

Columbia County

Comprehensive Emergency
Management Plan

Basic Plan



August 2017

Columbia County Emergency Management Department
341 E. Main Street, Dayton, WA 99328
Serving the City of Dayton, Town of Starbuck and Columbia County

FORWARD

Columbia County Emergency Management sincerely appreciates the cooperation and support from those agencies that have contributed to the development of the Columbia County Comprehensive Emergency Management Plan (CEMP). The CEMP establishes the framework for an effective system to ensure that Columbia County and its municipalities will be adequately prepared to respond to an occurrence of natural, manmade and/or technological related emergencies or disasters. The plan outlines the roles and responsibilities of local government, State and Federal agencies and volunteer organizations.

The CEMP unites the efforts of these groups in the basic plan, appendices, and more specifically under the Emergency Support Function (ESF) and Annex formats with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery activities set forth in the “State of Washington Comprehensive Emergency Management Plan” and the “National Response Framework (NRF).” It describes how State, Federal and other outside resources will be coordinated to supplement county resources and response.

This CEMP is developed at the local level of emergency management planning due to the fact that most incidents are managed at the local level before any outside assistance can be expected. Due to the expectations to manage incidents locally for at least the first 72 hours, it is imperative that we mitigate our risk and prepare for current and future hazards. This plan identifies some approaches in which the various agencies mitigate and prepare for incidents.

While Columbia County will utilize all resource capabilities available to protect life and property, it is recommended that the citizens of Columbia County develop and maintain their own preparedness kits, including basic life necessities and important personal documentation. For more information on how to accomplish this and other preparedness activities, please contact the Columbia County Emergency Management Office.

The Columbia County Emergency Management Director offers a sincere thank you and congratulations to all who made this possible.

PROMULGATION MEMORANDUM

The 2017 Columbia County Comprehensive Emergency Management Plan (CEMP) is hereby adopted this ___ day of August, 2017, as the official guiding document to provide emergency services in the event of a disaster or major emergency to the governments of Columbia County, the City of Dayton and the Town of Starbuck.

The CEMP is the framework for mitigation, preparedness, response, and recovery activities and is intended to provide a structure for standardizing plans throughout Columbia County to facilitate interoperability between local, state, and federal governments. By coordinating phases of emergency management, the CEMP will help minimize the impacts of disasters and other emergencies within our jurisdictions.

APPROVED:

**COLUMBIA COUNTY
COLUMBIA COUNTY COMMISSIONERS**

Merle Jackson, Commissioner

Mike Talbott, Commissioner

Norm Passmore, Commissioner

ATTEST:

Leanne Peters, Clerk of the Board

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APPROVED:

**CITY OF DAYTON
MAYOR AND CITY COUNCIL**

Craig George, Mayor

Dain Nysoe, Councilmember

Mike Parris, Councilmember

Christine Broughton, Councilmember

Kathy Berg, Councilmember

Byron Kaczmariski, Councilmember

Delphine Bailey, Councilmember

Zac Weatherford, Councilmember

ATTEST:

Trina Cole, City Clerk/Treasurer

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APPROVED:

**TOWN OF STARBUCK
MAYOR AND TOWN COUNCIL**

Denerd Harsted, Mayor

Ruth Shearer, Councilmember

LaDonna Brabant, Councilmember

John Wood, Councilmember

Richard Ells, Councilmember

ATTEST:

Debra Cade, Town Clerk

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APPROVED:

**COLUMBIA COUNTY
EMERGENCY MANAGEMENT
PUBLIC SAFETY COMMUNICATIONS**

Lisa Caldwell, Director

Barbara Phinney, 911 Supervisor

Jennifer Finney, MSAG Coordinator

ATTEST:

Anne Higgins, EM/HLS Specialist

APPROVAL AND IMPLEMENTATION

The Columbia County Commissioners, City of Dayton Mayor, Town of Starbuck Mayor, respective councilmembers and the CEMP planning committee appreciate the cooperation and support of the whole community working collaboratively in planning and coordinating these emergency management activities intended to identify, develop, maintain, and enhance local emergency management capabilities. We would also like to thank all the ESF team leaders and their committee members for their hard work in reviewing and updating the ESF's. Their help and support greatly contributed to the success of this planning process. The following agencies provided personnel or information towards the completion of this CEMP:

USDA Animal Services Division	US Army Corp of Engineers
USDA Forest Service	USDA Natural Resource Service Agency
USDA Farm Service Agency	Bureau of Indian Affairs
Confederated Tribes of Umatilla Indian Res.	WA State Department of Natural Resources
WA State Department of Fish & Wildlife	WA State Department of Transportation
WA State Parks	WA State Patrol
WA State Military Department	Oregon Department of Forestry
Columbia Co. Commissioner's Office	Columbia Co. Emergency Management
Columbia Co. Emergency Medical Services	Columbia Co. Fire District's #1, 2 & 3
Columbia Co. Planning	Columbia Co. Public Health
Columbia Co. Public Works	Columbia County Sheriff
City of Dayton	Town of Starbuck
American Blue Cross – Blue Mtn. Chapter	Blue Mountain Counseling
Columbia Conservation District	Columbia County Health System
Developmental Disabilities Coordinator	Local Resident Volunteers
WA State University Extension Office	

This plan reflects strategy and doctrine for building, sustaining, and delivering core capabilities to prevent, protect against, mitigate, respond to, and recover from all threats and hazards. While each mission area represents a spectrum of activity and is highly interdependent, they are integrated within this plan to ensure interoperability across all mission areas and describe the coordinating structure and alignment of key roles and responsibilities for the whole community during any emergency or natural disaster. This plan demonstrates the ability of numerous stakeholders working together to achieve a common goal.

The CEMP is one of many planning efforts coordinated by the Columbia County Emergency Management Department, a responsibility delegated by the elected officials within Columbia County. Our objective is to provide a format that all communities can follow, promoting interoperability at all levels of mitigation, response and recovery. Any requests for changes or modifications to this plan should be directed to the Columbia County Emergency Management Department, 341 E Main Street, Dayton WA 99328. The coordination of updating efforts are the responsibility of the Columbia County Emergency Management Department however, all changes are approved by the governing bodies of Columbia County, the City of Dayton and the Town of Starbuck prior to public distribution.

RECORD OF CHANGES

Change #	Date Entered	Contents of Change	Initials
1	7/31/2017	Update of Basic Plan, ESF 1-15, and Annex A, B, & C. Complete review and promulgation	ADH

PLAN DISTRIBUTION

JURISDICTION/AGENCY	# OF COPIES
USDA Animal Service Division	1
USDA Army Corp of Engineers	1
USDA Forest Service	1
USDA Natural Resource Service Agency	1
USDA Farm Service Agency	1
Bureau of Indian Affairs	1
Confederated Tribes of Umatilla Indian Reservation	1
WA State Department of Natural Resources	1
WA State Department of Fish & Wildlife	1
WA State Parks	1
WA State Patrol	1
WA State Department of Transportation	1
Oregon Department of Forestry	1
Columbia County Commissioner's Office	1
Columbia County Emergency Management	1
Columbia County Emergency Medical Services	1
Columbia County Fire Districts 1, 2, & 3	1
Columbia County Planning	1
Columbia County Public Health	1
Columbia County Public Works	1
Columbia County Sheriff	1
City of Dayton	1
Town of Starbuck	1
American Blue Cross – Blue Mountain Chapter	1
Blue Mountain Counseling	1
Columbia Conservation District	1
Columbia County Health System	1
Port of Columbia	1
Washington State University Extension Office	1

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PUBLISHED UNDER SEPARATE COVER

- ESF 1 Transportation**
- ESF 2 Communication, Information and Warning Systems**
- ESF 3 Public Works and Engineering**
- ESF 4 Firefighting**
- ESF 5 Emergency Management**
- ESF 6 Mass Care, Emergency Assistance, Housing and Human Services**
- ESF 7 Logistics Management and Resource Support**
- ESF 8 Public Health and Medical Services**
- ESF 9 Search and Rescue**
- ESF 10 Oil and Hazardous Materials Response**
- ESF 11 Agriculture and Natural Resources**
- ESF 12 Energy**
- ESF 13 Public Safety and Security**
- ESF 14 Long-Term Recovery**
- ESF 15 External Affairs**

PUBLISHED UNDER SEPARATE COVER

ANNEX A Evacuation

ANNEX B Emergency Bus Mobilization Plan

ANNEX C Mass Casualty Incidents Protocol

I. INTRODUCTION

Mission

Protect people, property and the environment by increasing the readiness level in Columbia County to mitigate, prepare for, respond to and recover from major emergencies and disasters.

Purpose

Develop and describe a comprehensive program that defines who does what, when, where and how in order to mitigate, prepare for, respond to, and recover from the effects of natural and technological disasters and guide organizational behavior before, during and after such disasters.

Scope

This plan is applicable to all Columbia County organizations, both public and private (where applicable), and considers the emergencies and disasters likely to occur as identified in the *Southeast Washington Multi-Hazard Mitigation Plan*.

- Disaster management activities unique to a given hazard are addressed in separate Standard Operating Procedures.
- This plan provides a foundation for:
 - Establishing mutual understanding among government agencies, businesses, industries, volunteer organizations and the citizens of Columbia County.
 - Efficient and effective utilization of government and private resources.
 - Integration and coordination with the comprehensive emergency management plans and programs of the federal government, state of Washington, emergency management jurisdictions within Columbia County, mutual aid partners and surrounding jurisdictions.
 - The development and maintenance of requisite disaster response capabilities.
 - The identification and application of hazard mitigation strategies.
 - Effectively training and educating private citizens, the business community, volunteer organizations and government employees.
 - Rapidly, effectively and efficiently recover from a disaster.
 - Encouraging government, business, industry and private citizen self-sufficiency.

II. SITUATION

Situation Overview

Emergencies or disasters can occur causing human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship and disruption to county and local government services, as well as other public and private organizations.

Columbia County is subject to numerous natural and technological hazards. Hazard related events or incidents can occur simultaneously or consecutively at any time. Columbia County cities and unincorporated areas can also be affected by hazard related events occurring in other areas of the state, region or county because of their effect on the supply chain and services. This includes induced shortages of critical and essential commodities such as electricity, petroleum products, natural gas, and food stuffs.

A detailed description of all hazards confronting Columbia County is available in the *Southeast Washington Multi-Hazard Mitigation Plan (HMP)*. Potential hazards, though not all-inclusive, are listed in Table 1. The table summarizes the analysis of the HMP and the adjective descriptors represent the hazard probability and the overall risk posed by the hazard during the next 25-year period (25-Year hazard probability/ vulnerability/risk). Vulnerability is the ratio of population, commerce, critical infrastructure and essential services at risk, relative to the entire county.

	Hazards	25-Year Probability	Vulnerability	Risk
NATURAL	Drought	HIGH	MEDIUM	MEDIUM
	Earthquake	LOW	HIGH	HIGH
	Flood	HIGH	MEDIUM	MEDIUM
	Severe Cold	HIGH	MEDIUM	MEDIUM
	Tornado	LOW	LOW	LOW
	Volcano	LOW	MEDIUM	LOW
	Wild Land Fire	HIGH	MEDIUM	MEDIUM
	Winter Storm	HIGH	MEDIUM	MEDIUM
TECHNOLOGICAL	Civil Disturbance	MEDIUM	LOW	LOW
	Critical Shortage	LOW	MEDIUM	LOW
	Dam Failure	MEDIUM	HIGH	MEDIUM
	Epidemic	LOW	HIGH	MEDIUM
	Hazardous Materials	HIGH	MEDIUM	MEDIUM
	Mass Casualty	MEDIUM	MEDIUM	MEDIUM
	Terrorism	HIGH	MEDIUM	MEDIUM
	Urban Fire	LOW	MEDIUM	LOW

Table 1 – HMP Risk Matrix

Planning Assumptions

Columbia County will continue to be exposed to the hazards identified in the HMP.

Implementation of this plan will help reduce disaster-related losses.

Columbia County will implement the provisions of the Revised Code of Washington (RCW) 38.52.110 regarding the utilization of public and private resources when responding to a disaster. The initial response by governmental organizations will focus on actions with the greatest lifesaving potential under the circumstances.

Resources and systems will be overwhelmed, especially during the first few days of a disaster. Accordingly, citizens need to be self-sufficient for at least 72-hours.

In situations not specifically addressed in this plan, Columbia County organizations will carry out their responsibilities to the best of their abilities under the unique circumstances.

III. CONCEPT OF OPERATIONS

General

In accordance with Chapter 38.52 RCW and Title 118 Washington Administrative Code (WAC), Columbia County is responsible for:

- Establishing procedures for continuity of government and operations.
- Establishing an emergency management organization and facility, either independently or in partnership with another local jurisdiction.
- Preparing plans and procedures, including an all-hazard CEMP, and maintaining a comprehensive emergency management program.
- Communicating with the State Emergency Operations Center (SEOC) on the status of activities during or following any emergency or disaster.
- Issuing local emergency declarations and requesting state assistance when appropriate.
- Preserving essential records.

The Director of the Department of Emergency Management, under the supervision of the Columbia County Commissioners, is responsible for managing and coordinating the emergency management activities of Columbia County as prescribed in Chapter 38.52 RCW and Title 118 WAC.

The actions of governmental/private organizations during disasters and emergencies, with responsibilities presented elsewhere in this plan, will generally parallel their normal, day-to-day activities. The initial response to a disaster, or to the threat thereof, will generally be in accordance with the measures outlined in the Emergency Support Functions (ESF) in this comprehensive plan.

Overall direction, control and coordination to support community response to a disaster will be established through the Emergency Coordination Center. The ECC will be staffed at the appropriate level to:

- Coordinate public information and warning.
- Coordinate governmental and emergency activities.
- Support first responders in the acquisition, management and distribution of resources as well as the restoration of services.
- Collect, record, analyze, display and distribute information.
- Conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, private industry and the public.

The Columbia County ECC and/or Emergency Management Director will request assistance from jurisdictions in and around Columbia County through activation of inter-local and mutual aid agreements when a dangerous situation exists which exceeds, or threatens to exceed, the county's ability to respond. Assistance will be requested of the state of Washington when disaster response requirements exceed, or threaten to exceed, the combined capabilities of the county and its mutual aid partners or when the needed capability and/or resource are otherwise unavailable. The Washington State Emergency Operations Officer and/or S EOC will coordinate assistance from state agencies and/or the federal government. Assistance may be requested with or without a local emergency declaration.

Emergency Coordination Center

The Columbia County Emergency Coordination Center (ECC) is normally located at the Columbia County Public Safety Communication Center at the Columbia County Courthouse, 341 E. Main Street, Dayton Washington 99328. An alternate ECC is located at the Columbia County Public Works conference center at 415 Guernsey Ave, Dayton, WA. The Director of Emergency Management may establish a remote or mobile ECC when needed to directly support or respond to an emergency.

The ECC is only activated when it is required to coordinate the county response to any major disaster or emergency situation beyond the capability of local response agencies. Federal, state, county and private organization EOC's shall coordinate their response and recovery activities in support of or within Columbia County through the ECC.

ECC operations are dictated by the size and complexity of an event and generally fall into three levels. These levels may be modified as the situation dictates. The general levels of operation are:

LEVEL I ROUTINE OPERATIONS / LOW IMPACT EMERGENCY
Day-to-day emergencies requiring minimal coordination and assistance. The situation may be such that it can be more efficiently and effectively supported without ECC activation. There is no foreseen need to proclaim a local emergency.
LEVEL II MEDIUM IMPACT DISASTER / EMERGENCY
Any emergency situation requiring more than routine coordination and assistance and, generally, involving multiple agencies or jurisdictions. The ECC will be activated with the Director of Emergency Management or alternate acting as the ECC Supervisor.
LEVEL III HIGH IMPACT DISASTER / EMERGENCY
Any disaster/emergency situation requiring a high degree of coordination, collaboration and support involving state and federal assistance. Level III activation is recommended for complex situations involving several organizations or where there is a high degree of media or public interest. The ECC will be activated with the Director of Emergency Management or alternate acting as the ECC Supervisor. ESF Primary Agencies will also staff positions in the ECC, at the request of the Director of Emergency Management, as the situation dictates and specialized support is required of the county.

The Columbia County ECC is organized using the Incident Command System as a model and includes following functional positions:

- ECC Supervisor: Coordinates the overall operation of the ECC and the communication flow.
- Organization/State Liaison: Responsible to ensure appropriate level of representation within the ECC, information flow and coordination.
- Public Information Officer: Responsible for coordinating the external flow of information to the public and media.
- Operations Coordinator: Responsible for coordinating support to individual incident commanders in the field. The coordinator is generally a representative of the principal first response agency having overall incident management responsibility.
- Logistics Coordinator: Responsible for resource management and responding to resource requests from the field.
- Planning Coordinator: Responsible for situational analysis and anticipating future resource needs for response or recovery. Also, authors the Columbia County ECC Situation Report.
- Finance Coordinator: Responsible for record keeping and sourcing financial support for response and recovery operations.

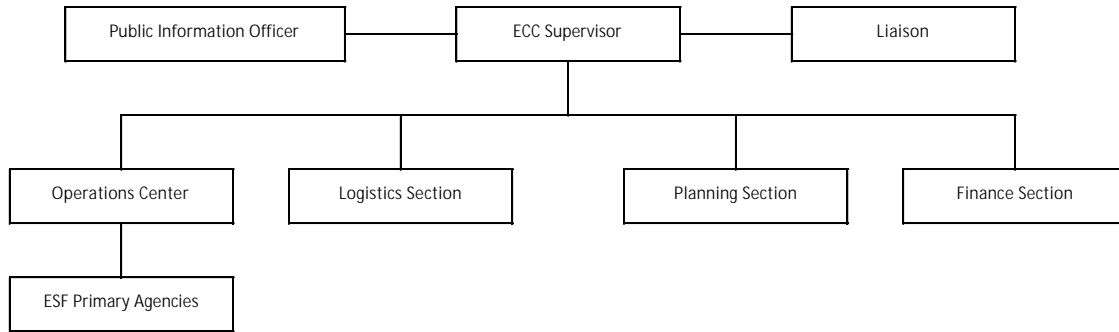


Figure 1 – Columbia County ECC Organization Chart

Direction and Control

The Columbia Board of County Commissioners and/or Mayor/City Council have overall responsibility for emergency management programs and activities in their respective jurisdictions. This responsibility is delegated to the Director, Columbia County Department of Emergency Management in accordance with RCW 38.52.070, subject to their direction and control. Operational direction and control of response and recovery activities is conducted by on-scene incident commanders who report to elected officials and request resources through the ECC.

Emergency Declaration Process

A local emergency may be declared by the Columbia Board of County Commissioners after a determination is made that an emergency has occurred or is imminent. A declaration of emergency may be verbal (with such declaration to be subsequently set forth in writing), or in writing and shall specify the geographical area covered by the declaration. Such area, event description and event duration shall be no longer than necessary to effectively respond to the emergency.

First responders, when assessing the situation determine the incident requires an emergency declaration. The Emergency Management Director coordinates with surrounding jurisdictions to determine who may be impacted by the emergency and with nearby jurisdictions to provide situational awareness. The elected officials of the impacted jurisdictions provide signatory authority for the Emergency Declaration and the Emergency Manager escalates the order to the SEOC. In the event, the declaration begins at the State level from the Governor; the process is the same only in reverse order.

Mitigation Activities

Mitigation is an action to reduce or eliminate long-term risk to people, property, the environment and the economy from natural and technological hazards. The *Southeast Washington Multi-Hazard Mitigation Plan* provides policy guidance for hazard mitigation in Columbia County. The plan identifies hazard mitigation goals, objectives, actions and initiatives for Columbia

County government that will reduce injury and damage from natural hazards. The goal of the mitigation plan is to maximize the disaster resistance of Columbia County citizens, communities, businesses and government through all-hazard planning and budgeting. The plan shows how to identify, develop, implement and evaluate strategies to reduce statewide vulnerability to natural hazards.

The Columbia County Department of Emergency Management will include mitigation in its disaster training program for individuals, families, neighborhoods, civic organizations, businesses and government organizations. The Department of Emergency Management will assist other governmental organizations in identifying ways to consider disaster mitigation in their public programs and be a mitigation informational resource for the public.

Columbia County organizations, where feasible, will incorporate disaster mitigation strategies in projects such as growth management and regional transportation, flood control, zoning ordinance revision and building code revision.

Preparedness Activities

Columbia County organizations should develop operational capabilities that facilitate response in the event of a disaster or emergency. At a minimum, county organizations should consider the following preparedness activities:

- Conduct resource capabilities and needs assessment for disaster scenarios considering personnel, equipment, facilities, critical business functions and operations and materials for life and family protection safety.
- Develop and maintain a current resource inventory.
- Establish a method for resource coordination and integration among responding organizations, departments and individuals.
- Determine the need for mutual aid and memorandums of agreement, establish written agreements and reference or include these agreements in the organization's or department's internal emergency management program.
- Develop procedures to document and report emergency or disaster-related expenditures to qualify for insurance, state or federal reimbursement.

The Columbia County Department of Emergency Management will carry out the following preparedness activities:

- Develop and maintain a Comprehensive Hazard Mitigation Plan. This plan also serves as the county Hazard Identification and Vulnerability Analysis.
- Develop and maintain the Comprehensive Emergency Management Plan.
- Develop and maintain an effective disaster exercise program in collaboration with Homeland Security Region 9.
- Negotiate mutual aid and inter-local agreements. Ensure Mutual Aid Agreements include language of how legal questions will be resolved as a result of preparedness, response,

recovery activities. Also, language regarding liability protection available to incident responders.

- Maintain a resource list.
- Manage a volunteer program.
- Identify, coordinate and train staff for the Columbia County Emergency Coordination Center.
- Develop an effective public information and media liaison program.
- Develop and deliver disaster preparedness training programs.

Response Activities

Columbia County organizations and departments should establish response strategies and actions to be taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and to enhance the effectiveness of disaster recovery and business resumption. Specific organization and/or departmental ESF response activities are listed in the various ESFs supporting this plan.

Columbia County organizations and departments should, at the minimum, establish the following response activities:

- Implement notification and activation procedures for:
 - Processing emergency calls or information.
 - Activation of emergency operations procedures.
 - Notification of personnel who have response duties.
 - Mobilization or demobilization of services.
 - Continuity of government and continuity of operations.
- Implement communications procedures, including data and voice, in support of emergency operations.
- Activate procedures to disseminate and respond to requests for disaster information involving the organization/department, employees, responders, the public, and the media.
- Implement procedures to authorize, initiate and accomplish evacuation or sheltering in place.
- Personnel Identification and Accountability
 - Control access to the area affected by the emergency or disaster.
 - Identify personnel engaged in activities at the incident.
 - Account for personnel engaged in incident activities.
- Implement procedures for providing or requesting mass care for personnel or populations affected by the emergency or disaster.

- Activate procedures to provide for mental health and physical wellbeing of individuals affected by the emergency or disaster.
- Implement procedures to recover, identify and safeguard human remains.
- Implement procedures for maintaining the continuity of response activities while initiating and conducting recovery activities.
- Conduct and manage ESF primary and supporting agency responsibilities as reflected in this plan.
- Activate procedures to track and manage personnel time and expenditures related to the event.

The Columbia County Department of Emergency Management will upon notification of a hazardous event or the threat thereof evaluate the situation and, if warranted, recommend activation of the ECC at the appropriate level. The ECC may also be activated at the request of another jurisdiction to assist them with resource management and coordination.

When activated, the ECC supervisor and ECC staff will implement the necessary portions of the Comprehensive Emergency Management Plan and coordinate ECC activities. Disaster response activities may include:

- Assessing the situation.
- Issuing appropriate warnings to inform the public.
- Preparing an emergency proclamation.
- Recommending evacuation.
- Opening Shelters.
- Keeping records.
- Managing volunteer resources.
- Generating and distributing reports.

The Department of Emergency Management will coordinate the collection of damage assessment information for both public and uninsured private losses from all local jurisdictions and public entities. This information will be forwarded to Washington State Emergency Management Division.

Recovery Activities

Columbia County organizations and departments should establish disaster recovery and business resumption strategies and activities to return vital systems to no less than minimum operating standards with additional long-term activities designed to return life and business operations to normal or improved levels. Columbia County organizations and departments should conduct a business impact analysis in order to establish short and long-term recovery goals and objectives. These goals and objectives should recognize but not be limited by the following considerations:

- Health and safety of employees and clients.
- Continuity of operations and services.
- Environmental impact of disaster.
- Economic impact.
- Regulatory and contractual requirements.
- Good will.

Short-term recovery goals should allow for:

- Identifying essential records, vital systems and operations.
- Establishing priorities for reinstatement of systems and operations.
- Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
- Identifying minimum resources needed to recover business operations.

Long-term recovery goals should consider:

- Strategic planning, to include, budgeting for structural and nonstructural repairs and mitigation.
- Management and coordination of recovery activities.
- Managing fiscal operations and recovery funding, to include capturing costs for reimbursement.
- Management of volunteer, contractual, mutual aid and agency resources.
- Development and implementation of mitigation goals and activities.

Columbia County organizations and departments should identify recovery tasks and responsibilities to achieve short and long-term goals and objectives. State agencies should at minimum include the following recovery tasks and responsibilities in their internal emergency management program:

- Organization and staffing for continuity of government.
- Essential records maintenance.
- Resource procurement.
- Restoration of utility services.
- Damage assessment documentation and record keeping.
- Operation of business with either limited or no utility services in place.
- Organization, department, local jurisdiction, state and community resource coordination.

- Debris and waste removal.
- Restoration and salvage.
- Personnel reunification.
- Identification of recovery resources.
- Identification of recovery funding sources.

Columbia County organizations and departments should conduct a post-disaster situation analysis, and an after-action report to review and determine the effectiveness of established operating procedures, assigned tasks and responsibilities.

The city/county may form ad hoc partnerships with other jurisdictions, federal/state agencies and/or the private sector to advise upon and assist in the development of recovery plans.

The ECC will coordinate the restoration of services, the disposition of debris and waste, and the provision of long-term shelter and feeding. Long-term recovery activities will be accomplished by the responsible organizations after the ECC is deactivated.

A Disaster Recovery Team will be formed to coordinate recovery activities.

The Department of Emergency Management will coordinate cost recovery documentation with representatives of the cities, county and other involved agencies.

IV. ORGANIZATION/ASSIGNMENT OF RESPONSIBILITIES

Local Government

Assessor

- Support Agency for ESF 5 and 14.
- Evaluate property either damaged or destroyed during a disaster.
- Provide information regarding property ownership and value.

Auditor

- Support Agency for ESF 7 and 14.
- Compile costs associated with disaster response and recovery related labor, equipment, material and services for post-disaster reporting purposes.
- Coordinate post-disaster activities with County Treasurer and Assessor.

Board of County Commissioners

- Provide overall direction and control to emergency management activities.
- Proclaim a state of emergency and request state assistance, when necessary.
- Provide a liaison with local, state, and federal elected officials.
- Be readily available to constituents to address non-routine problems during disaster response and recovery operations.

Communications (Public Safety Communications Answering Points)

- Joint Primary Agency for ESF 2 and 5. Support Agency for ESF 1, 3, 4, and 9.
- Forward disaster related emergency information and requests to the ECC.
- Dispatch resources as requested by the ECC or incident commander(s).

Coroner

- Support Agency for ESF 8.
- Collect and identify deceased victims.
- Coordinate decedent-related services with organizations such as funeral homes, hospitals and appropriate state and federal authorities.

County Emergency Management Advisory Council/Local Emergency Planning Committee (LEPC)

- Joint Primary Agency for ESF 10.
- Form a local planning team and designating a team leader.

- Evaluate the resources needed to develop, implement and exercise the LEPC Hazardous Materials Emergency Response Plan.
- Identify existing emergency response equipment and personnel.
- Conduct a needs assessment of emergency response equipment, personnel and capabilities available locally and through mutual aid partners.
- Provide oversight for preparation of the Hazardous Materials Emergency Response Plan by the local planning team.
- Establish procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312) EPCRA. Such procedures shall include designation of an official to serve as the committee coordinator for all information requests.
- Provide a network of emergency management resources.
- Assist in prioritizing response efforts.
- Assist in identifying and sourcing needed capabilities and resources.
- Test and evaluate response and recovery procedures.
- Update and revise the Comprehensive Emergency Management Plan.

Department of Emergency Management

- Primary Agency for ESFs 6, 7, and 14.
- Joint Primary Agency for ESFs 2, 5, 10, 11 and 15.
- Support Agency for ESFs 1, 3, 4, 8, 9, 12 and 13.
- Coordinate all phases of emergency management.
- Maintain the Comprehensive Emergency Management Plan.
- Coordinate support and activities of local, state, federal, private and volunteer organizations.
- Prepare emergency declarations for the Board of County Commissioners.
- Register emergency workers.
- Provide SAR volunteer management.
- Assist with resource management.
- Coordinate volunteer resources.
- Maintain a primary ECC facility and capability.
- Register individuals and organizations offering assistance to disaster victims.
- Coordinate the referral of volunteer assistance to disaster victims.

Fire District Emergency Medical Services (EMS) Department

- Support Agency for ESF 1, 4, 5, 6, 8, 9, 10, 11, 13 and 14.
- Provide patient transportation.
- Provide primary ambulance services and coordinate private ambulance and private EMS services if available.

Fire Districts and Departments

- Primary Agency for ESF 4. Support Agency for ESF 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14.
- Provide and coordinate fire suppression and control.
- Conduct fire prevention inspections and activities.
- Provide and coordinate emergency response activities such as pumping, sandbagging, evacuation and limited property protection and resource permitting.
- Coordinate mass casualty response.
- Provide emergency medical services.
- Coordination with appropriate outside, mutual aid partners and agencies.
- Assist in damage assessment activities.
- Coordinate and support hazardous material response operations and activities.
- Provide warning support.
- Provide communications support.

Health Department

- Primary Agency for ESF 8. Joint Primary Agency for ESF 11. Support Agency for ESFs 3, 6, 10, and 14.
- Identify health hazards.
- Monitor communicable diseases.
- Monitor and inspect food and water supplies.
- Provide public health education and information.
- Coordinate with local area and regional hospitals.
- Act as a resource for hazardous material identification, cleanup and disposal.

Columbia County Sheriff's Office (CCSO)

- Primary Agency for ESFs 9 and 13. Support Agency for ESFs 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14 and 15.

- Provide security for the ECC, local Points of Distribution and disaster relief convoys, upon request.
- Provide traffic control.
- Provide crowd control (SAR).
- Coordinate and conduct Urban Search and Rescue (SAR) operations.
- Control restricted areas.
- Protect vital resources and critical infrastructure.
- Conduct evacuation operations, as necessary.
- Provide support to public alert and warning operations.
- Provide support to damage assessment activities.
- Act as liaison to and primary coordinating agency with regional, state and federal law enforcement agencies.

Columbia County Port Authority

- Support Agency for ESF 1 and 15.

Prosecuting Attorney/City Attorney

- Support Agency for ESF 14.
- Provide legal advice.
- Review emergency agreements, contracts, declarations and disaster related documents.

Public School Districts

- Support Agency for ESFs 6 and 14.
- Develop district building, hazard mitigation and emergency response plans in accordance with state and district policy.
- Collaborate on agreements with the American Red Cross and other community groups for use of facilities as public shelters during disasters and emergencies.
- Provide buses for emergency transportation and evacuation operations, as needed.
- Provide school situation reports to the ECC.
- Provide damage assessment reports to the ECC the from field observations of bus drivers and district personnel.

Public Transit Authority

- Support Agency for ESF 1, 6, 7, and 11.
- Provide liaison and resources through ECC for evacuation and related operations.

Public Utilities

- Joint Primary Agency for ESF 12. Support Agency for ESFs 3 and 14.
- Provide advice on gas shortage and distribution, shortage impact predictions, and service restoration.
- Provide advice on power outage and distribution, outage impact predictions and service restoration.
- Provide advice on water system disruption and distribution.
- Provide advice on water service disruption, potential impacts and restoration.
- Provide advice on wastewater system disruption and distribution.
- Provide advice on wastewater service disruption, potential impacts and service restoration.
- Maintain a line-of-communication with the ECC.
- Provide support to the ECC, as requested.

Public Works Departments

- Primary Agency for ESF 1 and 3. Support agency for ESFs 7, 10, 11, 12, 13 and 14.
- Provide road and bridge repair.
- Provide emergency and evacuation routing recommendations in coordination with local law enforcement and/or fire service organizations, districts and departments.
- Provide fuel storage and emergency provisions for first responders.
- Provide, maintain and repair equipment, as needed.
- Provide sand and gravel.
- Assess damage to county and city roads and bridges following a disaster.
- Provide traffic control support.
- Provide debris clearance.
- Coordinate with other political jurisdictions and private contractors/suppliers for needed capabilities and equipment.
- Review and develop standards and recommend changes, as appropriate.
- Review the city/county flood plain management program and recommend changes, as appropriate.
- Provide Geographical Information System (GIS) support such as mapping and charting service during response and recovery operations and activities.
- Provide debris and garbage disposal operations.
- Resolve storm and surface water issues.

- Coordinate use of parks and the county fairgrounds for sheltering and staging area operations.

Treasurer

- Support Agency for ESF 14.
- Research and coordinate emergency funding for response and recovery operations.

State Agencies

Washington State University Extension Office

- Joint Primary Agency for ESF 11. Support Agency for ESFs 5, 6, and 14.
- Assists in coordinating disaster care and sheltering for animals.

Washington State Patrol, including Fire Marshal's Office

- Joint Primary Agency for ESF 10. Support Agency for ESFs 4, 11 and 13.
- Assist in coordinating state fire mobilization

Washington Department of Natural Resources (DNR)

- Support Agency for ESF 4, 5 and 11.

Department of Fish and Wildlife

- Support Agency for ESF 11 and 13.
- Respond to ECC on request.

Department of Social and Health Services (Walla Walla)

- Support Agency for ESFs 6 and 11. Provide assistance and coordination disaster care for special needs individuals.
- Respond to ECC on request.

Department of Transportation (WSDOT)

- Joint Primary Agency for ESF 1. Support Agency for ESF 3 and 9.

Department of Health (DOH)

- Support Agency for ESF 5, 8 and 11.

Department of Ecology (DOE)

- Support Agency for ESF 3, 5, 11 and 12.

Federal Government

Environmental Protection Agency

- Support Agency for ESF 3, 6, 11 and 12.

FEMA

- Support state and local efforts during major disasters when these capabilities have been exceeded.
- Develop national strategies and provide guidance and public education to encourage an All-Hazards risk approach and whole community effort towards preparation, mitigation, response, and recovery activities.

US Department of Agriculture

- Support Agency for ESFs 3, 4, 11 and 13.
- Through departments within the organization provide guidance and support in specific areas (e.g. Animal Science Division, Natural Resource Conservation Services, Forest Service)

US Army Corp of Engineers

- Joint Primary Agency for ESF 12. Support agency for ESF 3 depending on nature of the energy disaster.
- Provide assistance and coordination during emergencies and major disasters care for special needs individuals.

Private Sector

General

- Support the *National Response Framework*, *Washington State CEMP* and *Columbia County CEMP* by:
 - Sharing information with the government.
 - Identifying risks.
 - Performing vulnerability assessments.
 - Developing emergency response and business continuity plans.
 - Enhancing overall readiness.
 - Implementing appropriate prevention and protection programs.
 - Donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an emergency or disaster.
- Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring and responding to an incident once it occurs.
- Serve as an active partner with local and regional emergency preparedness, response and recovery organizations and participate in related activities.
- Develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

Health Care Facilities

- Support Agency for ESFs 4, 5, 6, 8 and 10.
- Provide care for mass casualty victims.
- Coordinate services and activities with American Red Cross during response and recovery operations.
- Provide medical services at mass care and medical shelters, as needed.

Private Utilities

- Joint Primary for ESF 12. Support Agency for ESFs 3 and 14 depending on the nature of the incident.
- Provide advice on gas shortage and distribution, shortage impact predictions, and service restoration.
- Provide advice on power outage and distribution, outage impact predictions and service restoration.
- Maintain a line-of-communication with the ECC.
- Provide support to the ECC, as requested.

Nongovernmental (NGO) and Voluntary Organizations

American Red Cross

- Support Agency for ESFs 3, 4, 6, 7, 8, 9, 10, 11, 13 and 14.
- Coordinates shelter operations including the provisions of first aid and the feeding of shelter residents.
- Coordinates the feeding of emergency workers in the field.
- Coordinates residential damage assessment.

Chamber of Commerce and the Business Community

- Support Agency for ESFs 7 and 14.
- Provide representation to the Disaster Recovery Team, when requested.

Blue Mountain Counseling

- Support Agency for ESFs 6, 8 and 14.
- Respond to humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations or individuals for assistance.
- Provide assistance and coordination of disaster care for special needs individuals.

Voluntary Organizations

- Support Agency for ESFs 6, 7, 8, 11 and 14.
- Coordinate humanitarian services to disaster victims, including the provision of shelter, food and clothing, crisis counseling, spiritual support and other individual and family assistance.
- Coordinate the referral of volunteer labor and services to disaster victims.
- Coordinate the management of donated goods including receipt, sorting, storage, distribution and disposal.
- Coordinate assistance to the business community.
- Coordinate disaster care and sheltering of animals.

Individuals

- Responsible for the safety and welfare of themselves and their family.
- Should prepare themselves and their family for disasters and emergencies within the community by:
 - Establishing and maintaining a family *Disaster Preparedness Plan*.
 - Creating an emergency supply kit for their home and workplace.
 - Be prepared to sustain themselves and their family for a minimum of three days (72 hours).
- Actively participate in local emergency preparedness and response organizations and activities.

V. DIRECTION, CONTROL & COORDINATION

Purpose

Provide for the effective direction, control and coordination of emergency management activities undertaken in accordance with the *Columbia County Comprehensive Emergency Management Plan* (CEMP). Ensure continued operation and continuity of local government and their functions during and after emergencies or disasters. Ensure the preservation of public and private records essential to the continued operations of government and the private sector.

Direction & Control

Direction and control of emergency management is the responsibility of the Columbia County Commissioners, the local mayors and executive heads of political subdivisions of the county. These officials may delegate operational functions to the local emergency management director or selected county/city emergency response personnel. The Columbia County Commissioners usually delegate to the Emergency Management Director, the responsibility for direction and control when proclaiming a disaster or emergency. The Emergency Management Director carries out these responsibilities in cooperation and collaboration with county agencies, local jurisdictions, volunteer organizations and the private sector. Figure 2, Emergency Management Operational Structure, depicts the control and coordination channels used during disasters and emergencies in Columbia County.

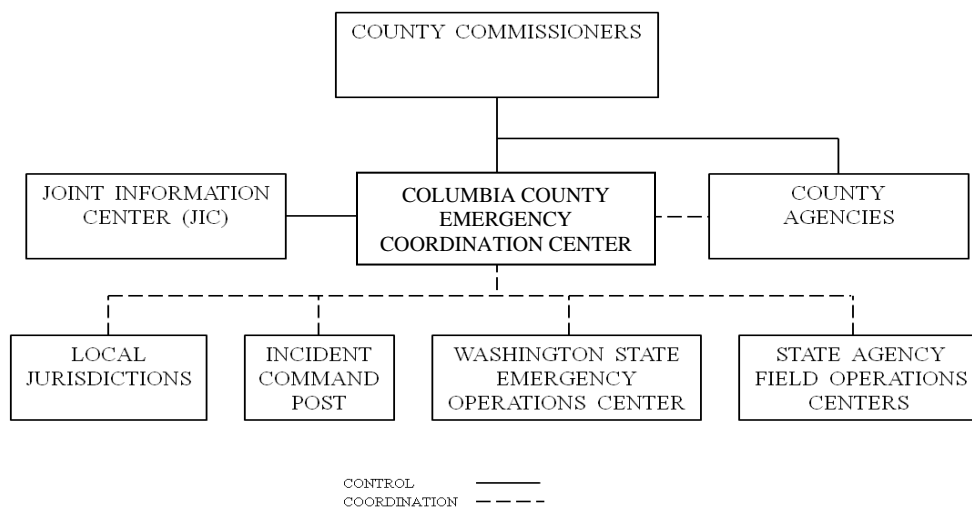


Figure 2 - Emergency Management Operational Structure

The County Commissioners or designees, directors of selected county agencies or their designees and other key individuals may operate during disasters and emergencies from the primary county Emergency Coordination Center (ECC), a designated alternate county ECC or other site designated by the County Commissioners.

Direction and control can be conducted using the existing emergency management communications systems or communications specifically established for disaster or emergency

operations. See Emergency Support Function (ESF) 2 - Communication, Information and Warning Systems.

A second level of direction and control is vested with the Incident Commander. Some incidents may require a collaborative approach that includes personnel from:

- Multiple jurisdictions;
- A combination of specialties or disciplines;
- Several levels of government;
- Nongovernmental organizations, and
- The private sector.

The National Incident Management System (NIMS) provides a foundation needed to ensure that we can work together when the emergency or incident requires it. NIMS, integrates best practices into a comprehensive, standardized framework that is flexible enough to be applicable across the full spectrum of potential incidents, regardless of cause, size, location, or complexity. Columbia County has adopted NIMS and utilizes it in its incident management program and activities.

Understanding command and coordination are essential to ensuring a successful response. The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept which allows its users to adopt an integrated organizational structure that matches the complexities and demands of incidents. It permits integration of responders from all jurisdictions and can be modified for incidents of any type, size, and complexity.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander is designated with overall incident management responsibility by the appropriate jurisdictional authority. The designated Incident Commander develops the incident objectives that direct all subsequent incident action planning. The Incident Commander approves the Incident Action Plan (IAP) and the resources to be ordered or released. The Incident Commander is the only position that is always staffed in ICS applications. On small incidents and events, the Incident Commander, may accomplish all management functions from the Incident Command Post noted in Figure 2 above.

Coordination

The purpose of an Emergency Coordination Center (ECC) is to establish a central location where government at any level can provide interagency coordination and execute decision making to support incident response.

Incidents are best managed at the lowest level possible:

- Geographically;
- Organizationally; and/or
- Jurisdictionally.

Local ECCs provides resource coordination and support to the on-scene Incident Command. When local resources are exceeded, State EOCs may provide additional expertise, resources, and support.

When State resources are exceeded, State EOCs may request additional resource support and coordination assistance from other States or from the Federal Government.

In the event of a major disaster or multiple-alarm emergency, local resources may be exceeded. In these instances, mutual aid agreements would be accessed to obtain necessary resources from other local external sources and surrounding jurisdictions. Mutual aid agreements codify an understanding among two or more entities to provide support in a given context. In small scale events, mutual aid will cover resource shortfalls that may impact the County. This plan assumes some parties to agreements will themselves be affected and unable to provide resources. Various kinds and types of resources will be requested through the Master Mutual Aid Agreement (MMAA).

All requests for State and Federal resources that are not otherwise covered under mutual aid agreements must be made to the Emergency Coordination Center (ECC) where they will be evaluated and escalated to the State Emergency Operations Center (EOC) if deemed necessary.

A Mutual Aid Agreement (MMA) is a written mechanism for parties involved to request emergency assistance for specific resources during a disaster. One benefit of MAAs is that costs associated with mutual aid agreements can be reimbursed by FEMA, through the Robert T. Stafford Disaster and Relief Act, if certain conditions and criteria are met. Examples of MAAs that the County falls under are the Master Mutual Aid Agreement accessed through Columbia County EMD, WA State Intrastate Mutual Aid Agreement and the WA intrastate Mutual Aid System (WAMAS, RCW Chapter 38.56), Emergency Management Assistance Compact (State to State) and Pacific Northwest Emergency Management Arrangement (PNEMA – WA, OR, ID, AK, BC and Yukon). These MAA's and Mutual Aid Systems can be accessed at the local level and through escalation to the State EOC utilizing Washington ICS 213 Resource Request form.

State law requires that all requests for inter-jurisdictional assistance follow a process that starts at the local ECC. If the ECC is unable to locate resources locally, the ECC will access agreements with partner jurisdictions in an attempt to locate resources needed for the specific incident that exceed local capabilities.

Responsibilities

General

All Columbia County governmental organizations have disaster management responsibilities in addition to their routine, day-to-day duties. Those responsibilities are outlined in Section III Responsibilities as well as in the Emergency Support Functions. In the event special needs are identified, additional responsibilities may be assigned to any Columbia County governmental or other organizations, whether listed herein or not.

Emergency Management Policy Review Process

In Columbia County, the entities listed below review and recommend the adoption of mutual aid agreements, contracts and resolutions such as a Declaration of Emergency, rules and regulations which are at times necessary during emergency responses. The listed entities shall do all things herein provided and/or reasonably necessary to accomplish this emergency management function.

- Town of Starbuck Mayor and Councilmembers
- City of Dayton Mayor and Councilmembers
- County Board of Commissioners

A policy group is important and typically comprised of the Chief Elected Official(s), or designee, and immediate staff. The policy group's responsibility focuses on the overall strategy for the response (beyond the strategy developed by the Incident Commander at the scene), the overall response priorities, and policy setting. Decisions made by the policy group are implemented by others.

Ensuring that all personnel have the authority to perform the tasks assigned is of paramount importance. All agencies activated for ECC operations need orders of succession in place. These take effect when government or agency leaders are incapacitated or unavailable in an emergency requiring ECC activation. Orders of succession should be sufficiently in depth to ensure an agency can continue managing and directing its operations while remaining viable during an emergency.

VI. INFORMATION COLLECTION, ANALYSIS & DISSEMINATION

Before, during and after an emergency, a well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision making. Accordingly, the County has designated a process to collect, analyze and disseminate information to both internal and external response partners as well as the public.

Information Collection. Information will be collected from a variety of sources. Per ICS, the Planning Section at each operational location will be charged with collecting information however, in smaller events the Incident Commander, Columbia County Public Safety Communication Center and/or Emergency Management Department may assume the information collection responsibilities. The following list includes but is not limited to potential sources of operational information:

- The Washington State Fusion Center (WSFC) provides situational awareness and/or action reports to the Columbia County Emergency Management Department. These reports are available initially through a temporary link and are also posted to the Homeland Security Information Network (HSIN) which can be accessed with the appropriate authority and log in capabilities.
- ICS Command and General staff;

- On scene responders, ICS 214 Activity Logs and victims of the emergency or the general public;
- Public agencies and non-governmental organization partners;
- Subject matter experts such as the National Weather Service; and
- Social media, television, radio and print media.

Analyze Information. After the information has been collected, it must be analyzed to determine its operational relevance. Emergency management personnel (or Planning Section personnel, if the ECC is activated) will analyze information that is received and prepare situational awareness reports for leadership.

Dissemination of Information. Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages intended for responders and partners, while public messaging refers to information that is intended for public dissemination.

Public information representatives in the Joint Information Center (JIC) or ECC, if activated, will assist in conveying information as necessary to the Policy Group, which includes representatives of the news media. Additionally, the Planning Section will maintain and update an Incident Action Plan (IAP), which will contain critical information and intelligence updates for responders and partners.

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency of information and the intended audience. Providing language translation and other services to ensure appropriate and timely information reaches those in the affected areas with special needs. Some methods of public information dissemination include:

- Press releases;
- Press conferences;
- Website updates;
- Print, radio, or television announcements;
- Mass Notifications;
- Social media updates

To ensure one consistent and accurate voice, all public information releases will be coordinated through the Public Information Officer (PIO) or designated official. In the event the primary method of dissemination is unavailable, mutual aid agreements will be activated to provide this service. The Liaison provides coordinated two-way communication link with key program areas and other entities involved in the response and recovery operation (e.g. elected officials, community leaders, VIPs, and other governmental and non-governmental support agencies).

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources including television, radio, print, and especially social media. Accordingly, the general procedures are to verify the accuracy of

the information collected to ensure that information is consistent and accurate. Also, striving toward accessibility to all affected by the incident by consulting with:

- ECC sources and technical specialists;
- Other PIOs. Compare notes, especially with lead PIO and PIOs who are liaisons to the various assistance programs or response/recovery partners.

Verify that the public and officials are getting accurate and complete information through the media in a timely manner. Inaccuracies and rumors that affect health and safety should be addressed immediately with the media (or other source) and correct information distributed through the media or other means.

VII. COMMUNICATIONS

It is important to communicate effectively in order to help the community through the incident. Methods of communicating with the public may include the use of Emergency Alert System (EAS), Web sites, hotlines, amateur radio, and other alerting messaging systems. The communication framework for delivering support to Incident Command, responders, partner agencies, regional and the federal disaster networks is vitally critical to saving lives and safeguarding property and critical infrastructure.

The detailed communications plan is described in Emergency Support Function (ESF) 2 later within this document.

VIII. ADMINISTRATION, FINANCE AND LOGISTICS

General staff is identified to ensure emergency activities are conducted and resources coordinated with the broad spectrum of disaster management participants. The general staff will be available and be prepared to respond to the ECC during Level I and II activations. Identified and/or requested general staff members will report to the ECC and be prepared for 24-hour operations during Level III activation. ECC activation, activation levels and changes thereto will be disseminated to all applicable Columbia County governmental and private organizations as well as the Washington State EOC Alert and Warning Center. The ECC general staff may include:

- **Operations Section.** The operations section chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides all the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources and is influenced by span of control.

The major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations;
- Manage tactical operations;
- Develop the operations portion of the IAP;
- Supervise execution of operations portions of the IAP;
- Request additional resources to support tactical operations;
- Approve release of resources from active operational assignments;

- Make or approve expedient changes to the IAP; and
 - Maintain close contact with the Incident Commander, subordinate operations personnel, and other agencies involved with the incident.
- **Planning Section.** The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section chief, the planning section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of an IAP, in formal briefings, or through map and status board displays.

Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data;
 - Supervise preparation of the IAP;
 - Provide input to the IC and Operations in preparing the IAP;
 - Incorporate traffic, medical, and communications plans and other supporting materials into the IAP;
 - Conduct and facilitate planning meetings;
 - Reassign personnel within the ICS organization;
 - Compile and display incident status information;
 - Establish information requirements and reporting schedules for units (e.g. resource units);
 - Determine need for resources;
 - Assemble and disassemble task forces and strike teams not assigned to operations;
 - Establish specialized data collection systems as necessary;
 - Assemble information on alternative strategies;
 - Provide periodic predictions on incident potential based on the facts at hand;
 - Report significant changes in incident status; and
 - Oversee the demobilization plan.
- **Logistics Section.** The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The logistics section is responsible for providing the following:

- Facilities;
- Transportation;
- Communications;
- Supplies;
- Equipment maintenance and fueling;
- Food services;
- Medical services;
- All off-incident resources

Major responsibilities of the Logistics Section Chief are to:

- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources;

- Manage all incident logistics;
 - Provide logistical input to the IAP;
 - Brief Logistics Staff as needed;
 - Identify anticipated and known incident and support requirements;
 - Request additional resources as needed;
 - Ensure and oversee the development of the communications, medical, and traffic plans as required; and
 - Oversee demobilization of the Logistics Section and associated resources.
- **Finance Section.** The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration section. Only when the involved agencies have a specific need for finance services, will the section be activated.

Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident;
- Provide financial and cost analysis information as requested;
- Ensure compensation and claims functions are being addressed relative to the incident;
- Gather pertinent information from briefings with responsible agencies;
- Develop an operating plan for the finance/administration section and fill section supply and support needs;
- Determine the need to set up and operate an incident commissary;
- Meet with assisting and cooperating agency representatives as needed;
- Maintain daily contact with agency(s) headquarters on finance matters;
- Ensure that personnel time records are completed accurately and transmitted to home agencies;
- Ensure that all obligation documents initiated at the incident are properly prepared and completed;
- Brief agency administrative personnel on all incident-related financial issues needing attention and follow-up; and
- Provide input to the IAP

In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual authority, responsibility or accountability.

Multiagency coordination systems (MACS) provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. The ECC is a commonly used element assisting multiple agency and organizations responding to an incident.

An effective ECC helps establish a common operating picture, facilitates long-term operations, and improves continuity.

IX. PLAN DEVELOPMENT & MAINTENANCE

General

The *CEMP Basic Plan* will be revised at a minimum of every four years from the date of last publication. Emergency Support Functions (ESF) and any applicable annexes or appendices will also be revised on a staggered four-year cycle.

The Emergency Management Department (EMD) is responsible for coordinating revisions and updates of the CEMP and its components. The CEMP is updated according to the instruction above or in response to a major revision of the Washington State CEMP and/or the National Response Framework or upon direction from the County Board of Commissioners.

Notwithstanding the regular update schedule, EMD will review the CEMP on an annual basis and collate suggested updates from other sources such as local, state and federal agencies.

CEMP sections are scheduled for rewrite, completion or update in the following years.

Section	2017	2018	2019	2020	2021
BASIC PLAN	X				X
ESF 1	X	X			
ESF 2	X		X		
ESF 3	X			X	
ESF 4	X				X
ESF 5	X	X			
ESF 6	X		X		
ESF 7	X			X	
ESF 8	X				X
ESF 9	X	X			
ESF 10	X		X		
ESF 11	X			X	
ESF 12	X				X
ESF 13	X	X			
ESF 14	X		X		
ESF 15	X			X	
ANNEX A	X				X
ANNEX B	X	X			
ANNEX C	X		X		

Table 2 – Plan Maintenance Schedule (2017-2021)

X. AUTHORITIES & REFERENCES

Authorities

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

Columbia County Resolution

- Resolution Number 1144, May 15, 1972, Emergency Services

City of Dayton Municipal Code

- Title 1, General Provisions; Section 1.03.030, Emergency ordinances
- Title 2, Administration and Personnel; Section 2.60.010, Emergency medical services – Established
- Title 9, Fire; Chapter 9.24, Disaster Plan

Town of Starbuck Municipal Code

- Title 1, General Provisions; Section 1.03.030, Emergency ordinances

Revised Codes of Washington (RCW) and Washington Administrative Codes (WAC)

- Chapter 09.73. RCW, Privacy, Violating Right of
- Chapter 38.08 RCW, Powers and Duties of Governor
- Chapter 38.12 RCW, Militia Officers and Advisory Council
- Chapter 38.52 RCW, Emergency Management
- Chapter 43.06 RCW, Governor
- Chapter 43.105 RCW, Department of Information Services
- Chapter 70.102 RCW, Hazardous Substance Information
- Chapter 70.105 RCW, Hazardous Waste Management
- Chapter 70.136 RCW, Hazardous Materials Incidents
- Chapter 80.01 RCW, Utilities and Transportation Commission
- Chapter 80.36 RCW, Telecommunications
- Chapter 80.50 RCW, Energy Facilities – Site Locations
- Chapter 82.14B RCW, Counties - Tax on Telephone Access Line Use
- RCW 36.40.180, Emergencies subject to hearing – Non-debatable emergencies.
- RCW 38.52.070, Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures.
- RCW 43.21G.040, Governor’s Energy Emergency Powers – Energy Supply Alert – Construction of Chapter
- RCW 43.43.961, State Fire Service Mobilization
- RCW 52.02.020, Fire Protection Districts authorized — Health clinic services

- Chapter 118-04 WAC, Emergency Worker Program
- Chapter 118-66 WAC, Enhanced 9-1-1 Funding
- Chapter 480-120 WAC, Telephone Companies
- Chapter 480-121 WAC, Registration of Telecommunications Companies
- Title 118 WAC, Military Department (Emergency Management)

Other Governing Law

- Homeland Security Act of 2002, Public Law 107-296
- Homeland Security Presidential Directive #5, Management of Domestic Incidents
- Homeland Security Presidential Directive #8, National Preparedness
- Code of Federal Regulations Title 44, Part 206
- Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- Public Law 96-342, Improved Civil Defense 1980
- Public Law 99-499, Superfund Amendment and Reauthorization Act
- Public Law 99-499, Title III - Emergency Planning Community Right-to-Know Act (EPCRA)
- Public Law 105-19, Volunteer Protection Act of 1997
- Public Law 109-295, Title VI - Post Katrina Emergency Management Reform Act of 2006
- Public Law 920, Federal Civil Defense Act of 1950, as amended

References

Emergency Management Council Statewide Emergency Preparedness 2009 Annual Report to the Governor

Emergency Management Division Disaster Assistance Guide for Local Governments, April 2009

Emergency Management Division Hazard Mitigation Grant Programs; Administrative Guidelines, Procedures and Grant Application, March 2008

Hazard Identification Vulnerability Analysis, November 2009

Mutual Aid Handbook, September 2009

National Infrastructure Protection Plan, 2009

National Response Framework, May 2013

Northwest Area Contingency Plan, 2010

Public Assistance Application Manual, 2010

Southeast Washington Multi-Hazard Mitigation Plan, April 2011

Washington Homeland Security Strategic Plan 2011-2015, June 2011

Washington Infrastructure Protection Plan, February 2008

Washington State Enhanced Hazard Mitigation Plan, October 2010

Washington State Fire Services Resources Mobilization Procedures, April 2014

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

Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325.

XI. Appendix A – Acronyms & Definitions

Acronyms

ACCESS	A Central Computerized Enforcement Service System
ACP	Access Control Point
ADA	Americans with Disabilities Act
APHIS	Animal and Plant Health Inspection Services (USDA)
ANRC	American National Red Cross
ARC	American Red Cross
ARES	Amateur Radio Services
ATF	Alcohol, Tobacco, Firearms and Explosives
AVIC	Area Veterinary in Charge (USDA)
BMIDC	Blue Mountain Interagency Communication Center
CAEC	County Animal Emergency Coordinator
CAIRA	Chemical Accident/Incident Response and Assistance
CAMEO	Computer Aided Management for Emergency Operations
CARD	Collaborating Agencies Responding to Disasters
CCPSC	Columbia County Public Safety Communications
CCPT	Columbia County Public Transportation
CCSO	Columbia County Sheriff’s Office
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEMNET	Comprehensive Emergency Management Net Radio
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CISM	Critical Incident Stress Management
CPOD	Community Point-of-Distribution
CVP	Commercial Vehicle Pass
CWW	Columbia Walla Walla Railroad
DHS	U.S. Department of Homeland Security
DIS	Washington State Department of Information Services
DNR	Washington State Department of Natural Resources
DOC	Department Operations Center
DOD	U.S. Department of Defense
DOH	Washington State Department of Health
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSHS	Washington State Department of Social and Health Services
DSNAP	<i>Disaster Supplemental Nutrition Assistance Program</i>
DWI	<i>Disaster Welfare Information</i>
EAP	Employee Assistance Program

EAS	Emergency Alert System
ECC	Emergency Coordination Center
ECP	Emergency Conservation Program
EEIs	Essential Elements of Information
EMAC	Emergency Management Assistance Compact
EMC	Washington State Emergency Management Council
EMD	Emergency Management Department
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOS	Emergency Operating Standards
EPA	Environmental Protection Agency
EPC	Emergency Processing Center
EPCRA	Emergency Planning Community Right-to-Know Act
EPI	Emergency Public Information
ERG	Emergency Response Guide
ERMO	Emergency Resource Management Organization
ESF	Emergency Support Function
ESP	Essential Services Plan
ETN	Emergency Telephone Notification
EWAC	Emergency Worker Assistance Center
FAA	Federal Aviation Administration
FADD	Foreign Animal Disease Diagnostician
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHA	Federal Highway Administration
FIRECOM	Fire Communications
FMAG	Fire Management Assistance Grant
FNS	Food and Nutrition Service (US)
FNSS	Functional Needs Support Services
FSAHCS	Food Safety Animal Health and Consumer Services
FS&LI	Food Safety and Livestock Identification
GAR	Governor's Authorized Representative
GETS	Government Emergency Telecom Service
GIS	Geographic Information System
GSA	U.S. General Services Administration
HEAR	H.E.A.R. Radio System (designed for Hospitals)
HHS	U.S. Department of Health and Human Services
HIVA	Hazard Identification and Vulnerability Assessment
HMP	Hazard Mitigation Plan

HSIN	Homeland Security Information Network
HUD	U.S. Department of Housing and Urban Development
IA	Individual Assistance
IAA	Interagency Agreement
IAO	Individual Assistance Officer
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
IFGP	Individual and Family Grant Program
ICS	Incident Command System
IMAT	Incident Management Assistance Teams
IMT	Incident Management Team
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JTF	Joint Task Force
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committees
LERN	Law Enforcement Radio Network
LNO	Liaison Officer
MAA	Mutual Aid Agreement
MACS	Multiagency Coordination System
MCC	Medical Coordination Center
MCI	Mass Casualty Incident
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCH	Natural, Cultural and Historic
NDRF	National Disaster Recovery Framework
NFPA	National Fire Protection Agency
NGO	Non-Governmental Organization
NICC	National Information Coordination Center
NIMS	National Incident Management System
NIPF	Nonindustrial Private Forest
NLEC	National Law Enforcement Challenge
NOAA	National Oceanographic and Atmosphere Agency
NPAC	National Poison Antidote Center
NPSPAC	National Public Safety Planning Advisory Committee
NRDA	National Resource Damage Assessment

NRF	National Response Framework
NSRP	National Search and Rescue Plan
NTSB	National Transportation Safety Board
NVOAD	National Volunteer Organizations Active in Disasters
NWACP	Northwest Area Contingency Plan
NWCC	Northwest Interagency Coordination Center
OFA	Office of Family Assistance
OSC	On-Scene Coordinator
OSCCR	On-Scene Command and Coordination Radio
PA	Public Assistance
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDAT	Procurement Disaster Assistance Team
PHS	Public Health Services
PIC	Public Information Center
PIO	Public Information Officer
PNEMA	Pacific Northwest Emergency Management Arrangement
POD	Point of Distribution
PPE	Personal Protective Equipment
PPQ	Plant Protection and Quarantine
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RCC	Rescue Coordination Center
READEO	Regional Animal Disease Eradication Organization (USDA)
RECC	Regional Emergency Coordination Center
REDNET	RedNet Communications Network
ReVAC	Regional Veterinary Activities Commander
RFA	Request for Assistance
RFO	Recovery Field Office
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SCO	State Coordinating Officer
SECURE	State Emergency Communications
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SHMP	<i>State Enhanced Hazard Mitigation Plan</i>
SHOC	<i>State Health Operations Center</i>
SLA	State and Local Assistance
SMART	Specific, Measurable, Achievable, Realistic and Time
SNS	Strategic National Stockpile
SOP	Standard Operating Procedures
SOSC	State On-Scene Coordinator

SSA	Social Security Administration
TC	Transportation Coordinator
TEFAP	The Emergency Food Assistance Program
TEPW	Training and Exercise Workshop
TERC	Tribal Emergency Response Commission
UC	Unified Command
UHF	Ultra High Frequency
UPS	Uninterrupted Power Supply
USACE	United States Army Corp of Engineers
USDA	U.S. Department of Agriculture
US&R	Urban Search and Rescue
VHF	Very High Frequency
VOAD	Voluntary Organizations Active in Disasters
VRC	Volunteer Resource Center
WAC	Washington Administrative Code
WADDL	Washington Animal Disease Diagnostic Laboratory
WAMAS	Washington State Intrastate Mutual Aid Agreement
WARM	Washington Animal Response Management
WAVOAD	Washington Volunteer Organizations Active in Disasters
WebEOC	Web Based Emergency Operation Center
WMD	Washington Military Department
WMD	Weapons of Mass Destruction
WNG	Washington National Guard
WSDA	Washington State Department of Agriculture
WSFC	Washington State Fusion Center
WSP	Washington State Patrol
WSDOT	Washington State Department of Transportation
WUTC	Washington Utilities and Transportation Commission

Definitions

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. The system provides a capability to send warnings and notifications of emergencies from the state to local jurisdictions.

ACCESS AND FUNCTIONAL NEEDS – This term has replaced “special needs,” “vulnerable,” “high-risk” and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including but not limited to: maintaining independence, communication, transportation, supervision or medical care. Individuals in need of additional response assistance may include people 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 who are non-English speaking or who are transportation disadvantaged. (See *National Response Framework*)

ACCESS CONTROL POINT (ACP) – A road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

AIR SEARCH AND RESCUE - Search and Rescue (SAR) operations for aircraft in distress, missing or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Chapter 47.68 Revised Code of Washington (RCW) and Chapter 468-200 Washington Administrative Code (WAC). Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. (See also *SEARCH AND RESCUE*)

ANIMAL - Any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit or any other warm-blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes or as a pet. This term excludes: Birds; rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research; horses not used for research purposes; other farm animals including but not limited to livestock or poultry used or intended for use as food or fiber; livestock or poultry used or intended for use for improving animal nutrition, breeding, management or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security or breeding purposes.

ANTIBIOTIC - A substance that inhibits the growth of or kills microorganisms.

AUTHORIZED OFFICIAL - An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals include The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

AUTHORIZED ORGANIZATION - A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies include the Military Department, Emergency Management Division, local jurisdiction emergency management agencies and law enforcement agencies of political subdivisions.

ANTHRAX - An acute bacterial disease that usually affects the skin but which may also involve the intestinal or respiratory tract. *Bacillus anthracis*, the agent that causes Anthrax, is usually transmitted to humans through contact with infected animals or animal products. Depending on the mechanism of transmission, a cutaneous (skin) form (contact), a gastrointestinal form (food borne) or pulmonary form (airborne) may develop. Antibiotics are necessary for treatment.

BACTERIA - Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals, plural is bacterium.

BOTULINUM TOXIN - Produced by the bacterium *Clostridium botulinum* and is one of the most lethal compounds known. There are three forms of botulism: food borne (the classic form),

wound and intestinal (infant and adult) botulism. The site of toxin production is different for each of the forms but all share the flaccid descending paralysis. In its natural form, botulism toxin is most often found in improperly canned or undercooked foods. Ventilatory assistance is required for recovery and, if available, administration of the botulism antitoxin can aid treatment.

BRUCELLOSIS - A disease caused by one of several *Brucella* species that is characterized by fever, night sweats, anorexia, headache and back pain. *Brucella* is found naturally worldwide. Associated with infectious abortions in animals, the six species of *Brucella* are linked to chronic infections in animals and pose an occupational hazard to those who work with animals. Antibiotics are necessary for treatment.

CATASTROPHIC INCIDENT – Any natural or man-made incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national moral and/or government functions.

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN – The plan describes how an Army installation handles chemical material events. This on-post plan must be integrated with off-post plans.

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.

CHOKING AGENT - Compounds that injure an unprotected person, chiefly in the respiratory tract (nose, throat and, particularly, lungs). In extreme cases, membranes swell, lungs become filled with liquid and death results from lack of oxygen; thus, these agents “choke” an unprotected person. Choking agents include phosgene, diphosgene and chlorine.

CLAIMANT - The individual making a claim or their legal representative.

COMMUNITY POINT OF DISTRIBUTION (CPOD) A centralized location where those in need can obtain life sustaining commodities following a declared emergency or disaster.

COMPREHENSIVE EMERGENCY MANAGEMENT – (See *EMERGENCY MANAGEMENT*)

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 a disaster and emergency. This is an emergency management net belonging to and managed by the Washington Military Department, Emergency Management Division.

COMMON PROGRAM CONTROL STATION (CPCS) - broadcasting station in a local operational area having special communications links with appropriate authorities (e.g. National Weather Service, local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

CONGREGATE CARE CENTER/FACILITY - A pre-designated public or private facility managed by the American Red Cross during an emergency where evacuated or displaced persons are housed and fed.

CONSEQUENCE MANAGEMENT - Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service,

protect public health and safety and provide emergency relief to affected governments, businesses and individuals.

CONTAGIOUS - Capable of being transmitted from one person to another.

COUNTER-TERRORISM - Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

CRISIS MANAGEMENT - Measures to identify acquire and plan the use of resources needed to anticipate, prevent and/or resolve a threat, act or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, and search; render safe procedures, transfer and disposal, limited decontamination and assurance of public health and safety.

DECONTAMINATION - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

DIRECT FEDERAL ASSISTANCE - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

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 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.

DISASTER RECOVERY CENTER (DRC) - A temporary facility established in a central location within or near the disaster area at which disaster victim (individuals, families or businesses) apply for disaster aid.

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 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (D-SNAP) - A food assistance program specifically for disaster survivors. The U.S. Department of Agriculture's Food and Nutrition Service (FNS) can authorize the issuance of D-SNAP when the President declares a major disaster for individual assistance. D-SNAP operates under a different set of eligibility and benefit delivery requirements than the regular Supplemental Nutrition Assistance Program (SNAP). Those who may not ordinarily qualify for SNAP may be eligible for D-SNAP, as the D-SNAP eligibility requirements take into account a household's out-of-pocket disaster-related expenses and count only take-home pay and accessible liquid resources. D-SNAP applications are generally accepted for a period of seven days, except in extraordinary circumstances. Eligible households are issued an allotment sufficient to meet their food needs for a 30-day period. Recipients accessing D-SNAP benefits use an Electronic Benefits Transfer (EBT) card, which operates much like a debit card.

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 MANAGEMENT or **COMPREHENSIVE EMERGENCY MANAGEMENT** – The preparation for and the carrying out of all emergency functions, other than functions for which 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 MANAGEMENT ASSISTANCE COMPACT (EMAC) – EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

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.

EMERGENCY WORKER - Emergency worker means any person who is registered with a local emergency management organization or the Military Department and holds an identification card issued by the local emergency management director or the Military 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.

ESSENTIAL ELEMENTS OF INFORMATION - The most critical information requirements regarding an emergency or disaster and related conditions or influences needed by decision makers to assist in reaching a logical decision.

EVENT - A planned, nonemergency activity (e.g., sporting event, concert, parade, etc.).

EXPLOSIVE ORDNANCE DISPOSAL (EOD) - The detection, identification, field evaluation, rendering-safe and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

FARM ANIMAL - Any domestic species of cattle, sheep, swine, goats, llamas or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management, production efficiency or for improving the quality of food or fiber. This term also includes animals such as rabbits, mink and chinchilla when they are used solely for purposes of meat or fur and animals such as horses and llamas when used solely as work and pack animals.

FEDERAL COORDINATING OFFICER (FCO) - The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignment of other federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary federal representative with whom the State Coordinating Officer and other state, tribal and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response and recovery. FEMA 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 EMERGENCY RESPONSE TEAM - An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

FIRE COMMUNICATIONS (FIRECOM) - Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

FIRE SERVICES DEFENSE REGION - One of nine regions within the state responsible for development and maintenance of the Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) and for ensuring consistency between local plans, WSFSRMP, CEMP and ICS. Administer the WSFSRMP as it applies within the region, maintain local liaisons and maintain inventories of equipment.

FISH - Finfish, mollusks, crustaceans and all other forms of marine animal and plant life other than marine mammals and birds. Under "Definitions" of the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, (as amended in October 1996).

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.

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.

FUNCTIONAL NEEDS SUPPORT SERVICES - These are services that enable individuals to maintain their independence in a general population shelter and include: reasonable modification to policies, practices, and procedures; durable medical equipment; consumable medical supplies; personal assistance services or other goods and services as needed. Children and adults requiring Functional Needs Support Services (FNSS) may have physical, sensory, mental health, cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders and people needing bariatric equipment. Planning for access and functional needs is not the sole responsibility of ESF 6. FNSS should be integrated in other emergency support functions, where applicable. (See FEMA's *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*, November 2010)

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR) - An individual empowered by the Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of essential elements of information.

HAZARD MITIGATION GRANT PROGRAM - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR) - Radio frequency for communications between emergency medical responders.

INCIDENT - An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms,

tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT COMMAND SYSTEM (ICS) - 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).

INCIDENT MANAGEMENT ASSISTANCE TEAMS (IMAT) - An interagency national- or regional-based team composed of subject-matter experts and incident management professionals from multiple federal departments and agencies.

INCIDENT MANAGEMENT TEAM (IMT) - An incident command organization made up of the command and general staff members and appropriate functional units of an incident command system organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type,” or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are state or regional, Type IV are discipline- or large jurisdiction-specific and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM - The program is authorized under Section 408 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.

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)

INDIVIDUAL ASSISTANCE OFFICER (IAO) - The individual who, under the direction of the Federal Coordinating Officer, monitors the Individual Assistance programs of all agencies and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

INTERFACE AREA - The area where residences are built in proximity to the flammable fuels naturally found in wildland areas such as forests, prairies, hillsides and valleys.

INTERFACE FIRE - Fire that threatens or burns the interface area and affects both the wildland areas and homes.

INTERMIX FIRE - Fire that threatens or has caused damage in areas containing both forestlands and structures.

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

JOINT PRIMARY AGENCY - Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10 – Oil and Hazardous Materials Response.

LAND SEARCH AND RESCUE – (See *SEARCH AND RESCUE*)

LAW ENFORCEMENT RADIO NETWORK (LERN) - Statewide law enforcement mutual aid frequency controlled by the Washington Association of Sheriffs and Police Chiefs and Washington State Patrol.

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

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.

MAJOR DISASTER - As defined in 44 Code of Federal Regulations, Section 206.2(17), is any natural catastrophe (including hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, and fire, flood or explosion in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) - Dedicated two-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MILITARY DEPARTMENT – An agency of Washington State government with four major operational divisions (Army and Air National Guard, Emergency Management Division and State Services) utilizing state and federal resources to perform homeland defense, homeland security and emergency mitigation, preparedness, response and recovery activities.

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster or search and rescue operation that occurs under the direction and control of an authorized official.

MISSION ASSIGNMENT - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

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, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs and stockpiling emergency supplies.

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 DISASTER MEDICAL SYSTEM (NDMS) - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies and the private sector.

NATIONAL INTERAGENCY COORDINATION CENTER (NICC) – The NICC is the focal point for coordinating the mobilization of resources for wildland fire and other incidents throughout the United States. Located in Boise, Idaho, the NICC also provides Intelligence and predictive services related-products designed to be used by the internal wildland fire community for wildland fire and incident management decision-making.

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 RESPONSE FRAMEWORK (NRF) - Guides how the nation conducts all-hazards response. The framework documents the key response principles, roles and structures that organize national response. It describes how communities, states, the federal government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. It also describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision makers and supporting entities to provide a unified national response. The NRF establishes the basis for the provision of federal assistance to a state and local jurisdiction(s) impacted by a catastrophic or significant disaster or emergency requiring federal response assistance.

NATIONAL SEARCH AND RESCUE PLAN (NSP) - A United States 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.

ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR) - A frequency used by “on-scene” emergency responders from different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state and federal analysis of damage from 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 of 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 – A formal declaration by the President a major disaster or emergency exists. The declaration is made upon the request for such a declaration by the Governor and with verification of the 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 SEOC. An example of a primary agency is the Department of Transportation for ESF 1 - Transportation.

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) – A public service provided by licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RECOVERY – The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political,

environmental and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting and development of initiatives to mitigate the effects of future incidents.

REMOTE PICK-UP UNIT (RPU) - A radio transmitter and receiver used in conjunction with the Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

RESCUE COORDINATION CENTER (RCC) – At the federal level, the RCC is the entity responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan). In Washington State, the RCC is an extension of the SEOC activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

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.

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, technological or human-caused event, including instances of searching for downed aircraft when ground personnel are used. This activity includes disaster, urban and wildland search and rescue. Search and Rescue (SAR) is differentiated into activities related to land search and rescue and air search and rescue. 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. (See *AIR SEARCH AND RESCUE*)

SERVICE ANIMAL - Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. A person accompanied by a service animal cannot be required to provide proof of disability or the service animal's benefit.

SHELTER MONITORING - A capability providing the means to detect, measure and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system to protect people from radiation.

SPILL RESPONSE - All actions taken to carry out the responsibilities of the Washington State Department of Ecology during spills of hazardous materials. These action include and are not limited to: 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.

STAFFORD ACT - The common shortened name for federal legislation providing disaster assistance to state and local governments. This act was first promulgated under the name “Disaster Relief Act of 1974” as Public Law 93-288. In 1988, the act was significantly amended and renamed the “Robert T. Stafford Disaster Relief and Emergency Assistance Act,” Public Law 100-707. The Stafford Act has been amended numerous times since 1988, and most of the laws from the act are codified in Title 42 of the United States Code, Sections 5121 – 5208 (current through 2009). The act describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private nonprofit organizations and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor’s Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point-of-contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect life safety, property, environment and/or the economy of Washington State. SEOOs staff the SEOC Alert and Warning Center.

STATE FIRE DEFENSE COMMITTEE - A committee of the Fire Protection Policy Board which develops the *Washington State Fire Services Resource Mobilization Plan*, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources and provides guidance for the approval of reimbursement requests.

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 – Public Health and Medical Services.

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.

TERRORISM - As defined under the Homeland Security Act of 2002, any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; 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 or affect the conduct of a government by mass destruction, assassination or kidnapping.

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.

TRAINING EVENT - A planned, non-emergency activity for the development, maintenance or upgrading of emergency worker skills.

TRIAGE - The screening and classification of sick, wounded or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

UNPROTECTED LANDS - Lands that are not protected by any fire suppression agency. There is private property without fire protection from rural fire districts but protected by the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.

URBAN FIRE - Fires primarily found within the boundaries or limits of a city.

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

URBAN SEARCH AND RESCUE TASK FORCES - Organizations sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task forces are trained and equipped to conduct heavy urban search and rescue and are capable of deployment to any disaster site nationwide.

WEAPONS OF MASS DESTRUCTION (WMD) (Title 18 USC, Section 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; minor

device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WILD ANIMAL - Any animal now or historically found in the wild or in the wild state within the boundaries of the United States, its territories or possessions. This term includes but is not limited to animals such as deer, skunk, opossum, raccoons, mink, armadillos, coyotes, squirrels, fox and wolves.

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*)

XII. Appendix B – Emergency Support Functions

Purpose

This appendix provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs and the basic content contained in each of the ESFs. The ESFs describe the roles and responsibilities of county/city departments, agencies, boards, commissions and councils as ESF primary and support agencies.

Background

The ESFs provide the structure for coordinating interagency support for a countywide response to an emergency or disaster. They are mechanisms for grouping functions most frequently used to provide county, state and federal support for proclaimed states of emergencies in accordance with Chapter 38.52 RCW.

The Incident Command System is flexible in assignment of ESF and other stakeholder resources according to their capabilities, tasks and requirements to augment and support the city, county, state and federal response to incidents in a collaborative manner.

While ESFs are typically assigned to specific agencies within the ECC, resources may be assigned anywhere within the incident command structure. The primary and support agencies for an ESF work in conjunction with the ECC Operations and Logistics Coordinators to ensure appropriate planning and execution of mission assignments.

ESF	Scope of Responsibilities
ESF 1 – Transportation	<ul style="list-style-type: none">• Transportation safety• Restoration/recovery of transportation infrastructure• Movement restrictions• Damage and impact assessment
ESF 2 – Communication, Information and Warning Systems	<ul style="list-style-type: none">• Coordination with telecommunications and information technology industries• Restoration and repair of telecommunications infrastructure
ESF 3 – Public Works and Engineering	<ul style="list-style-type: none">• Infrastructure protection and emergency repair• Infrastructure restoration• Engineering services and construction management• Emergency contracting support for life-saving/sustaining services
ESF 4 – Firefighting	<ul style="list-style-type: none">• Coordination of firefighting activities• Support to wildland, rural, and urban firefighting operations
ESF 5 – Emergency Management	<ul style="list-style-type: none">• Coordination of incident management and response efforts• Issuance of mission assignments• Incident action planning

ESF	Scope of Responsibilities
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	<ul style="list-style-type: none"> • Mass care • Emergency assistance • Disaster housing • Human services
ESF 7 – Logistics Management and Resource Support	<ul style="list-style-type: none"> • Comprehensive incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF 8 – Public Health and Medical Services	<ul style="list-style-type: none"> • Public health • Medical • Mental health services • Mass fatality management
ESF 9 – Search and Rescue	<ul style="list-style-type: none"> • Life-saving assistance • Search and rescue operations
ESF 10 – Oil and Hazardous Materials Response	<ul style="list-style-type: none"> • Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup
ESF 11 – Agriculture and Natural Resources	<ul style="list-style-type: none"> • Nutrition assistance • Animal and plant disease and pest responses • Food safety and security • Safety and well-being of household pets and service animals
ESF 12 – Energy	<ul style="list-style-type: none"> • Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination
ESF 13 – Public Safety and Security	<ul style="list-style-type: none"> • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
ESF 14 – Long-Term Community Recovery	<ul style="list-style-type: none"> • Social and economic community impact assessment • Long-term community recovery assistance to States, local governments, and the private sector • Analysis and review of mitigation program implementation
ESF 15 – External Affairs	<ul style="list-style-type: none"> • Emergency public information and protective action guidance • Media and community relations

ESF Activation

The ECC activates individual ESFs based on the scope and magnitude of the emergency or disaster. The ECC Supervisor notifies ESF primary agencies of the ECC and ESF activation and time to report to the ECC.

ESF primary agencies notify and activate support agencies as required for the emergency or disaster, to include activation of agency ECCs and support to specialized teams. Each ESF is required to develop standard operating procedures (SOPs) and notification protocols and to maintain current rosters and contact information.

ESF Responsible Agencies

Each ESF identifies the coordinating, primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple appendices, with primary agencies designated for each basic ESF and appendix to ensure seamless integration of and transition between preparedness, response and recovery activities. ESFs with multiple primary agencies may designate an ESF coordinating agency for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the emergency or disaster. Following is a discussion of the roles and responsibilities of the ESF coordinating, primary and support agencies.

Coordinating Agency

The ESF coordinating agency is the entity with management oversight for a particular ESF. The role of the ESF coordinating agency is carried out through a collaborative approach as agreed upon collectively by the designated primary agencies and, as appropriate, support agencies. Responsibilities of the ESF coordinating agency include:

- Coordination before, during and after an emergency or disaster, including pre-incident planning and coordination.
- Maintain ongoing contact with ESF primary and support agencies.
- Conduct periodic ESF meetings and conference calls.
- Coordinate efforts with corresponding private-sector organizations.
- Coordinate ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

Primary Agencies

An ESF primary agency is normally a city or county agency with significant authorities, roles, resources or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies and the specific responsibilities of those agencies are articulated within the relevant ESF. A city or county agency designated as an ESF primary agency serves as an executive agent of the ECC to accomplish the ESF mission. When an ESF is activated in response to an emergency or disaster, a primary agency is responsible for:

- Support the ESF coordinating agency and the other primary and support agencies.

- Orchestrate county support within their functional area for affected jurisdiction or responding Incident Commander.
- Provide staff for the operations functions at fixed and field facilities.
- Notify and request assistance from support agencies.
- Manage mission assignments and coordinate with support agencies, as well as appropriate local officials, operations centers, and agencies.
- Work with appropriate private-sector organizations to maximize use of all available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities through the ECC.
- Conduct situational and periodic readiness assessments.
- Coordinate contracts and procurement of goods and services through the ECC Logistics and Finance Coordinators.
- Ensure financial and property accountability for ESF activities.
- Plan for short- and long-term response and recovery operations.
- Maintain trained personnel to support interagency emergency response and support teams.

Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

- Participate in planning for short- and long-term response and recovery operations and the development of supporting operational plans, SOPs, checklists or other job aids, in concert with existing first-responder standards.
- Assist in the conduct of situational assessments.
- Furnish available personnel, equipment or other resource support as requested by the ECC or the ESF primary agency(s).
- Provide input to periodic readiness assessments.
- Maintain trained personnel to support interagency emergency response and support teams.

XIII. Appendix C – Agency ESF Responsibilities Matrix

ESF	1 – Transportation	2 – Communication, Information & Warning Systems	3 – Public Works & Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing & Human Services	7 – Logistics Management & Resource Support	8 – Public Health & Medical Services	9 – Search & Rescue	10 – Oil & Hazardous Material Response	11 – Agriculture & Natural Resources	12 – Energy	13 – Public Safety & Security	14 – Long-Term Community Recovery	15 – External Affairs
AGENCY															
American Red Cross						JP	S	S			P				
Animal Services						S					P				
Assessor														S	
Auditor														S	
Communications		P			S										
Coroner								P							
County Commissioners														S	P
Department of Emergency Management	S	P	S	S	P	JP	P	S	S	S	P	S	S	P	P
Emergency Medical Services	S			S				P		S					
Fire Districts / Departments	S	S		P				P	P	P				S	
Health Department			S			S		P		S	S			S	
Local Emergency Planning Committee (LEPC)										JP					
Law Enforcement	S	S			S	S			P	JP			P	S	S
Port Authority	S														S
Public Transit Authority	S					S									
Public School Districts	S					S								S	
Public Works Departments	P		P		S		S			P		S		S	
Restoration Services		S	S		S									S	
Health Care Facilities						S		S							
Private/Public Utilities												JP		S	
Quality Behavioral Health						S		S			S			S	
Volunteer Organizations Active in Disasters (VOAD)						S	S	S			S			S	

Table 3 – Agency ESF Responsibilities