken.

h. If necessary (and if hospital capability allows for it) deploy medical personnel, supplies and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
i. Establish and staff a reception and support center at the hospital for relatives and friends of disaster victims searching for their loved ones.

j. Provide patient identification information to the American Red Cross upon request.

5. Mental Health Services

a. Ensure appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families and other community caregivers during response and recovery operations.

C. SUPPORT AGENCIES

1. Division of Emergency Management

a. Maintains and operates the EOC.

b. Provides support for health emergencies.

2. American Red Cross

a. Under its charter, provides supplementary medical, emergency aid and other health services upon request and within capabilities.

3. Mental Health Providers

a. Provide crisis counseling services upon request.

b. A Critical Incident Stress Management Team (CISM) in Mason County to provide CISM services to emergency response personnel.

4. Private Ambulance Providers

a. Provide emergency medical transportation resources and support.

5. Law Enforcement

a. In a support role, local law enforcement will provide security and crowd control at area hospitals and medical clinics as resources allow.

b. Enforce community containment measure restrictions as identified by the Public Health Officer.

c. Provide crowd control and traffic control, law enforcement and crime scene investigations.
d. Function as incident command for law enforcement lead agency events.

e. Provide security at temporary morgue sites.

f. Assist in the contacting and transporting of critical hospital personnel when requested and as resources allow.

6. MACECOM

a. Provide communications services to law enforcement, fire, EMS and the EOC.

b. Document all communications related activities pertaining to this situation for event record.

VI. RESOURCE REQUIREMENTS

Lists of assets of the Public Health Department and additional community assets to be used as resources by the ESF 8 are maintained in the Public Health Emergency Operations Plan and in Emergency Resource Manuals and located at the Public Health Department.

VII. REFERENCES

A. Mason County Mass Casualty Incident (MCI) Procedures

B. Mason County Hazard Identification and Vulnerability Analysis

C. Revised Code of Washington (RCW) 38.52 — Emergency Management

D. RCW 70.05.070 — Local Health Officer, Powers and Duties

E. Washington State Department of Health Comprehensive Emergency Management Plan

F. Regional Catastrophic Disaster Coordination Plan - Pre-Hospital Emergency Triage and Treatment Annex, March 2011

VIII. TERMS AND DEFINITIONS

**EMERGENCY HEALTH SERVICES** - Services required to prevent and treat the damaging health effects of an emergency including communicable disease control, immunization, laboratory services, dental services and nutrition services; providing
first aid for treatment of ambulatory and minor injured at temporary facilities and special care facilities; providing public health information on emergency treatment prevention and control; and providing administrative support including maintenance of vital records.

**EMERGENCY ENVIRONMENTAL HEALTH SERVICES** - Services required to correct or improve damaging environmental health effects on humans including inspection for food contamination, inspection for water contamination and vector control; providing for sewage and solid waste inspection and disposal; and clean up and disposal of hazardous materials and provide sanitation inspection for emergency shelter facilities.

**EMERGENCY MEDICAL SERVICES** - Services required to assure proper medical care for the sick and injured from the time of injury to the patient's arrival at a hospital, temporary medical facility or special care facility.

**MEDICAL EXAMINER SERVICES** - Services required to assure adequate death investigation, identification and disposition of bodies; removal, temporary storage and transportation of bodies to temporary morgue facilities; notification of next of kin; coordination of medical examiner services and disposition of unclaimed bodies.

**EMERGENCY HOSPITAL SERVICES** - Services required to assure proper medical care and specialized treatment for patients in a hospital and the coordination of related hospital services.

**EMERGENCY MENTAL HEALTH SERVICES** - Mental health crisis response, involuntary detention services and outpatient mental health services.

**CRITICAL INCIDENT STRESS DEBRIEFING** - A group intervention and educational session for emergency service workers to alleviate stress related symptoms and minimize the harmful effects of responding to the disaster.

**HOSPITAL** - A critical care facility continuously staffed to provide diagnosis or specialized medical treatment to individuals over a period of 24 hours.

**SPECIAL CARE FACILITY** - An intermediate care facility providing limited treatment to individuals. Special care facilities shall include private immediate care clinics, physician's offices, psychiatric care facilities, alcohol and drug treatment centers, nursing homes, hospice facilities, elderly day care homes and half-way houses.

**TEMPORARY TREATMENT FACILITY** - A sheltered non-medical facility, temporarily staffed with medical personnel and temporarily provided with medical supplies and equipment for the purpose of treating individuals injured during a multiple casualty incident.
EMERGENCY SUPPORT FUNCTION #9
SEARCH AND RESCUE

PRIMARY AGENCIES

Mason County Sheriff's Office (MCSO)
Search and Rescue Volunteers

SUPPORT AGENCIES

Mason County Division of Emergency Management (DEM)
Fire Service
MACECOM
Communications Support Team (CST)
Coroner
Washington State Emergency Management Division (EMD)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline operational concepts and organizational arrangements for Search and Rescue (SAR) operations during emergency situations in our community. It is applicable to all agencies, organizations and personnel assigned SAR functional responsibilities.

B. SCOPE

This ESF addresses wilderness SAR operations involving searches and rescues by ground, air and water occurring separately or coincidentally with a significant natural, human caused or technological emergency or disaster.

This ESF does not address routine day-to-day SAR operations and/or activities.

This ESF does not address search and rescue operations typically conducted by fire service agencies such as searching for and rescuing persons within a burning building, collapsed building and the extrication of entrapped persons in vehicles at automobile accidents.

II. POLICIES

A. "Search and Rescue" (SAR) means 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, human caused or technological disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW. (RCW 38.52.010[7])
B. "The chief law enforcement officer of each political subdivision shall be responsible for local SAR activities." (RCW 38.52.400[1])

The Mason County Sheriff’s Office is responsible for SAR training and operations in unincorporated Mason County. The Sheriff will appoint one or more deputies within the agency as SAR Coordinator(s) to work with the Mason County Division of Emergency Management (DEM) and Mason County SAR volunteer organizations. The Chief of Police in Shelton is responsible for SAR within that jurisdiction. However, the Sheriff’s Office may coordinate search operations within the City of Shelton at the request of a police department supervisor.

C. Operations of SAR activities shall be per state and local operation plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400)

D. DEM coordinates direct support to all SAR activities and registers emergency (SAR) workers. (RCW 38.52.400[1])

E. Local jurisdictions have the responsibility to establish criteria and standards for emergency workers whom they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class. (WAC 118-04)

F. Mason County depends on registered volunteer resources for Search and Rescue support.

G. The Incident Command System (ICS) will be used for all Search and Rescue missions.

H. It is neither implied nor should it be inferred that this plan guarantees a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources and/or systems may be overwhelmed. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Mason County will periodically experience emergency situations, which may overwhelm current search and rescue capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed. The
Mason County Hazard Identification and Vulnerability Analysis describes situations that affect our area that may impact resource availability. Mountainous terrain, rivers, vast wooded areas, inland lakes and Hood Canal waters mixed with urban areas provide for the periodic use and testing of existing search and rescue services.

2. "Search and Rescue" means the acts of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured or is killed while outdoors or as a result of a natural or technological disaster. This includes instances involving search for downed aircraft when ground personnel are used. Evidence searches of crime scenes may be so vast or complex that they require search and rescue resources.

B. PLANNING ASSUMPTIONS

1. People will become lost, injured or killed while outdoors, requiring search and rescue activities in Mason County.

2. An emergency or disaster may cause building collapse, leaving persons in life threatening situations requiring prompt urban search and rescue (US&R) and medical care. This may be referred to as structural collapse search and rescue. Mason County does not have this resource.

3. Large numbers of local residents and volunteers may initiate activities to help in the rescue effort and will require coordination and direction.

4. A trained, equipped, organized group of volunteers will provide the capability to conduct methodical SAR operations, search for and rescue lost persons and recover the victims.

5. If county resources are insufficient and additional support is required, assistance will be requested from the State.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The Sheriff's Office will have complete responsibility for ground and water search operations using local resources as available. When local search and rescue resources are exhausted, or if needed resources are not locally available, assistance will be requested through the Washington State Emergency Operations Center.
2. The goal of search and rescue operations is to save the lives of victims who are unable to ensure their own survival without assistance. This includes, but is not limited to locating persons lost in wilderness areas and assisting injured people in unsafe areas to reach safety.

3. The search for and recovery of bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by search and recovery personnel.

B. ORGANIZATION

1. DEM supports the Sheriff's Office in its use of registered emergency workers and provides coordination with Washington State Emergency Management Division whenever necessary.

2. Search and rescue volunteer units are organized under the authority of the Sheriff's Office. Volunteers are all registered as emergency workers and follow guidelines established by RCW 38.52 and WAC 118-04. Volunteers specific to air search and rescue missions are registered by Washington State Department of Transportation (WSDOT), Aviation Division under RCW 47.68 and WAC 468-200.

3. DEM will work in a coordinating capacity and direct support of search and rescue activities by:
   a. Obtaining a state mission number for actual and training missions.
   b. Registering local SAR volunteers as emergency workers.

C. PROCEDURES

1. When a report of a search and rescue incident is received by MACECOM (9-1-1 Dispatch), a Sheriff's patrol unit will be dispatched to the scene to evaluate the need for Search and Rescue. The deputy will then alert the DEM Duty Officer of the pending search and rescue mission.

2. The DEM Duty Officer will alert search and rescue agencies, organizations and volunteers and initiate search and rescue operations.

3. A state mission number will be obtained by DEM from Washington State Emergency Operations Center.

4. A Sheriff's Office SAR Coordinator will be sent to the area where the search and rescue operations are to be conducted to establish a search base and to coordinate support required for search and rescue operations.
5. Volunteer search and rescue units qualified in accordance with RCW 38.52 and WAC 118-04 will be used as a nucleus around which greatly expanded rescue operations may be conducted in a major emergency.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Maintain up-to-date information on known hazards present in Mason County.

2. Provide prevention type programs for schools and the general public.

E. PREPAREDNESS ACTIVITIES

1. Maintain a schedule for testing, maintenance and repair of rescue equipment.

2. Maintain a list of all SAR resources and stock specialized supplies.

3. Make arrangements for responders to obtain appropriate maps during emergencies.

4. Identify sources of dogs that can be used for SAR operations.

5. Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.

6. Plan and execute training and field exercises for all SAR personnel on a regular basis.

7. Revise and update response plans at regular intervals.

F. RESPONSE ACTIVITIES

1. Initiate rescue missions as necessary

2. Mobilize support resources.

G. RECOVERY ACTIVITIES

1. Perform or assist in demobilization efforts.

2. Assess damage to SAR equipment and facilities if necessary.

3. Inventory and replace depleted supplies.
V. RESPONSIBILITIES

A. The Aviation Division of WSDOT has responsibility for search of downed aircraft. Mason County Sheriff coordinates ground rescue and/or recovery operations of persons in downed aircraft. The Director of WSDOT has statutory authority to conduct air searches for missing or downed civil aircraft in the State of Washington.

B. The Sheriff, as chief law enforcement officer of Mason County, is responsible for search and rescue operations in the unincorporated area of the county.

C. DEM will provide support through activation of the Emergency Operations Center (EOC) or coordinate the use of emergency workers as requested.

D. The SAR Coordinator of the Sheriff’s Office is responsible for coordinating and monitoring search and rescue operations with supporting government units and volunteer organizations trained in accordance with RCW 38.52 and WAC 118-04. The SAR Coordinator will also track volunteer training requirements under WAC 118-04.

The SAR Coordinator is responsible for coordinating actual administrative and field operations by government and volunteer search and rescue supporting units.

E. PRIMARY AGENCY RESPONSIBILITIES

1. Mason County Sheriff’s Office
   
   a. Provide direction to SAR operations in cooperation with the Emergency Management Assistant Director and is responsible for search and rescue operations within unincorporated areas of Mason County.

   b. Identify the emergency needs for equipment and supplies and ensures that it is available in convenient locations.

   c. Inform DEM of needed resources to be requested from State Emergency Operations Center.

   d. Coordinate search and rescue activities and training with SAR volunteer organizations.

   e. May provide direction for search operations in the City of Shelton at the request of the Police Chief.
F. SUPPORT AGENCY RESPONSIBILITIES

1. SAR Organizations

   a. Provide manpower for search and rescue activities under the direction and control of the Sheriff's Office.

   b. Develop and implement local SAR programs in coordination with the Sheriff's Office.

   c. Provide other assistance as requested.

   d. Train and prepare for SAR activities within the scope of the assignment.

   e. Maintain emergency operating procedures.

   f. Maintain personnel and equipment resource lists.

   g. Maintain an updated call-out list with procedures for implementation.

   h. Assist with the recruiting and training of SAR volunteers.

   i. Assess equipment and training needs. Ensure that equipment is in proper working order and response personnel retain proper certification to meet state and local requirements.

2. Emergency Management

   a. Secure SAR mission numbers from State Emergency Operations Center as requested by the SAR Coordinator.

   b. DEM is the administrative arm of Search and Rescue. It oversees quality assurance in partnership with the Sheriff's Office and conducts performance and training audits.

   c. Register volunteers involved in Search and Rescue.

   d. Keep and maintain SAR mission records and forward appropriate records and reimbursement requests to State Emergency Management.

   e. Request state and federal assistance when required.

3. Fire Agencies

   a. Render essential medical aid at the time of release and/or prior to removal.
b. Accomplish other tasks commensurate with the situation and their capabilities.

4. Other County Organizations

a. Assist and support search and rescue operations when requested and as feasible.

5. MACECOM

a. Provide communications services to law enforcement, fire, EMS and the EOC.

b. Document all communications related activities pertaining to this situation for event record.

6. State Emergency Management Division

a. Provide for the coordination of state and local SAR resources.

b. Request federal urban SAR assistance when requested by the county.

VI. RESOURCE REQUIREMENTS

A. Sufficient commissioned deputies, support staff, qualified volunteers and equipment to provide 24-hour a day coverage until the demands of the emergency situation or disaster is over.

VII. REFERENCES

A. RCW 38.52

B. RCW 38.52.010(8) — Definition of "Search and Rescue"

C. RCW 38.52.400(1) and WAC 118-04 — Registering Emergency Workers

D. Mason County Hazard Identification and Vulnerability Analysis

E. Washington State Comprehensive Emergency Management Plan
SUPPORT FUNCTION #10
HAZARDOUS MATERIALS RESPONSE

PRIMARY AGENCIES:
Mason County Fire Districts/Departments
Washington State Patrol (WSP)

SUPPORT AGENCIES:
Local Law Enforcement
MACECOM
Mason County Communication Support Team (CST)/Radio Amateur Civil Emergency Services (RACES) - CST/RACES
Mason County Public Health Department
Mason County Division of Emergency Management (DEM)
Mason County School Districts
Mason General Hospital and Family of Clinics
Pierce County Hazardous Incident Team (Central Pierce, Graham Fire and Rescue, East Pierce, West Pierce)
Washington State Department of Ecology
Washington State Department of Transportation
U.S. Navy
   Naval Base Kitsap
American Red Cross (ARC)
Regulated Facilities
Mason County Medic One
Squaxin Island Tribe
City/County Public Works Departments
Washington State Department of Natural Resources (DNR)
US Department of Agriculture (USDA)
US Environmental Protection Agency (EPA)

I. INTRODUCTION

A. PURPOSE

This Emergency Support Function (ESF) establishes the policies and procedures under which Mason County and the City of Shelton will operate in the event of a hazardous materials incident, oil spill or other release. This plan is designed to prepare Mason County and its political subdivisions for incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.
This ESF provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA.

B. SCOPE

This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within the City of Shelton, Tribal boundaries, and unincorporated Mason County. It includes the appropriate response actions to prevent, minimize or mitigate a threat to public health, welfare or the environment.

C. POLICIES AND LEGAL AUTHORITIES

1. 40 CFR Part 355 - Emergency Planning and Notification


3. U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans

4. RCW 38.52.070 - Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures.

5. Chapter 70.136 RCW - Hazardous materials incidents.

6. RCW 70.136.030 - Incident command agencies - Designation by political subdivisions.

7. RCW 90.56.020 - Director responsible for spill response (Department of Ecology).

8. RCW 90.56.280 Reporting Oil/Hazardous Substance Spills to State Waters

9. Chapter 118-40 WAC - Hazardous chemical emergency response planning and community right-to-know reporting.


11. WAC 173-303-145 - Spills and Discharges to the Environment

12. Washington State Intrastate Mutual Aid Compact, Chapter 38.56 RCW
II. SITUATIONS & ASSUMPTIONS

A. SITUATION

1. Hazardous materials are commonly stored, used or transported in the local area via pipelines, state routes/county roads, railways and air. See Appendix C. These materials are part of our daily lives and can present a threat to life, property and the environment during an accidental or deliberate release.

2. The types and quantities of hazardous materials in Mason County at any given time are subject to change. The facilities reportedly using, processing or storing hazardous materials in Mason County are listed in Appendix B - Regulated Facilities. Some of these facilities have Extremely Hazardous Substances (EHS) on site.

3. Transportation of hazardous materials through Mason County creates a potential for a hazardous materials emergency in populated areas of the county. Materials transported through populated areas via truck, pipeline or rail pose a most significant hazard due to their frequency, variety and quantity. The trucking industry traverses the major highways of Mason County to deliver hazardous materials to regulated facilities. These major arterials in the county include US 101, State Route (SR) 3 and SR 108, reference Figure 1.

4. Two pipelines (bulk natural gas) traverse Mason County, reference Figure 1. The Cascade Pipeline enters Mason County from Kitsap County to the northeast near Allyn-Grapeview and parallels SR 3 to the northwest to Shelton. The Cascade Pipeline connects to the Williams Pipeline in Shelton. The Williams Pipeline exits Mason County to the south, paralleling US 101 into Thurston County.
5. Hazardous materials are also shipped to facilities in the county and traverse the county on short line railroads, reference Figure 2, which interface with the state's primary mainline carrier, BNSF Railway Company, in Lewis County. The US Navy short line serving Navy Base Kitsap installations connects to the Puget Sound & Pacific Railroad (PSAP) in Shelton. The PSAP runs southwest out of Shelton into Grays Harbor County and then connects to the BNSF mainline in Centralia.
6. The initial Incident Command function will typically be established by the fire agency having jurisdiction. As the incident progresses, in accordance with Chapter 70.136 RCW, the Washington State Patrol (WSP) is designated as the incident command authority for Hazardous Material incidents for all jurisdictions within Mason County, see Appendix D—Incident Command Agency.

7. At a minimum, Mason County responders are trained to the HAZMAT awareness level and as such rely on mutual aid partners such as Pierce County Hazardous Incident Team for operations and technician level capabilities.

8. Mason County's Hazard Identification and Vulnerability Analysis can be found at the Mason County Division of Emergency Management at 100 W. Public Works Drive, Shelton, WA 98584 or on Mason County's website at http://www.co.mason.wa.us/forms/dem/2009_HIVA.pdf.

B. ASSUMPTIONS

1. An accidental release of hazardous materials could pose a threat to the local population or environment. The effects of a hazardous materials incident will vary upon factors such as the materials involved, quantity release, and the location of the incident, including its proximity to surface water, populated areas and transportation. Other factors include time of day, weather conditions
and immediate response capability, which can change during the course of the incident.

2. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire or earthquake.

3. Hazardous material spills on or along roadways will impair traffic and law enforcement resources/road services.

4. In some hazardous materials incidents, it may be necessary for responding agencies to adopt a defensive posture for an indefinite time due to a lack of information, a lack of adequate or qualified resources, or danger to responders. Due to this possible limitation, protection of life, property and the environment inside the incident perimeter may have to be delayed for an indefinite time period. Additional response delays may result from locally experienced extreme weather conditions or public transportation networks which may have been damage or rendered impassable by the incident or that of the primary incident, i.e. and earthquake. Emergency communications and public warning and alert systems may also be disrupted by similar disaster events.

5. A major hazardous materials release may require evacuation or shelter-in-place response for citizens.

6. If an evacuation is recommended because of the hazardous materials incident, 80 percent of the population in an affected area will typically relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

7. Residents with access and functional needs may require assistance when evacuating.

8. Hazardous materials could possibly enter water or sewer systems and necessitate the shutdown of those systems. They may also cause the need for population protection measures some distance away from the initial incident.

9. Community notification of a hazardous materials release can be accomplished through use of the capabilities of the GlobalConnect/MyStateUSA emergency notification programs, regular media channels, social media networks, area broadcast from police and fire vehicles, and door-to-door. Such notification could take hours or could be impossible due to transportation route or utility disruption, or the threat to emergency responders.
C. LIMITATIONS

1. This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.

2. Responders will attempt to coordinate the plan and response according to standards (National Fire Protection Association (NFPA) 472 - Standard for Professional Competence of Responders to Hazardous Materials Incidents).

3. Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.

4. There may be little to no warning during specific events to implement operation procedures.

5. The success or failure of all emergency plans depends upon obtaining situational awareness and effective tactical execution.

6. Successful implementation of this plan depends on timely identification of capabilities and available resources at the time of the incident and a thorough information exchange between responding organizations and the facility or transporter.

7. Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. The Mason County Local Emergency Planning Committee (LEPC) will assist jurisdictions and districts within the county in the preparation and review of hazardous material response plans and procedures.

2. The authorized representative of the regulated facilities and transportation companies involved in an actual or suspected release of a hazardous material will promptly notify the Public Safety Answering Point (911) and/or appropriate response agency(s), LEPC, SERC, tribal governments or other potentially affected LEPCs and tribal governments of the incident. They will also make recommendations to the responding agencies on how to contain the release and protect the public and environment.

3. Agencies responding to the release will do so only to the extent of their personnel’s training and qualifications, available resources and capabilities. The Incident Commander (IC) will request the assistance of regional, mutual
aid partners when the size and scope of the hazardous materials incident exceeds the response capabilities of Mason County responders.

a. Mason County is part of the Washington Intrastate Mutual Aid Compact.

b. Mason County can call upon the support agencies listed on page 1 to provide assistance within their capabilities and availability.

4. The first priority of the IC will be to determine the appropriate protective action for the public, disseminate such recommendations and implement them. The first responding fire districts will:

a. Identify, isolate and deny entry.

b. Attempt to determine the type of product involved through the Recognition and Identification Process. Attempt to identify the product or shipper (using binoculars if necessary) through placards, ID numbers, the Emergency Response Guidebook.

c. Evaluate hazards and risks.

d. Notify MACECOM and request mutual aid with a Hazardous Materials Response Team and all required authorities, depending on the level of the incident. MACECOM can make all necessary calls relative to the incident.

e. Coordinate information and resources from the ICP.

f. Decontaminate if safe for responders and only if trained to do so. Personnel must be trained to the Operations level to conduct decontamination procedures. Decontamination trailer is located at station 5-3.

g. Terminate (debrief, document, critique).

5. All responders will assist with the identification of the party responsible for the hazardous materials incident through the collection and reporting of relevant information related to their response activities. Incident-related information should be reported to the IC or Mason County Division of Emergency Management (DEM).

B. DIRECTION and CONTROL

1. Incident Command (IC) for a hazardous materials incident will be performed in accordance with RCW 70.136.030, applicable code, ordinance or agreement. The designated ICs for jurisdictions within the Mason County emergency planning district are referenced in Appendix D.
2. The IC will direct the activities of deployed emergency response elements through the Incident Command Post (ICP). The response will initially concentrate on the immediate needs at the incident site by isolating the area, implementing traffic controls, containing the spill and formulating and implementing protective actions for emergency responders and the public at risk.

3. The Public Information Officer (PIO) will use phone and email to contact the broadcast media to disseminate real time information or as close to real time information as possible.

4. The Mason County Emergency Operation Center (EOC) will activate when requested to support IC actions. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed. Communication between the EOC and ICP will be via phone, email, radio and Web EOC where available. Typically a fire liaison will be in the EOC.

IV. ACTIONS

A. RELEASE IDENTIFICATION

1. The recognized methods and procedures facilities use for determining a release occurred are listed in the facility's Precautionary Evacuation Plan in Appendix G.

2. The recognized methods and procedures Mason County and local jurisdiction responders will use to identify the release of hazardous materials will be based on training and qualification. First responders will limit their actions in identifying the occurrence of a release to those protocols specified for the hazardous materials response qualification level to which they are trained and currently qualified. At a minimum, local responders in Mason County are trained to the awareness level. When arriving on the scene of an emergency involving hazardous material, the first responder at the awareness level shall be able to:

   a. Analyze the incident to determine both the hazardous materials present and the basic hazard and response information for each hazardous material by:

      1) Detecting the presence of hazardous materials.

      2) Surveying the hazardous materials incident from a safe location to identify the substance/substances involved by cross referencing the material's name, UN/NA identification number, container shape or type placard with the current edition of the Emergency Response

3) Collect hazard information from the current edition of the *Emergency Response Guidebook*.

4) Review manifests, bills of lading, and other cargo documentation aboard a vehicle for purpose of identification of spilled materials. Call shipper/carrier for additional information on materials aboard a vehicle involved in a release of a suspected hazardous material.

b. Implement actions consistent with the local emergency response plan, the responding agency's standard operating procedures and the current edition of the *Emergency Response Guidebook* by initiating and completing:

1) Protective actions.

2) Notification process.

3. Given the various facilities throughout the county and/or transportation system, awareness level responders will identify those situations where hazardous materials are present through the demonstrated capability to:

a. Identify the definition of hazardous materials.

b. Identify the UN/DOT hazard classes and divisions of hazardous materials as well as identify common examples of materials in each hazard class or division.

c. Identify the difference between hazardous materials incidents and other emergencies.

d. Identify facilities and locations in the community where hazardous materials are manufactured, transported, stored, used or disposed of.

e. Identify typical container shapes that can indicate the presence of hazardous materials.

f. Identify facility and transportation markings and colors that indicate hazardous materials, including the following:

1) Transportation markings, including UN/NA identification number marks, marine pollutant mark, elevated temperature (HOT) mark, commodity marking and inhalation hazard mark.

3) Military hazardous materials markings.

4) Special hazard communication markings for each hazard class.

5) Pipeline markings.

6) Container markings.

g. Given an NFPA 704 marking, describe the significance of the colors, numbers and special symbols.

h. Identify U.S. and Canadian placards and labels that indicate hazardous materials.

i. Identify the following basic information on material safety data sheets (MSDS) and shipping papers that indicate hazardous materials:

1) Identify where to find MSDS.

2) Identify entries on an MSDS that indicate the presence of hazardous materials.

3) Identify the entries on shipping papers that indicate the presence of hazardous materials.

4) Match the name of the shipping papers found in transportation (highway and rail) with the mode of transportation.

5) Identify where the shipping papers are found in each mode of transportation.

6) Identify where the papers can be found in an emergency in each mode of transportation.

4. Given the various facilities throughout the county and/or transportation system, Operations level responders will identify those situations where hazardous materials are present through the demonstrated capability to:

a. Meet all Awareness level requirements above.

b. Identify types of protective clothing and breathing protection and characteristics of each.
c. Demonstrate ability to dike, dam, divert, absorb, adsorb or any other defensive action if risk analysis has been performed and it is safe for emergency responders to do so.

d. Demonstrate ability to initiate and perform decontamination procedures if risk analysis has been performed and it is safe for emergency responders to do so.

B. NOTIFICATION

1. Determination of a release of Title III classified substances is the statutory responsibility of the facility owners and/or operators. The Emergency Coordinator(s) of each facility shall establish appropriate internal procedures for detecting a release and for making notification internally to appropriate personnel, as well as to local, state and federal agencies according to 49 CFR (Subparts B and C), in a timely manner. Facilities will respond initially to a release according to limits of training or actual capabilities.

a. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) Section 103 (40 CFR Part 302.6, Part 300.405) requires that the release of a CERCLA hazardous substance that meets or exceeds the reportable quantity (RQ) set forth in 40 CFR 302.4 must be reported to the NRC.

b. EPCRA Section 304 (40 CFR Part 355.40) requires that a release of an Extremely Hazardous Substance or a CERCLA hazardous substance exceeding its reportable quantity that extends beyond facility property boundaries be immediately reported to the NRC and any potentially affected State Emergency Response Commission, Tribal Emergency Response Commission, and Local Emergency Planning Committee.

c. Hazardous Materials Transportation Act (HMTA) Section 1808 (49 CFR Part 171.15) requires that the release of a DOT hazardous material during transportation be reported to the NRC under certain circumstances such as death, injury, significant property damage, evacuation, highway closure, etc.

d. OIL & HAZARDOUS MATERIAL SPILLS TO STATE WATERS NOTIFICATION:

   The Responsible Party must immediately notify both Washington State Emergency Management Division (EMD) and US Coast Guard (National Response Center) for any release of oil or hazardous material to state waters (Revised Code of Washington (RCW) 90.56.280).
e. DANGEROUS WASTE/HAZARDOUS SUBSTANCE RELEASES TO THE ENVIRONMENT NOTIFICATIONS:

Any release of hazardous material/dangerous waste to the environment requires the Responsible Party to immediately notify the Washington Department of Ecology (Ecology) Southwest Regional Office, authorities identified in the local emergency response plan, and when applicable, the local air quality authority following a release to air per Washington Administrative Code (WAC) 173-303-145.

f. UNDERGROUND STORAGE TANK (UST) RELEASE NOTIFICATIONS:

UST owners and operators shall immediately report any spill or overfill of petroleum and the results of any related cleanup to Ecology or delegated agency if the spill or overfill comes in contact with soil, groundwater or surface water. Spills or overfills of petroleum which are above a de minimis amount but do not come into contact with soil, groundwater or surface water shall be reported within twenty-four hours. A de minimis amount of petroleum is any amount that immediately evaporates or that is specified by the department or delegated agency through guidance documents. Spills or overfills of petroleum which do not exceed a de minimis amount and do not come in contact with soil, groundwater or surface water are not required to be reported (WAC 173-360-375).

2. MACECOM (9-1-1 Dispatch) is the designated agency to receive initial notification of hazardous materials incidents. Communications will dispatch the appropriate fire agency to investigate.

3. The on-scene Incident Commander(s) are responsible for ensuring that the State EOC Alert and Warning Center and National Response Center are notified, and that additional resources are notified as needed.

4. The Assistant Director of Emergency Management, or designee, will act as the Community Emergency Coordinator for the LEPC.

5. Depending upon the severity of the event, notifications and reports will be made according to the following Mason County Hazardous Materials Reporting Flow Chart. See Appendix F for a list of contact agencies and numbers.
6. DEM will contact the Skokomish and/or Squaxin Tribe directly if the hazardous materials incident is located on, or has the potential to affect the property or natural resources of said Tribes.

7. The public will receive emergency warning and notification of a hazardous materials release through multiple channels of communication.

   a. Door-to-door notification by uniformed personnel.

   b. NOAA all hazard radio can be accessed.

   c. Emergency Alert System (EAS), activated by DEM.
d. GlobalConnect, a computer based program, used for notifying select groups of an incident (opt-in only system).

e. Public announcements using public address systems on radio equipped government owned vehicles.

f. News media releases and both press and public access to emergency information on the County/City's main web site.

8. Warning messages

a. The following are some recommended components of an effective public warning message:

1) **Messages should be short and uncomplicated.** Limit the message to 3 short sentences, conveying 3 key messages, in 30 words or less (3-3-30 Rule).

If detailed instructions are necessary, prepare messages in stages so that recipients can listen to and act on the messages at the same time (i.e., "Leave your house now. Instructions will be repeated on this station as you drive away from the danger area."). Also realize that most will not be writing out the message and, therefore will not remember long messages.

2) **Use common and familiar words.** Avoid ambiguous terms like "an emergency has just occurred." Confusing messages lead to panic. Develop the message so that each word and each phrase has a purpose.

3) **Use strong words.** People obey warnings when they use "mild fear" terms (i.e., "You are in danger," "you must leave this area now," etc.).

4) **Give the public the impression someone is 'in charge'.** Use the name of the executive, mayor or some other familiar person in authority. Plan the message to give assurance that someone is in control, and that there is a plan for the well-being of those affected.

5) **Read important instructions.** Have the messages repeated immediately a second time and then repeated again each 5-10 minutes when appropriate.

C. EMERGENCY RESPONSE

1. The methods and procedures used to respond to the release of hazardous materials conform to the standards set in National Fire Protection Association
(NFPA) 472 - Standard for Professional Competence of Responders to Hazardous Materials Incidents and only vary by training and competency. First responder competencies, like training, are defined at the awareness, operational and hazardous materials technician levels.

2. At a minimum, all Mason County responders are trained to the Awareness level. Awareness level personnel shall be able to perform the following tasks when on scene of a hazardous materials/Weapons of Mass Destruction (WMD) incident:

a. Analyze the incident to determine both the hazardous materials/WMD present and the basic hazard and response information for each hazardous material/WMD agent by completing the following tasks:

1) Detect the presence of hazardous material/WMD.
   • Set up the initial isolation distance as recommended in the ERG and await arrival of the Hazmat Team.
   • If a substance is unknown use the US Department of Transportation's *Emergency Response Guidebook’s Guide #111: Mixed Load/Unidentified Cargo.*

2) Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.

3) Collect hazard information from the current edition of the *DOT Emergency Response Guidebook.*

b. Implement actions consistent with the emergency response plan, the standard operating procedures and the current edition of the *DOT Emergency Response Guidebook* by completing the following tasks:

1) Initiate protective actions.

2) Initiate the notification process.

3. Additionally, approximately 80% of the Mason County Fire District personnel are trained to the Operation level. Operation level personnel shall be able to perform the following tasks when on scene of a hazardous materials/WMD incident:

a. Analyze a hazardous materials/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:
1) Survey the hazardous materials/WMD Incident to identify the containers and materials involved, determine whether hazardous materials/WMD have been released and evaluate the surrounding conditions.

2) Collect hazard and response information from MSDS, CHEMTREC / CANUTEC / SETIQ; local state and federal authorities and shipper/manufacturer contacts.

3) Predict the likely behavior of a hazardous material/WMD and its container.

4) Estimate the potential harm at a hazardous material/WMD incident.

b. Plan the initial response to a hazardous materials/WMD incident within the capabilities and competencies of available personnel and personal protective equipment by completing the following tasks:

1) Describe the response objectives for the hazardous materials/WMD incident.

2) Describe the response options for each objective.

3) Determine whether the personal protective equipment provided is appropriate for implementing each option.

4) Describe emergency decontamination procedures.

5) Develop a plan of action, including safety considerations.

c. Implement the planned response for a hazardous materials/WMD incident to favorably change the outcomes consistent with the emergency response plan and/or standard operating procedures by completing the following tasks:

1) Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.

2) Where criminal or terrorist acts are suspected, establish means of evidence preservation.

3) Initiate Incident Command System (ICS) for hazardous materials/WMD incidents.

4) Perform tasks assigned as identified in the incident action plan.

5) Implement emergency decontamination as necessary.
d. Evaluate the progress of the actions taken at a hazardous materials/WMD incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:

1) Evaluate the status of the actions taken in accomplishing the response objectives.

2) Communicate the status of the planned response.

4. Methods and procedures used in responding to a release by the employees of prominent/key facilities in the emergency planning district are listed in each facility's Precautionary Evacuation Plan in Appendix G.

5. Facilities and responders will monitor a verified release using the following capabilities and methods.

a. Facility methods and capabilities for monitoring a release are listed in Appendix G in the facility's Precautionary Evacuation Plan.

b. Responders will monitor releases in accordance with agency policy as identified in the agency policy in #2 above.

D. PUBLIC SAFETY

1. The primary objective of every hazardous materials response is to protect the people at risk. This includes employees of the affected facility and/or transportation company as well as citizens and visitors in the immediate area of the release and/or the projected plume. Evacuation is the recognized standard for population protection; however, recent research indicates shelter-in-place should be considered as a better alternative for many hazardous materials incidents.

2. Each strategy (evacuation or shelter-in-place) has inherent advantages and disadvantages.

a. The advantage of evacuation is it removes employees, citizens and visitors from the present and any future risks in the affected area. The concept of removing the population from risk is also an acceptable and preferred strategy for many members of the public. Evacuations are however highly disruptive events which create other challenges such as traffic control and sheltering. An effective evacuation may take hours to complete, during which evacuees may be exposed to unsafe concentrations of the toxic substance they are attempting to avoid.

b. Shelter-in-place can be instituted in a relatively short period of time. The population does not have long distances to travel and they are, for the most...
part, familiar with their surroundings. The speed with which a shelter-in-place effort can be implemented may make it the only reasonable short-term protective option for hospitals, nursing homes and corrections facilities. However, the concept of shelter-in-place is a foreign notion to many citizens who will self-evacuate. Training and exercising sheltering-in-place plans for those facilities where it might prove useful will facilitate its use when it is needed. It should be considered only for incidents expected to last for a short duration.

3. No single protective strategy is applicable in all situations whereas some incidents may be suited to either evacuation or shelter-in-place. The two strategies are not mutually exclusive and may be combined to achieve the maximum population protection in some situations. For example, shelter-in-place for the public in an appropriate radius around a toxic release, combined with evacuation of downwind populations, might result in the best protection potential for the greatest number of people.

4. The decision to evacuate or order shelter-in-place should be based upon known data or perceived risk when insufficient data is immediately available. Reference materials and resources which will aid the decision making process include:

   a. Emergency Response Guidebook (current edition),
      http://www.phmsa.dot.gov/portal/site/PHMSA/menuitem.ebdc7a8a7e39f2e55cf2031050248a0c/?vgnextoid=ebfeca57e196d110VgnVCM1000009ed07898RCRD&vgnextchannel=d248724dd7d6c010VgnVCM10000080e8a8c0RCRD&vgnextfmt=print

   b. Material Safety Data Sheets (MSDS),
      http://www.osha.gov/dsg/hazcom/msdsformat.html

   c. AIHA Emergency Response Planning Guidelines,
      http://www.aiha.org/INSIDEAIHA/GUIDELINEDEVELOPMENT/ERPG/Pages/default.aspx


5. The Incident Command (IC) is authorized to order the protective measures appropriate to the type of threat, current weather conditions, condition of population at risk, response capabilities and timeliness, available transportation resources, time of day and ability to communicate with the at risk population. The procedures for implementing the evacuation and shelter-in-place strategies are found in Appendix E - Public Safety Procedures along with roads identified as potential evacuation routes.
6. Regulated facilities are required to have evacuation plans for employees and visitors. Washington State Administrative Code (WAC) 296-24-567 requires each facility to have an emergency action plan which includes, at a minimum:

   a. Evacuation procedures and route assignments;

   b. Procedures for employees who remain to operate critical plant operations before they evacuate;

   c. Procedures to account for all employees after emergency evacuation has been completed;

   d. Rescue and medical duties for those employees who are to perform them;

   e. The preferred means of reporting fires and other emergencies;

   f. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

7. Precautionary evacuation plans for selected facilities within the Mason County LEPC's area of responsibility are found in Appendix G - Precautionary Evacuation Plans.

E. RESPONDER SAFETY

1. It is essential on-scene response personnel are protected from the adverse effects of hazardous materials contamination to safely perform their role in protecting the public and mitigating the incident. The safety of response personnel is a priority of the IC system. A Safety Officer will be appointed to the Command Staff to assist the IC with responder safety. If the IC does not appoint a Safety Officer for some reason, the IC assumes the responsibilities of the Safety Officer. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations and develop additional methods and procedures to ensure responder safety. The Safety Officer will be given authority to alter, suspend or terminate any activity he/she deems is unsafe. Safety Officers must be trained to the level of the incident, i.e., an operations level incident (gasoline spill) requires a Safety Officer trained to the operations level.

2. All responders to a hazardous materials incident will:

   a. Adhere to applicable local, state and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety.
b. Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and Chapter 296-824 WAC training under any circumstance.

F. RESOURCE MANAGEMENT

1. The response and recovery resources available to the Mason County LEPC come from federal, state and local partners, public and private stakeholders and nongovernmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs) and contracts or through emergent contracting in accordance with Revised Code of Washington (RCW) 38.52.070. Response resources available are identified in Appendix H.

G. CONTAINMENT / CLEAN-UP

1. Mason County does not have cleanup or disposal services located within the community. Private facilities or the local fire department/district may conduct minor cleanup operations.

2. Coordination of spill containment and clean-up is the responsibility of the designated Incident Command agency. Responding agencies will:
   a. Identify, contain, recover and properly treat or remove hazardous materials and dispose of at state permitted sites.
   b. Limit incident site entry to trained personnel with appropriate personal protective equipment.
   c. Follow decontamination procedures to limit area of contamination and restrict further spread of hazardous materials.
   d. Plan for restoration and mitigation of damage to the environment.

3. A list of hazardous materials spill contractors is available through the Department of Ecology at http://www.ecy.wa.gov/programs/spills/response/HAZMAT_Spill_Contractor_List.pdf. Ecology does not certify or endorse any contractors on this list, nor does Ecology verify that they are adequately trained, licensed or insured.

4. Once the emergency response is complete and cleanup begins, HAZWOPER requires a Health and Safety Plan (HSP) and cleanup personnel to be trained accordingly.
5. As per RCW 4.24.314, the spiller is responsible for costs incurred in the cleanup of a hazardous materials incident. If the spiller is unknown or there is a dispute with the spiller about cost recovery, cleanup efforts will be undertaken by Ecology and/or the Environmental Protection Agency (EPA). Mason County and municipal jurisdictions therein, will not accept any financial responsibility for cleanup or disposal of hazardous substances owned and/or spilled by others.

6. The Incident Commander will be responsible for arranging an after-action review and evaluation of significant incidents. The review and evaluation should be conducted within 48 hours following control of the incident.

7. Written report notification needs to be made within fourteen (30) days following immediate verbal notification to the Washington State Emergency Response Commission, Mason County Local Emergency Response Committee, any Tribal Emergency Response Commission or other entities originally notified. An Emergency Release Follow-up Notification form is available at www.ecy.wa.gov/epcra/304EIM.pdf.

H. DOCUMENTATION AND INVESTIGATION

1. Investigations

   a. County and City Fire Marshals

      1) Reviews and inspects storage, use and handling of hazardous materials.

      2) Investigates the origin and cause of fires, is the lead agency in fire and arson involving hazardous materials.

   b. Mason County Public Health

      1) Provides information about the proper destruction or decontamination of structures, vehicles and property.

      2) Investigates complaints involving improper waste disposal practices or hazardous waste spills resulting in potential contamination or exposure.

      3) Provides public health education, makes recommendations for protecting the public’s health and safety, and enforces environmental health rules and regulations.

   c. Washington State Patrol (WSP)

      1) Investigates criminal acts on state highways and roads.
d. Mason County Sheriff's Office
   1) Investigates criminal acts on county roadways.

e. Municipal Law Enforcement Agencies
   1) Investigates criminal acts within incorporated boundaries.

2. Provisions for Cost Recovery

a. The Responsible Party will make their own arrangements for cost recovery.

b. The Responsible Party pays for responding agencies and jurisdictions.

c. Responding agencies and jurisdictions will separately document costs associated with the specific incident.

d. The Model Toxics Control Act may provide funding.

e. CERCLA requires reporting of releases of hazardous substances, establishes the liability of persons responsible for releases of hazardous substances and establishes and EPA trust fund.

f. If no Responsible Party can be determined, EPA may provide funding through the Local Government Reimbursement Program (800-431-9209) for up to $25,000 in extraordinary local expenses for qualifying incidents.

g. EPA Form 9310-1, Application Package for Reimbursement to Local Governments, will be used to apply for reimbursement; instructions and guidelines are included.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

Primary agencies have the lead responsibilities for mitigation, preparedness, response and recovery with a focus on life safety, property protection and environmental preservation. These responsibilities include but are not limited to ensuring the readiness of skilled personnel, equipment, response procedures and protocols, responder training programs, resource coordination and the hazardous materials response program.
1. Mason County Fire Districts/Departments

   a. Provide a limited initial response to hazardous materials incidents based on responder training, qualification and expertise.

   b. Designate the Senior Fire Officer, on-scene, as Incident Commander or at the request of the Senior Fire Officer transfer the authority to the Washington State Patrol.

   c. Abate and contain hazardous substance releases and spills within the scope of responder capabilities, in conjunction with the responding mutual aid HAZMAT Team.

   d. Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials, whenever possible.

   e. Isolate the affected area in accordance with the *Emergency Response Guidebook* or other appropriate resource information.

   f. Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).

   g. Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).

   h. Provide for the safety of the public by whatever means necessary (evacuation, shelter-in-place).

   i. Assist with the evacuation of the public and traffic control.

   j. Effectively deploy all necessary and available fire jurisdiction equipment and manpower.

   k. Deploy mutual aid, as requested.

   l. Support Pierce County Hazardous Incident Team with personnel, equipment and other assistance, as required.

   m. Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.

   n. Assist in decontamination of responders and the public within the scope of capabilities in conjunction with the responding, mutual aid HAZMAT Team.

   o. Provide manpower and equipment for emergency medical services at the scene of a hazardous material incident.
1) Give medical attention to the sick and injured on scene.

2) Establish triage operations, as needed.

3) Transport sick and injured to permanent medical care facilities and minimize the opportunity for contamination of responding staff/equipment during transport.

4) Provide hospitals and medical care facilities information from the incident scene on the number and nature of casualties being sent to their facility with any recommendations for treatment.

p. Provide emergency medical care and transportation for those injured in a hazardous material incident.

q. Perform other operations which may be appropriate in accordance with training and qualifications.

2. Washington State Patrol

a. Act as designated incident command agency for hazardous materials incidents on interstate and state highways and in areas specifically designated by the local political entity. When the local jurisdiction does not designate an incident command agency, assume incident command for the jurisdiction in accordance with RCW 70.136.030.

b. When necessary, establish a unified command system with fire departments, emergency medical services and other state and federal agencies.

c. Assist the Mason County Sheriff's Office in the coordination of law enforcement activities.

d. Assist with warning, notification and evacuation activities.

e. Assist with traffic and crowd control.

f. Provide supplemental communications support.

g. Provide additional law enforcement assistance as necessary.

B. SUPPORT AGENCIES (LOCAL)

1. Pierce County Hazardous Incident Team (Central Pierce, Graham Fire and Rescue, East Pierce, West Pierce) — Regional resource if available
a. Respond in support of first response agencies when requested.

b. Assess actions taken by first-in units.

c. Provide a technical level response to hazardous materials incidents.

d. Provide incident management expertise and equipment.

e. Evaluate/Establish exclusionary zones.

f. Perform substance identification testing via HazCat testing, Hazard ID analysis and/or radiological testing.

g. Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques, and additional authorities requiring notification.

h. Perform duties as directed by incident command.

i. Coordinate with representatives of the Mason County Division of Emergency Management.

j. Identify the type(s) of materials involved, and the scope of the incident as quickly as possible. Information can be gathered from the reporting party, 9-1-1 dispatch, the responsible party, placards, and references such as the Emergency Response Guidebook, Chemtrec, and CAMEO.

2. Mason County Division of Emergency Management

a. Designate a coordinator to work with the Local Emergency Planning Committee (LEPC).

b. Function as lead agency for the Mason County LEPC.

c. Provide public education materials to the public and businesses on hazardous materials and preparedness.

d. Provide public information on response activities and public safety as necessary during major incidents.

e. Provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response. Coordination of resource needs will be made through (360) 427-7535.

f. The emergency management staff will as necessary:
1) Provide notification of agencies and organizations as requested by either the facility representative or first responders.

2) Open the Mason County EOC when indicated.

3) Provide on-scene liaison when requested by incident/unified command.

4) Script and transmit emergency alert system (EAS) messages when requested and appropriate.

5) Attempt other methods of notification to the public, as necessary.

g. Support first response agencies and incident command with information and resource coordination as required.

h. Assist with federal, state and other notifications.

i. Assist incident command in determining need for evacuation or shelter-in-place.

3. Mason County Medic One

a. Provide advanced and basic life support services to hazardous materials exposure victims when requested.

4. Local Law Enforcement

a. Coordinate law enforcement resources during a hazardous materials emergency.

b. Provide for traffic control and maintenance of evacuation during a hazardous materials emergency.

c. Ensure law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.

d. Perform evacuation within parameters established for specific incident action plans.

e. Assist where necessary in the rapid dissemination of warning and evacuation information to the public.

f. Assist with investigation of possible criminal acts involving hazardous substances and/or their intentional release. Bring in state and federal law enforcement as needed.
5. Mason County Public Health Department

a. Take such measures as the Health Officer deems necessary to promote and protect the public's health.

b. Assess the public health implications of a hazardous materials incident and take appropriate actions.

c. In conjunction with the Washington State Departments of Ecology and Health, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident.

d. Direct the closure of contaminated sites, as necessary.

e. Provide information to the public on the health effects of, and how to avoid contamination from a hazardous materials release as needed.

f. Make a final determination on when contamination no longer poses a public health risk.

g. Initiate actions to reopen sites once contaminated when the threat is properly mitigated.

6. County/City Public Works Departments

a. Provide equipment and manpower to assist in the containment of a hazardous material release.

b. Provide equipment and manpower to repair essential, jurisdictional facilities damaged as a result of a hazardous materials release.

c. Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.

d. Implement protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.

7. American Red Cross

a. Provide for temporary shelter, feeding, welfare inquiries and information services.

b. Provide a representative to the EOC to coordinate actions with other agencies.
8. Regulated Facilities

a. Facilities storing extremely hazardous substances (EHS) must identify the location of such substances and designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information in accordance with 40 CFR 355.30. 40 CFR 355.30(c) requires the owner or operator of a facility subject to the section to designate a facility representative who will participate in the local emergency planning process as a facility emergency response coordinator. The Facility Emergency Coordinators in the Mason County LEPC are identified in Appendix B.

b. Report chemical inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department.

c. Submit Tier Two-Emergency and Hazardous Chemical Inventory Report and other information as required by federal, state or local law.

d. Prepare hazardous materials emergency plans and provide copies to the Mason County LEPC, when requested.

e. Train and equip personnel to implement the plans.

f. Coordinate plans with the local fire jurisdictions.

g. Notify 9-1-1, and other agencies as required or necessary, when a hazardous materials incident occurs.

h. Implement emergency plans utilizing NIMS in coordination with the local fire jurisdictions.

i. Include evacuation routes and methods of evacuation for employees and visitors, both on site and in the immediate proximity, in hazardous materials emergency plans.

9. MACECOM (9-1-1 Dispatch)

a. Provide communications services to law enforcement, fire, EMS and the EOC.

b. Document all communications related activities pertaining to this situation for event record.

10. CST/RACES

a. Provide communications between the EOC and the ICP as needed.
b. Provide communications between the EOC and shelters as needed.

c. Provide other communications support as requested.

11. Mason County School Districts

a. In coordination with the American Red Cross, open emergency shelters, provide feeding facility and mass care area for evacuees at the designated shelter sites.

12. Mason General Hospital and Family of Clinics

a. Receive and provide for appropriate care of sick or injured from a hazardous materials incident.

b. Provide instructions for specialized treatment of sick and injured still on the scene to Emergency Medical Services.

13. Squaxin Island Tribe


C. SUPPORT AGENCIES (STATE)

1. Washington State Department of Ecology

a. Provide 24-hour emergency response to reported spill incidents.

b. Represent state laws and interests in oil and hazardous substances incidents by acting as the State On-Scene Coordinator (SOSC) in the Unified Command System.

c. Coordinate response efforts with other local, tribal, state and federal agencies.

d. Maintain resource list of cleanup contractors, equipment and technical/scientific personnel for hazardous materials incidents.

e. Assist in determining the release source, cause and responsible party.

f. Provide on-scene coordination and technical assistance on containment, cleanup, disposal, recovery, natural resource damage assessment, laboratory analysis and evidence collection for enforcement actions.
g. Coordinate Natural Resource Damage Assessment (NRDA) activities.

h. Establish cleanup standards for the incident in accordance with federal and state law.

i. Ensure source control, containment, cleanup and disposal are accomplished.

2. Washington State Department of Transportation
   
a. Provide equipment and manpower to assist in the containment of a hazardous material release.

b. Provide equipment and manpower to repair essential, jurisdictional facilities damaged as a result of a hazardous materials release.

c. Provide assistance to the appropriate law enforcement with regard to traffic control on evacuation routes and at the incident scene.

3. Washington State Department of Natural Resources (DNR)
   
a. Protect water resources on DNR lands.

b. Provide access, information and assistance to reduce and control the effects of hazardous materials on DNR lands.

D. SUPPORT AGENCIES (FEDERAL)

1. US Navy, Naval Base Kitsap
   
a. Provide coordination between local Naval installation response agencies as to technical advice, assistance and control for incidents involving military hazardous materials and local responders and DEM/LEPC.

2. US Department of Agriculture (USDA)
   
a. Provides technical assistance, laboratory testing and sampling, and estimates on recovery costs for incidents involving pesticides/herbicides.

3. US Environmental Protection Agency (EPA)
   
a. Participate in the Incident Command for releases of hazardous material or petroleum products occurring in EPA jurisdiction.

b. Responds with advice and technical resources to protect the environment from all types of hazardous substances and oil to waters of the U.S.
c. In conjunction with Ecology, will coordinate resources, containment, removal and disposal efforts of major incidents.

d. Review annual SARA 313 reports.

e. Act under ESF-10 of the National Response Framework.

f. Provide funding for response contractors when the responsible party is unavailable, unresponsive or unidentified.

VI. TRAINING

A. Hazardous materials response training requirements are governed by WAC 296-824-30005, which meets or exceeds the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120. In addition, the National Fire Protection Association (NFPA) established a standard (NFPA 472) of professional competence for responders to hazardous materials incidents.

B. All hazardous materials incident emergency responders and workers at hazardous materials facilities, transport companies, waste treatment facilities, storage facilities and disposal facilities will be provided training which meets federal and state standards. Such training will be commensurate with their employers or organization's plans and policies.

C. The minimum level of responder training in accordance with WAC 296-824-30005 is:

<table>
<thead>
<tr>
<th>Awareness Level</th>
<th>Awareness level responders are those personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/ weapons of mass destruction (WMD) and be expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for assistance and secure the scene.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Awareness Level First Responders competencies:</td>
</tr>
<tr>
<td></td>
<td>• Understand what hazardous substances are and their associated risks.</td>
</tr>
<tr>
<td></td>
<td>• Recognize the presence of hazardous substances in an emergency.</td>
</tr>
<tr>
<td></td>
<td>• Can identify the hazardous substances, when possible.</td>
</tr>
<tr>
<td></td>
<td>• Understand the potential consequences of hazardous substances in an emergency.</td>
</tr>
</tbody>
</table>
Mason County Comprehensive Emergency Management Plan
Emergency Support Function Section - ESF #10 – Hazardous Materials Response

- Understand the role of a first responder at the awareness level as described in:
  - The employer's emergency response plan, including site security and control.
  - The United States Department of Transportation's Emergency Response Guidebook.
- Can use the Emergency Response Guidebook.
- Recognize the need for additional resources and the need to notify the incident's communication center accordingly.

| Operations Level | Operations level responders are personnel who respond to hazardous materials/WMD incidents for the purpose of implementing or supporting actions to protect people, property and the environment from the effects of a release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without coming into contact with the material/product.

First responders at the operations level must receive at least eight hours of training and demonstrate awareness level competencies as well as the competency to:

- Know basic hazard and risk assessment techniques.
- Select and use personal protective equipment (PPE) appropriate for first responder operations level.
- Understand basic hazardous materials terms.
- Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available.
- Implement decontamination procedures to their level training.
- Understand relevant standard operating and termination procedures.

| Technician Level | Technician level responders are personnel who respond to a hazardous materials/WMD incident using a risk-based response process to analyze the situation involving hazardous materials/WMD, select applicable |
decontamination procedures and control the release using specialized protective clothing and control equipment.

First responders at the technician level must receive at least 24-hours of training and demonstrate operations level competencies as well as the competency to:

- Implement an employer's emergency response plan.
- Function within their assigned role in the incident command system.
- Understand hazard and risk assessment techniques.
- Understand basic chemical and toxicological terminology and behavior.
- Use field survey instruments and equipment to classify, identify, and verify materials at the incident.
- Select and use personal protective equipment (PPE) appropriate for hazardous materials technicians.
- Perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available.
- Implement decontamination procedures to their level of training.
- Understand termination procedures.

Specialist Level

Specialist level responders are personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of hazardous materials technicians but require a more specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities.

First responders at the specialist level must receive at least 24-hours of training and demonstrate technician level competencies as well as the competency to:

- Implement the local emergency response plan.
- Know of the state emergency response plan.
• Develop a site safety and control plan.

• Understand chemical, radiological and toxicological terminology and behavior.

• Understand in-depth hazard and risk techniques.

• Use advanced survey instruments and equipment to classify, identify and verify materials at the incident.

• Select and use proper specialized chemical PPE given to hazardous materials specialists.

• Perform specialized control, containment and/or confinement operations within the capabilities of the resources and PPE available.

• Determine decontamination procedures.

**Incident Commander**

The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies and tactics and ordering and release of resources.

Incident commanders, who assume control of a hazardous materials incident from the responders first on the scene, must receive at least 24-hours of training and demonstrate operations level competencies as well as the competency to:

• Know of the state emergency response plan and the Federal Regional Response Team.

• Implement the local emergency response plan.

• Implement the employer's emergency response plan.

• Have knowledge of the incident command system (ICS) and understand how they relate to it.

• Implement the employer's ICS.

• Understand the hazards and risks associated with employees working in chemical protective clothing.

• Understand the importance of decontamination procedures.
D. The awareness, operations, technician and incident command training available to Mason County responders is updated annually and maintained in Appendix J.

VII. EXERCISES

A. The Community Emergency Coordinator or designee will provide for and organize an annual exercise of this plan, at a minimum, to evaluate the effectiveness and feasibility of the plan and supporting standard operating procedures as well as the readiness of response agencies, facilities and the public. These exercises may be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness. See Appendix I.

B. The Mason County LEPC will follow the Homeland Security Exercise and Evaluation Program (HSEEP) as a standard for exercise design, conduct and evaluation. As such, exercises will be documented in an after action report and corrective actions will be identified and assigned in an improvement plan.

C. Mason County will coordinate with WSP, local fire districts, Homeland Security Region 3, and other interested parties to exercise elements of this ESF.

VIII. EPCRA REPORTING

A. All facilities within Mason County receiving, storing and/or using extremely hazardous substances (EHS), reference 40 CFR Part 355, must notify the SERC and LEPC in accordance with Section 302 - Notification of Extremely Hazardous Substances.

B. Facilities must submit Material Safety Data sheets (MSDS) or a MSDS list of the hazardous chemicals present on-site in excess of threshold levels to the SERC, LEPC and local fire department/district using the Tier II form in accordance with Section 312.

C. A facility must notify the SERC and LEPC, per Section 304, of a release at the facility in excess of the reportable quantity for the substance and when the release could result in exposure of persons outside the facility. A verbal report must be submitted immediately and followed up with a written report within 14 days.

IX. REFERENCES

B. US Department of Transportation and Transport Canada, *Emergency Response Guidebook*

C. SARA Title III - *Emergency Planning and Community Right-to-Know Act* (EPCRA)

D. Public Law 99-499 - *Superfund Amendment and Reauthorization Act* (SARA)

E. Chapter 118-40 WAC - *Hazardous Chemical Emergency Response Planning*

F. Northwest Area Contingency Plan, as amended 2011

G. Mason County Hazard Identification and Vulnerability Analysis, January 2009

X. ACRONYMS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>AWC</td>
<td>Alert and Warning Center</td>
</tr>
<tr>
<td>CERCLA</td>
<td>Comprehensive Environmental Response, Compensation, and Liability Act of 1980</td>
</tr>
<tr>
<td>CHEMTREC</td>
<td>Chemical Transportation Emergency Center</td>
</tr>
<tr>
<td>DEM</td>
<td>Division of Emergency Management</td>
</tr>
<tr>
<td>DNR</td>
<td>Washington State Department of Natural Resources</td>
</tr>
<tr>
<td>DOH</td>
<td>Washington State Department of Health</td>
</tr>
<tr>
<td>DPS</td>
<td>Department of Public Safety</td>
</tr>
<tr>
<td>DSHS</td>
<td>Washington State Department of Social and Health Services</td>
</tr>
<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
</tr>
<tr>
<td>EHS</td>
<td>Extremely Hazardous Substances</td>
</tr>
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<td>EMD</td>
<td>Emergency Management Division</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
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<td>Environmental Protection Agency</td>
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<tr>
<td>EPCRA</td>
<td>Emergency Planning and Community Right-to-Know Act</td>
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<td>ERG</td>
<td>Emergency Response Guidebook</td>
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<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
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<td>Hazardous Material</td>
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<tr>
<td>HIVA</td>
<td>Hazard Identification and Vulnerability Assessment</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<tr>
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<td>DESCRIPTION</td>
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<tr>
<td>ICP</td>
<td>Incident Command Post</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
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<tr>
<td>LEPC</td>
<td>Local Emergency Planning Committee</td>
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<tr>
<td>MSDS</td>
<td>Material Safety Data Sheet</td>
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<td>NAWAS</td>
<td>National Warning System</td>
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<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NRC</td>
<td>National Response Center</td>
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<tr>
<td>NRF</td>
<td>National Response Framework</td>
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<tr>
<td>OSCCR</td>
<td>On-Scene Command and Coordination Radio</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>RACES</td>
<td>Radio Amateur Civil Emergency Services</td>
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<td>RCW</td>
<td>Revised Code of Washington</td>
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<td>SEOC</td>
<td>State Emergency Operations Center</td>
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<tr>
<td>SERC</td>
<td>State Emergency Response Commission</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>TERC</td>
<td>Tribal Emergency Response Commission</td>
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<tr>
<td>UC</td>
<td>Unified Command</td>
</tr>
<tr>
<td>WAC</td>
<td>Washington Administrative Code</td>
</tr>
</tbody>
</table>

**XI. DEFINITIONS**

**ACCIDENT SITE** - The location of an unexpected occurrence, failure or loss, either at a regulated facility or along a transportation route, at which a release of listed chemicals occurs.

**ACUTE EXPOSURE** - Exposures, of a short duration, to a chemical substance that results in adverse physical symptoms.

**ACUTELY TOXIC CHEMICALS** - Chemicals that can cause both severe short-term and long-term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and result in severe illness. In extreme cases, death can occur when ingested, inhaled or absorbed through the skin.
AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

CHEM-TEL - A private company listed in the Emergency Response Guidebook that provides emergency response organizations with a 24-hour phone response for chemical emergencies.

CHEMICAL AGENT - A chemical substance intended for use in military operations to kill, seriously injure or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CHEMICAL TRANSPORTATION EMERGENCY CENTER - a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, or manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

COLD ZONE - The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

DECONTAMINATION - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

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

EMERGENCY - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the dissemination of emergency information to the public via the Commercial Broadcast System by the President and federal, state and local jurisdiction authorities. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY OPERATIONS CENTER (EOC) - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups
the types of assistance a state and/or local jurisdiction is most likely to need, (e.g. mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EXTREMELY HAZARDOUS SUBSTANCES - These are substances designated as such by the EPA. EHS inventories above certain threshold quantities must be reported to the Washington SERC, or TERC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERCs, TERCs, LEPCs, and local fire departments that may be affected, pursuant to EPCRA Section 304. The EHSs and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.

FACILITY - Fixed-site required to report under EPCRA.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The SEOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - An activity designed to evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

HAZARD - The chance that injury or harm will occur to persons, plants, animals or property.

HAZARD ANALYSIS - The use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site, either at fixed site or on a transportation route to the surrounding area in order to determine which portions of a community may be affected by a release of such materials.

HAZARDOUS CHEMICALS OR SUBSTANCES - Chemicals, mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a substance indicates it may be reportable under EPCRA. Reporting information software and current LEPC contact information is available at www.ecy.wa.gov/epcra.

HAZARDOUS MATERIAL - A substance in a quantity or form posing an unreasonable risk to health, safety, property, and/or environment when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence,
characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Hazardous materials include extremely hazardous and hazardous substances of oil and other petroleum products. Other toxic substances include some infectious agents, radiological materials and materials such as industrial solid waste substances.

HAZARDOUS SUBSTANCE - Chemicals, chemical mixtures, and other products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals or substance exists, but the existence of a Material Safety Data Sheet (MSDS) for a product or substance indicates it may be reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC, or TERC, LEPC, and local fire department in accordance with EPCRA regulations. Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National Response Center and must be reported to the SERC, TERC, and local agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

HOT ZONE - The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

INCIDENT COMMANDER - The IC is the overall coordinator of the response team. Responsible for on-site strategic decisions and actions throughout the response phase and maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of Operations level and certified in the Incident Command System.

INCIDENT COMMAND SYSTEM (ICS) - An all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures. ICS 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. ICS is a component of the National Interagency Incident Management Systems (NIMS).

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.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated in the Superfund Amendments and Reauthorization Act Title III legislation as the planning body for preparing local hazardous materials plans.

NATIONAL RESPONSE CENTER - Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods, hazardous and/or extremely hazardous substances are spilled. After receiving
notification of an incident, the NRC will immediately notify appropriate federal
response agencies, which may activate the Regional Response Team or the National
Response Team.

ON-SCENE - The total area that may be impacted by the effects of a hazardous
material incident. The on-scene area is divided into mutually exclusive on-site and off-
site areas.

PLUME - A vapor cloud formation that has shape and buoyancy. The cloud may be
colorless, tasteless, or odorless and may not be visible to the human eye.

PRIMARY AGENCY - An agency assigned primary responsibility to manage and
coordinate a specific ESF. Primary agencies are designated on the basis of who has
the most authorities, resources, capabilities or expertise relative to accomplishment of
the specific Emergency Support Function (ESF) with assistance, if requested, from the
EOC. An example of a primary agency is the Department of Transportation for ESF 1
- Transportation.

REGULATED FACILITY - A site where handling and transfer, processing, and/or
storage of chemicals is performed. For the purposes of this document, regulated
facilities produce, use, or store EHSs in quantities which exceed threshold planning
quantities or they store one or more HS in a quantity of 10,000 pounds or more at any
one time. Facilities that meet either criterion must annually report their chemical
inventories of such materials to the SERC, LEPCs, local fire department. When
appropriate, the tribe must be reporting to the Tribal Emergency Response
Commission (TERC).

REPORTABLE QUANTITY - The minimum quantity of hazardous substances
released, discharged, or spilled that must be reported to federal, state, local and/or
tribal authorities pursuant to statutes and EPCRA regulations.

RESPONSE - 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.

RISK MANAGEMENT PLAN - Pursuant to Section 112r of the Clean Air Act (CAA),
facilities that produce, process, distribute or store certain toxic and flammable
substances are required to have a RMP that includes a hazard assessment, accident
prevention program, and emergency response program. A summary of the RMP must
be submitted to the EPA. RMP guidance is available at
http://yosemite.epa.gov/oswer/ceppowerweb.nsf/content/RMPS.htm.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint
primary agency with available resources, capabilities or expertise in support of
Emergency Support Function (ESF) activities under the coordination of the primary or
joint primary, agency.
TABLETOP EXERCISE - An activity in which officials, key staff and/or others with emergency responsibilities gather to informally discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

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

TOXIC SUBSTANCES - Toxic substances are chemical or compounds which may present an unreasonable threat to human health and the environment. Human exposure to toxic substances can cause a variety of health effects including long-term adverse health effects. Certain facilities which have 10 or more full-time employees and manufacture, process or use a toxic substance in excess of threshold amounts during the calendar year are required to submit a Toxics Release Inventory Report annually to the US EPA and the Washington SERC. A current list of substances covered, reporting guidance, and software is available at the US EPA TRI website at www.epa.gov/tri.

TOXICITY - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

VULNERABLE FACILITIES - Facilities which may be of particular concern during a HAZMAT incident because they 1) are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails), 2) fulfill essential population support functions (power plants, water plants, fire/police/EMS dispatch center), or 3) include large concentrations of people (shopping centers, recreation centers).

WARM ZONE - An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.
APPENDIX A — PROMULGATION

EMERGENCY SUPPORT FUNCTION (ESF) 10 — Hazardous Materials

APPROVAL & IMPLEMENTATION

The Mason County LEPC developed ESF 10 to identify and implement hazardous materials emergency preparedness and response responsibilities in accordance with Chapter 118-40 Washington Administrative Code (WAC). The ESF details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within Mason County.

The Mason County Commissioners direct each office, department and agency to study the ESF and prepare or update, as needed, the supporting plans and operating procedures needed to implement the ESF in the event of a hazardous material event.

The Mason County Division of Emergency Management is responsible for publishing and distributing this ESF and will issue changes as required.

Martin E. Best, Ph.D.
LEPC Chairperson
### APPENDIX B — REGULATED FACILITIES

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
<th>City</th>
<th>ZIP Code</th>
<th>Facility Emergency Coordinator/ Emergency Contact</th>
<th>Title</th>
<th>24-Hour Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amerigas (formerly Bowman Propane)</td>
<td>430 NE Log Yard Rd.</td>
<td>Belfair</td>
<td>98528</td>
<td>David Schwen</td>
<td>District Manager</td>
<td>(360) 790-6734</td>
</tr>
<tr>
<td>Associated Petroleum-Shelton</td>
<td>250 W Hurley Waldrip Rd.</td>
<td>Shelton</td>
<td>98584</td>
<td>Taryn Miller</td>
<td>HSSE Manager</td>
<td>(253) 381-7659</td>
</tr>
<tr>
<td>Bingham Creek Hatchery</td>
<td>3914 W. Fish Hatchery Road</td>
<td>Elma</td>
<td>98541</td>
<td>*Joel Jaquez</td>
<td>Fish Hatchery Specialist 3</td>
<td>(360) 409-8022</td>
</tr>
<tr>
<td>CenturyLink QC W00023</td>
<td>23650 State Highway 3</td>
<td>Belfair</td>
<td>98528</td>
<td>*Joe Robertson</td>
<td>EHS Manager</td>
<td>(866) 864-2255</td>
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<td>98548</td>
<td>*Joe Robertson</td>
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<td>*Joe Robertson</td>
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<tr>
<td>CenturyLink QC Shelton Litewa</td>
<td>2321 W. Dayton Airport Road</td>
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<td>98584</td>
<td>*Joe Robertson</td>
<td>EHS Manager</td>
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<td>City of Shelton Reclamation</td>
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<td>98584</td>
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<td>City of Shelton Kneeland Park</td>
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<tr>
<td>City of Shelton Wastewater</td>
<td>1700 Fairmont Avenue</td>
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<td>98584</td>
<td>Greg Clark</td>
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<tr>
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<tr>
<td>Don Small &amp; Sons Oil Distribution Co.</td>
<td>W. 150 Sanderson Way</td>
<td>Shelton</td>
<td>98584</td>
<td>Steve Small</td>
<td>President</td>
<td>(253) 833-5656</td>
</tr>
<tr>
<td>Eells Springs Hatchery</td>
<td>7570 Eells Hill Road</td>
<td>Shelton</td>
<td>98584</td>
<td>*Mike Lucero</td>
<td>Fish Hatchery Specialist 4</td>
<td>(360) 562-7419</td>
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<tr>
<td>Ferrellgas</td>
<td>19920 N. Highway 101</td>
<td>Shelton</td>
<td>98584</td>
<td>Jason Robison</td>
<td>Operations Manager</td>
<td>(360) 271-9439</td>
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<tr>
<td>George Adams Hatchery</td>
<td>40 W. Skokomish Valley Rd.</td>
<td>Shelton</td>
<td>98584</td>
<td>*George Villarreal</td>
<td>Fish Hatchery Specialist 4</td>
<td>(360) 427-2161</td>
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<td>Green Diamond Resource Company</td>
<td>41 W. Hanks Lake Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Roy Meier</td>
<td>Maintenance Supervisor</td>
<td>(360) 490-1215</td>
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<tr>
<td>Hood Canal Communications</td>
<td>300 E. Dalby Road</td>
<td>Union</td>
<td>98592</td>
<td>Mike Oblizalo</td>
<td>Plant Supervisor</td>
<td>(360) 898-2481</td>
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<tr>
<td>Hoodsport Hatchery</td>
<td>N. 24350 Highway 101</td>
<td>Hoodsport</td>
<td>98548</td>
<td>*Mark Cylwik</td>
<td>Fish Hatchery Specialist 4</td>
<td>(360) 877-6131</td>
</tr>
<tr>
<td>Jarrell's Cove Marina</td>
<td>220 E. Wilson Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Gary Hink</td>
<td>Owner</td>
<td>(360) 427-2728</td>
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<tr>
<td>Masco Petroleum</td>
<td>221 Mill Street</td>
<td>Shelton</td>
<td>98584</td>
<td>Bill Tometich</td>
<td>Vice President</td>
<td>(360) 537-9744</td>
</tr>
<tr>
<td>Mason County Belfair Shop</td>
<td>600 NE Beck Road</td>
<td>Belfair</td>
<td>98528</td>
<td>Tim Burford</td>
<td>Equipment Supervisor</td>
<td>(360) 427-7761</td>
</tr>
<tr>
<td>Mason County Central Shop 2</td>
<td>100 W. Public Works Drive</td>
<td>Shelton</td>
<td>98584</td>
<td>Tim Burford</td>
<td>Equipment Supervisor</td>
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<tr>
<td>Mason County Courthouse</td>
<td>419 N. 4th Street</td>
<td>Shelton</td>
<td>98584</td>
<td>Tim Burford</td>
<td>Equipment Supervisor</td>
<td>(360) 427-7761</td>
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<tr>
<td>Mason General Hospital</td>
<td>901 Mountain View Drive</td>
<td>Shelton</td>
<td>98584</td>
<td>Keith Geary</td>
<td>Director Plant Operations</td>
<td>(360) 426-1611</td>
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* Facility Emergency Coordinator, Section 302 Reporting Facility
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<tr>
<th>Facility Name</th>
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<tr>
<td>Mason Transit Authority</td>
<td>790 E. Johns Prairie Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Marshall Drier</td>
<td>Fleet/Facilities Manager</td>
<td>(360) 481-1800</td>
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<tr>
<td>NGL Supply Terminal (formerly Keyera</td>
<td>1033 W. State Route 108</td>
<td>Shelton</td>
<td>98584</td>
<td>Ben Norman</td>
<td>Terminal Operator</td>
<td>(360) 462-6701</td>
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<td>Keyera Energy, Inc.)</td>
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<td>Olympic Panel</td>
<td>204 E. Railroad</td>
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<td>98584</td>
<td>Gary Weza</td>
<td>Maintenance Superintendent</td>
<td>(360) 427-0825</td>
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<tr>
<td>Pacific Aero LLC (formerly Olympic Air</td>
<td>141 W. Airview Way</td>
<td>Shelton</td>
<td>98584</td>
<td>Jeff Farrington</td>
<td>Partner</td>
<td>(253) 720-0690</td>
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<td>Shelton City Shop</td>
<td>1000 W. Pine Street</td>
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<td>98584</td>
<td>Greg Clark</td>
<td>Public Works Director</td>
<td>(253) 820-8160</td>
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<tr>
<td>Simpson Lumber Co. LLC</td>
<td>100 N. Front Street</td>
<td>Shelton</td>
<td>98584</td>
<td>Jim Barnett</td>
<td>Operations Manager</td>
<td>(253) 209-0351</td>
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<tr>
<td>Simpson Lumber Co. LLC</td>
<td>3651 W. Martin Road</td>
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<td>98584</td>
<td>Jim Barnett</td>
<td>Operations Manager</td>
<td>(253) 209-0351</td>
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<tr>
<td>Simpson Lumber Co. LLC-John's Prairie</td>
<td>30 E. Export Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Chris Lundquist</td>
<td>Maintenance Supervisor</td>
<td>(360) 490-1449</td>
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<tr>
<td>Tacoma DPU Cushman Powerhouse 1</td>
<td>N. 391 Standstill Drive S.</td>
<td>Hoodsp</td>
<td>98548</td>
<td>Dennis Koehn</td>
<td>Hydro Project Manager</td>
<td>(253) 502-8602</td>
</tr>
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<td>Tacoma DPU Cushman Powerhouse 2</td>
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<td>Shelton</td>
<td>98584</td>
<td>Brad Ennis</td>
<td>Assistant Hydro Project Manager</td>
<td>(253) 502-8602</td>
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<td>Tacoma Public Utilities Cushman #2</td>
<td>800 N. Lower Lake Rd.</td>
<td>Hoodsp</td>
<td>98548</td>
<td>Dennis Koehn</td>
<td>Hydro Project Manager</td>
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<tr>
<td>Taylor Shellfish Company</td>
<td>130 SE Lynch Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Austin Docter</td>
<td>Plant Manager</td>
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<td>Verizon Wireless</td>
<td>4.42 miles SW of Shelton</td>
<td>Shelton</td>
<td>98584</td>
<td>Richard Craig</td>
<td>Director, Compliance</td>
<td>(800) 488-7900</td>
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<td>WA DOC Mission Creek</td>
<td>3420 Sand Hill Road</td>
<td>Belfair</td>
<td>98528</td>
<td>Leo Gleason</td>
<td>Plant Manager 3</td>
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<td>WA DOC Shelton</td>
<td>4650 Dayton Airport Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Gregory Metzcus</td>
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<td>(360) 426-4433</td>
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<td>WSDOT Shelton</td>
<td>W. 633 Dayton Airport Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Duke Stryker</td>
<td>Superintendent</td>
<td>(800) 260-4214</td>
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<tr>
<td>WSP Shelton Academy</td>
<td>W. 631 Dayton Airport Road</td>
<td>Shelton</td>
<td>98584</td>
<td>Duke Stryker</td>
<td>Superintendent</td>
<td>(206) 440-4490</td>
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* Facility Emergency Coordinator, Section 302 Reporting Facility
SECTION 302, EXTREMELY HAZARDOUS SUBSTANCE FACILITIES MAPS

Map 1: Section 302 Facilities in Hoodsport

Map 2: Section 302 Facilities in Belfair
Map 3 Section 302 Facilities North of Shelton

Map 4: Section 302 Facilities in the City of Shelton
Map 5: Section 302 Facilities Southwest of Shelton

Map 6: Section 302 Facilities Northwest of Shelton
A. Fixed Facilities

1. There are 41 fixed-facility (Tier II reporter) locations throughout Mason County with hazardous substances. Forty one (41) are currently reporting. Of the 41 fixed-facilities, eight (8) facilities have extremely hazardous substance. The substances range in quantity from 50 to 500,000 pounds per facility site. Some sites store several different chemicals. All chemicals and quantities stored at fixed facilities are identified on the Tier Two Reports located at the Mason County Division of Emergency Management Office.

B. Transportation

1. Airport:

   1) The Port of Shelton, Sanderson Field Airport is a General Aviation airport with a runway length of 5,000 feet. The airport serves private aircraft and business jets. Twenty-four hour credit card fueling is available.

2. Pipeline:

   1) Williams Pipeline operates approximately 7-8 miles of north/south running bulk distribution natural gas pipeline. This system consists of from 6 inch to 48 inch diameter lines and operates between 300-1200 psig. Natural gas is non-toxic but is listed as a "hazardous material" due to its flammability. Bulk natural gas is odorless and colorless; scent agents are added to gas in the 8-inch lines to aid in identification of gas leaks.

   2) Cascade Natural Gas operates approximately 156 miles of natural gas pipeline in Mason County. This system consists of main lines (systems in the streets), transmission lines (trunk lines that delivers gas to the system) and service lines (customer connection lines). Pipe sizes range from 0.625-inch to 12-inch in diameter and operate from 25-lbs to 499-lbs maximum allowable operating pressure.

3. Rail:

   1) The Puget Sound and Pacific Railroad (PSAP) operates approximately 16 miles of rail in Mason County. All classes of DOT hazardous materials are transported throughout Mason County with the specifics detailed on the Bill of Lading.

   2) The US Navy owns approximately 27 miles of rail in Mason County (US Navy Short Line). All classes of hazardous materials are transported on this railroad
with specific details listed on the Bill of Lading.

4. Road:

   a. Hazardous substances are transported through Mason County primarily on Federal/State Highways US 101, SR 108 and SR 3.

   b. Hazardous substances transported to intermediate and final destinations within Mason County can generally be expected on any primary or secondary state, county, or municipal road.

   c. The majority of the tractor-trailer/tanker transport vehicles are in the 80,000 pound and larger category of vehicles.

   d. The majority of hazardous items shipped by road are petroleum products which include diesel, gasoline, aviation fuel, and liquefied petroleum gas (LPG).
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<td>Unincorporated area</td>
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Shelter-in-Place

The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by the IC in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, the IC will initiate or coordinate the release of information to instruct the affected population to shelter-in-place. This notification will be made using all means of communication available.

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:

- Turn off heating, cooling and ventilation system to prevent drawing in outside air.
- Get disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.
- Listen to your local radio or television stations for further instructions.
- Stay in your rooms/offices/classrooms and only come out when you are told that it is safe.

It is important following a shelter-in-place event the public takes reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.
Evacuation

The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.

The IC is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

- Location of the hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Name and address of shelters/reception centers.
- Primary evacuation routes to be used.
- Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.
- Information on available public transportation system and pick-up points.
- Details on what to bring and not bring to the shelter/reception center.
- Information on security within the evacuation zone.
- Estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Time permitting, evacuees should also receive instructions to:

- Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed; turn on local radio station for evacuation routes and up-to-date information.
Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.

Do not call your school or go to pick up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick up children.

Evacuation plans are specific to the individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and physically challenged who require assistance to comply with the evacuation directive. Precautionary evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permissions of the IC, in coordination with the chief law enforcement officer. Once the area is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes. The following major thoroughfares will be utilized whenever possible to expedite the flow of evacuees.

- **City of Shelton**
  - Railroad Avenue going west from city center.
  - Olympic Highway N. going north from city center.
  - Northcliff Road going north from city center.
  - Highway 3 going north and south from city center

- **Northwest County**
  - **Hoodsport**
    - US 101 going north and south from center of town.
  - **Lilliwaup**
    - US 101 going north and south
  - **Eldon**
    - US101 going north and south
Northeast County

- Allyn UGA
  - SR 3 going north and south from the center of town.

- Belfair UGA
  - SR 3 going north and south from the center of town.
  - SR 106 going west from the south end of town.

- Dewatto
  - Dewatto Holly Road going north
  - Dewatto Road going south
  - North Shore Road going south

Southwest County

- Matlock
  - Shelton Matlock Road going east from town.
  - Matlock Brady road going south from town.
  - Deckerville Road going west from town.

- Dayton
  - Shelton Matlock Road going east and west from town.
  - Highland Road going south from west end of town.
  - Dayton Airport Road going north from town.

Southeast County

- Grapeview
  - Grapeview Loop Road to SR 3 going north and south

- Harstene Island
  - North Island Drive to Harstene Bridge
  - South Island Drive to Harstene Bridge

- Kamilche
  - US 101 going north and south
  - SR 108 going west

State routes should be considered first for evacuation routes in Mason County; however, numerous county roads should also be considered based on the location of the hazardous materials incident. State routes include:

- US 101 going north and south in the western part of the county.
Mason County Comprehensive Emergency Management Plan

Emergency Support Function Section - ESF #10 – Hazardous Materials Response

- SR 3 going north and south in the eastern part of the county.
- SR 102 going east and west in the center of the county.
- SR 108 going east and west in the southwest part of the county.

Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.

- **Walking:** When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.

- **Private vehicle (car, van, pick-up truck, etc.):** When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.

- **Public Transit (city/county bus, school bus):** This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk. It is also an excellent alternative for institutions such as hospitals and those housing the elderly. Mason County Transportation Authority (MTA) Transit can be dispatched to support an evacuation order when authorized/notified by Mason County DEM. School buses can be used to augment the overall evacuation once students at risk have been evacuated.

- **EMS vehicles (ambulance or handicap equipped vehicle):** This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period of time; however, any large building outside the evacuation zone with adequate facilities could be utilized as long as the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to all evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities outside Mason County may be required to accommodate the special needs population, hospital patients or jail/prison inmates.

The American Red Cross (ARC), in conjunction with faith based organizations, operates shelters/reception centers in Mason County. The services provided in these...
shelters/reception centers will be in accordance with ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services of the Mason County Comprehensive Emergency Management Plan.

Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit, periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The Mason County EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceeds the capabilities of local law enforcement.

Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.

Sample Evacuation Warning Message

ATTENTION! (Lead law enforcement / Executive / Mayor / City Manager) of ___________________, and the ___________________ Fire Department / District have issued the following emergency bulletin at (time) this morning / afternoon / evening: A chemical leak of ____________________ occurred at (time) this morning / afternoon / evening at location. This is a highly poisonous chemical and you are in immediate danger if exposed. No leak of the chemical is occurring at this time, I repeat there is no leak at this time, but a leak is possible while workers repair __________. You are directed to follow these emergency instructions now!

All persons within the area bounded by _____________________ Street / Avenue / Road / etc. on the north, ___________________ Street / Avenue / Road / etc. on the east, ________________ Street / Avenue / Road / etc. on the south and ______________________ Street / Avenue / Road / etc. on the west are directed to evacuate immediately. Tie a white cloth or towel to the outside front door knob to indicate the premises are vacated. Police will secure the area vacated and no one will be allowed to enter/reenter.

Use ____________________ Street / Avenue / Road / etc. to the north and ____________________ Street / Avenue / Road / etc. to the east as evacuation routes. Public shelters are set up at (name and address of facility) and (name and address of facility) if you need shelter. The (public transit system) buses will provide transportation for residents of (location / sub-division / community / facility name). School children from ____________________ School will be evacuated to (facility name) by their school buses. DO NOT go to the school to pick them up.

If you need transportation or special help, call (telephone number). DO NOT call 9-1-1 for assistance or information. Emergency workers are in the area to assist. Stay tuned to this (radio or TV) station for further instructions and for the “All Clear” to be issued.
## APPENDIX F

### MASON COUNTY HAZARDOUS MATERIALS CONTACT LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Responsibility</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEMTREC</td>
<td>HazMat Information</td>
<td>800-424-9300 (24 Hr.)</td>
</tr>
<tr>
<td>Department of Ecology</td>
<td>Spill Line</td>
<td>360-407-6300</td>
</tr>
<tr>
<td>Environmental Protection Agency -</td>
<td>24 Hour Line</td>
<td>206- 553-1263</td>
</tr>
<tr>
<td>Region X</td>
<td>EPRCRA Hotline</td>
<td>800-424-9346</td>
</tr>
<tr>
<td></td>
<td>Region X</td>
<td>800-424-4372</td>
</tr>
<tr>
<td></td>
<td>Section 313 Questions</td>
<td>206-553-1200</td>
</tr>
<tr>
<td></td>
<td>Other Title III Questions</td>
<td>206-553-4349</td>
</tr>
<tr>
<td>Mason County DEM/LEPC</td>
<td>Community EM Coordinator</td>
<td>360-427-7535</td>
</tr>
<tr>
<td>Weekdays</td>
<td>Duty Officer</td>
<td>360-427-7761</td>
</tr>
<tr>
<td>(After Hours/Weekends/Holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mason County EOC</td>
<td>24 Hour Line</td>
<td>360-427-7761</td>
</tr>
<tr>
<td></td>
<td>Duty Officer</td>
<td>360-427-7535</td>
</tr>
<tr>
<td>Mason County Public Health</td>
<td>Vicki Kirkpatrick</td>
<td>360-427-9670 ext. 400</td>
</tr>
<tr>
<td>Department</td>
<td>Dr. Yu</td>
<td>360-239-2745</td>
</tr>
<tr>
<td>Weekdays</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Officer (After Hours/Weekends/Holidays)</td>
<td></td>
</tr>
<tr>
<td>Mason County Public Works-Director</td>
<td>Brian Matthews</td>
<td>360-490-3381</td>
</tr>
<tr>
<td>National Response Center</td>
<td>Reporting of all spills</td>
<td>800-424-8802 (24 Hr)</td>
</tr>
<tr>
<td>National Weather Service – Seattle (NWS)</td>
<td></td>
<td>206-526-6087</td>
</tr>
<tr>
<td>Navy Region NW Emergency</td>
<td>Emergency Management Officer</td>
<td>360- 315-5320 (W)</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td>360- 340-5571 (C)</td>
</tr>
<tr>
<td>Puget Sound and Pacific Railroad (PSAP)</td>
<td></td>
<td>1-855-724-5444</td>
</tr>
<tr>
<td>Skokomish Tribe</td>
<td>Skokomish Public Safety</td>
<td>(360) 426-4740</td>
</tr>
<tr>
<td>Squaxin Island Tribe</td>
<td>Emergency Operations Center</td>
<td>(360) 462-3500</td>
</tr>
<tr>
<td>United States Coast Guard -</td>
<td>Spills in or affecting the waterways</td>
<td>206-216-6066</td>
</tr>
<tr>
<td>Seattle- Incident Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA State Dept. of Health (DOH)</td>
<td>Duty Officer</td>
<td>360-888-0838 (24 Hr)</td>
</tr>
<tr>
<td>WA State Dept. of Health</td>
<td>Radiation Protection</td>
<td>206-682-5327 (24 Hr.)</td>
</tr>
<tr>
<td>Name</td>
<td>Position/Responsibility</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>WA State EMD - Duty Officer</td>
<td>Resources &amp; State Agency Notifications</td>
<td>800-258-5990 (24 Hr.)</td>
</tr>
<tr>
<td>WA State Emergency Response Commission</td>
<td>SERC</td>
<td>800-258-5990 (24 Hr.)</td>
</tr>
<tr>
<td>WA State Patrol (WSP)</td>
<td>Incident Commander</td>
<td>800-283-7805</td>
</tr>
<tr>
<td>WA State Poison Control Center</td>
<td></td>
<td>800-222-1222 (24 Hr.)</td>
</tr>
<tr>
<td>Williams Pipeline (Bulk Natural Gas Pipeline)</td>
<td></td>
<td>888-271-8880</td>
</tr>
</tbody>
</table>

**Extremely Hazardous Substance (EHS)** releases that exceed certain quantities must be reported to:

1. Department of Ecology & SERC (through WA State EMD)
2. LEPC (through Mason County DEM/Dispatch)
3. Local Fire Departments

And sometimes:

4. National Response Center (if release quantity requires it)
5. United States Coast Guard (for spills in or affecting the waterways)
In the event of a reportable spill or unplanned discharge of oil or hazardous material, the first person at the scene will maintain personal safety and take immediate action to stop, isolate, and/or contain the spill to prevent contact with hatchery or state waters. Immediately after this action, this person will contact the complex manager or other person in authority. All emergency numbers will be kept next to the telephone.

The order of contact is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Aho</td>
<td>Reg. 6 Operations Manager</td>
<td>360-249-1203</td>
</tr>
<tr>
<td>Mike Lucero</td>
<td>Hatchery Specialist 4</td>
<td>360-427-2188</td>
</tr>
<tr>
<td>Joel Jaquez</td>
<td>Hatchery Specialist 3</td>
<td>360-426-2369</td>
</tr>
<tr>
<td>Joe Rothrock</td>
<td>Hatchery Specialist 2</td>
<td>360-426-2369</td>
</tr>
</tbody>
</table>

The person in authority will assess the spill situation, identify the substance spilled, and estimate the amount spilled and approximate time of the spill. In the event of an oil spill, contact the following:

- National Response Center (NRC) at 1-800-424-8802 AND the
- WA State Emergency Management Division (EMD) at 1-800-258-5990.

(Both numbers are available 24 hours a day, 7 days per week.)

WA State Emergency Management Division will then call The Department of Ecology 24-Hour Spill Response Team and report this information. If the actual or potential spill volume threat to State waters is greater than 25 gal, Ecology will notify WDFW’s Oil Spill Team via their 24-hr emergency pager (360-534-8233).

For spills of hazardous materials other than oil, contact one of Ecology’s Regional Offices:

Southwest Region... 1-360-407-6300

After the EMD and Ecology have been notified, (and the NRC if applicable), hatchery personnel will implement the actions recommended by these offices.

The Formalin is stored in a locked spill prevention storage building. If there is a spill we will be able to see the spill and there will be a noticeable odor of Formalin in the air.
The person or people responding to a formalin spill will be attired in full protective gear: rainwear, boots, appropriate respirator [see Material Safety Data Sheet], gloves and appropriate eye protection. Any person not wearing full protective gear will be evacuated from the area of the spill. Hatchery grounds will be closed to visitors until the spill is cleaned up. If formalin is spilled, and the spill is minor, it can be diluted with copious amounts of water, or cleaned up with absorbent materials and placed in a sealed, labeled container for disposal. If the spill is toxic or is of major proportions, report the spill to both the National Response Center and WA State Emergency Management Division, at the phone numbers provided above.

We are working with 55 gallon drums of Formalin. If there is a spill we will be able to see the spill and there will be a noticeable odor of Formalin in the air.

In the event of a required evacuation, all hatchery employees, families and visitors will meet at the visitor parking area to the south of the compound, typically up-wind. The lead worker on site will also take a head count of all hatchery personnel, their families and visitors.

The first person on the scene or his/her designee will call 911 for fire or medical emergency.
CHEMICAL STORAGE AND DISPOSAL
Chemicals are stored in appropriate, labeled containers. Chemicals are stored and handled in a manner that prevents accidental spillage. Personnel wear appropriate personal protective gear when handling chemicals. The disposal of any chemical is done following precautionary guidelines on the Material Safety Data Sheet (MSDS), and in a manner consistent with state and federal regulations.

SPILL / EMERGENCY RESPONSE
All employees have available, and are trained in the use of, personal protective gear. Prevent and respond to spills and discharges of oil and hazardous materials immediately.

1. Response and Reporting
   In the event of a reportable spill or unplanned discharge of oil or hazardous material, the first person at the scene will maintain personal safety and take immediate action to stop, isolate, and/or contain the spill to prevent contact with hatchery or state waters. Immediately after this action, this person will contact the complex manager or other person in authority. All emergency numbers will be kept next to the telephone.

   The order of contact is as follows:

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<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Jenkins</td>
<td>Regional Hatchery</td>
<td>360-870-1164</td>
</tr>
<tr>
<td></td>
<td>Reforms Manager</td>
<td></td>
</tr>
<tr>
<td>Jorge Villareal</td>
<td>FHS 4</td>
<td>360-427-2161</td>
</tr>
<tr>
<td>Mark Cylwik</td>
<td>FHS 3</td>
<td>360-877-6408</td>
</tr>
<tr>
<td>Doug Manary</td>
<td>FHS 2</td>
<td>360-877-6408</td>
</tr>
<tr>
<td>Steve Turner</td>
<td></td>
<td>360-877-6408</td>
</tr>
<tr>
<td>Hoodsport Hatchery Cell</td>
<td></td>
<td>360-490-9506</td>
</tr>
</tbody>
</table>

   The person in authority will assess the spill situation, identify the substance spilled, and estimate the amount spilled and approximate time of the spill.

   In the event of an oil spill, contact the following:
   • National Response Center (NRC) at 1-800-424-8802 AND the
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   (Both numbers are available 24 hours a day, 7 days per week.)

   To the best of your ability please be ready with the following information:
<table>
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<tr>
<th>Question</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Who is reporting the spill?</td>
<td></td>
</tr>
<tr>
<td>What are your phone numbers?</td>
<td></td>
</tr>
<tr>
<td>(office, cell, pager)</td>
<td></td>
</tr>
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<td>Where is the location of the spill?</td>
<td></td>
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<td>Is the spill on water or land?</td>
<td></td>
</tr>
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<td>What was spilled?</td>
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</tr>
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<td>How did it happen?</td>
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<td>Is anyone cleaning up the spill?</td>
<td></td>
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<tr>
<td>Is the spill under control or stopped?</td>
<td></td>
</tr>
<tr>
<td>Is the spill contained?</td>
<td></td>
</tr>
<tr>
<td>Are there resource damages?</td>
<td></td>
</tr>
</tbody>
</table>

WA State Emergency Management Division will then call the Department of Ecology 24-Hour Spill Response Team and report this information. If the actual or potential spill volume threat to State waters is greater than 25 gal, Ecology will notify WDFW’s Oil Spill Team via their 24-hr emergency pager (360-534-8233).

For spills of hazardous materials other than oil, contact one of Ecology’s Regional Offices:

Southwest Region... 1-360-407-6300  
Central Region........ 1-509-575-2490  
Northwest Region... 1-425-649-7000  
Eastern Region........1-509-329-3400

After the EMD and Ecology have been notified, (and the NRC if applicable), hatchery personnel will implement the actions recommended by these offices.

If a fish kill occurs as a result of a non-oil hazardous material spill, Ecology will contact the regional fish program manager at the appropriate Department of Fish and Wildlife regional office. The Complex Manager will contact their Regional Fish Program Manager no later than the following workday. The Complex Manager will do written documentation of the event. Copies of the documentation will be submitted to the Department of Ecology in their region and to their Regional Fish Program Manager.

a. Formalin / Toxic Spill Response

The person or people responding to a formalin spill will be attired in full protective gear: rainwear, boots, appropriate respirator [see Material Safety Data Sheet], gloves and appropriate eye protection. Any person not wearing full protective
gear will be evacuated from the area of the spill. Hatchery grounds will be closed to visitors until the spill is cleaned up. If formalin is spilled, and the spill is minor, it can be diluted with copious amounts of water, or cleaned up with absorbent materials and placed in a sealed, labeled container for disposal. If the spill is toxic or is of major proportions, report the spill to both the National Response Center and WA State Emergency Management Division, at the phone numbers provided above. In the event of a required evacuation, all hatchery employees, families and visitors will meet at a designated area.

This area is located at: **Outside of break room door.**

b. Injury Response

If an employee or visitor is injured, administer appropriate first aid. If the injury is serious, call 911 or call for local ambulance, fire or police assistance. If the injury seems minor but symptoms persist, take the injured person to a physician or hospital. Fill out and submit an accident report form.

2. Prevention and Control

All oil and hazardous materials are stored in original or well-labeled containers, inaccessible to the public, away from both the hatchery and state waters. Each container is labeled with the appropriate warnings and an HMIS label if required. Every effort is made to prevent spillage and to limit employee exposure during storage, use and disposal.

Medications, including medicated feed, are stored away from drains and public access. Fish chemotherapeutants are stored away from the hatchery or state waters in locked storage facilities inaccessible to the public. Absorbents are readily available. Those chemicals that cannot be kept inside are stored in a covered area. Where possible, outdoor chemical storage is located in an area that does not drain to waters of the state, or it is bermed to prevent spills from entering waters of the state. Substances are kept on hand to neutralize chemicals in the case of spills.

Diesel fuel and heating oil are stored in below or above ground tanks. Those tanks requiring permits are tested annually. Absorbents are kept on hand to use in case of spills. Above ground tanks are sited over impervious surfaces and are bermed to prevent accidental spills. Gasoline and oil tanks not on impervious surfaces or without containment are scheduled for replacement or modification. Small amounts of petroleum products such as gas cans, motor oil, etc. are stored in lockable flammable storage closets inside hatchery buildings away from public access.

Pesticides are stored inside hatchery buildings, away from public access, in areas that do not drain to waters of the state. At those facilities where the storage area contains a floor drain, absorbent booms are on hand to prevent the accidental spillage of the pesticide into the drain. Laboratory analysis chemicals are kept on hand in very small quantities and are stored inside hatchery buildings in areas where
they cannot enter the water and are inaccessible to the public.

Miscellaneous substances such as solvents, detergents, paints, resins, adhesives and cleaners are kept in well-labeled containers. When possible, they are stored in lockable storage closets inside hatchery buildings. They are stored in leak-proof containers away from all drains. Absorbents are on hand to use in case of spills.

For all chemicals, Material Safety Data Sheets (MSDS) are readily available to all personnel. Proper precautions and actions in the event of a spill are outlined in the each MSDS. A chemical inventory list is kept with the MSDS’s. This document, after thorough review by all personnel, is filed with the MSDS sheets. In addition, the chemical use manual is available to all personnel. This information is reviewed by all personnel and is updated quarterly.

Any secondary containment must be checked periodically to see if a spill has occurred and if so, cleaned up promptly. Aqueous solutions should be stored where they will not be subject to temperatures below freezing. Lockable, outdoor sheds may be used for storage of gasoline and gasoline-powered equipment.

All storage areas for flammable materials should be approved by the fire marshal.

3. Hazardous materials list

The facility uses, processes, and/or stores the following hazardous materials that have the potential to spill directly or indirectly into state waters:

- Formalin, (Parasite-S 37% formaldehyde)
- Diesel fuel (Diesel #2)
- Gasoline
- Oil
- Propane
- Chlorine

STORMWATER POLLUTION CONTROL

This facility will use best management practices to prevent the discharge of any contaminant into the stormwater system. Best management practices will assure that petroleum contaminants will be contained in an appropriate manner.

BMPs include, but are not limited to, dry sweeping of any solids before hosing down and/or washing, or other practices which minimize contact between solids and water. All work that may result in contamination of the ground or other outdoor surface will be performed indoors if possible. If not possible, any spilled substance is cleaned and disposed of in an appropriate manner. Projects that have the potential of a large quantity spill shall be done within a berm or otherwise isolated area. Routine maintenance is conducted so that discharges do not go directly to surface waters.
Every effort is made to prevent the accumulation of small amounts of contaminants on impervious surfaces that may later flush into the stormwater discharge system during rain events. Any spill of petroleum products or other contaminants is immediately cleaned up. Accumulated contaminants seen to be washing into the stormwater system, or surface waters, are treated as a spill and absorbent material is put in place to contain the contaminants.
**Eells Spring Hatchery Evacuation Plan**

**SPILL / EMERGENCY RESPONSE PLAN**

All employees have available, and are trained in the use of, personal protective gear. Prevent and respond to spills and discharges of oil and hazardous materials immediately.

1. **Response and Reporting**
   In the event of a reportable spill or unplanned discharge of oil or hazardous material, the first person at the scene will maintain personal safety and take immediate action to stop, isolate, and/or contain the spill to prevent contact with hatchery or state waters. Immediately after this action, this person will contact the complex manager or other person in authority. All emergency numbers will be kept next to the telephone.

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</tr>
</thead>
<tbody>
<tr>
<td>Randy Aho</td>
<td>Region Six Operation Manager</td>
<td>(360) 249.1203</td>
</tr>
<tr>
<td>Mike Lucero</td>
<td>FHS 4</td>
<td>360.427.2188</td>
</tr>
<tr>
<td>Steve Smotherman</td>
<td>FHS 3</td>
<td>360.427.2188</td>
</tr>
<tr>
<td>David Cox</td>
<td>FHS 2</td>
<td>360.427.2188</td>
</tr>
</tbody>
</table>

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<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
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<td></td>
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### a. Formalin / Toxic Spill Response

The person or people responding to a formalin spill will be attired in full protective gear: rainwear, boots, appropriate respirator [see Material Safety Data Sheet], gloves and appropriate eye protection. Any person not wearing full protective gear will be evacuated from the area of the spill. Hatchery grounds will be closed to visitors until the spill is cleaned up. If formalin is spilled, and the spill is minor, it can be diluted with copious amounts of water, or cleaned up with absorbent materials and placed in a sealed, labeled container for disposal. If the spill is toxic or is of major proportions, report the spill to both the National Response Center and WA State Emergency Management Division, at the phone numbers provided above. In the event of a required evacuation, all hatchery employees, families and visitors will meet at a designated area. This area is located at: **Parking area at hatchery entrance.**
b. Injury Response

If an employee or visitor is injured, administer appropriate first aid. If the injury is serious, call 911 or call for local ambulance, fire or police assistance. If the injury seems minor but symptoms persist, take the injured person to a physician or hospital. Fill out and submit an accident report form.

2. Prevention and Control

All oil and hazardous materials are stored in original or well-labeled containers, inaccessible to the public, away from both the hatchery and state waters. Each container is labeled with the appropriate warnings and an HMIS label if required. Every effort is made to prevent spillage and to limit employee exposure during storage, use and disposal.

Medications, including medicated feed, are stored away from drains and public access. Fish chemotherapeutants are stored away from the hatchery or state waters in locked storage facilities inaccessible to the public. Absorbents are readily available. Those chemicals that cannot be kept inside are stored in a covered area. Where possible, outdoor chemical storage is located in an area that does not drain to waters of the state, or it is bermed to prevent spills from entering waters of the state. Substances are kept on hand to neutralize chemicals in the case of spills.

Diesel fuel and heating oil are stored in below or above ground tanks. Those tanks requiring permits are tested annually. Absorbents are kept on hand to use in case of spills. Above ground tanks are sited over impervious surfaces and are bermed to prevent accidental spills. Gasoline and oil tanks not on impervious surfaces or without containment are scheduled for replacement or modification. Small amounts of petroleum products such as gas cans, motor oil, etc. are stored in lockable flammable storage closets inside hatchery buildings away from public access.

Pesticides are stored inside hatchery buildings, away from public access, in areas that do not drain to waters of the state. At those facilities where the storage area contains a floor drain, absorbent booms are on hand to prevent the accidental spillage of the pesticide into the drain. Laboratory analysis chemicals are kept on hand in very small quantities and are stored inside hatchery buildings in areas where they cannot enter the water and are inaccessible to the public.

Miscellaneous substances such as solvents, detergents, paints, resins, adhesives and cleaners are kept in well-labeled containers. When possible, they are stored in lockable storage closets inside hatchery buildings. They are stored in leak-proof containers away from all drains. Absorbents are on hand to use in case of spills.

For all chemicals, Material Safety Data Sheets (MSDS) are readily available to all personnel. Proper precautions and actions in the event of a spill are outlined in the
each MSDS. A chemical inventory list is kept with the MSDS’s. This document, after thorough review by all personnel, is filed with the MSDS sheets. In addition, the chemical use manual is available to all personnel. This information is reviewed by all personnel and is updated quarterly.

Any secondary containment must be checked periodically to see if a spill has occurred and if so, cleaned up promptly. Aqueous solutions should be stored where they will not be subject to temperatures below freezing. Lockable, outdoor sheds may be used for storage of gasoline and gasoline-powered equipment.

All storage areas for flammable materials should be approved by the fire marshal.

Attach an overall facility site plan (or refer to the facility sampling plan).

3. Hazardous materials list

The facility uses, processes, and/or stores the following hazardous materials that have the potential to spill directly or indirectly into state waters:

- Formalin, (Parasite-S 37% formaldehyde)
- Gasoline
- Oil
- Propane
- Chlorine
- Potassium Permanganate
- Hydrogen peroxide (concentration >52%)

STORMWATER POLLUTION CONTROL

This facility will use best management practices to prevent the discharge of any contaminant into the stormwater system. Best management practices will assure that petroleum contaminants will be contained in an appropriate manner.

BMPs include, but are not limited to, dry sweeping of any solids before hosing down and/or washing, or other practices which minimize contact between solids and water. All work that may result in contamination of the ground or other outdoor surface will be performed indoors if possible. If not possible, any spilled substance is cleaned and disposed of in an appropriate manner. Projects that have the potential of a large quantity spill shall be done within a bermed or otherwise isolated area. Routine maintenance is conducted so that discharges do not go directly to surface waters. Every effort is made to prevent the accumulation of small amounts of contaminants on impervious surfaces that may later flush into the stormwater discharge system during rain events. Any spill of petroleum products or other contaminants is immediately cleaned up. Accumulated contaminants seen to be washing into the stormwater system, or surface waters, are treated as a spill and absorbent material is put in place to contain the contaminants.
Eells Springs Hatchery- diagram of sampling locations
George Adams Hatchery Evacuation Plan

CHEMICAL STORAGE AND DISPOSAL

Chemicals are stored in appropriate, labeled containers. Chemicals are stored and handled in a manner that prevents accidental spillage. Personnel wear appropriate personal protective gear when handling chemicals. The disposal of any chemical is done following precautionary guidelines on the Material Safety Data Sheet (MSDS), and in a manner consistent with state and federal regulations.

SPILL / EMERGENCY RESPONSE

All employees have available, and are trained in the use of, personal protective gear. Prevent and respond to spills and discharges of oil and hazardous materials immediately.

1. Response and Reporting
   In the event of a reportable spill or unplanned discharge of oil or hazardous material, the first person at the scene will maintain personal safety and take immediate action to stop, isolate, and/or contain the spill to prevent contact with hatchery or state waters. Immediately after this action, this person will contact the complex manager or other person in authority. All emergency numbers will be kept next to the telephone.

   The order of contact is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Aho</td>
<td>Regional Hatcheries Ops. Mgr.</td>
<td>360-249-1203 (work)</td>
</tr>
<tr>
<td>James Jenkins</td>
<td>Fish Hatchery Specialist 4</td>
<td>360-427-2161 (work)</td>
</tr>
<tr>
<td>Deirdre Bissonnette</td>
<td>Fish Hatchery Specialist 3</td>
<td>360-427-2161 (work)</td>
</tr>
<tr>
<td>Bret Hachtel</td>
<td>Fish Hatchery Specialist 2</td>
<td>360-427-2161 (work)</td>
</tr>
</tbody>
</table>

   The person in authority will assess the spill situation, identify the substance spilled, and estimate the amount spilled and approximate time of the spill.

   In the event of an oil spill, contact the following:
   - National Response Center (NRC) at 1-800-424-8802 AND the
   - WA State Emergency Management Division (EMD) at 1-800-258-5990.
   (Both numbers are available 24 hours a day, 7 days per week.)
To the best of your ability please be ready with the following information:

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is reporting the spill?</td>
<td></td>
</tr>
<tr>
<td>What are your phone numbers? (office, cell, pager)</td>
<td></td>
</tr>
<tr>
<td>Where is the location of the spill?</td>
<td></td>
</tr>
<tr>
<td>Is the spill on water or land?</td>
<td></td>
</tr>
<tr>
<td>What was spilled?</td>
<td></td>
</tr>
<tr>
<td>How much was spilled?</td>
<td></td>
</tr>
<tr>
<td>How did it happen?</td>
<td></td>
</tr>
<tr>
<td>Is anyone cleaning up the spill?</td>
<td></td>
</tr>
<tr>
<td>Is the spill under control or stopped?</td>
<td></td>
</tr>
<tr>
<td>Is the spill contained?</td>
<td></td>
</tr>
<tr>
<td>Are there resource damages?</td>
<td></td>
</tr>
</tbody>
</table>

WA State Emergency Management Division will then call The Department of Ecology 24-Hour Spill Response Team and report this information. If the actual or potential spill volume threat to State waters is greater than 25 gal, Ecology will notify WDFW’s Oil Spill Team via their 24-hr emergency pager (360-534-8233).

For spills of hazardous materials other than oil, contact one of Ecology’s Regional Offices:

- Southwest Region... 1-360-407-6300
- Central Region......... 1-509-575-2490
- Northwest Region... 1-425-649-7000
- Eastern Region.......1-509-329-3400

After the EMD and Ecology have been notified, (and the NRC if applicable), hatchery personnel will implement the actions recommended by these offices.

If a fish kill occurs as a result of a non-oil hazardous material spill, Ecology will contact the regional fish program manager at the appropriate Department of Fish and Wildlife regional office. The Complex Manager will contact their Regional Fish Program Manager no later than the following workday. The Complex Manager will do written documentation of the event. Copies of the documentation will be submitted to the Department of Ecology in their region and to their Regional Fish Program Manager.

b. Formalin / Toxic Spill Response
The person or people responding to a formalin spill will be attired in full protective gear: rainwear, boots, appropriate respirator [see Material Safety Data Sheet], gloves and appropriate eye protection. Any person not wearing full protective gear will be evacuated from the area of the spill. Hatchery grounds will be closed to visitors until the spill is cleaned up. If formalin is spilled, and the spill is minor, it can be diluted with copious amounts of water, or cleaned up with absorbent materials and placed in a sealed, labeled container for disposal. If the spill is toxic or is of major proportions, report the spill to both the National Response Center and WA State Emergency Management Division, at the phone numbers provided above. In the event of a required evacuation, all hatchery employees, families and visitors will meet at a designated area.

This area is located at: Parking lot by hatchery mailbox.

b. Injury Response

If an employee or visitor is injured, administer appropriate first aid. If the injury is serious, call 911 or call for local ambulance, fire or police assistance. If the injury seems minor but symptoms persist, take the injured person to a physician or hospital. Fill out and submit an accident report form.

2. Prevention and Control

All oil and hazardous materials are stored in original or well-labeled containers, inaccessible to the public, away from both the hatchery and state waters. Each container is labeled with the appropriate warnings and an HMIS label if required. Every effort is made to prevent spillage and to limit employee exposure during storage, use and disposal.

Medications, including medicated feed, are stored away from drains and public access. Fish chemotherapeutants are stored away from the hatchery or state waters in locked storage facilities inaccessible to the public. Absorbents are readily available. Those chemicals that cannot be kept inside are stored in a covered area. Where possible, outdoor chemical storage is located in an area that does not drain to waters of the state, or it is bermed to prevent spills from entering waters of the state. Substances are kept on hand to neutralize chemicals in the case of spills.

Diesel fuel and heating oil are stored in below or above ground tanks. Those tanks requiring permits are tested annually. Absorbents are kept on hand to use in case of spills. Above ground tanks are sited over impervious surfaces and are bermed to prevent accidental spills. Gasoline and oil tanks not on impervious surfaces or without containment are scheduled for replacement or modification. Small amounts of petroleum products such as gas cans, motor oil, etc. are stored in lockable flammable storage closets inside hatchery buildings away from public access.

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Miscellaneous substances such as solvents, detergents, paints, resins, adhesives and cleaners are kept in well-labeled containers. When possible, they are stored in lockable storage closets inside hatchery buildings. They are stored in leak-proof containers away from all drains. Absorbents are on hand to use in case of spills.

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Any secondary containment must be checked periodically to see if a spill has occurred and if so, cleaned up promptly. Aqueous solutions should be stored where they will not be subject to temperatures below freezing. Lockable, outdoor sheds may be used for storage of gasoline and gasoline-powered equipment.

All storage areas for flammable materials should be approved by the fire marshal.
3. Hazardous materials list

The facility uses, processes, and/or stores the following hazardous materials that have the potential to spill directly or indirectly into state waters:

- Formalin, (Parasite-S 37% formaldehyde)
- Diesel fuel (Diesel #2)
- Gasoline
- Oil
• Chlorine
• Potassium Permanganate

STORMWATER POLLUTION CONTROL

This facility will use best management practices to prevent the discharge of any contaminant into the stormwater system. Best management practices will assure that petroleum contaminants will be contained in an appropriate manner.

BMPs include, but are not limited to, dry sweeping of any solids before hosing down and/or washing, or other practices which minimize contact between solids and water. All work that may result in contamination of the ground or other outdoor surface will be performed indoors if possible. If not possible, any spilled substance is cleaned and disposed of in an appropriate manner. Projects that have the potential of a large quantity spill shall be done within a bermed or otherwise isolated area. Routine maintenance is conducted so that discharges do not go directly to surface waters. Every effort is made to prevent the accumulation of small amounts of contaminants on impervious surfaces that may later flush into the stormwater discharge system during rain events. Any spill of petroleum products or other contaminants is immediately cleaned up. Accumulated contaminants seen to be washing into the stormwater system, or surface waters, are treated as a spill and absorbent material is put in place to contain the contaminants.
## CenturyLink QC W00023 Evacuation Plan

| Location          | Belfair Central Office  
|                   | 23650 NE STATE HWY 3  
|                   | Belfair, WA 98528      |
| Hazardous Materials Present | Flooded batteries (Lead, Sulfuric Acid)  
|                   | 600 gallon UST (Diesel Fuel) |
| Hazmat Notification | Central office technician will call internal emergency notification which is sent out to EHS and risk management; referred to 911 as necessary |
| Release Detection Methods | Tank monitor alerts network operation center in the event of a spill/leak; H2S monitors present to evaluate battery leaks |
| Employee Response Procedures | Call internal emergency notification or 911 as needed; Deploy acid or petroleum spill kits; coordinate with EHS to dispatch emergency response vendors |
| Evacuation Plans   | Plans and escape routes are typically posted in most facilities; controlled access to buildings and hazmat materials; all visitors are escorted by company personnel. |
# CenturyLink QC W00127 Evacuation Plan

| Location               | Hoodsport Central Office  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>121 SCHOOL HOUSE HILL RD</td>
</tr>
<tr>
<td></td>
<td>Hoodsport, WA 98548</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazardous Materials Present</th>
<th>Flooded batteries (Lead, Sulfuric Acid)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazmat Notification</th>
<th>Typically unmanned facility; when present the technician will call internal emergency notification which is sent out to EHS and risk management; referred to 911 as necessary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Release Detection Methods</th>
<th>H2S monitors present to evaluate battery leaks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee Response Procedures</th>
<th>Call internal emergency notification or 911 as needed; Deploy acid or petroleum spill kits; coordinate with EHS to dispatch emergency response vendors</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evacuation Plans</th>
<th>Plans and escape routes are typically posted in most facilities; controlled access to buildings and hazmat materials; all visitors are escorted by company personnel.</th>
</tr>
</thead>
</table>
## CenturyLink QC W00335 Evacuation Plan

| **Location** | Shelton ESS  
522 W RAILROAD AVE  
Shelton, WA 98584 |
|---------------|---------------|
| **Hazardous Materials Present** | Flooded batteries (Lead, Sulfuric Acid)  
3,000 gallon UST (Diesel Fuel)  
600 gallon AST (Diesel Fuel) |
| **Hazmat Notification** | Central office technician will call internal emergency notification which is sent out to EHS and risk management; referred to 911 as necessary |
| **Release Detection Methods** | Tank monitor alerts network operation center in the event of a spill/leak; H2S monitors present to evaluate battery leaks |
| **Employee Response Procedures** | Call internal emergency notification or 911 as needed; Deploy acid or petroleum spill kits; coordinate with EHS to dispatch emergency response vendors |
| **Evacuation Plans** | Plans and escape routes are typically posted in most facilities; controlled access to buildings and hazmat materials; all visitors are escorted by company personnel. |

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**Legend**

- **Exit Control Panel**
- **Exit Signage**
- **Evacuation Route**
- **Fire Hose**

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**FIRE/LIFE SAFETY**

**SHAPALON SSS**

**SHAPALON SSS**

**K & K W CABLE & WIRE, INC.**

**FLOOR 01**

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Appendix G-Precautionary Evacuation Plans  
2/11/2015  
ESF #10 - Hazardous Materials Response - 85
### CenturyLink QC Shelton Litewave 2030 Evacuation Plan

| Location          | Shelton Litewave  
|                  | 2321 W DAYTON - AIRPORT RD  
|                  | Shelton, WA 98584 |
| Hazardous Materials Present | Flooded batteries (Lead, Sulfuric Acid) |
| Hazmat Notification | Typically unmanned facility; when present the technician will call internal emergency notification which is sent out to EHS and risk management; referred to 911 as necessary |
| Release Detection Methods | H2S monitors present to evaluate battery leaks |
| Employee Response Procedures | Call internal emergency notification or 911 as needed; Deploy acid or petroleum spill kits; coordinate with EHS to dispatch emergency response vendors |
| Evacuation Plans | Plans and escape routes are typically posted in most facilities; controlled access to buildings and hazmat materials; all visitors are escorted by company personnel. |
### APPENDIX H – RESPONSE RESOURCES

<table>
<thead>
<tr>
<th>FACILITY / AGENCY</th>
<th>EQUIPMENT</th>
<th>CONTACT</th>
<th>PHONE #</th>
<th>PREEXISTING AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mason General Hospital and Family of Clinics</td>
<td>2 – Decon Trailers</td>
<td>Andrew Bales</td>
<td>(360) 427-3638</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1 – Decon Tent</td>
<td></td>
<td>(360) 490-7595</td>
<td></td>
</tr>
<tr>
<td>Central Mason Fire &amp; EMS</td>
<td>1 - Decon Trailer</td>
<td>Chief Tim McKern</td>
<td>(360) 426-8959 ext. 500</td>
<td>No</td>
</tr>
</tbody>
</table>
APPENDIX I - TRAINING, DRILLS AND EXERCISES

I. INTRODUCTION

A. PURPOSE

To outline the emergency management training and exercise responsibilities of Mason County departments. It also includes training of Mason County Emergency Operations Center (EOC) staff and emergency responders. Exercises will be used to test emergency plans, procedures and evaluate the preparedness of County department response efforts.

B. SCOPE

The Mason County Division of Emergency Management (DEM) provides training for EOC team members on an ongoing basis and provides training and consultation to Mason County departments upon request. DEM also coordinates and facilitates a range of exercises, which serve to validate the effectiveness of County emergency management plans and procedures.

II. POLICIES

A. DEM provides a range of training opportunities to enhance the emergency planning and response capabilities of County/City elected officials, department directors, managers, and employees, special purpose districts, businesses, schools, emergency workers, and the public.

B. In addition to these opportunities, DEM also coordinates with the Washington State Emergency Management Division (EMD) for state and Federal Emergency Management Agency (FEMA) federal training classes.

III. ASSUMPTIONS

A. Training and exercise functions are ongoing and independent of the threat or onset of an emergency or disaster.

B. Training and exercises are preparedness activities and should be designed to validate and enhance the County’s response and recovery abilities. Training and exercises are necessary to maintain the ability to operate efficiently and effectively.

C. Position-specific training on duties and procedures for County employees expected to perform functions in an emergency will be completed as soon as possible after their assignment.
D. City, State, Federal, volunteer and private sector organizations will be asked to participate in County training and exercises in order to augment County emergency management resources.

E. Training and exercises related to the activation and support of the County EOC will be planned for, scheduled and conducted on a regular basis.

IV. CONCEPT OF OPERATIONS

A. The exercise and training courses sponsored by Mason County will be based on current needs and part of a systemic effort to further the emergency readiness of Mason County government, the public and organizations located in Mason County. Exercises will be evaluated so that shortcomings in the plans, training, coordination and procedures can be identified and corrective actions taken to improve readiness. Training courses will be evaluated to identify shortcomings and ability to meet future needs of the County emergency management program.

B. Organizations seeking training may contact DEM to seek information about available training or training resources. DEM will support County training programs when expertise and resources are available, or coordinate the request with appropriate trainers or organizations. Other sources of training include but are not limited to:

1. Washington State Emergency Management Division (EMD)
2. FEMA Emergency Management Institute
3. American Red Cross
4. Private Consultants

V. RESPONSIBILITIES

DEM is the lead agency for exercises that test and validate the Mason County Comprehensive Emergency Management Plan (CEMP). DEM develops and coordinates the exercise program and facilitates the training that is necessary to familiarize County/City departments with the County CEMP.

A. Mason County Division of Emergency Management (DEM) shall:

1. Provide training to Mason County departments, public and/or private organizations, and individuals as resources are available.

2. Coordinate the acquisition and distribution of emergency management training
course materials.

3. Assist Mason County departments in preparing and conducting emergency management training and exercises.

4. Coordinate and facilitate an exercise program that involves participation in at least one tabletop, functional or full-scale exercise involving Mason County departments at least once a year.

5. DEM will coordinate with the exercise lead to prepare and maintain After-Action Reports (AAR) with recommendations for improvements for all exercises Mason County DEM participates in.

B. Each Mason County Department shall:

1. Ensure their EOC representatives have the appropriate training as prescribed the National Incident Management System (NIMS) to function effectively in the EOC.

2. Provide DEM with the department's emergency management point-of-contact (POC) to coordinate emergency management training programs.

3. Develop department exercise requirements in coordination with Mason County DEM.

4. Have appropriate staff members participate in Mason County exercises to provide expertise on policy issues, and response and recovery procedures.

5. Prepare exercise AARs for your department, include policy shortcomings, plan and procedure improvements, and provide a copy to the Mason County DEM within 90 days after the exercise.

VI. RESOURCES REQUIREMENTS

Requirements will be course and exercise specific, however staff support applies to all events. Additional resources may include funding, logistics, planning and documentation.

VII. REFERENCES

See Appendix C of the Basic Plan, Authorities and References.
ESF 10 - EXERCISE SCHEDULE

<table>
<thead>
<tr>
<th>Type</th>
<th>Date(s)</th>
<th>Location</th>
<th>Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabletop</td>
<td>September – annually</td>
<td>Mason County</td>
<td>Division of Emergency Management (DEM)</td>
</tr>
<tr>
<td>Functional</td>
<td>October 2014</td>
<td>Mason County</td>
<td>DEM</td>
</tr>
<tr>
<td>Mass Casualty (MCI)</td>
<td>August 2015</td>
<td>Mason County</td>
<td>DEM</td>
</tr>
</tbody>
</table>
## APPENDIX J - TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>Hazardous Materials Courses</th>
<th>Dates</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazmat Safety Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|                             | June 20-21, 2015    | Oak Harbor Fire  
|                             |                     | 855 E Whidbey  
|                             |                     | Oak Harbor, WA  |
|                             | June 29-30, 2015    | South King County Training Consortium  
|                             |                     | 20811 84th Ave  
|                             |                     | Kent, WA          |
| Hazardous Materials On-Scene Incident Command |                     |                                                |
|                             | Feb 5-7, 2015       | Spokane Fire  
|                             |                     | 1618 N Rebecca  
|                             |                     | Spokane, WA 99217 |
|                             | Mar 16-19, 2015     | WSP Academy  
|                             |                     | 631 W. Dayton Airport Rd  
|                             |                     | Shelton, WA  98584 |
|                             | May 4-7, 2015       | WSP Academy  
|                             |                     | 631 W. Dayton Airport Rd  
|                             |                     | Shelton, WA  98584 |
|                             | July 27-30, 2015    | WSP Academy  
|                             |                     | 631 W. Dayton Airport Rd  
|                             |                     | Shelton, WA  98584 |
|                             | Sept 21-24, 2015    | WSP Academy  
|                             |                     | 631 W. Dayton Airport Rd  
<p>|                             |                     | Shelton, WA  98584 |</p>
<table>
<thead>
<tr>
<th>Hazardous Materials Courses</th>
<th>Dates</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Materials Technician</td>
<td>• April 6-10, 2015</td>
<td>Fire Training Academy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50810 SE Grouse Ridge Rd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North Bend, WA</td>
</tr>
<tr>
<td></td>
<td>• June 8-12, 2015</td>
<td>Fire Training Academy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50810 SE Grouse Ridge Rd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North Bend, WA</td>
</tr>
<tr>
<td></td>
<td>• Sept 14-18, 2015</td>
<td>Fire Training Academy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50810 SE Grouse Ridge Rd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North Bend, WA</td>
</tr>
<tr>
<td>Chemistry for Emergency Response</td>
<td>• Feb 2-6, 2015</td>
<td>Snohomish 7</td>
</tr>
<tr>
<td></td>
<td>• June 1-5, 2015</td>
<td>Yakima Fire</td>
</tr>
<tr>
<td>Awareness-Operations Train the Trainer</td>
<td>• June 26-28, 2015</td>
<td>Skagit County FPF #6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16220 Peterson Rd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Burlington, WA 98233</td>
</tr>
<tr>
<td>Hazardous Materials Operations</td>
<td>• Jan 10/11 – 17/18, 2012</td>
<td>Chelan County FPD #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Granite Falls Fire</td>
</tr>
<tr>
<td></td>
<td>• Feb 21/22 – Feb 28/Mar 1,</td>
<td>Fire Training Academy</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>Mount Vernon Fire</td>
</tr>
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I. INTRODUCTION

A. PURPOSE

This Emergency Support Function (ESF) identifies and organizes the resources available to Mason County to address animal care which includes coordinating animal evacuation, sheltering and health care.

Specifically ESF #11 addresses:

1. Nutritional services—determining nutrition assistance needs, obtaining food supplies and arranging delivery;

2. Food supply safety and security—inspection and verification of food safety;

3. Animal and plant disease and pest response—response to outbreak of a highly contagious and economically devastating disease or infestation; and

4. Natural resource protection and restoration—protection of natural and cultural resources and historic properties.
B. SCOPE

Many of the agencies involved in ESF #11 activities have existing emergency plans and procedures. This ESF is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.

II. POLICIES

A. Each individual, family, worker, visitor, business, organization and institution within Mason County is responsible for emergency planning for a minimum of seven (7) days of self-sufficiency of both food and water, along with general emergency preparedness.

B. Each primary and support agency or organization in this ESF is responsible to develop realistic and manageable policies specific to their respective emergency operations.

C. The primary agency for each incident coordinates with other ESF’s and annexes to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.

D. All activities involved with this ESF will follow the Incident Command System (ICS).

E. Incident Command will assist with animal issues, the priority will be the health and safety of the citizens of Mason County. It is imperative that the owners of the animals retain responsibility and accountability of their livestock and pets.

F. Every reasonable effort will be made to respond to emergencies or disasters but resources and systems may be overwhelmed. Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon ability to implement, which may be imperfect. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

III. SITUATION

A. EMERGENCY DISASTER CONDITIONS AND HAZARDS

1. Refer to the Mason County Hazard and Vulnerability Analysis

B. PLANNING ASSUMPTIONS

1. Agricultural production is geographically disbursed in unsecured environments (e.g., open fields and pastures throughout the countryside). While some
livestock are housed in secure facilities, agriculture in general requires large expanses of land that are difficult to secure from intruders.

2. Livestock are frequently concentrated in confined locations (e.g., feedlots with thousands of cattle in open-air pens, farms with tens of thousands of pigs, or barns with hundreds of thousands of poultry). Concentration in slaughter, processing and distribution also makes large scale contamination more likely.

3. Live animals, grain and processed food products are routinely transported and commingled in the production and processing system. These factors circumvent natural barriers that could slow pathogenic dissemination.

4. The presence (or rumor) of certain pests or diseases in a country can quickly stop all exports of a commodity, and take months or years to resume.

5. The past success of U.S agencies keeping many diseases out of the U.S. means that many local veterinarians and scientists lack direct experience with these foreign diseases. This may delay recognition of symptoms in case of an outbreak.

6. The number of lethal and contagious biological agents is greater for plants and animals than for humans. Most of these diseases are environmentally resilient, endemic in foreign countries and not harmful to humans—making it easier for terrorists to acquire, handle and deploy the pathogens.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Incident Command will organize and coordinate the capabilities and resources of County government, the City of Shelton, private organizations and the private sector to facilitate the delivery of services, technical assistance, expertise and other support for emergency operations.

2. Mason County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with this ESF.

3. The EOC Team will work to ensure necessary agriculture and natural resources tasks can be accomplished. The support and partnering agencies will provide resources and personnel to assist in accomplishing these activities as required by the event.

4. The Division of Emergency Management (DEM) will assess the need for resources from outside the county to support operations and request
assistance as needed. Depending on the event, state and federal agencies may become critical members of the EOC Team.

**B. ORGANIZATION**

1. The Washington State Department of Agriculture (WSDA) has statutory authority to identify and monitor plant problems. Washington State University (WSU) Extension has in place an extensive network of expertise and resources to assist the WSDA in developing an appropriate local response.

2. WSDA, Animal Services, is the primary agency coordinating local response to an outbreak of a countywide significance of infectious disease in domesticated livestock.

3. Environmental Health is the primary agency for coordinating local response to adulterated or suspected adulterated food supplies until such time that the EOC requests state and federal resources through the Washington Emergency Management Division (EMD).

4. Environmental Health is the primary agency for coordinating local response to zoonotic disease until such time that the EOC requests state and federal resources through EMD.

5. The Washington Department of Fish and Wildlife and Department of Ecology are the primary agencies for coordinating efforts relating to non-domesticated animal disease or infestation of countywide significance.

6. County departments and municipalities act as the primary agencies for protecting, recovering and restoring natural, cultural and historic resources at the local level before, during and after an emergency or disaster of countywide significance.

7. County departments and municipalities act as the primary agencies for providing assistance, if possible and resources allow, to lost or injured pets before, during and after an emergency or disaster of countywide significance. Incident Command may request animal welfare organizations or local veterinarians to provide technical assistance and volunteer support to primary agencies in this effort.

**C. PROCEDURES**

1. Each organization under this ESF will follow its internal standard operating procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC.
2. When the Incident Commander (IC) determines that local resources are exhausted, the EOC will coordinate the request for additional resources through the State EMD.

3. All county agencies will endeavor to provide accurate and timely emergency public information to the Grays Harbor County Joint Information Center (JIC).

D. PREVENTION AND MITIGATION ACTIVITIES

1. Develop standard operating guides and checklists to support activities.

2. Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

3. Identify sources to augment emergency food and water supplies.

4. Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.

5. Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment to support these activities.

6. Conduct and participate in training.

7. Develop and/or review procedures for crisis augmentation of personnel.

8. Participate in and/or conduct drills and exercises.

E. PREPAREDNESS ACTIVITIES

1. Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.

2. Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.

F. RESPONSE ACTIVITIES

1. Support the disaster response and recovery with all available resources.

2. Provide assistance to established pet shelters.
3. Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.

4. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.

5. Provide and/or receive appropriate mutual aid.

6. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro-terrorism.

G. RECOVERY ACTIVITIES

1. Continue to support disaster operations as needed.

2. Restore equipment and restock supplies to normal state of readiness.

3. Participate in after action reports and meetings.

4. Make changes to plans and procedures based on lessons learned.

5. As permitted by the situation, return operations to normal.

V. RESPONSIBILITIES

A. ALL AGENCIES

1. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.

2. When requested, deploy a representative to the EOC to assist with response activities.

3. Provide ongoing status reports as requested.

4. Maintain updated resource inventories of supplies, equipment and personnel resources, including possible sources of augmentation or replacement.

5. Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.

6. Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to DEM.
7. Provide personnel and resources to support animal and plant emergencies.

8. Perform other emergency responsibilities as assigned.

B. PRIMARY AGENCIES (LOCAL)

1. Mason County Public Health
   a. Provides technical assistance for microbial threats with the ability to affect human health.
   b. Serve as the lead agency in the human health response for zoonotic diseases.
   c. Coordinate with the EOC/PIO for the dissemination of information regarding preventative measures for contamination of food and purification of water.
   d. Monitors emergency food and water supplies for compliance with health regulations.
   e. Implement an integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic exotic plant disease, or plant pest infestation.
   f. Develop procedures to notify the residents of Mason County how to treat contaminated food and water.

2. Law Enforcement
   a. Provide personnel and resources to support animal and plant emergencies.
   b. Coordinate with local Humane Societies, volunteer agencies and the private sector to provide shelters for animals displaced by the event.
   c. Coordinate departmental resources and personnel to support ESF #11 activities.

3. Mason County WSU Extension Office
   a. Provide personnel and resources to support animal and plant emergencies.
   b. Provide subject matter expertise, education and informational resources related to agriculture.
   c. Ensure continued contact with agricultural associations.
4. Local Veterinarians

a. Provide medical care for injured and diseased animals in a capacity with which the animal care professional is qualified.

b. Assist in providing shelters for companion animals or provide boarding care for displaced animals in a capacity with which the boarding care provider is qualified.

Note: Animal care professionals enter into service contracts with animal owners for the care of animals and are usually based on a fee for service. In disasters, animal care professionals may provide pro bono service, but it should never be assumed that this will be the case.

C. SUPPORT AGENCIES

1. Emergency Management

a. Provide personnel and resources to support animal and plant emergencies.

b. Coordinate the activities of those local agencies charged in local plans for the provision and management of food, water and donated goods.

c. Maintain an operation EOC and its emergency operating procedures.

d. Coordinate with State Emergency Management in the development of local programs that will manage the logistics of food, water and donated goods.

e. Coordinate with all appropriate departments/agencies to ensure operational readiness.

2. Schools Districts

a. If necessary, assist in providing food and mass feeding sites.

3. Public Works Departments

a. Provide personnel and resources to support animal and plant emergencies.

b. Assist the EOC with required transportation for the collection and distribution of bulk food and water.

c. Assist with setting barricades for traffic detours of quarantined areas.

d. Assist in the transport of soil, carcasses or debris.
4. American Red Cross

   a. Provide liaison to the County EOC.

   b. Provide for temporary shelter, feeding, welfare inquiries and information services.

D. STATE SUPPORT AGENCIES

1. State Emergency Management

   a. Request the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.

   b. Alert those state and local agencies that have the expertise needed for managing food (Department of Agriculture), water (Department of Health) and donated goods (Government Surplus Administration).

2. Department of Health

   a. Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

   b. If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

3. Other State Agencies


E. FEDERAL SUPPORT AGENCIES

1. Department of Agriculture

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

   b. The National Response Framework (NRF) describes the trained and certified Federal teams/agencies available to assist Mason County during a disaster.
VI. RESOURCE REQUIREMENTS

A. Food and water will initially be procured with supplies on hand within Mason County.

B. Direct purchasing and contract development with private sector food businesses and volunteer organizations will be utilized until bulk distribution of food and water supplies can be coordinated with state and federal agencies.

C. All Mason County departments will utilize their own resources as much as possible. Additional resources for the emergency will be procured through department actions or through the EOC.

D. School Districts, local, state, federal government facilities, volunteer and private agencies within Mason County will need to be used for food and water storage, preparation and distribution.

E. The Mason County EOC will relay all requests for state and federal support through the Washington State Emergency Operations Center.

VII. REFERENCES

A. American Red Cross Mount Rainier Chapter Disaster Plan

B. The National Response Framework

C. Washington State Comprehensive Emergency Management Plan

VIII. ATTACHMENTS

A. Attachment A, Chronology of Attacks & Incidents
ATTACHMENT A - CHRONOLOGY OF ATTACKS & INCIDENTS

This list includes allegations and threats, along with confirmed incidents, of deliberate use of chemical or biological agents to contaminate the food supply at any point of the "food continuum" from harvest or production to the consumer, with the intent to cause death, sickness or economic damage.

BIODICAL INCIDENTS

1915-1917: ARGENTINA, MESOPOTAMIA, NORWAY, ROMANIA, USA

The German Secret Service mounted a covert biological campaign during WWI, using the pathogens that cause glanders and anthrax to infect draft animals, horses, and mules destined for use by the allies for the war effort in Europe. It also appears that the Germans attempted to use a wheat fungus against the Allied Forces' crop fields.

1943: ISLE OF WIGHT, UK

Richard Ford, a prominent British naturalist, made the accusation that Germany dropped special bombs containing Colorado Potato Beetles on the UK during WWII, accounting for their unusual appearance in parts of the UK. According to Ford, the bombs were made of cardboard and each contained between fifty and one hundred beetles. The alleged attack was, by Ford's account, kept secret by the UK government to avoid raising public alarm. More recently, Benjamin Garrett disputed Ford's claim, stating that although Germany's Potato Beetle Research Institute did undertake experimentation on how these beetles might be used against England, "there is scant evidence to suggest the Colorado Potato Beetle ever made it into battle." It is Garrett's view that the insect's mysterious appearance in England resulted from accidental introduction, probably via food shipments, and the German Potato Beetle research was initially a defensive program established in response to Allied biological weapons research.

1950: EAST GERMANY

In a Ministry of Forestry report dated June 15, 1950, the East German government accused the United States of scattering Colorado Potato Beetles over its potato crops in May and June of 1950.

1952: KENYA

The Mau Mau, a nationalist liberation movement, poisoned 33 steers at a British mission station using what is believed to be a local toxic plant known as "African milk bush."
1962-1996: CUBA

Cuba has accused the US of attacking Cuban human, animal and plant populations with biological weapons on as many as 21 different occasions. According to Raymond Zilinskas, the Cubans have alleged that the U.S. biological attacks caused such diseases as Newcastle Disease among poultry (1962), African Swine Fever among pigs (1971, 1979-1980), Tobacco Blue Mold Disease (1979-1980), Sugarcane Rust Disease (1978), dengue hemorrhagic fever among humans (1980), and an infestation of the Thrips insect in 1996 (see separate discussion below). According to Zilinskas, the most likely explanations for all the disease outbreaks and insect infestation was that they were either natural events or had been caused by the accidental transmittal of the causative agent through normal commerce. Further, in most cases, the damaged caused was intensified or heightened by inadequate or inappropriate responses by Cuban governmental agencies.

1982-1984: AFGHANISTAN

Ken Alibek, former First Deputy Chief of Biopreparat, alleges he was informed by a senior Soviet military officer that the Soviet Union attacked the Afghan mujaheddin with the pathogen causing glanders on at least one occasion. According to Alibek, this would have the dual effect of sickening the mujaheddin and killing their horses, their main mode of transportation.

1983-1987: SRI LANKA

Sometime from 1983-1987, a Tamil militant group threatened to use biological agents against Sinhalese and crops in Sri Lanka. The communiqué also threatened to introduce foreign disease agents into the local tea crop and to use the Leaf Curl fungus to infect rubber trees.

JANUARY 16, 1984: QUEENSLAND, AUSTRALIA

Queensland's State Premier received a letter threatening that its sender would infect wild pigs with foot-and-mouth disease unless prison reforms were implemented within twelve weeks. Ultimately, this incident proved to be a hoax, as the perpetrator turned out to be a 37-year old murderer serving a life sentence in a local jail. In December of 1984, Queensland's State Premier received a second similar letter from an unidentified individual.

SEPTEMBER 1984: THE DALLES, OREGON

Members of the Rajneeshees cult in Oregon contaminated salad bars in ten different restaurants and one supermarket with the foodborne pathogen \textit{Salmonella typhimurium}, which resulted in at least 751 persons becoming sick with gastrointestinal disease. The reason for the cult taking this action was to find out if they could sicken a sufficient number of registered voters in The Dalles so as to ultimately keep them from
voting in an upcoming election. The cult members and supporters sought in this way to gain political control over the county government, which previously had ruled against the cult in several real estate zoning disputes. In the event, the cult deemed this action, which took place in September, as insufficient for swaying the coming election in November, so the idea was dropped. Initially, public health workers classified the salmonella outbreak as having had a natural etiology, but one year after the outbreak, its leader announced that it had been deliberately caused by some of his followers. Several cult members were eventually arrested and given jail terms.

1996-1997: CUBA

Cuba alleged that an infestation of *Thrips palmi* was brought about by the United States having deliberately released the insect over the island from one of its aircraft. According to the Cubans, a crop duster aircraft operated by the U.S. Department of State released Thrips over Cuba while in transit to Colombia. After the U.S. denied this allegation, Cuba made a formal complaint under a provision of the 1972 Biological and Toxin Weapons Convention (BWC). Thus, a consultative meeting of the BWC State Parties took place in June 1997 to consider the Cuban allegation. Most of the nations who took part in this meeting and who wrote opinions stated that there was no proof such an attack had taken place, but two nations state that there was insufficient evidence to make a conclusive finding.

JUNE 1, 2001: WEST BANK, ISRAEL

Palestinian news sources reported that Israeli settlers from the Efrat settlement on the West Bank, Israel, had deliberately released sewer water into agricultural fields maintained by Palestinian settlers in the village of Khadder, near Bethlehem, Israel. According to local farmers, the release of the waste water was a recurring action designed to force the Palestinian farmers off of their land. If the farmers were forced to leave, the Israeli settlers could utilize the opportunity to annex the areas. Farmers had estimated their crop losses to be valued at approximately $5,000.

CHEMICAL INCIDENTS

1952: KOREA

U.S. forces used herbicides on a limited scale during the last year of the Korean War.

1962-1970: VIETNAM

In its fight against North Vietnam and their guerilla clients in the South, the U.S. military used four types of air-sprayed herbicides, including Agent Orange, for the purpose of defoliation and crop destruction to deprive the enemy of food and places to hide.
**MARCH 9, 1970: ASHVILLE, ALABAMA, USA**

It is alleged that the water supply of a 1,000-acre farm owned and operated by a group of Black Muslims was poisoned, resulting in the death of 30 cows. According to the manager of the farm, the poison appeared as a pinkish-white material found on and around the rocks in the stream, which was identified by a local veterinarian as cyanide. Reports indicate that the local chapter of the white supremacist group Ku Klux Klan might have been responsible.

**MAY 1970: ANGOLA**

On July 21, 1970, the Popular Movement for the Liberation of Angola issued a statement accusing Portugal of conducting anti-crop operations in eastern Angola. Eyewitness accounts alleged that five Portuguese C-47 aircraft sprayed anti-plant chemical over fields of cassava and sweet potato crops. This led to the adoption of a U.N. resolution on December 14, 1970, that called on Portugal to desist from using chemical or biological weapons against the people of Angola, Mozambique and Guinea Bissau. The Stockholm International Peace Research Institute reports that the *New York Times* reported on December 9, 1970, that investigating U.S. diplomats in Angola had found indications that Portuguese authorities had used anti-plant chemicals against insurgent food crops. In response to queries, the U.S. Department of State denied the newspaper's story, but it is understood that the denial referred to the conclusiveness of the indications. The anti-plant agents allegedly used were reported as standard agricultural chemicals.

**1977: UGANDA**

A Kenyan newspaper reported that opponents of the Amin regime threatened to poison Uganda's coffee and tea crops in order to deny the government foreign exchange.

**MARCH 1989: PHILADELPHIA, PA, USA**

A phone call was received by the U.S. Embassy in Santiago, Chile, claiming that grapes exported to the United States and Japan were tainted with cyanide. The U.S. Food and Drug Administration (FDA) responded and located two grapes contaminated with cyanide, which, due to the small quantity, posed no threat to human health. Responding to the incident, the U.S., Japan, Germany, Canada and Denmark halted Chilean fruit imports. Chile claimed losses of 300 million U.S. dollars, while U.S. importers reported a financial windfall in excess of 100 million dollars.

**JUNE 1989: NEW YORK, NY, USA**

Hector Cabassa, a member of a cleaning crew working for the U.S. Food and Drug Administration (FDA), stole a small amount of cyanide from the FDA laboratory and used it to contaminate an FDA departmental water cooler. An electrician working at the...
facility drank water drawn from this cooler and became sick. He was then treated for his injuries and made a full recovery.

**JANUARY 1996-MAY 1998: CHINA**

Sometime between early 1996 and May 1998, a farmer in China used rat poison to kill four of his neighbors and 12 of their water buffaloes. The farmer was apparently jealous of his neighbors because they were "better off" than he. Locals mistook the poisonings for an outbreak of mad cow disease, causing a panic.

**DECEMBER 1996: BERLIN, WISCONSIN, USA**

The police chief of Berlin, Wisconsin, received an anonymous letter in late December 1996 claiming that feed products at National By-Products Inc. had been tainted with a pesticide and that the police should expect "large scale animal mortality." National By-Products is a supplier for the Purina Mills animal feed plant in Fond du Lac, WI. Purina feed was tested and found to contain low levels of contamination (one or two parts per million) on January 2, 1997. The following day, Purina stopped a shipment of 300 tons of feed bound for eastern and southern Wisconsin, as well as Illinois, Iowa and Michigan. Officials from the Wisconsin Department of Agriculture, Trade and Consumer Protection announced that tallow at National By-Products Inc. had been deliberately contaminated with chlordane, a pesticide used to kill termites, and which has been linked to cancer in humans. On September 14, 1999, Brian W. "Skip" Lea, 47, was indicted for product tampering. The police investigation revealed that he had twice contaminated the plant's materials. Lea owned a rival milk ranch, a dead livestock removal company and an animal food processing facility.

**OCTOBER 22, 1997: BETHLEHEM, ISRAEL**

Palestinian news sources reported that Israeli settlers from Gosh Etzion sprayed a chemical on Arab grape farms in the Ertas and Khader villages south of Bethlehem. It is estimated that the Israelis ruined hundreds of grapevine trees and up to 17,000 metric tons of grapes.

**JANUARY 2003: MICHIGAN, USA**

Randy J. Bertram, a disgruntled employee at Byron Center Family Fare Supermarket, intentionally contaminated approximately 200 pounds of ground beef with an insecticide called "black leaf 40." Initially, 18 people from several different families in the local community began to suffer from nicotine poisoning, the active ingredient in the insecticide. Nearly 100 people were eventually affected by the tainted beef and a joint investigation by the Federal Bureau of Investigation (FBI) and United States Department of Agriculture (USDA) led to an indictment of the perpetrator.
OCTOBER 15, 2003: GREENVILLE, SOUTH CAROLINA, USA

A perpetrator going by the name of "fallen angel" left a vial of ricin at a postal facility with a note threatening to dump ricin into the national drinking water supply unless new legislation dictating working hours for truck drivers was enacted. The Federal Bureau of Investigation (FBI) investigated the incident but the perpetrator was never identified.
EMERGENCY SUPPORT FUNCTION #12
ENERGY

PRIMARY AGENCY:  Public Utility District #1
                  Public Utility District #3
                  William Pipeline
                  Bonneville Power

SUPPORT AGENCY:  City/County Fire Districts
                  Mason County Division of Emergency
                  Management (DEM)

I.  INTRODUCTION

A.  PURPOSE

   The purpose of this Emergency Support Function (ESF) is to describe the
   organization, operational concepts, responsibilities and procedures to prevent,
   protect from, respond to and recover from temporary disruptions in utility services
   that threaten public health or safety in the local area.

B.  SCOPE

   The scope of this ESF includes:

   1. Assessing energy systems and utility damage, supply, demand and
      requirements to restore such systems.

   2. Helping Mason County departments and agencies obtain fuel for
      transportation, communications, emergency operations and other critical
      facilities.

   3. Helping Mason County energy suppliers and utilities obtain equipment,
      specialized labor and transportation to repair or restore service to pre-disaster
      levels.

II.  POLICIES

   Mason County's priority will be to protect lives and property including critical energy,
   utility lifelines and the environment.
III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, water and wastewater services and natural gas service.

2. The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.

3. Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas and telecommunications to the general public in a specified geographic area.

4. Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operation centers and those that do not, normally have procedures to establish temporary facilities when they need them.

5. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. It can impact natural gas heating units that require electric fans to move the heat. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines.

B. PLANNING ASSUMPTIONS

1. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect firefighting, transportation, communication and other lifelines needed for public safety and health.

2. There may be widespread and/or prolonged electric power failure. With no electric power, communications, water, wastewater and solid waste disposal systems will be affected. Traffic signals may not operate, which could lead to gridlock.

3. There may be extensive pipeline failure in water, wastewater and gas utilities. These may take hours, days or even weeks to repair.
4. There may be panic hoarding of fuel in some areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.

5. Natural gas lines may fracture, creating a hazardous and volatile environment. Remember natural gas is lighter than air and will rise up and out of the atmosphere.

6. Water pressure may be low, hampering firefighting and impairing sewer system function.

7. Mason County departments, under Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Incident activities for the utilities function will include work in an Incident Command System (ICS) environment with an Incident Commander (IC), maintaining communications with the IC and the Emergency Operations Center (EOC), and implementing local and regional mutual aid agreements as required.

2. In the event of a loss of utility service for any reason, local government is expected to rapidly assess the possible impact on public health, safety and property, and private property. Local government is also expected to take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan.

3. Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and expected to keep their customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.

4. Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish that task.
5. For utilities that are not government owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.

6. The county should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities may include:

   a. The EOC
   b. Police, fire and EMS stations
   c. Hospitals
   d. Water treatment and distribution facilities
   e. Sewage pumping and treatment facilities
   f. Buildings serving as public shelters or mass feeding facilities
   g. Fueling facilities

7. Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government and other utility companies for manpower, equipment and supplies.

B. ORGANIZATION

The operations of utilities will be directed by those individuals who manage the utility on a daily basis. These individuals are expected to continue to manage the operations of those utilities during emergency situations.

C. PROCEDURES

1. The energy, utility and petroleum distribution systems will continue to provide services through their normal means during a disaster to the maximum extent possible.

2. Energy, utility and petroleum information will be furnished to local emergency government officials to inform the public on the proper use of services.
3. Energy, utility and petroleum companies will compile damage assessment reports and transmit them to the Emergency Operations Center (EOC) as needed or requested. The EOC will collect, evaluate and report conditions to public safety and other impacted agencies and organizations.

4. Local fire departments will likely be the first arriving agency on scene of energy-related emergencies, i.e., natural gas leaks and/or fire, downed electrical lines and poles, etc. Initial response includes but is not limited to:

   a. Establish incident/unified command.

   b. Establish incident priorities:

      1) Life Safety
      2) Property
      3) Economy
      4) Environment

D. PREVENTION AND MITIGATION ACTIVITIES

   1. All Utilities

      a. Have emergency management personnel familiar with the local hazard assessment review proposed utility construction or renovation activities to determine if existing hazards will be increased by such activities.

E. PREPAREDNESS ACTIVITIES

   1. All Utilities

      a. Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency.

      b. Provide utilities with names of key officials and contact information for those officials and the local EOC that utilities can use to provide information to local government during an emergency.

      c. Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.

      d. Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards, and to maintain supplies and equipment to carry out such plans.
e. Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators. See Appendix 3 for further information.

f. Ensure the Utility Coordinator and the local EOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.

g. Coordinate with the occupants of critical governmental and non-governmental facilities to establish a tentative utility restoration priority list for such facilities. Provide the restoration priority list to appropriate utilities.

h. Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.

i. Request utilities periodically brief local officials and members of the EOC staff on their emergency service restoration plans.

j. Encourage utilities to participate in local emergency drills and exercises.

k. Train workers, especially supervisors, to be familiar with Incident Command System (ICS) incident site procedures.

l. Ensure mutual aid agreements are completed.

F. RESPONSE ACTIVITIES

1. All Utilities

a. Request that each utility that serves the local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages and areas affected.

b. Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update utility restoration priorities for critical facilities as necessary.

c. If an extended utility outage is anticipated, take those actions necessary to protect public health and safety and private and public property and implement utility conservation measures.

d. Facilitate utility emergency response to the extent possible.
e. Include utility status information in the Initial Emergency Report and period Situation Reports produced during major emergencies and disasters.

G. RECOVERY ACTIVITIES

1. All Utilities

a. Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages and areas affected.

b. For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance.

c. Update utility restoration priorities for critical facilities as appropriate.

d. Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.

V. RESPONSIBILITIES

Emergency operations will follow the principles of the National Incident Management System (NIMS) and Incident Command System (ICS).

A. PRIMARY AGENCIES

1. Identify and coordinate restoration priorities with other impacted energy companies.

2. Participate in field unified command.

3. Liaison with the EOC when requested.

4. Provide a public information officer to the Joint Information Center (JIC) when requested.

5. Provide timely and accurate information to end-users.

6. Perform life safety and property preservation operations when indicated.

7. Assess infrastructure damage, supply adequacy and market situation.

8. Determine location, extent and restoration of electricity supply and outages or disruptions.
9. Determine status of shortages or supply disruptions for natural gas.

10. Report findings to the EOC.

11. Comply with energy allocations and curtailment programs as determined by the governor.

12. Coordinate out-of-area private and public energy assistance.

B. SUPPORT AGENCIES

1. Maintain lists of public and private utilities, including names, addresses and telephone numbers of key officials.

2. Develop and maintain an inventory of energy, utility and petroleum contacts and resources, noting availability and response criteria.

VI. RESOURCE REQUIREMENTS

A. All county departments and public and private utilities will acquire resources from normal supply sources. The County EOC will assist in resource procurement after all normal sources have been expended.

VII. REFERENCES

A. Chapter 194.22 WAC, Washington State Curtailment Plan for Electrical Energy

B. RCW 43.21f.045, Duties of department -- Transfer of powers and duties relating to energy education, applied research, technology transfer, and energy efficiency in public buildings

C. RCW 43.21f.060, Additional duties and authority of department

D. RCW 44.39.070, Meeting — Energy supply alert or energy emergency — duties

E. RCW 38.52.070, Mayors of cities and towns are legally responsible for appointing an Emergency Management Director, for the development of an emergency management organization and for preparing local plans conforming to the County emergency management plans

F. RCW 35.33.081, Cities under 300,000 population

G. RCW 36.40.180, Counties
EMERGENCY SUPPORT FUNCTION #13
PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

PRIMARY AGENCIES: Mason County Sheriff’s Office (MCSO)

SUPPORT AGENCIES: Shelton Police
Skokomish Tribal Police
Squaxin Tribal Police
Washington State Patrol (WSP)
Mason County Division of Emergency Management (DEM)
Prosecuting Attorney
District Court
Superior Court
MACECOM

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to define the organization, operational concepts, responsibilities and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

B. SCOPE

This ESF discusses maintaining law and order through traffic and crowd control, providing security for vital facilities and supplies, controlling access to operating scenes and vacated areas and preventing and investigating crimes against people and property.

II. POLICIES

A. The Mason County Sheriff's Office will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property and the environment.

B. Under emergency/disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction. In unincorporated Mason County, the Sheriff will exercise police authority.
C. 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 (IC).

III. SITUATION AND ASSUMPTIONS

A. SITUATION

1. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.

2. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.

3. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

B. ASSUMPTIONS

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.

2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.

3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.

4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. In times of an emergency or disaster, law enforcement agencies are called upon to perform a wide variety of functions. These include but are not limited to warning and evacuation, search and rescue, access control, enforcement of traffic regulations, fighting crime and responding with other types of services to unusual events.
2. Assistance between law enforcement resources within the state is facilitated by the signatory agencies to a Mutual Law Enforcement Assistance Agreement.

3. When local law enforcement resources are exhausted, supplementary assistance may be requested through state emergency management channels.

4. Our law enforcement emergency response operations are in accordance with the National Incident Management System (NIMS), which employs two levels of incident management structures.
   a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
   b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures and communications into a common framework, which allows for the coordination and support of incident management.

5. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control and crowd control.

6. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on a daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products and controlling access to damaged areas.

7. Implementation of NIMS/ICS
   a. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
   b. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multi-agency Coordination System. The EOC is central to this system, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior
managers, disseminate emergency public information and perform other
tasks to support on-scene operations.

B. ORGANIZATION

1. The operational structure of the Sheriff's Office may be modified during
emergency operations by using the ICS. When necessary, a field command
post may be activated and staffed as outlined in the Standard Operating
Procedures (SOP's). It may be necessary for the command structure to
incorporate into an Incident Management System with other response
agencies such as fire, medical and transportation. Any established field
command posts will relay information, either by phone, radio or liaison, with
their department representative in the EOC when it is activated.

2. The Sheriff's Office is the lead agency for the coordination of law enforcement
functions in Mason County.

3. The management of law enforcement disaster operations should follow the
ICS.

C. PROCEDURES

1. Implementation of NIMS/ICS

   a. The first official responder on the scene of an emergency situation should
initiate the ICS and establish an Incident Command Post (ICP). As other
responders arrive, the individual most qualified to deal with the specific
situation present should serve as the IC. The IC will direct and control
responding resources and designate emergency operating areas. The EOC
will generally not be activated.

   b. During major emergencies, disasters, or catastrophic incidents, it may be
necessary to transition from the normal ICS structure to a Multi-agency
Coordination System. The EOC is central to this system, and functions as a
conduit for coordinating information and resources. The IC will manage and
direct the on-scene response from the ICP. The EOC will mobilize and
deploy resources for use by the IC, coordinate external resource and
technical support, research problems, provide information to senior
managers, disseminate emergency public information and perform other
tasks to support on-scene operations.

2. If an emergency occurs, which is beyond the capability of local law
enforcement agencies, the law enforcement agencies shall be expected to
operate under mutual aid agreements with neighboring jurisdictions. If
additional assistance is required, the Chief of Washington State Patrol (WSP),


under existing laws, shall provide additional resources by activation of the Law Enforcement Mobilization Act.

3. Notification of any natural disaster or emergency, requiring a response, may be from all sources; 9-1-1, direct telephone call or by radio.

4. Law enforcement agencies use unique internal procedures for further notification and mobilization.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Operate a local warning system.

2. Carry out anti-terrorist activities.

3. Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.

E. PREPAREDNESS

1. Review and update plans and procedures.

2. Identify preplanned evacuation routes for known risk areas and prepare traffic control plans.

3. Identify key facilities and determine possible security requirements.

4. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.

5. Train primary and auxiliary law enforcement personnel to conduct emergency operations.

6. Identify and train law enforcement personnel to staff the EOC and ICP.

7. Conduct drills and exercises to test plans, procedures and training.

F. RESPONSE

1. Notify law enforcement agencies and key staff members if the emergency, so that they can carry out their assigned responsibilities. The Division of Emergency Management (DEM) will be notified of major police emergencies.

2. Notify reserves and volunteers; place on standby until needed.
3. Establish priorities for law enforcement operations.

4. Suspend leaves and special assignments as needed.

5. Coordinate with the EOC, Joint Information Center (JIC) and the Public Information Officer (PIO) regarding emergency news releases advising the public regarding the emergency.

6. Assist with traffic control.

7. Coordinate with the County Engineer's Office, Washington State Department of Transportation (WSDOT) and Public Works for signs, barricades and other resources.

8. Establish staging areas for personnel and equipment.

9. Establish and control entry points to the emergency area.

10. Establish liaison for law enforcement operations in the EOC.

11. Provide security for the EOC if necessary.

12. Maintain communication links between the EOC, law enforcement mobile units and other strategic operation points.

13. Coordinate with WSP, WSDOT and engineers to verify proposed routing of traffic on state highways and to establish traffic control points.

14. Prepare a traffic control plan for movement of evacuees, essential workers and essential resources.

15. Assist the Shelter Coordinator with movement to shelters. Survey essential facilities (e.g. food, water, fuel, utilities) requiring security.


17. Maintain order in and around emergency/disaster scene; safeguard property in and around the scene. Investigate crimes committed.

18. Exercise authority to order the evacuation of endangered populations. Inform the public of evacuation orders including but not limited to: door-to-door notification of persons in the affected area and warning the public through the use of mobile public address systems. Provide security to evacuated property.

19. Coordinate ground and water search and rescue operations within the county.
20. Assist the Medical Examiner in necessary investigation, identification and recovery of deceased person(s).

G. RECOVERY

1. Continue security operations as needed.

2. Perform traffic control for return of evacuees, if needed.

3. Provide access control for damaged areas, issuing passes/permits if required.

4. Assist in damage assessment.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. Law Enforcement
   a. Prepare law enforcement inter-local agreements.
   b. Maintain law and order during emergency situations.
   c. Plan, direct and control evacuations.
   d. Provide security for key facilities.
   e. Protect property in evacuated areas.
   f. Provide access control to damage areas.
   g. Carry out traffic control when and where needed.
   h. Provide crowd control when needed.
   i. Conduct counter-terrorism and anti-terrorist operations.
   j. Support search and rescue operations.
   k. Assist in hazardous materials incidents.
   l. Provide security for shelter and mass care operations.
   m. If necessary, evacuate prisoners from the jail to another suitable facility.
n. Provide qualified individuals to staff the EOC and ICP when those facilities are activated.

o. Support other emergency functions as necessary.

B. SUPPORT AGENCIES

1. MACECOM

   a. Provide communications services to law enforcement, fire, EMS and the EOC.

   b. Document all communications related activities pertaining to this situation for event record.

2. Emergency Management

   a. Activate the EOC and issue emergency warnings as necessary.

3. Shelton Police

   a. If an emergency involving law enforcement occurs within the city limits of Shelton and is within the capabilities of the City Police, the Police Chief will exercise overall authority for police functions.

4. Other Agencies

   a. Assist and support law enforcement operations when requested and as feasible.

VI. RESOURCE REQUIREMENTS

A. Resource requirements will vary depending on the scope and type of emergency.

B. Support agencies will provide personnel, vehicle and specialized support equipment as requested.

VII. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. Revised Code of Washington (WAC)

C. Washington Administrative Code (WAC)
D. Mason County Code

E. Mason County Sheriff's Office General Orders Manual
EMERGENCY SUPPORT FUNCTION #14
LONG TERM COMMUNITY RECOVERY

RECOVERY - "A sequence of interdependent and often concurrent activities that progressive advance a community toward a successful recovery"

PRIMARY AGENCIES:
Mason County Board of County Commissioners (BOCC)
City of Shelton Commissioners
Public Works
Mason County Division of Emergency Management (DEM)

SUPPORT AGENCIES:
Auditor/Fiscal Departments
Assessor's Office
Lewis, Thurston, Mason Area Agency on Aging (LMTAAA)
Non-Government Entities
Law Enforcement
Community Development Department & Building Departments
County and City Departments & Offices
Fire Services

I. INTRODUCTION

A. BACKGROUND

This section is intended to be an enhanced version of Emergency Support Function (ESF) 14 (Long Term Community Recovery) and is designed to be a bridge between the current requirements of ESF 14 and a separate County Recovery Plan which will be based upon the National Disaster Recovery Framework (Sept 2011) and the state of Washington's Disaster Recovery Plan anticipated to be finalized in 2013.

B. PURPOSE

The purpose of this annex is to provide a framework for local government support to government agencies, non-governmental organizations and the private sector during the community’s recovery from an emergency or disaster. It is designed is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

Long term recovery are the actions, policies, and procedures developed and implemented prior to an event that will guide the reconstruction of the community over the many years following a major disaster event. It is designed to provide for effective coordination for recovery and restoration tasks; including assessment of
damages. This support function consists of the available programs and resources of local departments and agencies to enable recovery and to reduce, mitigate, or eliminate risk from future incidents where possible.

C. SCOPE

This Emergency Support Function (ESF) applies to appropriate local government departments and agencies following a disaster that affects the long term recovery of a community. Support and resources may vary depending upon the extent and type of incident and the potential for long-term consequences, and the need for restoration. ESF #14 will likely be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure.

II. PRINCIPALS

The National Disaster Recovery Framework (NDRF) identifies nine significant principals that need to be considered during long term recovery. These principals are:

- Individual and Family Empowerment
- Leadership and Local Primacy
- Re-Disaster Recovery Planning
- Partnerships and Inclusiveness
- Unity of Effort
- Timelines and Flexibility
- Resilience and Sustainability
- Psychological and Emotional Recovery

The NDRF advances the concept that recovery covers more than the restoration of a community's physical structures to its pre-disaster condition. Key elements include sustainability.

The NDRF establishes the following "Recovery Support Functions (RSFs):

- Community Planning and Capacity Building
- Economic
- Health and Human Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources

These RSFs will be taken into consideration as part of the policies of this ESF until a final recovery plan document is completed in the future.
III. POLICIES

A. Local government support is based on the event type, extent of damages, duration of the event and the recovery period. Should the event exhaust local resources and mutual aid agreements, the State of Washington will be asked to provide assistance. When the event exhausts state resources, the federal government will be asked to provide assistance.

B. Local government agencies provide recovery assistance to the affected areas and coordinate need assessments for additional assistance by making reports to the Mason County Division of Emergency Management (DEM).

C. Following a disaster event, the state gathers damage information in order to determine if the event meets the threshold for requesting federal disaster assistance. The damage information is developed and presented County by County as federal disaster declarations are made at the individual County level. DEM will coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities and tribes. The data will be reviewed and forward to the State Emergency Management Division (State EMD) for a determination of whether the county will be recommended for federal individual assistance, public assistance, or both recovery programs.

D. When it is apparent that local jurisdictions will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) process must be completed. DEM will coordinate and compile reports from local jurisdictions and impacted taxing authorities.

E. Whenever Mason County qualifies for the Federal Individual Assistance Program, DEM will inform the public on the process and deadlines to make applications for recovery funds. Individuals and families that don’t qualify for federal assistance will be referred to available non-governmental organizations and faith based support services.

F. When Mason County or the City of Shelton declare a local emergency that is not followed by a state or federal declaration, assistance may be provided by volunteer agencies.

G. Public damage and response costs are borne by the incurring organization. Proper documentation of the damages/costs is critical to the process. Jurisdictions and agencies are strongly encouraged to attend annual training provided by the state of Washington on the Public Assistance (PA) program. Reimbursement will be provided through state and federal programs, as available.

H. Mitigation grant applications will be the responsibility of the requesting eligible organizations. The Mason County Hazard Mitigation Plan, published separately, identifies mitigation actions to reduce the risks associated with potential loss.
IV. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. As identified in the Mason County Hazard Identification and Vulnerability Analysis (HIVA), Mason County is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.

2. The Stafford Act, as amended, authorizes federal disaster assistance to individuals and to government entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies. Federal assistance for government entities is governed by the Stafford Act and 44 CRF, part 206.

B. ASSUMPTIONS

1. Recovery is a long-term process that will impact residents and businesses for weeks, months, and normally years after an emergency or disaster has occurred.

2. Recovery efforts to provide immediate and urgent need for medical aid, sanitation, food, water, shelter, clothing, and transportation can be delayed following an emergency or disaster due to statewide and regional needs as well as limited resources.

3. It is expected that individuals and families be self-sufficient for a minimum of 3-7 days after an emergency or disaster as outside help is mobilized. In some areas of Mason County is highly recommended be aware that some resources, such as power restoration, may not be available for up to two weeks.

4. Needs unable to be met by individuals will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

5. Timely and accurate damage assessment of private and public property forms the basis for requesting state and federal assistance for citizens and for repairs to infrastructure and should be a vital concern to local officials following a disaster.

6. While Federal and State damage reporting deadlines are often unrealistic and difficult to meet, every effort must be made to meet the deadlines in order to qualify the county for federal disaster assistance.
7. State and federal assistance will be requested to assist citizens and/or government entities as necessary. This assistance is only the beginning for recovery and will typically not restore citizens impacted by the event to pre-disaster conditions. State assistance is typically in the form of operational support such as technical assistance. Federal assistance, if approved, will generally be in the form of partial financial reimbursement and requires considerable documentation and paperwork and takes a lengthy time to complete. For individuals, the primary source of federal disaster assistance if through the Small Business Administration (SBA) and in typically in the form of loans. In order to qualify for unmet needs assistance or grants individuals MUST apply for the SBA programs and be denied first.

8. Volunteer organizations may be available to assist citizens in meeting some basic needs, but the organizations may not be able to provide all requested assistance.

9. Damage assessments and recovery operations will begin while some emergency response activities are still underway.

10. Public and private energy and utility services will have implemented plans that outline how to continue the respective services during recovery and restoration operations.

11. There are two types of damage assessment:

a. **IMMEDIATE**: rapid assessment (situational awareness) of what has happened countywide to prioritize initial response activities and determine the immediate need for outside assistance, and

b. **DETAILED**: document the magnitude of private and public damage for planning recovery activities and to justify requests for the state and federal assistance.

V. **CONCEPT OF OPERATIONS**

A. **GENERAL**

Local governments will coordinate methods to provide for long-term community recovery by meeting the following provisions:

1. Conduct preliminary and post event damage assessments, documentation, loss analysis and coordination efforts to address long-term community recovery and mitigation issues.

2. Determine responsibilities for recovery activities, provide continuity of government, and involve other organizations to ensure the follow-through of recovery, hazard mitigation efforts, and establish priorities for recovery efforts.
B. ORGANIZATION

1. All participating organizations and governmental entities will work together to provide staff in the EOC in the event of an emergency or disaster.

2. The Division of Emergency Management (DEM) is responsible for coordinating the meetings between local jurisdictions within the County, the State and the Federal Emergency Management Agency (FEMA) for application for federal recovery programs (Public Assistance preliminary damage assessments and Individual Assistance damage assessments). Long term coordination will normally be conducted through the Federal/State Joint Field Office (JFO).

3. When notified of the implementation of federal assistance programs, Mason County government department/agencies involved with recovery assistance programs will be responsible for the following:
   a. Familiarity of the current program guidance, procedures, and required forms.
   b. Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

4. The Mason County Assessor’s Office will re-appraise properties affected by the event to provide tax reductions as required by law, as requested.

5. Public Works Departments will utilize available equipment to assist with debris removal as authorized and restore County/city transportation components.

6. GIS staff will provide mapping and basic property information necessary for damage reports via its Global Information Services (GIS) programs.

7. Community Development and Building Departments will facilitate the application of future damage/loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to begin repairs and to mitigate potential losses in the future.

C. PROCEDURES

1. Necessary recovery procedures following a disaster will be adaptive to the individual events.

2. Recovery and restoration operations are concurrent with the response phase of the emergency or disaster. DEM forwards initial damage assessment reports to State EMD to meet local and state minimum thresholds to seek federal recovery funding.

3. State Emergency Management Division (State EMD) reviews urgent damage assessments and makes a determination if there is sufficient damage from the event to make a request for a Presidential Declaration for recovery funding. If
the damage is sufficient, State EMD will establish a timetable and request local county DEMS prepare Preliminary Damage Assessments (PDAs) and/or Individual Assistance (IA) reports.

4. If PDAs and/or IA reports are requested by State EMD, Mason County DEM will prepare a Supplemental Justification Report (SJ) describing the impact of the emergency or disaster on the community. Local governmental entities and support groups in the impact area will provide response and damage information for the content of the SJ Report.

5. In rare instances when the effects of the disaster are so dramatic the extent of the damage is evident, a Presidential Declaration may be made prior to the PDA being completed. Entities need to continue the normal PDA and IA process in order to establish the local impacts and better identify potential unmet needs.

6. If a jurisdiction has an active Presidential Disaster Declaration, teams of federal and state inspectors working from a Joint Field Office (JFO) will inspect damaged public facilities to verify local thresholds have been met. Local jurisdictions will appoint a representative to meet with the inspection team and explain damages.

7. If the Declaration request is unsuccessful, DEM will coordinate available resources that may be able to fulfill unmet needs for IA services. If the PDA is denied, local entities will need to complete recovery with their own resources.

8. Critical Facilities List

The following list identifies the safety evaluation of critical facilities and prioritization for safety evaluation (for a more detailed list of critical and essential facilities see Section 6 of the Mason County Natural Hazards Plan):

a. E911 Communications (MACECOM)

b. EOC (DEM)

c. Roads and Bridges

d. Schools (if in session)

e. Fire Stations

f. Police Stations

g. Hospitals and other facilities for the care of the injured

h. Red Cross designated public shelters and mass care centers

i. Other care facilities and shelters
ESF #14 - Long Term Community Recovery - 8

VI. DISASTER/EMERGENCY ACTIVITIES BY PHASES

A. MITIGATION

The Mason County Hazard Mitigation Plan serves as the official mitigation plan of Mason County and provides many strategies to reduce the risks of hazards associated with disasters. The Mason County Division of Emergency Management (DEM) maintains this plan, which is available for use by all County agencies and those governmental entities that have developed an addendum to the plan.

B. PREPAREDNESS

1. DEM ensures contact information; procedures and programs are up to date.

2. DEM considers lessons learned from events and exercises and incorporates the information into planning and exercise activities.

3. Identifies damage assessment team members and provides appropriate training in assessment techniques.

4. Provides public education on emergency and disaster preparedness.

5. Conducts and participates in training exercises.

6. All governmental agencies identify and prioritize critical facilities for post-event safety inspections.


C. RESPONSE

1. DEM requests and compiles information from county departments, agencies, and individuals to assess the scope and magnitude of structural, social and economic impacts from the affected areas.
2. DEM will provide information to the citizens regarding available recovery resources and identify community services and recovery resources needed. This may include conducting local a Unmet Needs surveys to establish severity of the impact.

3. DEM will maintain records of all incident actions and expenses as provided by reporting agencies.

4. DEM maintains liaison with the State EMD to identify state/federal recovery programs to support implementation of long-term community recovery plans and to cover gaps for unmet needs.

D. RECOVERY

1. Considerations for short-term recovery should commence as soon as the immediate life saving response efforts are completed. Some considerations include: expanding and transitioning the EOC into a Recovery Coordination Center (RCC); evaluating departmental administrative capacity; management of information dissemination; setting short-term recovery priorities, and providing a public information campaign.

2. Identify unsafe structures and recommend condemnation as necessary.

3. Transition from on-scene incident command and EOC operations to management of recovery needs. Set recovery priorities with partnership organizations in cities, towns, and the private sector.

4. When necessary, enact provisions of Chapter 38.53 RCW requesting a delegation of authority from the Governor that regulations be imposed upon access and security that are beyond the authority of local officials or when the policy decisions of local authorities conflict and render security impossible or impractical.

5. The EOC will merge response operations into recovery operations early in the response phase. The EOC will transition as soon as possible from a consequence management EOC to a Recovery Coordination Center (RCC).

6. DEM will assist all county departments, city of Shelton, and public safety stakeholders with the fiscal documents required of a Governor’s Proclamation of Disaster and a Presidential Declaration of Emergency.

7. Mason County Equipment Rental & Revolving fund (ER&R) staff will ensure that the county’s phone system and essential computers operate, keeping everyone connected.
8. DEM will disseminate information about the FEMA disaster assistance registration process and specific local, state, and federal programs for citizens and small businesses (Individual Assistance). This assistance is intended to aid Mason County residents and small businesses in the return to pre-event life and will not provide complete restitution for injuries and property damage.

9. DEM will coordinate meetings among local public jurisdictions, State EMD, FEMA, and elected officials to meet requirements for federal recovery programs (Public Assistance) and any other assistance that may be available.

10. The Chambers of Commerce and Mason County Economic Development Council will assist with small business damage report collection; they will also function as liaison to DEM for damage assessment and information distribution.

11. Special consideration issues regarding historic properties requiring recovery and restoration activities that are not time sensitive will be coordinated with the state Office of Archaeology and Historic Preservation.

VII. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. Mason County Board of County Commissioners (BOCC)
   City of Shelton Commissioners
   
a. Approve emergency and disaster proclamations.

   b. Appoint applicant agent and alternate applicant agent to represent the County and City for FEMA damage assessment and fiscal reporting/reimbursement.

2. Mason County Division of Emergency Management (DEM)
   
a. Coordinates the collection of damage assessment information for both public loses and uninsured private losses from local jurisdictions and public entities. DEM compiles and forwards the information to State EMD for a determination of whether the county will be recommended for Federal Individual Assistance (IA), Public Assistance (PA), or both.

   b. Completes the required Supplemental Justification Report (SJ) required to justify requests for IA and PA assistance after emergency or disaster events.

   c. Coordinates and advises county government on recovery requirements and procedures as necessary.

   d. Submits disaster assistance reports in a timely manner.
e. Notifies citizens and public entities when Presidential Declarations have been authorized to make recovery funding available following emergencies or disasters that overwhelm the local ability to recover.

f. Coordinates meetings between local jurisdictions, the State, and Federal Emergency Management Agency (FEMA) for application for federal recovery programs (Public Damage Assessment and Individual Assistance).

g. Coordinates private non-profit recovery efforts.

h. Provides information regarding available recovery resources and grants to the general public.

i. Includes damage assessment administration and reporting as part of the countywide emergency management training program.

j. Operates/maintains the EOC and initiates the transition from a consequence management EOC to a Recovery Coordination Center (RCC).

k. Coordinates PIO functions with affected entities.

3. Public Works

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Mason County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Utilizes heavy equipment and transportation to assist with debris removal as authorized.

d. Provides mapping and basic property information necessary for damage reports through the GIS (Global Information Services) Division.

e. Develops and maintains procedures for both urgent and detailed inspections of bridges, roads and transportation rights-of-way.

f. Ensures adequate resources and trained personnel are identified to conduct inspections.
g. Develops and maintains procedures for work crews and personnel to support urgent damage assessments. Immediately following a hazardous event, reports damage information to the EOC and/or DEM as requested. Critical facilities within the work area receive highest assessment priority.

B. SUPPORT AGENCIES

1. Mason County Assessor’s Office

a. The Mason County Assessor’s Office will re-appraise properties affected by the event to provide tax reductions as required by law and requested.

b. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.

c. When notified of the implementation of federal assistance programs, Mason County government department/agencies involved with recovery assistance programs are responsible for the following:

   1) Familiarity of the current program guidance, procedures, and required forms.

   2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

2. Mason County Auditor’s Office

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Mason County government department/agencies involved with recovery assistance programs are responsible for the following:

   1) Familiarity of the current program guidance, procedures, and required forms.

   2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Maintains a database of county government damages/expenses.

d. Establishes a means of recording emergency purchases authorized by the County Commissioners (BOCC).

e. Provides for essential county services including payroll operations, purchasing, emergency contracts, and payments.
f. Provides fixed assets inventory as needed for damage assessment and equipment replacement in conjunction with Public Works.

g. Provides for critical payroll information.

h. Monitors all expenditures and use of resources, coordinating with the Mason County Applicant Agent/Alternate Applicant Agent, during a disaster to facilitate documentation of overall disaster costs eligible for reimbursement.

i. Coordinates the compilation of disaster response and recovery labor, equipment, material, and service costs for post-disaster reporting purposes.

j. Coordinate post-disaster activity with the County Treasurer, Public Works, the Assessor, and other departments as needed.

k. Provides essential services to the fire agencies including processing payroll and emergency vouchers and tracking the budget.

3. Fire Services

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Mason County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops and maintains procedures to support urgent damage assessment and reporting to the EOC. Critical facilities within the fire district/city receive highest priority for assessment.

4. Government Entities

All agencies in government have duties directly associated with the recovery of the community following a disaster. Additionally, all governmental agencies have the responsibility to return to normal business capabilities as soon as possible following an event.

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.
b. When notified of the implementation of federal assistance programs, Mason County and City of Shelton government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops an agency recovery plan and appropriate procedures; trains personnel; and periodically tests/revises recovery procedures.

d. Keeps accurate records of disaster expenses and provides reports as requested to DEM.

e. Assesses critical facility, public infrastructure, and business damages and provides requested reports to DEM.

f. Assesses capabilities to conduct normal business.

g. Re-establishes normal services as quickly as possible.

h. Coordinates PIO functions with the Public Information Officer (PIO).

i. Includes damage assessment activities in organizational training programs and participates in countywide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.

j. Assists those organizations in the jurisdiction with specific damage assessment responsibilities, as requested.

5. **Law Enforcement**

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Mason County and City of Shelton government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.
c. Develops and maintains procedures for field personnel to support urgent damage assessment. Immediately following a hazardous event, reports damage information to the EOC or DEM as requested. Critical facilities within the field area receive highest assessment priority.

6. Community Development Departments and Building Departments

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Mason County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops and maintains procedures for urgent assessment of critical facilities, public buildings, and structures.

d. Develops and maintains procedures for detailed inspections of residential, business, public buildings, and structures. The initial focus will be on critical facilities.

e. Ensures adequate resources and trained personnel are identified to conduct inspections.

f. Develops and maintains procedures for both urgent and detailed damage assessments.

g. Facilitates the application of loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to begin repairs and to mitigate potential losses in the future.

7. Mason County and City of Shelton Departments and Offices

All agencies in government have duties directly associated with the recovery of the community following a disaster. Additionally, all governmental agencies have the responsibility to return to normal business capabilities as soon as possible following an event.

a. All participating organizations and governmental entities will work to provide staff in the EOC in the event of an emergency or disaster.
b. When notified of the implementation of federal assistance programs, Mason County and City of Shelton government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develop a department recovery plan (with a continuity of operations plan) and appropriate procedures, trains personnel, and periodically tests/revises procedures.

d. Keeps accurate record of disaster expenses and provides reports as requested.

e. Assess damages and provides requested reports.

f. Assess capabilities to conduct normal business and reports findings as requested.

g. Re-establishes normal services as quickly as possible.

h. Coordinates the PIO functions with the Mason County Incident Public Information Officer (PIO).

VIII. RESOURCE REQUIREMENTS

Resources required for recovery are dependent on the event, its location, duration and population impacted.

IX. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. Disaster Assistance: A Guide to Recovery Programs

C. Disaster Assistance Guide for Local Governments

D. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended

E. National Disaster Recovery Framework, September 2011
INDIVIDUALS AND FAMILIES RECOMMENDED ROLES AND ACTIVITIES.

INDIVIDUALS AND FAMILIES PRE-DISASTER CHECKLIST.

- Mitigate home vulnerabilities by adding hurricane shutters, bracing cripple walls, anchoring bookshelves, maintaining a defensible firebreak around the house and pruning overhanging tree limbs among other strategies.
- Develop an individual/family disaster preparedness and recovery plan, seeking assistance from service providers as necessary. See www.ready.gov.
- Participate in ongoing community-wide planning initiatives, including those specifically focused on pre-disaster disaster preparedness, recovery and mitigation.
- Provide community input on potential community disaster risks, potential impacts, and recovery planning through the use of voting, comment, organized efforts and other means. Community input should consider building codes, flood plain management, proposed developments and environmental and natural resources rule making initiatives.
- Purchase and maintain an appropriate and adequate level of hazard and flood insurance.
- Assist others in obtaining planning guidance and tools.
- Maintain supplies of food, water and battery-powered communications devices.

INDIVIDUALS AND FAMILIES POST-DISASTER CHECKLIST.

- Implement individual and family recovery plans.
- Reach out to others who may need assistance.
- Participate in post-disaster community recovery planning if possible.
- Establish metrics to evaluate recovery progress and achievement of disaster recovery objectives for individuals and families.
- Rebuild safer and stronger.
PRIVATE SECTOR RECOMMENDED ROLES AND ACTIVITIES.

PRIVATE SECTOR PRE-DISASTER CHECKLIST.
• Build relationships with community emergency managers and other recovery officials to have an active voice in the recovery process.
• Develop, test and implement business continuity and restoration plans. Take into account worker safety and health and potential employee unavailability or attrition due to a disaster.
• Educate and train employees to implement mitigation measures and preparedness activities consistent with business continuity plans.
• Use internal communications channels to inform employees about preparedness efforts for work that address individual and family needs.
• Carry adequate insurance to rebuild damaged facilities and to survive a disruption of work.
• Incorporate mitigation measures in design and construction.
• Mitigate risks from disasters by relocating from hazardous areas, hardening facilities and elevating critical infrastructure.
• Identify products, services and technical assistance that would be needed for recovery. Align these needs with business sector resources that can be available in a post-disaster environment.
• Participate and assume a leadership role in local recovery planning; articulate anticipated needs in a disaster and assist in identifying resources available to support recovery.

PRIVATE SECTOR POST-DISASTER CHECKLIST.
• Implement business continuity plans.
• Communicate status of operations and supply chains as well as restoration challenges and timelines to local, State, Tribal or Federal recovery managers.
• When possible, support employees impacted by the disaster by providing critical information on the recovery process through accessible and multilingual internal communications efforts.
• Provide volunteers, leaders, technical assistance, commodities and facilities as willing and able.
• Form business recovery groups or task forces to assist one another and to communicate more effectively with government and community leaders.
• Research available funding sources and types of funding; understand the application processes of assistance programs.
• Assist small and local businesses in acquiring assistance.
• Rebuild safer and stronger.
• Establish metrics to evaluate recovery progress and the achievement of private sector disaster recovery objectives.
NONPROFIT SECTOR RECOMMENDED ROLES AND ACTIVITIES.

NONPROFIT SECTOR PRE-DISASTER CHECKLIST.

- Build relationships with community emergency managers and other recovery officials to have an active voice in the recovery process.
- Co-host stakeholder workshops in various accessible locations in the community to determine priority recovery issues that are informed by affected neighborhoods.
- Incorporate mitigation in the design and construction of places of employment and promote mitigation to employees.
- Implement lessons learned from disaster efforts into the planning process for the State Voluntary Organizations Active in Disaster (VOAD).
- Actively participate in local pre-disaster recovery planning, articulating resources and capabilities and establishing partnership and support linkages with local VOADs.
- Provide training related to post-disaster activities implemented by the organization.
- Educate clients on the importance of mitigation strategies.
- Establish systems and processes for nonprofit organizations, government agencies and individuals in remote areas to request post-disaster assistance.

NONPROFIT SECTOR POST-DISASTER CHECKLIST.

- Deliver recovery resources and support services to vulnerable and underserved groups, individuals and communities as necessary.
- Provide emotional and psychological care; include training for caregivers.
- Supply housing repair, reconstruction and rehabilitation services that comply with applicable building codes and standards, zoning regulations and design standards.
- Communicate and coordinate needs and capabilities to local, State and Tribal authorities with the Voluntary Agency Liaison Specialists (VALS).
- Participate in the post-disaster community planning process.
- Promote partnerships among all nongovernmental organizations (NGOs) conducting disaster recovery work.
- Serve as subject matter experts (SMEs) on subjects based on agency experience – for example, offer techniques for the handling of unsolicited donated goods or unaffiliated volunteers.
- Coordinate recovery programs and services with other entities involved in recovery including government emergency management officials to ensure a unified recovery process that maximizes effectiveness of the overall effort.
- Establish metrics to evaluate recovery progress and the achievement of nonprofit disaster recovery objectives.
LOCAL GOVERNMENT RECOMMENDED ROLES AND ACTIVITIES

LOCAL GOVERNMENT PRE-DISASTER CHECKLIST.

- Lead local preparedness, pre-disaster recovery and mitigation planning.
- Engage community mapping initiatives that visually depict or otherwise identify known vulnerable geographic areas and infrastructure systems, at-risk subpopulation groups, economically disadvantaged neighborhoods/communities, resource available areas, and projected post-disaster impacts.
- Encourage individuals and families to prepare for their recovery.
- Use internal communications channels to inform employees about preparedness efforts for work and that address individual and family needs.
- Pre-identify a structure for managing recovery, including identifying duties of a Local Disaster Recovery Manager (LDRM) for managing recovery.
- Establish agreements and mechanisms to address surge capacity needs. • Ensure plans, agreements and operational initiatives address the provision of disability-related assistance and functional needs support services.
- Institute mechanisms for immediate post-disaster damage assessments (i.e., train community residents and business owners, recruit PDA volunteers, expand on Citizen Corps efforts) and develop a routine process for informing State officials about disaster impacts.
- Ensure compliance with local, State and Federal civil rights obligations.
- Develop building and accessibility codes and land use standards as well as enforcement mechanisms which can reduce vulnerability to future disasters.

LOCAL GOVERNMENT POST-DISASTER CHECKLIST.

- Organize, develop, implement and modify recovery, mitigation and land use plans as needed.
- Appoint Local Disaster Recovery Manager (LDRM) and define activities and duties.
- Ensure integrated efforts across government offices, the private sector and nongovernmental organizations (NGOs) during the formulation and implementation phase of recovery projects and activities, including raising and leveraging recovery funds.
- Lead efforts to restore and revitalize all sectors of the community, including local critical infrastructure and essential services, business retention and the redevelopment of housing units damaged, disrupted or destroyed by the disaster.
- Manage rebuilding so that risk reduction opportunities are optimized and comply with standards for accessible design.
- Communicate and coordinate with other levels of government involved in recovery.
- Undertake an appropriate community planning process – (Chapter 10 “Community Considerations NDRF).”
- Establish metrics to evaluate and communicate progress and the achievement of local disaster recovery objectives to all populations.
EMERGENCY SUPPORT FUNCTION #15
EXTERNAL AFFAIRS

PRIMARY AGENCIES:  Mason County/City of Shelton Commissioners
Public Information Officer
Mason County Division of Emergency Management (DEM)

SUPPORT AGENCIES:  All Local Government Departments/Agencies
Media

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline the means, organization, and process by which we will provide appropriate information and instructions to the public during emergency situations. This ESF also provides for public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

B. SCOPE

1. This ESF details the establishment of support positions to coordinate communications to various audiences. It applies to all County departments and agencies that may require public affairs/information support or whose public affairs/information support or whose public affairs/information assets may be employed during an emergency or disaster.

2. The context of this ESF is emergency or disaster situations that exhausts or nearly exhausts the capacity of county first responder public affairs/information operations or when support is requested. These incidents are typically complex in nature or extend beyond one operational period.

II. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. The County faces a number of hazards which may cause emergency situations.
2. During emergencies, the public needs timely, accurate information on the
emergency situation and appropriate instructions regarding protective actions
that should be taken to minimize injuries, loss of life and damage to property.

3. For some slowly developing emergency situations, such as weather events,
there may be several days for local government and the media to provide
detailed information about the hazard and what citizens should do.

4. For other emergency situations, there may be no warning, leaving the public
information system unable to react rapidly enough to properly inform the
public about the hazard and what to do about it. For this reason, it is
important that the public be advised of likely hazards and what protective
measures should be taken to lessen the effect of an emergency and/or
disaster.

III. PLANNING ASSUMPTIONS

A. An effective program combining both education and emergency information can
significantly reduce loss of life and property. However, many people are
unconcerned about hazards until they may be affected and will not participate in
or retain pre-emergency education; therefore, special emphasis must be placed
on the delivery of emergency information during emergencies and disasters.

B. Local media will cooperate in disseminating warning and emergency public
information during emergency situations and may participate in pre-disaster
awareness programs and other disaster education activities.

C. Some emergency situations may generate substantial media interest and draw
both local media and media from outside the local area, overwhelming the
available emergency public information staff.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Pursuant to the National Incident Management System (NIMS) operating
principles and protocols, public information efforts should generally focus on
specific event-related information. This information will generally be of an
instructional nature focusing on such things as warning, evacuation and
shelter.

2. A special effort should be made to keep the public informed of the general
progress of events. Reporting positive information regarding emergency
response will help to reassure the community that the situation is under
control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.

3. Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization.

B. ORGANIZATION

1. The County Commissioners have overall responsibility for the emergency public information program, shall provide general guidance for emergency-related public education and information activities, shall appoint a Public Information Officer (PIO), and in conjunction with the Incident Commander (IC), approve all information release to the news media.

2. The PIO shall direct all emergency public information activities, coordinating as necessary with other individuals, departments and agencies performing other emergency functions.

3. To the extent possible, the PIO shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

4. When the Incident Command System is activated for an emergency situation, the IC will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), assisted by the County PIO staff if necessary, will normally provide information on the emergency situation to the media if the Emergency Operations Center (EOC) has not been activated. All information relayed to the media by the PIO will be approved by the IC and the County Commissioners, regardless of the command structure — single or unified.

5. Once the EOC has been activated for an emergency situation, the EOC Supervisor will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions. The EOC will normally execute such warnings by activating the warning system, including transmitting Emergency Alert System (EAS) messages to broadcasters. The PIO staff will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.

6. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, and element of
the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO).

C. PROCEDURES

1. Participation in regularly scheduled disaster exercises will train personnel needed for larger scale events.

2. Personnel must be identified by their departments and designated as PIO, community-relations staff, or general support for the JIC function. They will be used on a consolidated basis during emergencies and disasters. PIO and support staff will participate in training and EOC exercises in order to improve and maintain their skills. The media will be contacted and informed on how information will be disseminated during emergencies.

3. During the response phase of the disaster event, the PIO Team will coordinate the dissemination of all disaster information. The PIO Team will provide public information news to the media via news releases, news conferences and media telephone inquiries. Information will also be provided directly to the public via the Internet using the Mason County public information sites.

4. The public information program will continue through the recovery period, providing information and instructions about county, state and federal government emergency operations, future plans for restoration of disaster affected areas, and instructions on how to apply for federal disaster assistance programs administered by the state.

D. PREVENTION AND MITIGATION ACTIVITIES (Primary Agencies)

1. Conduct hazard awareness programs.

2. Develop systems to enhance information dissemination during emergency situations.

E. PREPAREDNESS ACTIVITIES (Primary Agencies)

1. Develop and distribute education materials; conduct public education programs.

2. In coordination with the Emergency Management Coordinator (EMC), prepare pre-scripted warning and public instruction messages for known hazards.
3. Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.

4. Conduct public education on warning systems and the actions that should be taken for various types of warnings.

5. Train public information staff.

6. Brief local officials and emergency responders on working with the media.

7. Identify suitable facilities for a JIC.

F. RESPONSE ACTIVITIES (Primary Agencies)

1. Develop, obtain authorization and release public information on the emergency situation.

2. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.

3. Manage rumor control.

4. Conduct news conferences and arrange interviews as needed.

G. RECOVERY ACTIVITIES (Primary Agencies)

1. Provide public information relating to recovery process and programs.

2. Compile record of events.

3. Assess effectiveness of public information and education programs.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. County Commissioners

   a. Appoint a Public Information Officer (PIO)

   b. Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.
c. Authorize release of all IC approved incident information to the media.

d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.

2. Public Information Officer

a. Represent and advise the IC on all public information matters relating to the management of the incident.

b. Ensure the IC approves the release of all incident-related information.

c. Coordinate and integrate public information functions across jurisdictions and functional agencies as required.

d. Develop accurate and complete information on the incident for both internal and external consumption.

e. Coordinate the overall emergency public information efforts of local government.

f. Serve as the official county representative in the JIC.

g. Develop and disseminate public information materials and maintain a stock of materials for emergency use based on hazards likely to confront the jurisdiction. Such materials should include:

1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.

2) Hazard specific instructions on "where to go and what to do" in an emergency.

3) Information on how emergency warnings are disseminated and the meaning of warning signals.

h. In coordination with the Division of Emergency Management (DEM), develop pre-scripted warning messages for known hazards for use by the local warning point and the EOC.

i. Develop methods for distribution of emergency preparedness information materials to the public, to include materials for non-English speaking groups, if appropriate.
j. In cooperation with the DEM, coordinate with broadcasters of radio and television stations and cable television companies to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.

k. Authenticate sources of information, verify for accuracy and obtain authorization before issuing news releases.

l. Provide authorized news release to the media while keeping the County Commissioners informed of message content.

m. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.

n. Take action to control rumors.

o. Brief potential IC's, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations.

p. Maintain a media briefing area.

q. Periodically brief the media on local warning systems and warning procedures.

r. Maintain a media contact roster.

s. Compile printed and photographic documentation of the emergency/disaster.

t. Develop public information emergency checklists for known hazards.

u. Anticipate and be prepared to handle unscheduled inquiries from the media and the public.

v. Train a group of government employees and/or volunteers to staff PIO positions at the ICP and in the EOC.

3. Emergency Management

a. Advise the County Commissioners on when to disseminate emergency instructions to the public.

b. Coordinate with the PIO in the development of pre-scripted emergency messages.
c. Work with the PIO in public education activities relating to emergency management.

d. Identify concerns raised by the public, rumors and other issues involving citizens to the PIO so they may be addressed in public information activities.

B. SUPPORT AGENCIES

1. All local government departments and agencies will:

   a. Refer media inquiries during emergency situations to the PIO.

   b. Assist the PIO in responding to requests for information from the public or the media.

2. Media companies are expected to:

   a. Disseminate warning messages and special news advisories provided by local government to the public as rapidly as possible.

   b. Participate in periodic tests of the EAS and other warning systems.

   c. Provide coverage of Emergency Management activities.

   d. Work with the PIO and DEM on public educational programs relating to emergencies.

   e. Check accuracy of information on emergency operations with the PIO or DEM.

VI. RESOURCE REQUIREMENTS

   A. Pre-designated facilities and equipment have been identified to support the PIO function during disasters.

VII. REFERENCES

   A. Department of Homeland Security, National Incident Management System

   B. Washington State Comprehensive Emergency Management Plan

   C. The National Response Framework
EMERGENCY SUPPORT FUNCTION #20
DEFENSE SUPPORT TO CIVIL AUTHORITIES

PRIMARY AGENCIES: Mason County Division of Emergency Management (DEM)

SUPPORT AGENCIES: Washington State Military Department
National Guard
Emergency Management Division (EMD)
United States Department of Defense (DOD)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to familiarize officials and emergency management staff with Washington State and federal government agencies and programs that may provide resource and logistical support to Mason County and the incorporated municipalities located within the County during an emergency or disaster.

B. SCOPE

This ESF provides only a general overview of how support is provided by other governmental entities. For specific information on how support will be provided by state and federal agencies, their respective plans and procedures must be referenced.

II. POLICIES

There exists provisions under state and federal law where the state or federal government could assume the direction and control of county level functions should there be a total breakdown of county government. Given that adequate continuity of government planning is accomplished and procedures are followed in accordance with this plan, there will be no need for state or federal officials to assume county government roles and responsibilities. Therefore, it is the policy of Mason County and the City of Shelton that locally elected government officials will remain in control during all emergencies and disasters.
III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Military assistance may normally be requested only when local resources have been exceeded and/or exhausted. Requests shall be made through normal emergency management channels and shall follow only after a declaration of emergency by the Governor.

B. PLANNING ASSUMPTIONS

1. The military is capable of providing a wide range of support to local governments in an emergency.

2. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.

3. All military assistance, except requests during imminently serious situations as described herein, will be requested through the Washington State Military Department, Division of Emergency Management.

4. Military support may be delayed until a state of emergency is declared by the Governor or there has been a presidential declaration.

5. It may take 48-hours or longer to receive military assistance.

6. When deployed, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Other requests for military assistance are made through the State Emergency Management Division duty officer.

2. The Washington National Guard is primarily available after activation by the Governor.
B. ORGANIZATION

1. Local jurisdictions must demonstrate that the need is indeed beyond local capability or that a special capability only provided by the military is immediately required. The National Guard provides support, as requested by the state Emergency Operations Center (EOC), to include but not limited to:

   a. Air and land transportation;

   b. Armories, tent shelters, and available land;

   c. Security forces and traffic control;

   d. Light urban search and rescue operations;

   e. Supplementary communications;

   f. Air support for reconnaissance;

   g. Limited emergency medical assistance;

   h. Limited mass feeding;

   i. Damage assessment of state military facilities, and other state and local jurisdiction facilities;

   j. Limited water purification;

   k. Limited power generation;

   l. Coordination with other military services;

   m. Representation for discussion of emergency highway traffic regulations; and

   n. Conduct wildland firefighting operations.

C. PROCEDURES

1. During all phases of emergency management governments will work in partnership with one another, and the private and nonprofit sectors to prepare our respective constituencies for emergencies and disasters.

D. PREVENTION AND MITIGATION ACTIVITIES

1. Coordinate with Washington State Military Department in the implementation of this ESF.
2. Coordination with the Washington National Guard.

E. PREPAREDNESS ACTIVITIES

1. Identification of the most probable emergency scenario.

2. Identification of expected areas for support.

3. Inventory of military assets that could be marshaled in support of this ESF.

4. Conduct exercises with state and federal military agencies to enhance response capabilities.

F. RECOVERY ACTIVITIES

1. Implementing checklists will identify activities to be undertaken to return life support systems to a minimum, normal, or improved levels.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

1. Emergency Management

   a. Lead agency for the coordination, through the EOC, with military resources sent to assist local jurisdiction operations.

   b. Determine if and when a recommendation will be made to request military assistance.

   c. Prepare requests for military assistance.

   d. Transmit all requests to State Emergency Management.

   e. Identify suitable staging areas and coordinate logistics support with the responding unit, as appropriate.

B. SUPPORT AGENCIES

1. Washington Military Department

   a. National Guard forces have the primary responsibility to provide military assistance to Mason County during civil emergencies.
b. Federal military forces will be tasked only when FEMA is directed by the President to assist Washington State.

2. Washington Army National Guard

   a. Provides military assistance to Mason County during civil emergencies when authorized by the governor. The National Guard provides support, as requested by the state EOC/ECC, to include but not limited to:

      1) Air and land transportation
      2) Armories, tent shelters, and available land
      3) Security forces and traffic control
      4) Light urban search and rescue operations
      5) Supplementary communications
      6) Air support for reconnaissance
      7) Limited emergency medical assistance
      8) Limited mass feeding
      9) Damage assessment of state military facilities, and other state and local jurisdiction facilities
      10) Limited water purification
      11) Limited power generation
      12) Coordination with other military services
      13) Representation for discussion of emergency highway traffic regulations
      14) Wildland firefighting operations

   b. Local military commanders, state and federal, may immediately respond to an emergency when it is justified to save human life, prevent human suffering, and/or lessen major property damage or destruction.

VI. RESOURCE REQUIREMENTS

A. Support requests to the military should address the task not the specific number
of personnel or equipment. The military liaison will determine how best the National Guard can meet the need.

VII. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. Title 42, U.S.C. 5121, et seq. The Stafford Act

C. Department of Defense Directive 3025.1 Military Support to Civil Authorities

D. National Guard Regulations 500-1 Military Support to Civil Authorities

E. Air National Guard Instruction 140-8101 Military Support