

Building a Disaster Resilient Community



City of Yakima Comprehensive Emergency Management Plan (CEMP)

2015



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**City of Yakima
Comprehensive Emergency Management Plan**

Promulgation

With this notice, I am pleased to officially promulgate the City of Yakima Comprehensive Emergency Management Plan (CEMP) dated January 13, 2015.

This plan is effective immediately and replaces previous versions. The CEMP was developed in adherence to state and federal standards. The CEMP represents the framework for City disaster mitigation, preparedness, response, and recovery activities. The CEMP details authorities, functions and responsibilities to establish a mutually cooperative plan of action between City departments, divisions, and other public and private entities in response to a disaster. The CEMP supports National Incident Management System (NIMS) compliance requirements and utilizes the NIMS Incident Command System (ICS). The CEMP will be used to enhance the City's capability in reducing the impact from a disaster or significant event to citizens, the environment, the economy and property.

Every effort has been made to assure the CEMP's compatibility with the precepts of a modern public safety emergency management program, the current applicable laws, and the organizational structure of the City of Yakima.

City department directors are reminded of their responsibilities concerning emergency management, specifically to support and participate on assigned committees, attend training sessions, offer updates to the CEMP as necessary, and maintain internal Department Disaster Plan that allow for the continuation of services during and following a disaster or significant event.

Through our collective actions, our commitment to saving lives, preserving the environment, sustaining the economy and protecting property within the City of Yakima will be enhanced.

I, Tony O'Rourke, City Manager, do hereby promulgate the attached City of Yakima Comprehensive Emergency Management Plan.



City Manager

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Plan Distribution

City Management (City Manager and Emergency Preparedness Director)
City Council
City Clerks
Fire Department
Legal Department
Police Department
Public Works Department
Code Administration Division
Community Development
Community Relations Division (PIO)
Economic Development
Engineering Division
Equipment Rental
Financial Services Division
Human Resources Division
Information Technology Services
Office of Neighborhood Development Services
Parks and Recreation
Planning Division
Purchasing Division
Refuse Division
Streets and Traffic Division
SunComm
Transit Division
Utility Services Division
Water and Irrigation
Wastewater
Yakima Air Terminal

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Record of Changes

The City’s Emergency Preparedness Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The Emergency Preparedness Director will review and exercise elements of the CEMP annually and submit an updated plan to Washington State Emergency Management Division (EMD) every five years.

The plan will undergo revision whenever:

- It fails during emergency.
- Exercises, drills reveal deficiencies or “shortfall (s)”.
- Local government structure changes.
- Community situations change.
- RCW 38.52; WAC 118-30-060; and Federal requirements e.g., the National Response Framework, change.

The Emergency Preparedness Director will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

Nature of Change	Date of Change	Page(s) Affected	Changes Made By

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EXECUTIVE SUMMARY

PURPOSE AND DEVELOPMENT

The Comprehensive Emergency Management Plan (hereafter referred to as the CEMP) is intended to enhance the City's ability to deter, prevent, respond to, and recover from acts of terrorism and natural and human-caused disasters through development of a single, common preparedness vision and strategy. This planning effort is designed to assist senior leadership in directing programmatic efforts, accomplishing results, ensuring accountability, and properly allocating limited resources over the next three years. The CEMP reflects the expertise of stakeholders from levels of government, public and private agencies, and non-profit organizations. Furthermore, the CEMP is designed to serve as a long-term guide that is able to direct both short- and long-term efforts of the City and non-governmental agencies to accomplish a single emergency management vision and mission.

The CEMP was developed in collaboration with the City's emergency management stakeholders. Stakeholders helped identify the desired end state of the City's emergency management capabilities using the Department of Homeland Security Target Capabilities List (now Core Capabilities). In addition, they developed a three-year vision and mission for the City's emergency management program. Using the Stakeholder inputs the City developed seven strategic goals that enhances its ability to prepare for, respond to, recover from, mitigate, prevent, and protect against hazards. The strategic goals are very ambitious and will require significant dedication, resources, and leadership to initiate projects, implement changes, monitor progress, and ultimately achieve the desired outcomes.

VISION, MISSION AND GUIDING PRINCIPLES

A key part of this CEMP is the vision, mission, and guiding principles. Together, the vision, mission, and guiding principles help the City and its stakeholders identify and prioritize strategic goals.

Vision

A City prepared with coordinated capabilities to prevent, protect against, respond to, and recover from hazards.

Mission

City government agencies, stakeholder groups, volunteer organizations, and the community work efficiently and in a coordinated manner to protect life, property, the environment, and the economy from any emergency.

Guiding Principles

Guiding principles provide broad but consistent parameters applicable to strategic planning efforts.

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The City's Comprehensive Emergency Management Plan endeavors to be:

1. **Comprehensive.** Consider and take into account hazards, phases, stakeholders and impacts relevant to disasters.
2. **Progressive.** Anticipate future disasters and take preventive measures to build disaster-resistant and disaster-resilient communities.
3. **Risk-driven.** Use sound risk management principles in assigning priorities and resources.
4. **Integrated.** Ensure unity of effort among levels of government and elements of the community (whole community).
5. **Collaborative.** Create and sustain broad and sincere relationships to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.
6. **Coordinated.** Synchronize the activities of relevant stakeholders to achieve a common purpose.
7. **Flexible.** Use creative and innovative approaches in solving disaster challenges.
8. **Professional.** Use a knowledge-based approach based on training, ethical practice, public stewardship, and continuous improvement.

ASSUMPTIONS

Some key assumptions were utilized in the development of this CEMP, including:

1. The success of this CEMP is dependent upon the allocations of appropriate resources.
2. Goals and Objectives are based on the City's emergency management priorities and available resources.
3. When resources are insufficient to accomplish an objective(s), the City may request additional resources through appropriate means.
4. The CEMP should be used as one tool for setting grant funding priorities.
5. The focus of the City's CEMP may shift during and after disasters but that the ongoing functions identified will be resumed as soon as possible.
6. City leadership should monitor and recognize progress on achieving the CEMP goals and objectives.

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COMMUNICATION

Various communication techniques will be used to disseminate the CEMP to help build awareness of, and support for, the CEMP. Since the CEMP will form the basis for emergency management program improvements successful implementation depends on effective communication.

Communication of the CEMP will be accomplished through the following:

- Internally, the CEMP will be communicated to City organizational levels.
- Externally, the CEMP will be made widely available. Specifically, the CEMP will be communicated to the community partners and the public.

IMPLEMENTATION AND MONITORING

The implementation and monitoring of the CEMP will take place by the City and stakeholders.

UPDATE AND MAINTENANCE

The CEMP is a living document and will undergo an annual review process by the City and stakeholders. As part of the annual review process, internal and external stakeholders will provide input. These reviews will be documented to provide for either a plan amendment or an updated plan. At a minimum, this plan should be updated annually to keep pace with the changing city environment. An annual planning horizon will be maintained.

STRATEGIC GOALS

- Strategic Goal 1: **Develop, maintain and sustain a comprehensive, risk based emergency management program.**
- Strategic Goal 2: **Develop and maintain comprehensive emergency management plans and documents.**
- Strategic Goal 3: **Enhance the City’s emergency management and training and exercise program.**
- Strategic Goal 4: **Develop strategic planning documents and authorizing legislation to guide the management of major programs and provide for legal authorities.**
- Strategic Goal 5: **Enhance the City’s emergency management facilities, equipment and supplies**
- Strategic Goal 6: **Strengthen joint information center (JIC) and emergency public information and warning capabilities.**
- Strategic Goal 7: **Identify and formalize a resource logistics and distribution strategy**

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Whole Community Principles

1. Saving and sustaining lives is our number one priority, no matter the scale and magnitude of the crisis. We must stabilize the event within the first 72 hours. Our focus must shift from incidents to individuals and from processes to products.
2. A disaster event requires that we are prepared to respond in non-traditional ways, well beyond current local planning.
3. Time is our biggest enemy, and our approach must focus on preparing and fully empowering impacted communities, survivors, and all of society-NGOs, social & fraternal organizations.
4. Our citizens are force multipliers. Individuals and communities are the most critical response and recovery assets present during the initial hours and days following an event. We need greater inclusion paths designed into our participatory planning & preparedness activities.

Numerous factors contribute to the resilience of communities and effective emergency management outcomes.

1. ***Understand and meet the actual needs of the whole community.*** Community engagement can lead to a deeper understanding of the unique and diverse needs of a population, including its demographics, values, norms, community structures, networks, and relationships. The more we know about our communities, the better we can understand their real-life safety and sustaining needs and their motivations to participate in emergency management-related activities prior to an event.
2. ***Engage and empower all parts of the community.*** Engaging the whole community and empowering local action will better position stakeholders to plan for and meet the actual needs of a community and strengthen the local capacity to deal with the consequences of all threats and hazards. This requires members of the community to be part of the emergency management team, which should include diverse community members, social and community service groups and institutions, faith-based and disability groups, academia, professional associations, and the private and nonprofit sectors, while including government agencies who may not traditionally have been directly involved in emergency management. When the community is engaged in an authentic dialogue, it becomes empowered to identify its needs and the existing resources that may be used to address them.
3. ***Strengthen what works well in communities on a daily basis.*** A Whole Community approach to building community resilience requires finding ways to support and strengthen the institutions, assets, and networks that already work well in communities and are working to address issues that are important to community members on a daily basis. Existing structures and relationships that are present in the daily lives of individuals, families, businesses, and organizations before an incident occurs can be leveraged and empowered to act effectively during and after a disaster strikes.

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Whole Community Strategic Themes

1. Understand community complexity.
2. Recognize community capabilities and needs.
4. Build and maintain partnerships.
5. Empower local action.
6. Leverage and strengthen social infrastructure, networks, and assets.



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CITY OF YAKIMA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

BASIC PLAN

I. Purpose, Scope, Situations, and Assumptions

A. Purpose

The intent of this document is to provide a framework during an emergency or major disaster to coordinate response efforts, prioritize restoration of government services and speed economic and physical recovery. Additionally, it outlines broad prevention, preparedness and mitigation approaches within specific appendices. Taken as a whole, these activities intend to minimize the impact to people, the environment, the economy and property throughout the City of Yakima. Appendices supplement the basic plan to organize specific topics for ease of use. Annexes to this basic plan can stand alone, however, are guided by the focus of the basic plan.



B. Scope

The *City of Yakima Comprehensive Emergency Management Plan* (the “CEMP”) applies to threats and hazards of concern that may impact the city and its neighboring jurisdictions. The plan applies to city departments as well as any other organization that may respond in support of city operations. The plan provides a framework to coordinate city-wide activities associated with hazards (Natural and Technological/Human-Caused) emergencies and major disasters. The plan shares general emergency management planning concepts with neighboring jurisdictions and complements the Yakima County and State plan.

C. Situation Overview

The planning environment considers the threats and hazards of concern likely to occur in the City of Yakima as described in the *City of Yakima Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)*. Threats and hazards are listed in Appendix 8.

1. Capability Assessment

a) Preparedness Capability

The City of Yakima has adequate resources to provide information to citizens and businesses through a public education program. Additionally, regular meetings of department emergency management liaisons focus on disaster preparedness and continuity of government activities. Training and exercises are conducted regularly to test the planning and preparedness capability. The City of Yakima utilizes the assessment tool, *An Assessment of Community Readiness Based Upon*

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the Expectations of the Public, to determine the effectiveness of programs based upon public expectations of government during a disaster.

b) Response Capability

The City of Yakima has adequate resources in traditional response disciplines (fire, police, public works, and animal control) to handle most emergencies. Additionally, the traditional response disciplines may be supplemented by other departments and registered emergency workers (volunteers) as the situation dictates. The City of Yakima utilizes the assessment tool, *An Assessment of Operational Readiness Based on Response Mission Components*, to determine the effectiveness of response.

c) Restoration and Recovery Capability

The City of Yakima has adequate resources to restore government services and recover the economic base during routine emergencies and limited scope major disasters. A large scale or catastrophic emergency or major disaster will normally require external and federal assistance. Most emergencies and major disasters will qualify for recovery assistance from the Stafford Act. Restoration or recovery from an emergency or major disaster will be coordinated using available resources including mutual aid. The Plan does not imply any specific restoration priority or recovery from an emergency or major disaster incident.

2. Mitigation Overview

The City of Yakima has a hazard mitigation plan (HMP) that addresses strategies to improve collective hazard resilience. The HMP addresses selected hazards identified in the *City of Yakima Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)*. The City's HMP is included in the 5-year FEMA-required mitigation plan for grant eligibility.

D. Planning Assumptions

1. Disaster planning cannot predict potential emergencies or major disasters nor can it predict potential vulnerabilities or impact.
2. Priority of response should be to protect life, public property, the environment and the economy.
3. Delivery of routine city services to citizens may likely be impacted by an emergency or major disaster and may be reduced or cease for an undetermined period of time. Continuation and restoration of services may be prioritized by the impact to citizens and resources available.

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4. Some emergencies or major disasters may provide enough warning for appropriate notifications to be issued allowing for some level of preparation including possible evacuation or relocation, as appropriate. Other emergencies or major disasters may occur with no advance warning.
5. In the event of a major widespread disaster, outside assistance from local, county, state or federal agencies may be limited or non-existent for an extended period of time.
6. City residents and businesses may need to utilize their own resources and be self-sufficient following an emergency or major disaster for at least three days.

II. Concept of Operations/Coordination

A. General

1. The City Manager has the authority to activate this plan and the authority is further delegated to the City's Emergency Preparedness Director.
2. The Emergency Operations Center (EOC) is normally activated by the Emergency Preparedness Director. However, any response official may request or activate the EOC in support of this plan.
3. Once it is determined the emergency or major disaster has the potential to impact life, property, or the public peace and will overwhelm City and mutual aid resources, the Mayor may proclaim a "**Declaration of Local Emergency**". The Mayor may direct the Emergency Preparedness Director to disseminate the declaration and other emergency or major disaster related information to the County, State and public as required.
4. Legal issues as a result of preparedness, response and restoration/recovery actions are conducted by the City of Yakima Legal Department.
 - a) Yakima city employee liability is addressed by Yakima Municipal Code.
 - b) Registered emergency workers (volunteers) liability is covered by the Revised Code of Washington (RCW) 38.52.180 (3).
 - c) Evacuation or relocation shelters owned or operated by the City of Yakima have certain liability immunity in accordance with the Revised Code of Washington (RCW) 38.52.180 (1).
5. The Emergency Preparedness Director coordination efforts include:
 - a) Conducting monthly department emergency management liaison meetings, training and exercises.

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- b) Providing department employee and family preparedness training.
 - c) Providing department emergency management focused information, training and exercises.
6. City of Yakima departments are responsible for continuity of operations planning efforts to support this plan. Guidance is provided by the City of Yakima Comprehensive Emergency Management Plan on specific areas to be covered in each department plan.
7. The City Emergency Operations Center is located at the Yakima Police Department Richard Zias Law and Justice Center 200 South Third Street. If the EOC is damaged beyond use, the City EOC may co-locate with city facilities.

B. Operational Intent

- 1. The City of Yakima government shall direct and control emergency and major disaster coordination, city resources and mutual aid resources within its boundaries.
- 2. The City Manager shall coordinate the City's capabilities, resources and assets to prevent, prepare for, restore and recover from an emergency or major disaster.
- 3. The City shall maintain the Emergency Preparedness Director as the primary contact for emergency management issues and EOC activations.
- 4. City Departments' organizational structures shall be maintained during emergency and major disaster coordination unless it is impractical to do so.
- 5. This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS and the National Incident Management System (NIMS) which requires the integration of incident management into the emergency response structure.

C. Division of Responsibilities

1. City Government

- a) Most emergencies and major disasters are handled by the responding departments utilizing traditional mutual aid agreements and do not require activation of the Emergency Operations Center. Mutual aid agreements are negotiated and maintained by the individual City departments.
- b) When activated, the City of Yakima Emergency Operations Center will coordinate emergency and major disaster activities.

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- c) Other local jurisdictions, non-governmental organizations and private sector representatives may be requested to provide support to City of Yakima emergency or major disaster activities under existing mutual aid agreements or ad hoc agreements as required.

2. County Government

Coordination with the City of Yakima for emergency or major disaster information or assistance will be with the City of Yakima's Emergency Preparedness Director or Emergency Operations Center (when activated).

3. State Government

- a) Requests for State assistance may be submitted directly to the Washington Military Department, Emergency Management Division by the City of Yakima's Emergency Preparedness Director or Emergency Operations Center, as appropriate based on activation level of the Emergency Operations Center. Some typical state assets that may be requested are: State Patrol, National Guard, Department of Transportation, Department of Agriculture, Department of Ecology and Department of Health.
- b) Coordination with the City of Yakima for emergency or major disaster information or assistance will be with the City's Emergency Preparedness Director or Emergency Operations Center (when activated).

4. Federal Government

Requests for Federal assistance will be processed in accordance with the National Response Framework. Normally, the request will be processed through Yakima Valley Office of Emergency Management to the State Military Department Emergency Management Division and subsequently to the Federal Emergency Management Agency. Some typical federal assets that may be requested are: Federal Emergency Management Agency, US Coast Guard, US Department of Homeland Security, Federal Bureau of Investigation (USDOJ) and US Department of Defense.

5. Nongovernmental and Volunteer Organizations

- a) For emergencies and major disasters confined within the city limits of Yakima, a liaison may be requested to report to the Emergency Operations Center. Typical organizations are: School District, American Red Cross, Salvation Army, faith-based organizations.
- b) For emergencies and major disasters impacting more than the city limits of Yakima and when the Yakima County Operational Area Emergency Operations Center is activated, liaisons will normally be assigned at the

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county level. The City of Yakima Emergency Operations Center may then coordinate with Operational Area EOC for support.

6. Private Sector

- a) The City of Yakima may develop emergency or major disaster contracts with private businesses to provide goods, services or equipment.
- b) Businesses may donate goods, services or equipment following an emergency or major disaster.

7. Citizens

- a) Citizens may volunteer to provide support prior to an emergency or major disaster. Following volunteer training for the purpose of support, citizens may be registered as emergency workers.
- b) Citizens may donate goods or equipment following an emergency or major disaster.
- c) Citizens may spontaneously volunteer to help following an emergency or major disaster.

D. Emergency Management Program Goals and Objectives

- 1. The primary goals following an incident are response, restoration and recovery. These goals overlap following the initial response efforts.
- 2. Emergency management requires broad concepts that integrate traditional phases of emergency management into a comprehensive framework aimed at minimizing the effects of an emergency or major disaster.
- 3. The objectives of the City of Yakima Comprehensive Emergency Management Plan are illustrated in the following chart.

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City of Yakima Comprehensive Emergency Management Plan Objectives	
(1) Protect Public Health and Safety and Prevent Loss of Life	This primary objective includes undertaking efforts to save human life; rescue endangered people; treat the injured; warn the public to avoid further casualties; evacuate people from impacted area; direct people to shelter and mass care; ensure provision of necessary medications and vaccinations; monitor and regulate sources of food and water; and, save animals.
(2) Preserve Property and the Environment	This secondary objective includes measures to save property from destruction; prevent further loss; provide security for property, especially in evacuated areas; and, prevent contamination to the environment.
(3) Assure Continuity of Government and Government Operations	This objective provides for lines of succession for elected and appointed officials; and, assures that critical functions of government can be reconstituted and conducted with minimal interruption.
(4) Restore the Community to Normal	This objective aims to restore essential infrastructure, including utilities; as well as the economic basis of the community.
(5) Mitigate/Prevent the Causes of Damage	This objective aims to prevent damage from a similar emergency that may occur in the future.
(6) Prepare the City in Advance of an Emergency	This objective includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.

E. Continuity of Government/Continuity of Coordination

Continuity of government and continuity of operations are prime operational concepts for the City of Yakima following an emergency or major disaster. Continuity actions and activities follow closely the response efforts to save lives. An evaluation of continuity of government will be accomplished as soon as possible followed by an assessment of city operations. Some city services may be a higher priority than other city services based on the severity of the emergency or major disaster.

1. **Continuity of Government:** Continuity of Government, or COG, means a coordinated effort within the City Government's elected officials to ensure that City essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological emergencies and major disasters.

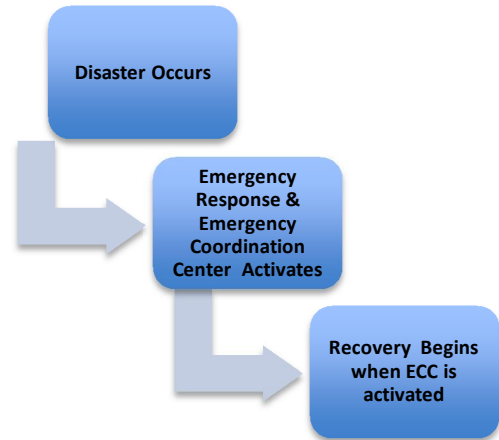
2. **Continuity of Operations:** Continuity of Operations, or COOP, means an effort within individual City departments and agencies to ensure that primary essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological emergencies and major disasters.

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III. Emergency Organization Structure and Assignment of Responsibilities

A. Emergency Organization Construct

1. The City Manager is responsible for emergency or major disaster activities within the City of Yakima providing policy guidance and strategic direction to prepare for, respond to and recover from an incident.
2. EOC Routine Operations Organization: During routine (normal) operations, departments who respond to emergencies normally do not require additional coordination afforded by an EOC activation. The normal City of Yakima department structure is utilized for these operations. The Yakima Fire Department may assist as required without EOC activation.
3. EOC Enhanced Operations: During enhanced operations the incident might escalate beyond the capabilities of city departments. Normally, mutual aid assets from other jurisdictions are sufficient to respond to and mitigate the incident. The EOC may activate on a limited basis to assist with coordination of incoming assets or to request county or state assistance. Specific departments may be requested to support EOC enhanced operations. EOC activation is normally of short duration (24 hours or less).
4. EOC Full Operation: During full operations the incident has escalated, or soon will escalate, beyond the capabilities of city departments and mutual aid is exhausted or not available. The EOC is activated normally to coordinate support for incident commanders' (logistics, planning, administration and finance) and may request county, state or federal resources. Most departments will be requested to support EOC full operations. EOC activation is normally for an extended duration (up to 72 hours).
5. EOC Catastrophic Operations: During catastrophic operations the incident is a major disaster with limited transportation and infrastructure with widespread damage and has escalated beyond the capabilities of city departments and mutual aid is exhausted or not available. The EOC is activated normally to coordinate support for incident commanders' (logistics, planning, administration and finance) and coordinate requests for county, state or federal resources as well as managing restoration and recovery activities. Most departments will be requested to support EOC catastrophic operations. EOC activation is normally



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for a long duration (over 72 hours).

B. Assignment of Responsibilities

The following department emergency responsibility tables outline responsibilities of various departments during an emergency or major disaster. Each matrix is not intended to include possible responsibilities during an emergency or major disaster but is illustrative of some of the major responsibilities that may be assigned. The city uses the Lead Agency designation rather than the Primary designation.

Table 1

Department Emergency Responsibility Matrix								
KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.								
Notes: Departments/divisions have a responsibility to develop and maintain notification rosters, standard operating procedures (SOPs), checklists, line of succession and other documents to carry out emergency and major disaster functions.								
Departments Divisions	HM Response	Damage Assessment	Alert, Warning, Notification	Emergency Public Information	Mass Care & Sheltering	Evacuation or Relocation	Transportation & Movement	High Risk Populations— Specific Needs
City Management	L	L	L	L	L	L	L	L
City Council	S	S	S	S	S	S	S	S
City Clerks	S	S	S	S	S	S	S	S
Fire Department	L	S	S	S	S	S	S	s
Legal Department								
Police Department	S	S	S	S	S	S	S	S
Public Works Department	S	S	S	S	S	S	S	S
Code Administration Division		L	S			S		S
Community Development								
Community Relations Division (PIO)	S	S	S	S	S	S	S	S
Economic Development								
Engineering Division	L							
Equipment Rental								
Financial Services Division	S				S	S	S	S
Human Resources Division								

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Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Notes: Departments/divisions have a responsibility to develop and maintain notification rosters, standard operating procedures (SOPs), checklists, line of succession and other documents to carry out emergency and major disaster functions.

Departments Divisions	HM Response	Damage Assessment	Alert, Warning, Notification	Emergency Public Information	Mass Care & Sheltering	Evacuation or Relocation	Transportation & Movement	High Risk Populations— Specific Needs
Information Technology Services								
Office of Neighborhood Development Services								
Parks and Recreation Division					S	S		
Planning Division								
Purchasing Division	S				S	S	S	S
Streets and Traffic Division		S						
Refuse Division								
Transit Division						S	L	
Utility Services Division								
Water and Irrigation		L		S				
Wastewater		L		S				
SunComm (911 Call Center)	S		S	S				
Yakima Air Terminal	S	S	S	S	S	S	L	S
Nongovernmental and Volunteer Organizations								
American Red Cross					L			
School District					S			
Hospitals								

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Table 2

Phased Department Emergency Responsibility Matrix								
KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.								
Response Phase								
Departments/ Divisions	Immediate Protective Measures			Safety & Security			Overarching Response Activities	
	Rescue	Life Support	Basic Sheltering	Fire/ HAZMAT	Law Enforcement & Security	Evacuation or Relocation	Public Information	Transportation & Movement
City Management	L	L	L	L	L	L	L	L
City Council	S	S	S	S	S	S	S	S
City Clerks	S	S	S	S	S	S	S	S
Fire Department	L	L	S	L	S	S	S	S
Legal Department								
Police Department	S	S	S	S	L	S	S	S
Public Works Department				S			S	S
Code Administration Division			S			S	S	
Community Development								
Community Relations Division (PIO)							L	
Economic Development								
Engineering Division								
Equipment Rental								
Financial Services Division	S	S	S	S	S	S		S
Human Resources Division								
Information Technology Services								
Office of Neighborhood Development Services								
Parks and Recreation Division			S			S		
Planning								

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Phased Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Response Phase								
Departments/ Divisions	Immediate Protective Measures			Safety & Security			Overarching Response Activities	
	Rescue	Life Support	Basic Sheltering	Fire/ HAZMAT	Law Enforcement & Security	Evacuation or Relocation	Public Information	Transportation & Movement
Division								
Purchasing Division	S	S	S	S	S	S		S
Streets and Traffic Division	S							
Refuse Division								
Transit Division								L
Utility Services Division								
Water and Irrigation			S			S	S	
Wastewater			S			S	S	
SunComm (911 Call Center)				S	S			
Yakima Air Terminal	S	S	S	S	S	S	S	L
Nongovernmental and Volunteer Organizations								
American Red Cross								
School District								
Hospitals								

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Table 3

Phased Department Emergency Responsibility Matrix								
KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.								
<i>Restoration and Recovery Phase</i>								
Departments/ Divisions	Restoration Government Service Focused Activities			Recovery Economic Recovery Focused Activities				
	Service Priorities	Public Information	External Assistance	Policy Changes	Priorities & Strategies	Economic Redevelopment	Public Information	Land Use & Development
City Management	L	L	L	L	L	L	L	L
City Council	S	S	S	S	S	S	S	S
City Clerks	S	S	S	S	S	S	S	S
Fire Department	S	S	S	S	S	S	S	S
Legal Department								
Police Department	S	S	S	S	S	S	S	S
Public Works Department	S	S	S	S	S	S	S	S
Code Administration Division	S			S		S		S
Community Development	S	S	S	S	S	S	S	S
Community Relations Division (PIO)							L	
Economic Development	L	L	L	L	L	L	L	L
Engineering Division	S	S	S					
Equipment Rental								
Financial Services Division	S		S	S	S	S		
Human Resources Division								
Information Technology Services								
Office of Neighborhood Development Services	S	S	S	S	S	S	S	S
Parks and Recreation Division								

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Phased Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Restoration and Recovery Phase

Departments/ Divisions	Restoration Government Service Focused Activities			Recovery Economic Recovery Focused Activities				
	Service Priorities	Public Information	External Assistance	Policy Changes	Priorities & Strategies	Economic Redevelopment	Public Information	Land Use & Development
Planning Division				L	L	L		L
Purchasing Division	S		S	S	S	S		
Streets and Traffic Division								
Refuse Division	S							
Transit Division								
Utility Services Division								
Water and Irrigation	S	S	S					
Wastewater	S	S	S					
SunComm (911 Call Center)								
Yakima Air Terminal	S	S	S	S	S	S	S	S
Nongovernmental and Volunteer Organizations								
American Red Cross								
School District								
Hospitals								

C. Disaster Information Collection

The following table illustrates the critical or essential information most common to emergencies and major disasters. Other information may be required depending on the situation.

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Table 4

Critical or Essential Information Collection Matrix			
What Information is Needed?	When Information is Needed?	Who Information Comes From?	Where Information Goes?
Incident Needs	Immediately	✓ Incident Commander(s)	Department's Coordination Center City EOC
Personnel Accountability	Within first two hours	✓ Department Director or designee	City EOC
Evacuation or Relocation	Within first two hours	✓ Incident Commander(s), ✓ Public	City EOC
Facility Damage Assessment	Within first four hours	✓ Department Director or designee, ✓ Code Administration Division	City EOC
Utility Assessment	Within first four hours	✓ Utilities Services Division, ✓ Public	City EOC
Transportation and Movement Damage Assessment	Within first four hours	✓ Streets and Traffic Division, ✓ Public	City EOC
Department Continuity of Operations	Within first six hours	✓ Department Director or designee	City EOC
Shelter Requirements	Within first six hours	✓ Red Cross, ✓ Parks and Recreation Division	City EOC
Casualty Summary (deceased, missing, injured, homeless)	Within first six hours	✓ Fire ✓ Police ✓ Public	City EOC

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IV. Direction, Control and Coordination

A. General

1. The City Manager is responsible for overall strategic direction of emergency or major disaster operations within the City of Yakima.
2. The Mayor has specific emergency authority as granted by the Revised Code of Washington (RCW) 38.52.070(2).
3. Tactical control of incidents within the City of Yakima is maintained by the incident commander or unified command to manage the response assets necessary, including mutual aid or state mobilized assets.
4. The Emergency Operations Center, when activated, will coordinate emergency management activities within the City of Yakima.
5. Emergencies and major disasters utilizing this plan should be managed according to the National Incident Management System (NIMS).



B. Joint Information System (JIS)/Joint Information Center (JIC)

Managing public information during an emergency or major disaster requires a coordinated and consistent message from city officials. Public information officers should participate in a Joint Information System for the purpose of ensuring the public has clear and concise information and directions during phases of emergency response, restoration of service and recovery activities.

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C. Plan Integration

1. Vertical Integration

- a) City plans used to develop this plan include the *Threat and Hazard Identification Risk Assessment (THIRA)* and *Hazard Mitigation Plan (HMP)*.
- b) State emergency management plans were used to develop this plan including the CEMP, HIVA and HMP. The State CEMP Planning Guide was used in the development of this plan.
- c) Federal emergency management plans were used to develop this plan including the National Response Framework, National Preparedness Goal and National Incident Management System Guide. The FEMA Comprehensive Preparedness Guide 101 (Interim) was used to develop this plan.

2. Horizontal Coordination

- a) City of Yakima department plans, standard operating procedures and field operating guides dealing with emergencies and major disasters will be maintained to supplement this plan, as needed. A review should be conducted to reduce conflicts with this plan.
- b) Existing City of Yakima department plans, standard operating procedures and field operating guides dealing with emergencies and major disasters published prior to the date of this plan will be reviewed and updated as needed within 90 days following publication of this plan.

V. Administration, Finance, and Logistics

A. Administration

- 1. Departments should establish and maintain files of emergency or major disaster related activities, directives and forms and have personnel available to augment emergency response activities.
- 3. Reports may be requested from departments to provide local, county, state and federal officials with information concerning the nature, magnitude and impact of the emergency or major disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.
- 4. The City of Yakima may utilize emergency workers (volunteers) in accordance with RCW 38.52 and WAC 118-04.

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5. The Mayor may commandeer the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2)

B. Financial Management

1. Emergency expenditures are not normally budgeted through the city budgeting process. Emergencies and major disasters may occur which require substantial and necessary unanticipated obligations and expenditures. Authority for emergency expenditures is in RCW 35.33.081, 35.33.091 and 35.33.101.
2. Municipal governments are authorized to contract for construction or work on a cost basis for emergency services under RCW 38.52.390.
3. Expenses during an emergency or major disaster must be tracked and maintained in accordance with Federal Emergency Management Agency guidelines for potential reimbursement under the Robert T. Stafford Act (Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121-5207, and Related Authorities. FEMA 592).

C. Logistics

1. Coordination and utilization of the limited resources of the city is a primary responsibility of the City of Yakima Emergency Operations Center during an emergency or major disaster.
2. The City's Emergency Preparedness Director should keep a current list of federally typed resources.
3. During an emergency or major disaster the City of Yakima Emergency Operations Center should coordinate requests for additional resources beyond the capability of the local incident commander(s).

VI. Plan Development and Maintenance

A. Planning Process

The process used to develop this plan is to review county, state and federal plans and the guidance provided by the state and federal government. This plan complements existing plans at each level. The planning format follows department/division focused format outlined in the FEMA Comprehensive Preparedness Guide 101, March, 2009; and, WA State Supplement to CPG-101 v2, March 2009. Each city department participated in review, coordination and input to this plan. Finally, the state emergency management division has reviewed and approved the plan in accordance with the state planning guide and WAC 118-30-060.

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B. Responsibility for Planning and Coordination

The City' Emergency Preparedness Director is responsible for this plan, its maintenance and coordination.

C. Plan Maintenance

This plan is maintained according to the schedule outlined in WAC 118-30-060 as modified by the state planning guide. It is on a four-year cycle of revision with an annual review of the basic document. Minor changes to the basic document may occur before resubmission to the state at the four-year cycle. Appendices and Annexes may be modified at any time and provided as changes. The plan will be tested at least once annually in an exercise.

D. Plan Approval

This plan will be submitted to the Washington Military Department, Emergency Management Division in accordance with WAC 118-30-060 for review and approval.

E. Plan Distribution

The plan distribution is outlined in the distribution table at the front of this plan.

F. Plan Availability

When final, this plan will be made available on the City of Yakima Internet site for access by the public and other emergency management partners.

VII. Authorities and Guides

Details are provided in Appendix 1: Authorities and Guides

VIII. Response Agencies and Support Tasks

Appendix 6 provides unique response and support tasks for city departments during an emergency or major disaster. Other tasks may be required as dictated by the emergency or major disaster priorities.

TABLES

Table 1:	Department Emergency Responsibility Matrix
Table 2:	Response Phase Department Emergency Responsibility Matrix
Table 3:	Restoration & Recovery Phase Department Emergency Responsibility Matrix
Table 4:	Critical or Essential Information Collecting Matrix

APPENDICES

Appendix 1:	Authorities and Guides
Appendix 2:	Glossary/Acronyms
Appendix 3:	Training, Drills and Exercises
Appendix 4:	Local Proclamation or Declaration of Emergency
Appendix 5:	Proclamation of a Civil Emergency
Appendix 6:	Pre-Incident and Incident Support Tasks
Appendix 7:	Intrastate Mutual Aid System
Appendix 8:	Threats and Hazards

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Appendix 9: Specific Responsibilities—State and Federal

ANNEXES

- Annex A: Public Protective Measures
- Annex B: Relocation/Evacuation
(Corresponds with WA State/Yakima County CEMP ESF 16)
- Annex C: Emergency Operations Center Framework
(Corresponds with WA State/Yakima County CEMP ESF 5)
- Annex D: Hazardous Materials Response
(Corresponds with WA State/Yakima County CEMP ESF 10)
- Annex E: Damage Assessment
(Corresponds with WA State/Yakima County CEMP ESF 14)
- Annex F: High Risk Populations—Specific Needs
(Corresponds with WA State/Yakima County CEMP ESF 16)
- Annex G: Mass Care
(Corresponds with WA State/Yakima County CEMP ESF 16)
- Annex H: Recovery
(Corresponds with WA State/Yakima County CEMP ESF 14)
- Annex I: Public Information Dissemination
(Corresponds with WA State/Yakima County CEMP ESF 15)