



EMERGENCY MANAGEMENT PROGRAM

CITY OF WOODINVILLE, WASHINGTON

LAST UPDATED: APRIL 18, 2017



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COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

**BASIC PLAN
APRIL 2017**

City of Woodinville



**CITY OF WOODINVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
PROMULGATION DOCUMENT**

The Comprehensive Emergency Management Plan is intended to meet the planning requirements of the Washington Administrative Code, Chapter 118-30, the Revised Code of Washington, Title 38, Chapter 38.52.070 as revised, the Revised Code of Washington, Chapter 34.05 Administrative Procedures Act; Title III Superfund Amendment and Re-authorization Act of 1986 and local City Ordinances. Pursuant to these laws, the City of Woodinville Comprehensive Emergency Management Plan is hereby promulgated by the City of Woodinville to provide guidance concerning emergency response policies, responsibilities, training and actions. This Plan provides guidelines only and does not guarantee a perfect response. Rather, the City of Woodinville and the supporting agencies can only endeavor to make every reasonable effort to respond based on the situation and resources available at the time.

The City of Woodinville Comprehensive Emergency Management Plan supports and is compatible with the Washington State Plans and other plans required by State and Federal law.

All previous editions are considered obsolete and should be destroyed.

DATED THIS 10th DAY OF April, 2017

Brandon Buchanan, City Manager
City of Woodinville

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INTRODUCTION

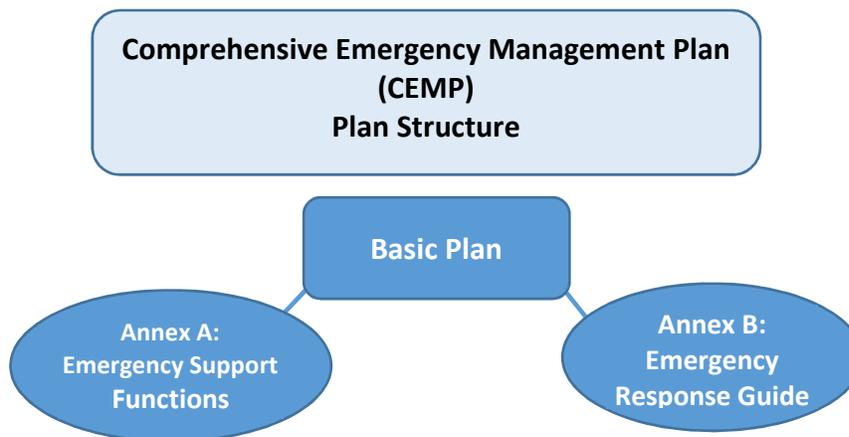
The Comprehensive Emergency Management Plan consists of a Basic Plan and Annexes dealing with specific functions.

- The *Basic Plan* is a policy document that outlines the city’s preparedness, planning, and training activities. It provides the foundation and the authorities for actions to be taken by the city before, during and after a disaster.
- *Annex A* contains the 15 Emergency Support Functions (ESFs) as described by National Incident Management System as they relate to the City of Woodinville.
- *Annex B, Emergency Response Guide* is a stand-alone document that describes specific actions to be taken during the response and recovery phase of a disaster. It contains job aids, checklists, forms and templates that may be useful to responders during the disaster.

Mission

- Protect lives and property
- Prepare and mitigate for disasters
- Respond to natural and human-caused emergencies
- Coordinate recovery efforts

Additional annexes will be added as planning efforts mature.



- The City of Woodinville adopts the National Incident Management System (NIMS) as the basis for its planning and response efforts. NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations.
- As part of NIMS, the City will participate in the Joint Information System (JIS) by having its Public Information Officer (PIO) receive appropriate training and join other agency PIOs in a Joint Information Center (JIC) when one is established.

- As part of NIMS, the City will organize its field responders and its Emergency Operations Center staff under the principles of the Incident Management System (ICS) supported by subject-matter experts represented by the Emergency Support Functions (ESFs).

Scope

The Comprehensive Emergency Management Plan, hereafter known as “the Plan” or the CEMP, describes how the City of Woodinville, hereafter known as “the City,” will manage emergency preparedness, response, and recovery activities within its jurisdictional boundaries. It also covers how the City will engage outside partners, but does not obligate outside partners to respond beyond obligations covered by State and local laws (WAC 118-30, RCW 38.52, KCC 12163) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Under the guidance of the National Response Framework and in keeping with local laws, this CEMP establishes the coordinating structures, processes, and protocols required to integrate the statutory and policy authorities of City departments and outside agencies in a collective framework that includes mitigation, preparedness, response, and recovery actions.

While no plan can anticipate every possible incident or scenario, the Plan attempts to address most likely threats and possible outcomes. City employees will use their best judgment in managing situations not addressed by the Plan.

Preparedness Goals

- Coordinate the development and maintenance of the City's CEMP providing the framework for organizational activities during disaster operations
- Provide a community education and preparedness program to assist citizens in developing self-sufficiency in an emergency
- Provide City staff with training opportunities aimed at developing EOC and first responder capabilities
- Foster an atmosphere of cooperation within the City of Woodinville, with adjacent jurisdictions and agencies, and with County, State and Federal partners

Purpose

- The Plan, including its Annexes, Appendices, and supporting documents, supports the coordination of operations during emergency response and recovery. By coordinating operations, the City is better able to optimize utilization of available resources.
- The Plan establishes a mutual understanding of authorities, responsibilities, and functions of local and regional government and provides a basis for incorporating essential non-governmental agencies and organizations (NGOs) into area-wide activities involving the City.

- The Plan provides the basis for on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and manmade disasters.
- The Plan supports and is compatible with;
 - King County Comprehensive Emergency Management Plan
 - Washington State Comprehensive Emergency Management Plan
 - King County LEPC Hazardous Materials Response Plan and Title III of the Superfund and Re-authorization Act of 1986 (SARA)
 - King County Regional Coordination Framework
 - Other plans required by the State and Federal Governments
- Any conflicts between plans will be handled on a case-by-case basis.

Situation

- Woodinville is situated within King County, but shares a northern border with Snohomish County.
- King County is divided into three zones; Zone 1 consists of 22 cities in the north and east areas of the county, including Woodinville. Zone 3 is the southern areas, and Zone 5 is the City of Seattle.
- The City is surrounded by the cities of Kirkland, Bothell, and Redmond which are more densely populated.
- There are eleven geographically defined neighborhoods within the city limits.
- Current population is more than 12,000.
- The economic base consists of a mix of light industrial, retail, and tourism.
- Wineries and breweries located within the Tourist District form a significant portion of the city's economy.
- The City has 35 employees, a Public Works Department, and a Police Department which is contracted from the King County Sheriff's Office.
- Water is supplied to the city by contract with the Woodinville Water District.
- Woodinville Fire & Rescue District provides fire protection service to the city and surrounding unincorporated areas
- The City has 13 identified critical facilities including;
 - Three medical/health facilities

City Organization

Woodinville is governed by an elected City Council with a Mayor as the head of the Council. An appointed City Manager runs the day-to-day operations. During a disaster response, the City Manager and the Council work together as the Policy Team.

- One government building
- Two protective function facilities
- Several public schools (part of the Northshore School District)
- The Southern Whidbey Fault, with a potential 7.4 magnitude, passes through the city in a northeast direction. Should there be a rupture on that fault line, Woodinville would experience Level VIII (Severe) and Level IX (Violent) shaking. Ruptures of other fault lines in the County would create Moderate to Strong shaking.
- A 7.4 South Whidbey earthquake would likely cause damage of more than \$331M, based on studies conducted by King County in 2014.
- A 9.0 Cascadia Subduction Zone earthquake would cause damage estimated between \$25 to \$125 billion dollars based on the King County Hazard Identification and Vulnerability Assessment.
- Damages estimates likely to be sustained by Woodinville in a 7.2 earthquake on the neighboring Seattle Fault would total more than \$60M to structures and contents.
- An earthquake on the South Whidbey fault could result in over 2 million tons of debris in the area impacted by the quake.
- Handling disaster generated debris will be a significant challenge for the City and its residents and businesses
- Ground liquefaction from a severe earthquake would likely be severe in the low-lying downtown area and low to moderate in the higher areas on the soil types within the city.
- There is an Olympic Pipeline pump station located within the city limits.
- The area is served by the following major transportation routes:
 - SR 522 – Two interchanges at 131st Avenue NE (SR 202) and 195th Street
 - SR 202 – Major north-south corridor that is located in the low-lying area and is at the base of the westerly steep slopes. SR 202 is also known as the Woodinville Redmond Road NE and is the major corridor connecting Woodinville and Redmond.
 - NE Woodinville Duvall Road – Major east-west corridor north of downtown.
 - North Woodinville Snohomish Road – Connects to SR 9 at the SR 522 interchange just north of the City limits.
- The topography of the City has a steep slope and high land area to the west and a low-lying area through the downtown area and along the Sammamish River. The eastern

Highest Risk Hazards include:

- Earthquakes
- Severe weather
- Cyber Attack
- Pandemic Disease

area rises and has steep slopes in the adjacent unincorporated King County along SR 202.

- The Sammamish River is the major waterway with an associated floodway in the City limits. SR 202 crosses the Sammamish River twice near downtown and near the southern limits of the City. Little Bear Creek is also a waterway that has an associated floodway that is located south of SR 522.
- Major utility providers in the City area include, but are not limited to: Comcast, CenturyLink, Frontier, Wave Broadband, HughesNet, and Puget Sound Energy (power and gas).
- Risk Assessment is the process of measuring potential damage from events, considering the level of impact on the community, then comparing that to the frequency with which that event may occur.
- Information in the Hazard, Threat, and Vulnerability Matrix comes from the King County Hazard Mitigation Plan, information previously identified in the obsolete ESCA Hazard Plan, the original Comprehensive Emergency Management Plan for the City of Woodinville, and local anecdotal information along with the 2007 City of Woodinville, Hazard Identification and Vulnerability Analysis.

Hazard, Threat, Vulnerability Matrix

HAZARD	PROBABILITY	IMPACT	FREQUENCY	DISTRIBUTION	RISK
List hazards likely to occur in Woodinville	High Moderate Low None	Major Minor None	50 years 10 years 5-10 years 2-3 years Yearly Several times a year	Regional County-wide Localized N/A	Red-High Yellow-Mod Green-Low White-none
Earthquake	High	Major	<50 years	Regional	HIGH
Flood	Moderate	Major	2-3 years	Localized	MOD
Severe Weather	High	Major	Yearly	Localized	HIGH
Haz-Mat	Moderate	Major	Yearly	Localized	HIGH
Water Contamination	Low	Major	>50 years	Localized	LOW
Landslide	Low	Major		Localized	LOW
Pandemic Disease	Moderate	Major	10 years	Regional	MOD
Explosion	Moderate	Major		Localized	MOD
Civil Unrest	Moderate	Minor	5-10	Localized	LOW

HAZARD	PROBABILITY	IMPACT	FREQUENCY	DISTRIBUTION	RISK
Terrorism	Low	Major	50+	Regional	LOW
Cyber Attack	Moderate	Major		Localized	MOD
Workplace Violence	Low	Minor		Localized	LOW

Source: 2007 City of Woodinville, Hazard Identification and Vulnerability Analysis.

- The City defers to the King County Hazard Mitigation Plan for hazard identification and damage estimates.

Assumptions

Impact Assumptions

- Disasters could create significant property damage, injury, loss of life, panic and disruption of essential services in Woodinville.
- Disasters may create significant financial, psychological and sociological impact on citizens of the community and the City governmental organization.
- In the event of a widespread disaster, there may not be significant assistance available from outside sources for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, and residents within the City for initial response operations.

Assumptions are facts believed to be true at the time the CEMP was prepared. These assumptions are the basis for the actions described in the plan.

Response Assumptions

- The City EOC will be activated to the level necessary to manage the event. [\(See Activation Levels\)](#)
- Due to the potential lack of resources during the early hours of a disaster, operations must be coordinated and judicious use of resources must be prioritized.
- For impending incidents, such as storms, floods, and pandemic diseases, warnings will be issued to enable preparations prior to the event. Other disasters will come with no warning.
- The city’s emergency management team will attempt to reach the EOC and begin operational response activities as quickly as possible. If members of the emergency management team are unavailable, other city staff may be asked to perform those duties.

- The City may be able to staff their EOC with 4-5 people for a short period, but does not have sufficient staffing for a prolonged Level 3 response and will require assistance from the KCOEM and other jurisdictions.
- FEMA may provide Individual and Public Assistance according the rules of the Stafford Act.

Coordination Assumptions

- As a signatory to the Regional Coordination Framework, the City will provide support, resources, and sheltering to other jurisdictions during emergencies and disasters not affecting the City whenever possible.
- King County will assume a leadership role in the response and recovery phase of the incident carrying forward Emergency Proclamations from the city to the county to the state.
- King County will provide communications through their internet websites, amateur radio network, and social media connections.
- King County will provide a County liaison to the City when possible.
- King County will assist with the development of the CEMP.
- King County will provide leadership in Mass Feeding, Shelter and Mass Care if needed.
- King County will oversee the credentialing of emergency workers that may be needed in the City.
- King County will work with the State to prioritize response efforts and manage resources in a manner designed to do the most good for the most people.
- The City's Administrative Services Department will work with field responders and KCOEM to identify and assess needs of the City's Vulnerable Populations.

Preparedness Assumptions

- While it is important that citizens prepare to meet their own emergency needs for at least seven days, it is generally accepted that fewer than half of the population currently does so.
- Minimal preparedness actions and items should include having a plan, stocking supplies, learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.
- King County will make training available for City emergency management staff and will include city personnel in regional exercises whenever appropriate.
- The City's emergency management team and alternates are properly trained, equipped and willing to respond to emergencies that may continue for multiple duty periods. They will work in conjunction with the County's liaison.

Citizen Preparedness Programs include:

- Map Your Neighborhood (MYB)
- Community Emergency Response Team (CERT)
- What to do to Make it Through
- Take Winter By Storm

Policy Assumptions

- The City conducts emergency and disaster preparedness and mitigation activities to reduce and minimize the effects of a major emergency or disaster.
- City council members support the stated actions of the emergency management team and will provide needed funding for the response and will be available to provide policy decisions, when necessary.
- City Council will attempt to continue their statutory duties during an event.
- Policies are in place to provide reasonable compensation to EOC responders who work during prolonged activations.

Capabilities

- Woodinville Fire has a functioning Emergency Operations Center available for city use in partnership with fire, police, public works and city hall staff.
- Woodinville Fire responders are trained in ICS and will provide on-scene command and control functions in cooperation with the Woodinville Police Department and the State Patrol if State highways are involved.
- Woodinville Water District has resources and equipment available that may aid the city in responding to floods, water contamination, water-borne illnesses, and loss of critical utilities.
- Emergency management staff are trained and ready to respond to no-notice events.

- Emergency planning and activities have the support of City leadership.
- There will be a high-level of community support and involvement in City activities that is currently being developed.
- City departments, Woodinville Fire & Rescue, Woodinville Water District, and KCOEM can support ESFs in response to minor and moderate-size events, State and Federal resources will likely be needed for major events.
- Annex A contains the Emergency Support Functions (ESFs) assignments for city resources.
- KCOEM will assist the City in obtaining ESF support from other jurisdictions.

Authorities

The City of Woodinville’s Comprehensive Emergency Management Plan is developed under the authority of the following local, state, and federal statutes and regulations.

- Revised Code of Washington 35A.38, 35.33.081, 35.33.101, 38.52 et.al. Emergency Management
- Revised Code of Washington 42.56. et al - Records exemptions for FOIA
- Washington Administrative Codes 118-30
- Public Law, 93-288, The Robert T Stafford Disaster Relief and Emergency Assistance Act, as amended
- Title III Superfund Amendment and Re-Authorization Act of 1986
- National Incident Management System
- National Response Framework
- Homeland Security Presidential Directives 1 - 8
- Homeland Security Act of 2002
- National Pets Evacuation and Transportation Standards Act (H.R. 3858-PETS)
- Woodinville City Ordinance 248
- Woodinville Municipal Code 8.10 *Emergency Management*
- Regional Disaster Framework
- For a complete listing of applicable codes, refer to the State Comprehensive Emergency Management Plan (CEMP).

Limitations

This plan contains no implied guarantee that in a major disaster a perfect response is practical or possible. City resources may be overwhelmed and essential systems may be non-functional. The City will endeavor to make every reasonable effort to respond based on the situation, information, and available resources.

Concept of Operations

Concept

- Many emergency functions will be delegated to KCOEM as the City has insufficient resources for a large, prolonged response to a disaster and it will be quickly overwhelmed.
- Should County resources be overwhelmed, KCOEM will send an Emergency Declaration to the State requesting assistance.
- As per County and State protocols, all requests for State resources will be made through the KCOEM.
- Should State resources be overwhelmed, Washington State Emergency Management Division (EMD) will send a request for an Emergency Declaration to the Federal government requesting assistance.
- The City will conduct emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
- Incident Response Command and Control at the field level will be organized according to the principles of the Incident Command System (ICS).
- The City, in coordination with KCOEM, will attempt to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families.
- Should an emergency occur;
 - During non-work hours, employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to this plan and department Emergency Operating Guides (EOG).
 - During work hours, departments shall make every effort to allow employees to check promptly on the status of their families and homes, if doing so does not compromise emergency response functions as defined in this plan.
- City departments will take an active role in emergency planning and will develop Department Emergency Operating Guides to address the duties and expectations of department staff during a response.
- It is the responsibility of the Emergency Manager to:
 - To oversee the preparation and maintenance of the City's CEMP.
 - Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.

- Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
- Oversee the development of departmental EOGs.
- City departments will participate in training activities and emergency operations assignments.
- City department EOGs should reflect the following general checklist as a basis for managing disaster operations:
 - Report to the pre-determined site to manage department operations.
 - Account for personnel.
 - Assess damages to facilities and resources.
 - Assess personnel and resources available.
 - Assess problems and needs on an on-going basis.
 - Report situation, damages and capabilities to the Emergency Operations Center on an on-going basis.
 - Send designated representatives to the Emergency Operations Center if requested.
 - Carry out departmental responsibilities and assigned tasks.
 - Keep detailed and accurate records documenting actions, costs, situations, etc.
- The Woodinville Emergency Operations Center (EOC) may be activated at the request of the City Manager, Police Chief, Fire Chief, or Public Works Director.
- If needed, the City will request assistance from King County Office of Emergency Management and a KCOEM liaison will join the Woodinville EOC – either in person or virtually - if available.
- When requested by the EOC Director, designated staff will report to the EOC to coordinate response efforts and support field operations.

Emergency Operating Guide (EOG) should include:

- ✓ Department chain of command and succession plan
- ✓ Identification of and strategies for maintaining department essential functions
- ✓ Location for managing departmental emergency operations and an alternate facility
- ✓ Identify departmental responsibilities, capabilities and resources including personnel, facilities, and equipment
- ✓ Information needed to manage the department during emergency operations and means of communication for obtaining that information
- ✓ How the department will support and coordinate with the Emergency Operations Center
- ✓ Training opportunities to ensure department staff is aware of the EOG and the concepts of the CEMP

- All or part of the Emergency Operations Center may be activated during a disaster, the level to be determined by the nature and extent of the disaster.
- In the event of a regional emergency affecting a wide spread area, KCOEM may opt to provide support from a remote location, either the RCECC or other EOC.
- The City Manager in coordination with the Emergency Manager is responsible for evaluating a situation to determine if a Proclamation of Emergency is necessary.
- In the event of a Proclamation of Emergency, the deployment of out-of-jurisdiction resources will be coordinated through the KCOEM and the Washington State Emergency Management Division (EMD).
- The registration of temporary emergency workers and other volunteers will be coordinated through KCOEM and Woodinville Administrative Services.
- The City EOC does not control field operations, it exists to support field responders when requested, coordinate resources with partner agencies, coordinate policy decisions by the council, and manage the business of the City during the crisis. Field operations are controlled by district or ownership. Some examples of field operation control are: the Woodinville Fire & Rescue District for life safety situations, the City Public Works department for replacement/repair of a storm drain, or Woodinville Water District for replacement of water main, etc. The City EOC supports the different entities in the mission at hand.

Operational Phases

Mitigation and Preparedness Phase

Mitigation is preventing future emergencies or minimizing their effects and is often combined with preparedness in the efforts to be ready for the aftermath of an event. The following are actions to be completed during mitigation and preparedness:

- Develop and maintain the CEMP and supporting documents including department EOGs.
- Regularly review the hazard and risk analysis and develop capabilities and resources to enhance response.
- Develop methods to detect and prevent impacts to public health and safety.
- Take actions to reduce risks to first responders.



- Report suspicious activity, terrorist threats or incidents to the Washington State Fusion Center (WSFC)¹ in Seattle by calling 911 or 1-877-843-9522 for non-emergency reports intake@wsfc.wa.gov.
- Coordinate with other local, county, state and Federal agencies to assure cohesive working relationships and compatible emergency plans.
- Coordinate with volunteer organizations to assure cohesive working relationships and a coordinated response.
- Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties.
- Conduct annual training activities to enhance response capabilities.
- Conduct public education events to enhance citizen self-sufficiency.
- Additional information on specific mitigation activities can be found in *the King County Regional Hazard Mitigation Plan*, a separately published document.

Response Phase

This phase is how to respond safely to an emergency. It often will be done in coordination with activating the EOC.

Warning

- Make appropriate notifications and initiate actions to activate emergency plan, if needed.
- Staff the EOC as required for the situation.
- Disseminate emergency warning to the public as appropriate.
- Take incident-specific mitigation actions to protect public and private property (may include evacuation, shelter-in-place, sandbagging, boil-water notices, etc.).
- Notify KCOEM of activation level status.

Methods for broadcasting emergency messaging

- EAS
- ALERT King County
- Local TV

Activate the EOC

- Activate EOC to [Level 2 or 3](#) as appropriate.
- Obtain initial damage assessment and evaluate overall situation.

¹ WSFC is a multidisciplinary expertise and situational awareness to inform decision making at all levels of government. WSFC is primarily based on the collaboration of threat-related information with multiple agencies. To learn more go to <http://www.wsfc.wa.gov/About>.

- Initiate actions necessary to preserve life and property utilizing available resources.
- Prepare Emergency Proclamation as appropriate.
- Coordinate response and support functions with outside agencies and volunteer organizations.
- Coordinate operations, logistics, and planning functions in the EOC in support of field response staff.
- Compile event status information and report to appropriate agencies.
- Prepare and maintain detailed documentation of events and activities.
- Provide public information and warning as appropriate.

Recovery Phase

This phase is how to recover from an emergency which can be rebuilding/repairing infrastructure and includes prioritization of what to repair.

- Carry out damage assessment functions and assess community needs and priorities.
- Prioritize recovery projects and assign resources accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of event, including event log, cost analysis, and estimated recovery costs.
- Facilitate the establishment of disaster assistance offices to assist private business and citizens with individual recovery.
- Assess special community needs and provide information and assistance where appropriate.
- Incorporate established long-range strategic plans into recovery and reconstruction activities.
- Recovery activities are detailed in ESF 14 – Long-Term Recovery, which appears in the Annex A to this document.

Organization and Responsibilities

- Woodinville Municipal Code *8.10 Emergency Management* identifies the Emergency Manager as the person appointed by the City Manager to be responsible for the administration and operation of the emergency management program and plan for the City of Woodinville.
- For the purposes of the CEMP and all related documents, the Director of Emergency Management shall be referred to as the Emergency Manager.

- The Assistant to the City Manager shall serve as the City’s Emergency Manager unless replaced by the City Manager.
- When the EOC is activated, the EOC Director position shall be the Emergency Manager.
- Woodinville Fire & Rescue District provides fire protection and emergency medical services to the City.
- City government will retain authority and responsibility for direction and control of its disaster operations, use of resources, and application for mutual aid within its own boundaries with the support and assistance of the KCOEM.
- Field response will organize under the ICS system with Fire or Police serving in the lead role in a Unified Command structure that best meets the needs of the incident.
- The City’s EOC will organize under the ICS system and will request assigned ESF support resources as needed for the specific incident.

City Responsibilities

- Responsibilities listed in the chart below are reflected in the position checklists in the Emergency Response Guide.

Position	Responsibilities
City Council	<ul style="list-style-type: none"> • Appropriate funds for preparedness programs, mitigation activities, recovery, and emergency management needs • Maintain continuity of legislative branch of government • Coordinate visits of officials from outside agencies
City Manager	<ul style="list-style-type: none"> • Issue Emergency Proclamation and proclaim special emergency orders under Woodinville Municipal Code 8.10. • Obtain City Council approval of Proclamation as soon as practical • Provide leadership to the community and make announcements to the media • Provide direction for re-allocation of City funds to cover disaster-related expenditures • Coordinate development of associated documents and Emergency Operating Guides which support the CEMP • Notify City Council of the emergency and any response and recovery actions being taken • Oversee Continuity of Operations within the city

Position	Responsibilities
Emergency Manager	<ul style="list-style-type: none"> • Manage emergency preparedness, mitigation, response and recovery activities carried out within the city • Provide emergency management policy direction and coordinate the development and maintenance of the City's CEMP • Coordinate development of associated documents and Department Emergency Operating Guides which support the CEMP • Coordinate dissemination of emergency warning and evacuation information through available City and County resources • Submit completed disaster assistance paperwork to King County to for submittal to state and federal agencies • Provide overall direction and control of emergency operations • Serve as the EOC Director during a response • Ensure identification and preservation of essential EOC response records • Ensure documentation of emergency-related costs and activities • Coordinate with the City's Public Information Officer for notifications provided to the public based on damage assessment reports and situational reports. • Conduct testing and evaluation of emergency plans.
King County OEM Liaison	<ul style="list-style-type: none"> • Serve as a liaison in the city's EOC when possible • Coordinate requests for outside assistance through county, state and federal agencies • Assist with the preparation of disaster assistance paperwork and submittal to appropriate agencies • Coordinate dissemination of emergency warning information through all available alerting mediums • Relay City requests and needs to the KCOEM • Assist with the recruitment of volunteers as needed.
Communications Centers (NORCOM and partner PSAPs)	<ul style="list-style-type: none"> • Develop Emergency Operating Guide • Provide recommendations for EOC communications equipment, if requested

Position	Responsibilities
	<ul style="list-style-type: none"> • Provide emergency communications service to the Communications Center service area • Provide information on emergency situations and locations to the EOC during activation • Coordinate re-establishment of communications system if disrupted • Disseminate initial warning information and request activation of the Emergency Alert System through KCOEM when appropriate • Provide for the identification and preservation of essential Communications Center records • Document emergency-related costs and activities
City Departments	<p>These responsibilities listed below apply to all City Departments as follows:</p> <ul style="list-style-type: none"> • Develop department Emergency Operating Guides • Participate in emergency management training, drills, and exercises • Train employees on emergency and disaster plans and procedures • Ensure employee work areas are safe, clear of equipment and supplies that may impact ingress and egress routes, and that no equipment or furniture can injure employees
Public Works	<ul style="list-style-type: none"> • Develop Public Works Emergency Operating Guide • Provide support to Fire District rescue operations as appropriate • Coordinate efforts to determine infrastructure safety and recommend evacuation when appropriate • Coordinate with Police Department to provide traffic control devices (barriers, barricades, signs etc.), road closures, and protection of public property • Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic-control measures in coordination with the Police Department • Provide damage assessment, debris removal, emergency protective measures, emergency and temporary repairs and/or construction for public works infrastructure • Provide support and compile data for the initial damage assessment of essential city-wide facilities

Position	Responsibilities
	<ul style="list-style-type: none"> • Provide light and heavy equipment, generators, and supplies as requested • Coordinate with area utility providers for restoration of services • Provide support to the Fire District in hazardous material incident response to district sewers and City streets • Provide field communications support through existing communications equipment when requested • Provide support to other departments in field activities as appropriate • Provide, or contract for, engineering and architectural services for transportation and municipal infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during the recovery period • Coordinate permanent repair and reconstruction of City equipment, property, and facilities • Provide for the identification and preservation of essential department records • Document emergency-related activities and costs
<p>Administrative Services</p>	<ul style="list-style-type: none"> • Develop Administrative Services Department Emergency Operating Guides • Plan and coordinate recovery of the City's telephone and computer systems following a disaster • Assist in preparing Proclamation of Local Emergency • Coordinate with telephone service providers for the reestablishment of telephone services to the City government • Provide computer and telecommunications support for City government • Review contracts for emergency work and procurement • Provide for the protection of computer hardware, software and data • Assist in identifying sources of disaster funds if departmental budgets are exceeded • Coordinate disaster related purchases and expenditures and provide documentation of emergency related activities and costs

Position	Responsibilities
	<ul style="list-style-type: none"> • Develop plans for employee notification and support during disaster activities • Coordinate with KCOEM for the recruitment and registration of temporary emergency workers and volunteers • Arrange for community disaster memorial services, if necessary • Arrange for Disaster Mental Health debriefing with EOC staff and other responders if needed • Account for and assess the needs of the City’s Vulnerable Populations • Document emergency-related activities and costs • Provide for the identification and preservation of essential department records
Development Services	<ul style="list-style-type: none"> • Develop Development Services Department Emergency Operating Guide • Develop plans for, and coordinate the utilization of local facilities for temporary ADA-compliant emergency shelters, staging areas, and points of distribution • Provide streamlined permit process for disaster recovery efforts • Coordinate community support services established in the city following a disaster • Develop plans for emergency feeding and shelter for City staff during disaster activities • Assist in preparing Damage Assessment reports and Requests for Assistance • Account for and assess needs of businesses and economic impacts to the City • Provide for the identification and preservation of essential department records • Document emergency-related activities and costs
Woodinville Fire & Rescue	<ul style="list-style-type: none"> • Develop Fire Department Emergency Operating Guides • Provide command and control for field operations by establishing command posts as appropriate • Provide fire suppression services

Position	Responsibilities
	<ul style="list-style-type: none"> • Provide hazardous materials incident command and radiological monitoring • Coordinate with outside/Mutual Aid agencies as appropriate • Provide direction and control for search and rescue activities • Provide light rescue and limited heavy rescue response • Provide emergency medical services with limited transportation to hospitals • Direct or support evacuation efforts as appropriate, including pets and livestock • Provide support to other departments in utility restoration efforts • Provide support in the dissemination of emergency warning information to the public • Provide support to other departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property • Participate in initial city-wide damage assessment as appropriate, including assessment of department facilities • Provide for the identification and preservation of essential department records • Document emergency-related activities and costs
<p>Police Department</p>	<ul style="list-style-type: none"> • Develop Police Department Emergency Operating Guide • Provide law enforcement activities within the City • Request mutual aid through the Washington Mutual Aid Peace Officers Powers Act, RCS 10.93, and the King County Sheriff’s Office • Provide command and control for field operations by establishing command posts as appropriate • Provide guidance for emergency traffic control • Direct and/or support evacuation efforts as appropriate, including pets and livestock • Provide support to the King County Medical Examiner in the identification of the deceased

Position	Responsibilities
	<ul style="list-style-type: none"> • Provide support in the dissemination of emergency warning information to the public • Participate in initial city-wide damage assessment as appropriate • Provide coordination with the King County Sheriff's Office (KCSO) Bomb Disposal Unit (BDU) for explosive device identification, handling, and disposal • Provide for the identification and preservation of essential department records • Document emergency-related costs and activities.

King County Responsibilities

Upon request by the City, the KCOEM will assist and support the city in the following areas as needed;

- Provide a Liaison to the City EOC upon request, Liaison duties are described above
- Provide support services per the County's Service Catalog as described below:

Support Service	Tasks
Crisis Communications	<ul style="list-style-type: none"> • Alert and Warning • Amateur Radio • Information sharing • PSAP services • Maintain regional public information website • Crisis Communications training and reference guide • Activate a regional JIC
Evacuation Planning	<ul style="list-style-type: none"> • Coordinate resources • Ensure a life-safety response during flooding or other evacuation situation
Federal Assistance Program	<ul style="list-style-type: none"> • Compile regional Preliminary Damage Assessments (PDA) • Submit PDA to support state and federal declarations • Act as the Applicant Agent for Individual Assistance and Public Assistance programs

City of Woodinville Comprehensive Emergency Management Plan – BASIC PLAN

Grant Management	<ul style="list-style-type: none"> • Assist jurisdictions to obtain and manage federal grant money and projects • Audit expenditures for eligibility • Monitor expenditures and budgets on grant projects
Hazard Mitigation	<ul style="list-style-type: none"> • Identify inherent risks in the county • Maintain hazard mitigation plan for the county • Coordinate County’s mitigation projects to maximize efficiencies • Help jurisdictions maintain eligibility for post-disaster grant funds
Mass Feeding	<ul style="list-style-type: none"> • Provide procedures for establishing disaster feeding stations in King County • Integrate all agencies into the feeding response process
Plan Development	<ul style="list-style-type: none"> • Assist with CEMP development • Review the city’s CEMP and submit it for State review • Assist with COOP/COG development
Public Education and Outreach	<ul style="list-style-type: none"> • Provide information and representation at public outreach events • Provide printed materials and handouts to the public • Maintain information websites to encourage public preparedness
Regional Technology	<ul style="list-style-type: none"> • Provide emergency public notification, including updates to website, private conferencing, automatic triggers and alerts, call-out capability • Support Next Generation 9-1-1 for improved emergency services • Support ALERT King County – text and voice alerting system • Maintain Regional Incident Management System (RIMS) to improve regional situational awareness, manage resources, and maintain recordkeeping of expenditures • Maintain regional SharePoint for file sharing
Shelter/Mass Care	<ul style="list-style-type: none"> • Provide regional coordination of resources

	<ul style="list-style-type: none"> • Coordinate public, private, non-profit and faith-based resources • Coordinate ADA sheltering options • Coordinate volunteers, pet sheltering, public information, and shelter management
Technical/Administrative Assistance	<ul style="list-style-type: none"> • Provide a free, high-tech facility for training and exercises • Provide an alternate EOC, if needed • Provide technology and facility for press conferences and media events
Training and Exercise	<ul style="list-style-type: none"> • Provide ICS, NIMS and position-specific training on request • Provide opportunities for City responders to participate in regional exercises • Assess City program needs and recommend training • Build regional collaboration between the City and neighboring jurisdictions
Volunteer Management	<ul style="list-style-type: none"> • Credentialing of volunteers • Provide Emergency Worker program oversight and registration • Liability coverage of emergency workers during training and activation • Provide management of deployed volunteers

State Responsibilities

- Coordinate emergency management activities state-wide.
- Assist with preparedness, mitigation, response and recover efforts as needed.
- Coordinate requests for special services and resources to support local response efforts.
- Activate EMAC agreements and requests for resources.
- Interface with federal agencies, EMAC responders, and coordinate federal resources.
- Maintain WebEOC for situational awareness and resource ordering during a state-wide disaster – access will be through KCOEM.
- Allow City to use WebEOC for internal response if requested.
- Provide WebEOC training to City staff.

Federal Responsibilities

- Aid State and local agencies to save lives, protect property, the economy and the environment.
- Facilitate the delivery of federal resources and assets in support of State and local governments.
- Assist citizens, businesses, and government agencies recover from disasters.
- Provide Incident Management Teams (IMTs) to assist in large-scale disasters.
- Provide Federal ESF specialists and resources, if needed.
- Staff Joint Field Offices to support the local response effort.
- Deploy Department of Defense assets to support local civilian response efforts.

Emergency Operations Center (EOC) Management

- The City’s EOC provides support to field operations if they are needed.
- The City EOC does not manage Woodinville Fire & Rescue or Woodinville Water District resources.
- Field operations command staff may request various tasks or positions be handled by the EOC (*e.g.; IC may request EOC Logistics handle ordering of all non-Mutual Aid resource*).
- Overall management of City resources and operations will be coordinated through the EOC.
- KCOEM will assist in managing other local, County and State resources to best organize regional efforts.
- City Emergency Management will organize the EOC in an ICS structure using ESF expertise when needed to provide support to the field response teams.
- The EOC will operate with support and guidance from the KCOEM liaison.
- EOC Director will determine which of the Command and General Staff positions to fill and where ESF Subject Matter Experts (SME) may be useful. Duties of any unfilled position will be the responsibility of the EOC Director.
- ESF Annexes give detailed information about what is expected of responders in those support positions. These SME positions will likely be coordinated through KCOEM.
- While the City will rely on King County for support, responsibility for policy and financial decisions will always remain with city officials.

Operational Priorities

1. Life Safety and Health
2. Stabilize the Situation
3. Protect property
4. Keep the public informed
5. Protect the environment
6. Restore essential services and facilities
7. Reduce economic disruptions

- The EOC may be activated to any level deemed appropriate for the incident ([See Activation Levels](#)).
- Activation level will be determined by the City Manager or designee.
- Some city departments and districts (Fire, Police, Public Works, Water, etc.) may designate field command posts for coordinating individual department/district operations. The person in charge of the command post is responsible for coordinating and communicating with the EOC.
- Policy decisions should be made with the Operational Priorities in mind.
- EOC position-specific checklists, forms, and job aids and tools are contained in the Emergency Response Guide, Annex B to the Plan.

EOC Position Descriptions

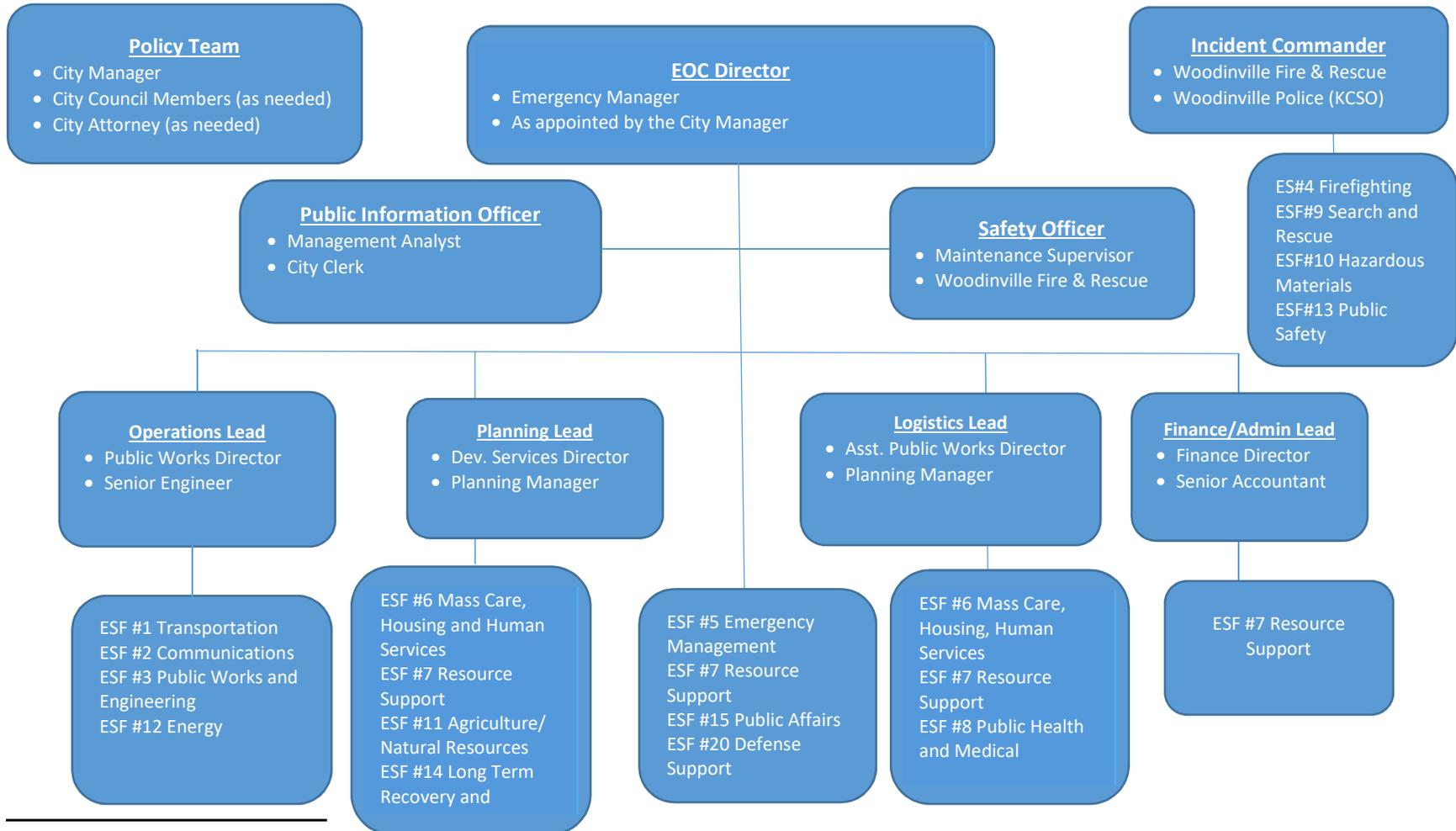
- Policy Team Lead (position held by City Manager)
 - Oversee policy decisions including Emergency Proclamations
 - Maintain situational awareness
 - Approve public messaging
 - Keep Council informed
 - Coordinate with leaders of neighboring jurisdictions
 - Endeavor to maintain daily functioning of City services
 - Be available or delegate appearances at press conferences
- EOC Director
 - Manage activities in the EOC
 - Maintain overall situational awareness
 - Maintain sufficient staffing
 - Oversee staff safety and well-being
 - Provide information to the Policy Team
 - Perform duties of any unassigned role in the EOC
 - Work with Planning to develop the EOC Incident Action Plan (IAP)
 - Monitor IAP to ensure tasks are being completed and objectives met, revise IAP as needed
 - Coordinate assistance from outside agencies
 - Work with KCOEM Liaison to coordinate support activities

- Public Information Officer
 - Primary POC for media
 - Prepare City press releases
 - Prepare City Manager for interviews
 - Liaise with the established JIC for the incident
 - Monitor Social Media and prepares rumor control releases
 - Support EOC in issuing warnings to citizens
- Safety Officer (optional EOC position)
 - Check EOC facility for safety concerns
 - Monitor EOC staff for signs of illness or distress
- Liaison (KCOEM representative) (optional EOC position)
 - Coordinate County assets and support personnel to assist the City
 - Coordinate with outside agencies
 - Support situational awareness at the City and the County
 - Coordinate requests for assistance from State and Federal agencies
- Operations Section Lead
 - Coordinate any operational functions assigned to the EOC
 - Provide communications link to operational assets in the field
 - Contribute to situational awareness in the EOC
 - Ensure appropriate levels of staffing and resources in the field
 - Contribute to EOC briefings and the IAP
- Planning Section Lead
 - Collect, analyze, and display situational awareness information
 - Prepare regular Situation Reports (SitReps)
 - Compile damage assessment information from the field
 - Update maps and resource status in the field
 - Track progress on tasks
 - Look ahead to needs for next duty period
 - Manage technical support services (Scribe and EOC Tech/Admin)
 - Ensure all incident documentation is organized, available and archived for future reference

- Assist with the preparation and distribution of the After-Action Report
- Logistics Section Lead
 - Provide, locate, or acquire all equipment, supplies, personnel, facilities and transportation required for the EOC, and for field responders if requested
 - Arrange for food, lodging and other support services for EOC staff, and field response if requested
 - Build EOC communications plan for phones, radios
 - Keep EOC director informed of all resource management issues
 - Work with the Operations EOC lead and field responders to establish priorities for resource allocations
 - Work with KCOEM to request and manage external resources
 - Track ordered resources from request to delivery
 - Oversee the return of resources to supplier, monitor damage reports
 - Quantify and replace consumables
- Finance Section Lead
 - Ensure all finance records are maintained throughout the event
 - Track on-duty time for all City EOC personnel
 - Work closing with the Logistics Section to track and record purchases
 - Keep a running estimate of costs incurred by the City for budgeting purposes
 - Ensure payroll functions proceed normally throughout the response
 - Oversee any Worker's Compensation claims related to the response
 - Ensure the City's emergency procurement rules are observed
 - Ensure purchases and expenditures are recorded properly and attributed to the response effort for potential reimbursement from federal disaster funds
 - Oversee documentation and Disaster Financial Assistance paperwork is maintained and submitted
- Scribe
 - Update real-time Excel spreadsheet of all incoming messages and information
- EOC Tech and IT
 - Set up computers, monitors, projectors, phone lines and all other electronic mediums
 - Monitor Social Media for information about the event, share pertinent information with the PIO

- Ensure 800 MHz radios are charged and available
- Provide charging capability for cell phones
- Maintain radios and change out batteries as needed
- If EOC must relocate to another facility, work with Logistics Section to ensure set up at alternate facility is complete
- Coordinate with the Amateur Radio Emergency Services (ARES) for setup

Level 3 Emergency EOC Staffing Structure²



² Roles may change on the chart. No one person can assume two roles. It is recommended to have the Public Works Director be the Lead for the Operations and to also delegate functions for the Logistics (without activating). If full chart is needed, it recommended to contact the King County Zone 1 Coordinator and request an Emergency Management Assistance Team (EMAT) for supplementing roles.

Key EOC Role Assignments

- This chart shows which person or department is the planning lead for each ICS/EOC position. The basis for assignments is based on the available staff per the Organization Chart (2017) and matching roles with similar day-to-day functions that are performed by staff, to the extent possible.

POSITION	HOLDER
Policy Team Lead	City Manager
EOC Director – City Manager <i>(Note: Fire or Police Department will likely be the Incident Commander in the field)</i>	Emergency Manager-Assistant to the City Manager Development Services Director
Operations Section Lead	Public Works Director Senior Engineer
Planning Section Lead	Development Services Director Planning Manager
Logistics Section Lead	Asst. Public Works Director Planning Manager
Finance/Admin Lead	Finance Director Senior Accountant
Public Information Officer	Management Analyst City Clerk City Manager
Safety Officer	Maintenance Supervisor Fire Department
Liaison	King County Representative
Scribe	Administrative Services
Tech	Administrative Services

**For the Operations and Planning Section, the lead depends on the situation and emergency. If the emergency is strongly correlated to search and rescue operations, then the Fire Department would likely be the lead and the City would be supporting the Fire Department EOC organizational structure.*

On-Scene Management

- The Incident Commander (IC) is the on-scene manager responsible for direction and control at the scene of the incident.

- The IC will utilize any ICS positions deemed necessary at the time of the incident and will remain responsible for all functions until delegated.
- ICS structure should be activated to the level necessary for efficient operations.
- It is the responsibility of the IC to:
 - Assess the situation
 - Develop incident organization objectives, action plans and priorities
 - Ensure safety issues are addressed
 - Ensure requests for necessary resources are made to appropriate agencies, dispatch, or the EOC
- When field operations staff are overwhelmed, they can delegate tasks to the EOC including non-mutual aid resource ordering.
- When more than one agency is involved in response at the scene, representatives from key responding agencies should coordinate in a Unified Command (UC) structure to ensure each agency's objectives are identified.
- Agency representatives working in support of the UC will maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the EOC when instructed.
- Washington Administrative Code (WAC 296-62-3112) requires that ICS be used in responses to hazardous materials incidents and outlines specific requirements of the IC.
- IC may appoint a Public Information Officer (PIO) to work with the news media at the incident scene to;
 - Coordinate media releases
 - Arrange contacts between the media and response agencies
 - Brief agency spokesperson prior to a press briefing
- When possible, information released to the media is coordinated through the EOC.
- PIO is responsible for communicating released information to the EOC.

Emergency Support Functions (ESF)

- Emergency Support Functions (ESFs) is a grouping of governmental and certain private sector capabilities into an organizational structure to provide resources, advice and support from Subject Matter Experts (SME).
- ESFs were originally developed to organize federal government agencies into functional categories, but the structure proved beneficial at all levels and the City has elected to organize its own resources according to the ESF structure.
- ESFs are organized by function (Transportation, Fire Fighting, Energy, etc.).

- City Departments are assigned to specific ESFs and will be activated if additional functional support is needed in a specific sector during a response.
- EOC Director may elect to activate a specific ESF if the need arises for the formal organization of a specific function.
- ESF resources, capabilities, and responsibilities are detailed in Annex A – Emergency Support Functions.

ADMINISTRATIVE & FISCAL PROCEDURES

Recordkeeping

- Finance Director will develop effective methods and procedures for documenting disaster expenditures and provide each City department with documentation forms and completion instructions.
- City departments will assign personnel responsible for documentation of disaster activities and costs. They will utilize designated administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day to day activities and expenditures.
- Financial documentation and associated reports will be prepared at the direction of the City Manager or designee.
- City Clerk, in coordination with other City departments, will identify Vital Records necessary for the resumption of business after a disaster.
- During emergency operations, non-essential administrative activities may be suspended.
- Personnel not assigned to essential duties may be assigned to other departments to provide support services.

Policy

- The City will finance disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-1 00.
- City Manager, in consultation with the Director of Finance and City Council, will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
- Normal purchase and payment procedures may be modified during a disaster response.
- No services or assistance will be denied based on race, color, national origin, religion, sex, economic status, age, gender identity, marital status, or disability.
- Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 -Laws Against Discrimination and 44 CFR

Section 205.16- Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

- Volunteer emergency workers used during emergencies and disaster operations shall be credentialed through the KCOEM and registered onsite using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
- Departments will utilize their personnel to the maximum extent possible; including re-assigning non-essential department personnel to emergency responsibilities.
- Administrative Services is the lead department for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.

Reporting

- City will send a rough estimate of initial damages to the KCOEM within 48 hours to assist in the County's request for assistance from the State.
- City Manager will prepare and submit state and federally-required reports with information concerning nature, magnitude, and impact for use in evaluating and providing appropriate response resources and services.

City Manager will prepare and submit state and federally-required reports;

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

Permitting

- Streamlined plan review and permit processes may be instituted to facilitate recovery and repair activities.
- Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval requiring compliance with the Woodinville Municipal Code, State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, Hydraulics Project Approval Act, and Flood Control Act. Permits and environmental review may be waived on such sites to protect life and property.
- Properties of historic significance and archeological sites are protected by law. Non-time-critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.

Volunteers and Augmented Work Force

- The City Manager will designate either the Emergency Operations Center (EOC) Planning Section Chief or the ESF 14 – Volunteer and Donations Management representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist City employees in obtaining recovery assistance.

- Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations.
- Requests for additional assistance should be coordinated through the EOC.
- City departments will retain day-to-day supervision of their work force, but will coordinate their emergency personnel needs with Administrative Services.
- Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules. Requirements of the Washington State Overtime Law, Fair Labor Standards Act (FLSA), existing labor contracts and City policies and procedures shall apply.

LOGISTICS

- Following a Proclamation of Emergency, the City Manager has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations.
- The City Manager or designee is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations.
- City departments must prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Emergency Operating Guides. Any of these resources may be called upon during disaster and emergency situations.
- City Public Works, Administrative Services, and Development Services Departments will pre-identify locations within the City areas for use as Logistics Staging Areas and Points of Distribution for response and relief supplies. These will be coordinate through the EOC Logistics Section Lead. Additional information on Staging Areas and Points of Distribution can be found in ESF 7- Resource Support.
- Additional governmental resources may be called upon for assistance using existing mutual aid agreements. Requests will be coordinated through KCOEM.

DIRECTION, CONTROL, and COORDINATION

NIMS Integration

- The National Incident Management System (NIMS) is mandated by Homeland Security Presidential Directive - 5, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector, and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

- To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, NIMS includes a core set of concepts, principles and terminology.
- The City conduct all emergency management activities in accordance with NIMS.

Direction and Control

Three overall functional areas:

Policy Team: City Manager and his chosen advisors will address policy issues brought about by the disaster, and monitor the situation. City Manager will ensure the continued normal operation of City functions, as much as possible.

EOC: City personnel in conjunction with KCOEM liaisons, will provide resource support to field responders, coordinate public messaging, prepare required documentation, and gather and disseminate situational awareness information from the EOC. EOC Director will coordinate with Policy Team and Field Operations.

Field Operations: Control of field operations will follow the ICS model. Incident Commanders located in command posts will direct and coordinate disaster field operations in coordination with the EOC.

Policy

- Direction and control of emergency management activities rests with the City Manager. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52.
- The City Manager, in coordination with KCOEM, is responsible for ensuring that emergency preparedness activities, response to emergencies, and the coordination of the recovery efforts are effectively managed within the City.
- The City Council is responsible for city-wide policy decisions. The City Manager, or designee, provides policy recommendations to the City Council during a disaster, or in anticipation of large-scale emergencies or disasters.
- The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Vacancies of elected officials in the City shall be filled per RCW provisions
- The day-to-day organizational structure of the City departments will be maintained as much as practical during emergency and disaster operations. Each City department will have a line of succession to the supervisor reflected in their department's Emergency Operating Guide.

Field Operations

- In compliance with the NIMS, on-scene management of emergencies will normally follow the Incident Command System (ICS) as published by the National Fire Academy (NFA) and the Federal Emergency Management Agency (FEMA). The functions of ICS include, but are not limited to:
 - Incident Commander (IC) - Directs on-scene operations
 - Safety Officer - Oversees safety of operations at the scene
 - Liaison Officer - Coordinates information with support function groups
 - Public Information Officer (PIO) - Coordinates media relations and emergency public information
 - Operations Section - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, and decontamination
 - Logistics Section - Responsible for communications, transportation, supplies, special equipment, and facilities
 - Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, volunteers, demobilization
 - Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, claims
- City departments may designate field command posts for coordinating departmental operations. The individual in charge of a command post is responsible for keeping the EOC informed of their situation and activities and shall act in coordination with the EOC.
- The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident and shall remain responsible for ICS functions until delegated. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
 - Assess the situation
 - Develop incident organization objectives, action plans and priorities
 - Ensure safety issues are addressed
 - Contact appropriate agencies, dispatch, or the EOC to request necessary resources
- When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies will coordinate to ensure each agency's objectives are identified. As necessary, a Unified Command (UC) should be implemented. Personnel working in support of the Incident Commander will maintain

the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the EOC when instructed.

- Washington Administrative Code (WAC) 296-62-3112 requires ICS be used in responses to hazardous materials incidents and outlines specific requirements of the IC.
- IC may appoint a PIO, when the situation warrants, to work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the EOC. The PIO is responsible for coordinating released information with the EOC.
 - In major events, KCOEM will establish a Joint Information Center (JIC) at the RCECC. The Woodinville PIO should work in coordination with the JIC to ensure a consistent message is released to the public.

Emergency Operations Center (EOC)

- Overall direction, control and coordination of local resources and operations will be conducted through the City EOC in support of the overall response to the disaster and to best coordinate efforts with county, state and federal agencies.
- The City EOC will be co-locate with Woodinville Fire & Rescue EOC. Back-up location is the Woodinville City Hall (17301 133rd Ave NE), which is equipped with a temporary power supply for use during general system failures and is available for operations 24 hours a day.
- Initial activation and establishment of the EOC structure is the responsibility of the City Manager or his/her designee.
- EOC may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the City staff and necessary support staff as required.

Primary EOC located at:

Woodinville Fire & Rescue Station 31
17718 Woodinville-Snohomish Rd.

Back-up EOC located at:

Woodinville City Hall
17301 133rd Ave NE

Coordination

- KCOEM is the lead agency for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies serving the county.
- In the event of a large-scale emergency affecting a widespread area, the King County Emergency Coordination Center (ECC) will be activated to provide coordination of activities and resources.
- The KCECC may be activated at the request of Woodinville emergency management staff if their assistance is needed.

EMERGENCY PUBLIC INFORMATION

- Emergency warning and public information will be communicated to citizens via local media through the designated PIO with assistance from the KCOEM PIO.
- City Manager will identify a PIO for the incident to coordinate public messaging and media activities.
- PIO may sit in the EOC or may sit in an established regional Joint Information Center (JIC).
- KCOEM will establish a JIC at the RCECC if needed.
- City Manager may act as the City’s official spokesperson or may delegate that duty to the PIO.
- PIO will use all available communications methods including;
 - Emergency Alert Systems (EAS) (includes R911)
 - ALERT King County
 - Woodinville Water District Contact Information (see Emergency Response Guide in Annex B)
 - Dedicated phone line for the School District
- Backup and supporting communication activities will be provided by organized volunteer radio operators assigned through KCOEM.
- City will strive to provide both emergency and general information in a timely and coordinated manner.
- *Emergency information* is information which has direct relevance to the safety and/or health of the citizenry; such as:
 - Evacuation orders and routes
 - Shelter-in-place notices
 - Boil water orders
 - Curfews
- *General information* may consist of information such as;
 - Debris pick-up schedules
 - Permit fee schedules
 - Facility hours of operation
- In some circumstances, emergency public information may need to be released from field command posts. If so, the IC for that location will notify the EOC as soon as possible and relay details of the information released.

- Release of law enforcement information will be coordinated through the King County Sheriff's Office's PIO.
- Additional information can be found in the ESF 15 – Public Affairs in Annex A.

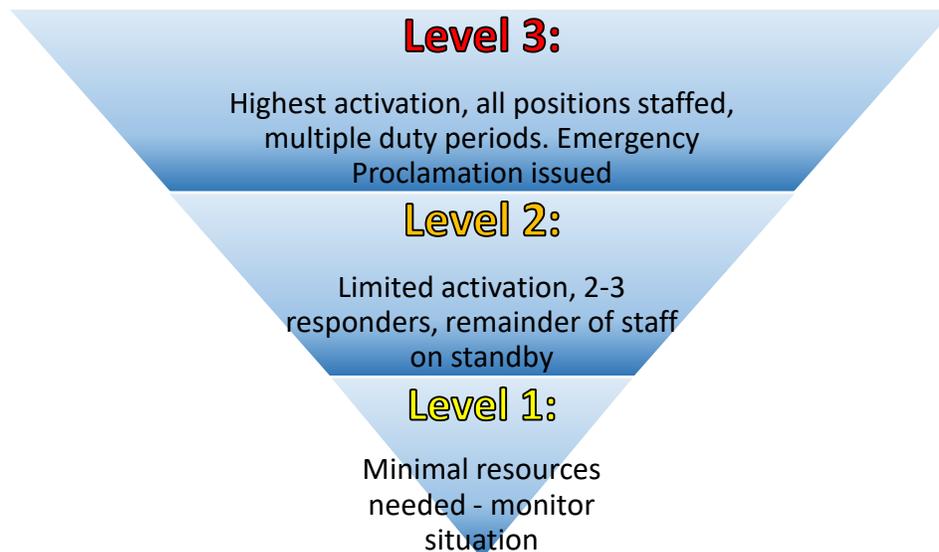
PROCLAMATION OF EMERGENCY

- The Proclamation of Local Emergency is made by the City Manager and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The Proclamation is a prerequisite to state and federal disaster assistance.
- The City Manager will generate the Proclamation and will use all methods available to give notice of such Proclamation to the public.
- The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to:
 - Rationing of resources and supplies
 - Establishing a city-wide curfew
 - Publication of notices
 - Provisions pertaining to the performance of public work; entering contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.
- The City Council will ratify the Proclamation as soon as practical.
- The City Manager will notify KCOEM when a Proclamation of Local Emergency is made.
- The KCOEM will notify appropriate county, state and federal agencies following the Local Proclamation of Emergency.
- In a regional disaster, the City's Proclamation and Preliminary Damage Assessment report will be sent to the County, the county will prepare its Emergency Proclamation and submit it to the State, and if warranted, the Governor will request a Presidential Declaration under the Stafford Act.
- Declarations under the Stafford Act allow for federal assets to be mobilized to the area. There is no other pathway to federal assistance.
- A blank Local Proclamation form is in Annex B - Emergency Response Guide.

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

- EOC may be activated to provide a response in different circumstances:
 - Anticipation of an event such as an approaching storm
 - Planned events such as a large community celebration or protest
 - No-notice emergencies such as earthquakes, shootings, explosions, etc.
- Once an emergency is known, the City Manager or his designee will determine if the EOC should be activated.
- If the decision is made to activate, response staff will be notified to report to the EOC
- Available staff will be assigned response positions and will begin working through the response checklists provided in the EOC position packets.
- During a response, the Emergency Response Guide (ERG) should be the primary reference document for responders.
- All checklists, forms and resource materials contained in the ERG should be copied and placed in the position-specific folders in a known location in the EOC so they are readily available during an activation.
- The EOC may be activated to varying levels utilizing the lowest level needed to maintain appropriate Span of Control.

Levels of Activation



- **Level 1:** Monitoring status with a single person assigned to the EOC, if appropriate, as the City’s liaison. All other responders notified of status. May be used during pre-planned events to ensure staff is ready to respond should an emergency situation

develop. Response staff will continue in their normal jobs, but will be in a state of readiness to respond if the level is raised.

- **Level 2:** Limited activation, 1-3 members of Response team reports to the EOC as assigned, remaining Response staff may continue in their normal jobs or may be sent home to rest in anticipation of a higher-level response. King County liaison may be in EOC as support or may provide support from the KCECC.
- **Level 3:** Highest level of activation, all positions staffed, and multiple duty periods assigned. Emergency Proclamation issued. King County liaison in the EOC.
- Some events will begin as a Level 1 and grow steadily as the situation becomes more critical or the full scope of the disaster becomes known; other events will begin as a Level 3 and decrease in severity as the situation is brought under control.

REQUEST FOR EMERGENCY ASSISTANCE

- If a situation is beyond the capability of local and pre-designated mutual aid resources, the City Manager will request additional resources and support through KCOEM for county, state and federal assistance as necessary.
- Requests to the Governor to proclaim a State of Emergency are made by the County Executive through the KCOEM. This proclamation by the Governor is necessary to obtain federal disaster relief funds.

DEMOBILIZATION

- When the City Manager (or designee) determines activities in the EOC are no longer required, he/she will issue instructions for demobilization.
- Demobilization may be for one position at a time with that position's responsibilities falling back to the EOC Director until all positions are closed, or a blanket demobilization order may be issued.
- Demobilization instructions are included on all position checklists.

TRAINING, EXERCISES, & EDUCATION

Staff Training

- City Manager is responsible for ensuring appropriate staff receive training in emergency management skills and professional development through available resources.
- Department Directors are responsible for ensuring their employees receive training on the CEMP, NIMS and ICS and the roles they are expected to play in a response.

Public Education

- Public education programs are available from KCOEM on request, materials are designed to increase awareness of hazards and help citizens prepare to be self-sufficient until outside resources are likely to be available.
- KCOEM recommends seven days of food, water, medicine and supplies.
- Printed education and information materials are available through the KCOEM.
- Audience-specific programs are suggested for:
 - Schools – to include evacuation, lock-down, shelter-in-place, family reunification
 - Community Groups – (Map Your Neighborhood and CERT)
 - Businesses – Business Continuity Planning
 - City Employees – personal preparedness for employees and their families
 - All employees should develop: 1 A family support plan that ensures family members will be safe and secure during an emergency situation. 2 An out of area contact person that family members can use to relay messages if regular methods of communication fail. 3 A personal “go kit” that includes the items their families will need if they should evacuate or shelter in place.

Exercises

- City Manager is responsible for ensuring that sufficient number of exercises are conducted to ensure staff preparedness.
- City will maintain a Multi-year Training and Exercise Program.
- Exercises will include seminars, workshops, tabletops, drills, functional and full-scale exercises.
- Exercises will be developed and facilitated using the Homeland Security Exercise Evaluation Program (HSEEP) format which minimally includes;
 - Exercise Plan or Situation Manual, as appropriate
 - Evaluation Guides
 - After-Action Report
 - Improvement Plan
- City may request assistance from the KCOEM for exercise development and facilitation.
- KCOEM will include City staff in local and regional exercise events.

PLAN MAINTENANCE and DISTRIBUTION

Maintenance

- City Manager ensures exercises of this plan are conducted on an annual basis and updates made to the CEMP if indicated by exercise results.
- CEMP will be updated every four (4) years minimally and if needed in the following circumstances
 - Plan will be updated after a major activation or exercise if the After-Action Report findings indicate the need for immediate improvements
 - Plan will be updated if there is a significant change to city emergency protocols

Distribution

The plan will be distributed as follows:

1. Executive Department, Public Works Department, Development Services Department, Finance Department, Administrative Department, Public Works Maintenance Shop (6 locations total) –
 - a. (1) Hard Copy – CEMP Basic Plan, ESF Annex, Emergency Response Guide, and Standard Operating Procedures for each department.
 - b. Electronic Copy (on each staff's computer/tablet) - CEMP Basic Plan, ESF Annex, Emergency Response Guide, and Emergency Operating Guide for each department.
 - c. Hard copy of Emergency Response Guide in To-Go Kits in EOC staff backpacks (both in office and in vehicle).
 - d. Emergency Response Guide at each staff desk and in vehicle.
2. King County Office of Emergency Management
 - a. Hard Copy – CEMP Basic Plan, ESF Annex, Emergency Response Guide for each department.
 - b. Electronic Copy - CEMP Basic Plan, ESF Annex, Emergency Response Guide for each department.
3. Woodinville Water District
 - a. Hard Copy – Emergency Response Guide.
 - b. Electronic Copy - CEMP Basic Plan, ESF Annex, Emergency Response Guide for each department.
4. Woodinville Fire & Rescue
 - a. (1) Hard Copy in EOC – CEMP Basic Plan, ESF Annex, Emergency Response Guide for each department.

- b. (1) Hard Copy for Woodinville Fire & Rescue – CEMP Basic Plan, ESF Annex, Emergency Response Guide for each department.
 - c. Electronic Copy in EOC - CEMP Basic Plan, ESF Annex, Emergency Response Guide for EOC City computers.
 - d. Electronic Copy sent to Woodinville Fire & Rescue - CEMP Basic Plan, ESF Annex, Emergency Response Guide for EOC City computers.
5. Northshore School District
- a. Electronic Copy - CEMP Basic Plan, ESF Annex, Emergency Response Guide
6. City Website
- a. Electronic Copy - CEMP Basic Plan and ESF Annex

APPENDICES

Appendix A – Acronyms and Definitions

Acronyms

AAR	After Action Report
ARC	American Red Cross (Also called Red Cross)
ARES	Amateur Radio Emergency Services
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
DOT	Department of Transportation
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
ERG	Emergency Response Guide
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HMP	Hazard Mitigation Plan
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
KCOEM	King County Office of Emergency Management
KCDOT	King County Department of Transportation
KCECC	King County Emergency Coordination Center
NIMS	National Incident Management System
NORCOM	North East County Regional Public Safety Communications Agency
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCECC	Regional Communications and Emergency Coordination Center (if the RCECC has not been activated, the King County Emergency Coordination Center (KCECC) is used)
RCW	Revised Code of Washington

RFI	Request for Information
SAR	Search and Rescue
SOP	Standard Operating Procedure
TTU	Text Telephone
UC	Unified Command
VHF	Very High Frequency
VOIP	Voice Over Internet Protocol
WAC	Washington Administrative Code
WSFC	Washington State Fusion Center
WSDOT	Washington Department of Transportation
WSP	Washington State Patrol
Z1 EC	Zone 1 Emergency Coordinator

Definitions

Joint Information Center (JIC)	Location where PIOs gather to generate coordinated messages to the impacted areas.
Emergency Operations Center (EOC)	Central location where emergency responders gather to manage the event.
Joint Information System (JIS)	A collaborative practice involving PIOs for all impacted agencies who work together to coordinate messaging, develop press and media materials and conduct joint press conferences.
Emergency Support Functions (ESFs)	Functional activities organized by type of activity or infrastructure impacted
Comprehensive Emergency Management Plan (CEMP)	An overarching document that encompasses all of the city’s emergency planning documents. The Basic Plan covers policy and doctrine, other plans are included as Annexes to the Basic Plan.
Emergency Response Guide (ERG)	A stand-alone document attached to the CEMP as an Annex. The ERG outlines active steps and actions to be taken by responders during an emergency event. It includes checklists, contact lists and other helpful Job Aids.
Emergency Operating Guides (EOG)	Departmental response guides written by each department with instructions for how employees will try to keep their basic duties and responsibilities functional during a disaster. Acts as a response and continuity.

Washington State Fusion Center (WSFC)	A regional reporting entity staffed by police, State Patrol, US Coast Guard, FBI, US Navy, and others. The Fusion Center compiles all terrorism reports or suspicious activity and shares it with participating agencies.
Incident Command System	A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
National Incident Management System	A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.
National Response Framework (NRF)	The NRF describes not only how the Federal government organizes itself to respond to natural disasters, terrorist attacks, and other catastrophic events but also the importance of the whole community in assisting with response efforts. The intended audience for this document is individuals, families, communities, the private and nonprofit sectors, faith-based organizations, and local, state, tribal, territorial, insular area, and Federal governments.
Public Safety Answering Points-NORCOM Partner	There are 11 PSAPs in King County. NORCOM is assigned to the northern King County area, which takes emergency calls that are routed from Woodinville. Woodinville Police Department calls are routed through the King County Sheriff’s Department.

Unified Command	The Unified Command organization consists of the Incident Commanders from the various jurisdictions or organizations operating together to form a single command structure
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Appendix B – Links and References

Links to documents, plans, and forms

FEMA – Local Damage Assessment Toolkit.

<https://emilms.fema.gov/IS559/lesson6/Toolkit.pdf>

Map Your Neighborhood.

<http://mil.wa.gov/emergency-management-division/preparedness/map-your-neighborhood>

CERT

<https://www.fema.gov/community-emergency-response-teams>

What to do to Make it Through

<http://makeitthrough.org/>

Take Winter by Storm

<http://takewinterbystorm.org/>

Homeland Security Exercise and Evaluation Program (HSEEP)

https://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13.pdf

FEMA Independent Study Courses

<https://training.fema.gov/is/crslist.aspx>

FEMA Public Assistance Applicant Handbook

https://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf/

Developing and Maintaining Emergency Operations Plans CPG 101

https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf

APPENDIX C:

Known Mutual Aid Agreements, Statements of Agreement, Memos of Understanding

TYPE	DATE	WITH	FOR
Agreement	1-2006	American Red Cross	Use of facilities as Mass Care Shelters and Disaster Operations Facilities
Authorization	9-2015	Federal Communications Commission	Radio Station Authorization
Agreement	3-2004	Woodinville Fire & Rescue	Maintenance of the City's Emergency Back-Up Server
Agreement	10-2015	King County Office of Emergency Management	Emergency Support and Services
Resolution	12-2016	Regional Coordination Framework participants	Sharing of emergency support and resources between signatories of the RCF in King County

ANNEX A:
ESFs

ANNEX B:
Emergency Response Guide

ANNEX A- EMERGENCY SUPPORT FUNCTIONS CONTENTS

Overview

ESF – 1 Transportation

Appendix A – Transportation Toolbox

Appendix B – Level 1 Bridge Assessment Form

ESF – 2 Communication Network

ESF – 3 Public Works and Engineering

Appendix A – Basin Maps

ESF – 4 Firefighting

ESF – 5 Emergency Management (includes Notification and Warning)

ESF – 6 Mass Care, Housing and Human Care

Appendix A – King County CEMP ESF #6

Appendix B – Sheltering Matrix

Appendix C – Sample Set-ups and Reference

ESF – 7 Resources

ESF – 8 Public Health and Medical

ESF – 9 Search and Rescue

ESF – 10 Hazardous Materials

ESF – 11 Agriculture and Natural Resources (includes Food and Water)

ESF – 12 Energy

ESF – 13 Public Safety, Law Enforcement, and Security

ESF – 14 Long Term Recovery and Mitigation

ESF – 15 Public Affairs

ESF – 20 Defense Support to Civil Authorities

OVERVIEW

I. INTRODUCTION

A. Purpose

The Emergency Support Functions have been developed to provide more support to a function such as transportation, firefighting, etc. Emergency Support Functions (ESFs) is the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that may be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following an emergency.

B. Roles & Responsibilities

The following is the table that relates the City of Woodinville Departments and supporting agencies with the ESFs in case one or more ESFs need to be activated.

C. ESF Notification and Activation

The EOC Manager will notify the Department Lead Agency as the Primary Role if an ESF is required to be activated. Activating individual ESFs is based on scope and magnitude of the threat or incident.

D. ESF Member Roles and Responsibilities

Each ESF identifies the coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs are a grouping of like capabilities into an organizational structure to provide resources, advice, and other support services to the City during a response – not all responses will warrant the activation of an ESF section.

E. ESF Coordinator

The ESF coordinator is the entity with management oversight for that particular ESF. ESF coordinators provide:

- Coordination before, during, and after an incident, including preincident planning and coordination.
- Maintaining 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.

F. Primary Agencies

An ESF primary agency is an entity that has significant authority, role, or capability for a particular function within an ESF. The Roles and Responsibilities for each ESF discuss the item that the primary agency is coordinating.

G. Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

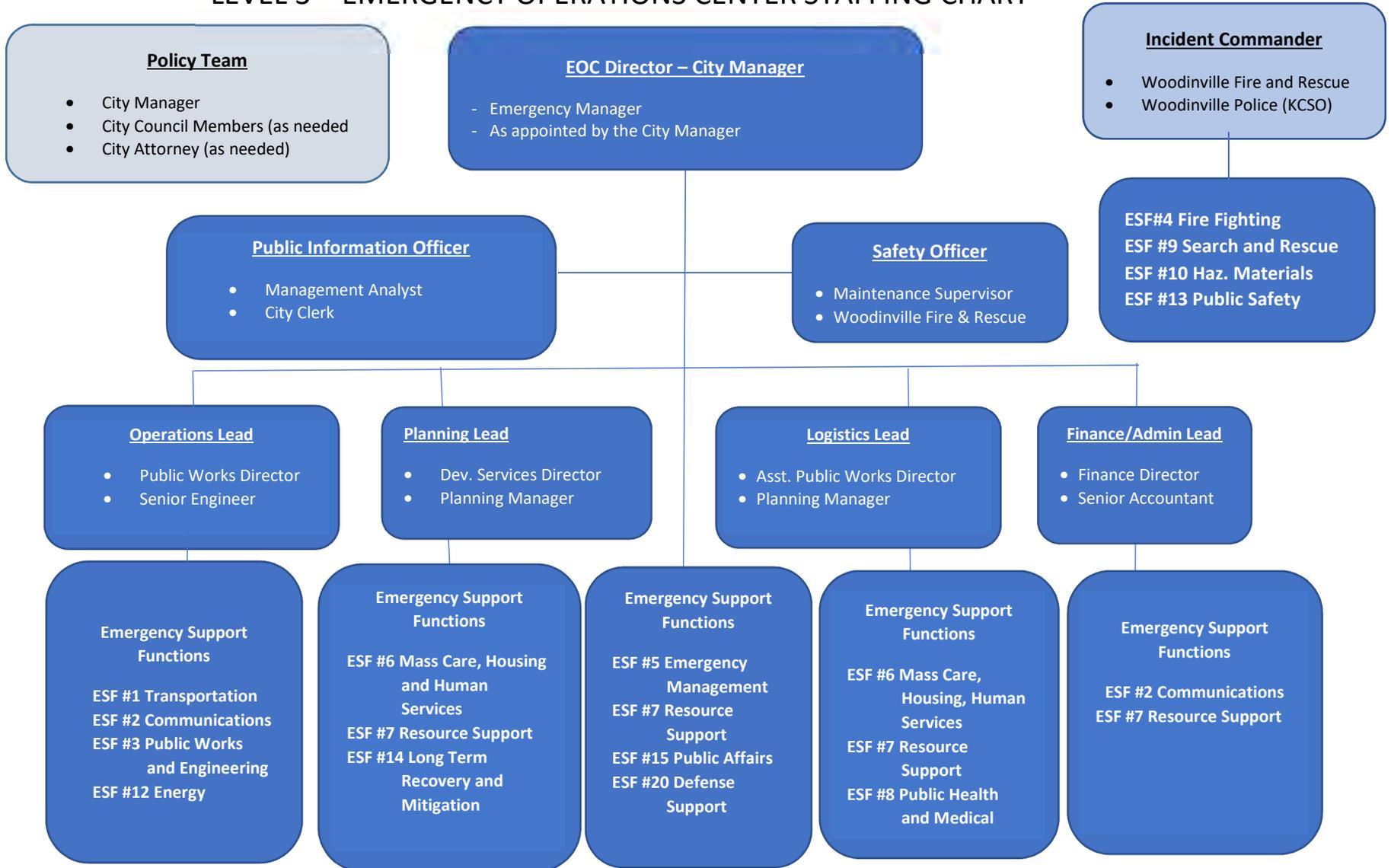
P = Primary Role S = Support Role

CITY DEPARTMENT/AGENCY	EMERGENCY SUPPORT FUNCTION																			
	1 - Transportation	2 - Communications Network	3 - Public Works / Engineering	4 - Firefighting	5 - Emergency Management	6 - Mass Care, Housing & Human Services	7 - Resource Support	8 - Public Health & Medical	9 - Search & Rescue	10 - Hazardous Materials	11 - Agriculture and Natural Resources	12 - Energy	13 - Public Safety	14 - Long Term Recovery & Mitigation	15 - Public Affairs	20 - Defense Support				
CITY EXECUTIVE DEPT					P		P		S	S				S	P	P				
CITY FINANCE/ADMIN DEPT	S	S			S		S		S					S	S					
CITY DEVELOP. SERVICES DEPT	S				S	P	S		S		P			P	S					
CITY PUBLIC WORKS DEPT	P	P	P		S		S		S	S		P	S	S	S					
CITY POLICE DEPT/KC SHER. OFF.		S			S	S	S		P	S			P	S	S					
WOODINVILLE FIRE & RESC	S	S		P	S	S	S	P	P	P	S	S	S							
KING CNTY OEM	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S				
NORCOM COMM CENTER			S		S									S	S					
WOODINVILLE WATER DISTRICT			S				S				S			S						
AMATEUR RADIO EMER. SERVICES		S																		
WSDOT			S						S											
PUGET SOUND ENERGY			S									S								
AMERICAN RED CROSS						S					S			S						
NORTHSHORE SCHOOL DISTRICT							S													
SEATTLE/KING CNTY PUBL. HEALTH								S												
KING CNTY SEARCH AND RESCUE									S											
EASTSIDE HAZ-MAT CONSORTIUM										S										
WASH. STATE DEPT. OF ECOLOGY										S										
MUTUAL AID POLICE AGENCIES													S							
WASH. STATE PATROL													S							
WASTE MANAGEMENT														S						
WASH. STATE MILITARY DEPT.																S				

The following is the EOC Staffing Chart if there was a large emergency (Level 3) and how the ESFs relate to the Section Leads and the EOC Manager. This is also presented in the Basic Plan with additional notes. Refer to the Basic Plan for further information.

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LEVEL 3 – EMERGENCY OPERATIONS CENTER STAFFING CHART



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EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

ESF-1 Coordinator:	Public Works Director
Primary Agency:	Public Works Department
Support Agencies:	Woodinville Fire & Rescue Police Department King County Office of Emergency Management Development Services Department Administrative Services Department

I. *INTRODUCTION*

A. Purpose

To coordinate the activities and agencies involved in transportation related operations.

B. Scope

This ESF is designed to provide guidance in the allocation of transportation resources, determining priority of highway and street repair and in the coordination of activities carried out by transportation agencies operating within the City.

II. *POLICIES*

- A. All activities within ESF-1 Transportation will be conducted in accordance with the National Incident Management System (NIMS) and use the Incident Command System (ICS).
- B. Emergency Manager will direct city resources including staff to the maximum extent practicable per RCW 38.52.070.
- C. All City owned vehicles (not otherwise involved in emergency response) will be made available for use by ESF-1 Coordinator.
- D. As a signatory of the King County Regional Disaster Framework and through the State of Washington Mutual Aid System (WAMAS), the City will make resources available to other jurisdictions through the King County Emergency Coordination Center (KCECC), whenever possible.

III. *SITUATION*

A significant disaster may cause severe damage to the transportation infrastructure. Secondary damage may include utility networks constructed adjacent to or as part of roads and bridges. Damage

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

to transportation systems will cause major disruption to both routine and emergency services. In order to provide pre-planning on how WSDOT would respond, the Regional Catastrophic Preparedness Grant Program identified 50 priority routes throughout the region to establish detours and multi-modal solutions. The links to the plan are provided in **Appendix A – Transportation Toolbox**.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will respond to emergencies based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- The scale and magnitude of the incident will determine response capabilities. The transportation network may experience extensive damage creating problems of isolation.
- Incident response and recovery activities require the use of the transportation system.

Planning Assumptions

- Critical City facilities self-sufficient for 7 days

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.
- Access to the incident area is dependent upon the re-establishment of ground, air, and water routes. Gradual clearing for access routes permits a sustained flow of incident relief efforts.
- Rapid assessment of the incident area is made to determine critical response time and potential workload. Public Works, Police Department, and Woodinville Fire & Rescue staff immediately patrol primary lifeline routes throughout the affected areas.

- The use of the transportation system for response and recovery activities may exceed the capabilities of the City of Woodinville’s transportation resources and support, therefore requiring assistance from the County, State, and federal governments to supplement efforts.
- Communication systems may be affected by the incident requiring alternate methods of communications to be used. See ESF-2.
- Critical City facilities are self-sufficient for at least seven days.

IV. *CONCEPT OF OPERATIONS*

A. General

Public transportation authorities are responsible for the assessment and restoration of transportation systems under their control. When incident needs expand beyond capacity of the City, coordination with neighboring jurisdictions through mutual aid agreements and inter-local agreements will assist the City in carrying out emergency functions.

<p>Concept of Operations</p> <ul style="list-style-type: none"> • Provides the “policy” for ESF-1 • Provides direction, control, and coordination
--

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

- A. **Conducting Damage Assessments.** Damage assessments will be conducted in accordance with the Public Works Department standards. A Safety Plan that includes, but is not limited to, an activity hazard analysis, confined space entry requirements, fall protection/hazards, and proper personal protection equipment (PPE) per OSHA/WISHA, and contact information for the nearest hospital will be required for individuals conducting the assessments. Level 1 Bridge Assessments Forms are located in **Appendix B**.
- B. **Closing a WSDOT-Owned Bridge.** First responders, Police Department/King County Sheriff or Woodinville Fire & Rescue should close any bridge with apparent damage to the structure by using the Level 1 Damage Assessment or if the bridge is partially or wholly collapsed. See **Appendix A**.
- C. **Issuing a Work Order.** The City will issue work orders in accordance with standard operation procedures for emergencies. For regional disasters, contact KCECC prior to issuing a work order to make sure proper protocol and sequencing of damage assessments, reimbursement, etc. is filed properly.

- D. **Standards for Roadway Restoration (City-owned roadway).** Standards for restorative work in accordance with Public Works standards for design and construction. Note that for eligibility of reimbursement regarding restoration work, coordinate restorative work with KCECC. Note that FEMA reimbursement for declared Federal State of Emergency by the Governor (if eligible) is for a match in-kind of the existing infrastructure.
- E. **Standards for Roadway Restoration (non-City).** Standards for roadway restoration that are for roads and assets maintained by King County Metro Transit, King County, WSDOT, Community Transit will be in accordance with each entity’s published documents.

VI. **RESPONSIBILITIES**

Public Works Department
The ESF-1 Coordinator will be the Public Works Director.
Coordinate damage assessment, emergency road clearing and repair activities for roadways within the city.
Coordinate repair and restoration activities on state highways with appropriate agencies.
Provide or contract for repair and recovery work.
Coordinate with other City agencies and adjacent jurisdictions to establish immediate priorities for road re-opening.
Coordinate with other public and private transportation service providers to establish emergency transportation networks and resources.
Conduct Level 1 bridge inspections and coordinate resources for bridge inspections, damage assessments, closures, and re-opening with WSDOT and KCECC.
Woodinville Fire & Rescue
Provide support for damage assessments and identification of emergency road clearing.
Provide support for establishing immediate priorities for road re-opening.
Provide support for road closures.
Police Department
Provide support for road closures and detour routing.
Provide support for establishing immediate priorities for road re-opening.
King County Office of Emergency Management
Provide support for road closures and detour routing.
Provide support for establishing immediate priorities for road re-opening.

King County Office of Emergency Management

Coordinate area wide transportation route recovery projects with affected agencies and jurisdictions. Provide support to the City in re-opening emergency transportation routes. Coordinate with King County Transportation Division.

Provide additional staff to the EOC as requested through the KCECC through the Zone 1 Emergency Center (Z1 EC).

Coordinate resources for bridge inspections, damage assessments, closures, and re-opening with WSDOT.

Development Service Department

Provide maps for transportation route planning.

Coordinate surface transportation activities.

Administrative Services Department

Coordinate the use of unassigned City transportation resources to support emergency activities as appropriate.

VII. REFERENCES

1. Washington State Department of Transportation Disaster Plan
2. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
3. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
4. City of Woodinville's Policy on Snow Removal and Winter Storm Preparation can be downloaded [here](#).
5. Debris Management Plan (when available)
6. King County CEMP Evacuation Annex (when available)

VIII. *Activity Checklists (By Emergency Management Phase)*

Prevention and Mitigation Activities	
	Bridges and roads are maintained to engineering standards.
	Retrofit bridges (if Owned by City) to meet current seismic standards as funding allows.
	Integrate this plan, and the Hazard Mitigation Plan (HMP) into response methods so as to respond in a timely and coordinated manner to a regional emergency.

Preparedness Activities	
	Public Works has pre-identified transportation routes (snow routes) that have priority to be inspected and cleared after an incident.
	Coordinate and maintain a method of identifying available transportation resources with supporting organizations.
	Maintain the City’s fleet of vehicles and obtain fuel for same. Monitor the gallons of fuel at the gas station (City has a membership) and set a minimum level in the tank to ensure 7 days of available fuel exists. The Finance Department should put appropriate contracts in place.
	Develop an inventory of transportation resources and other equipment (see Emergency Response Plan - Appendix E for the Resource List).
	Support the City’s Emergency Manager by coordinating with other City departments, local jurisdictions and other agencies as necessary
	Establish and maintain liaison with contactors, construction, and equipment rental companies. Place resource list in the Logistics Chief’s Emergency Response Plan (ERP).
	<p>Develop comprehensive contingency plans for detour routes and appropriate changes to traffic control devices in coordination with the Police Department and WSDOT as needed to ensure the transportation system can support appropriate response and recovery efforts in an incident.</p> <ul style="list-style-type: none"> ○ Use the King County CEMP Evacuation Annex (when available). ○ Coordinate with ESF-6 “Mass Care, Housing, and Human Services” to ensure evacuation routes facilitate transportation to pre-designated shelter locations inside or outside of Woodinville. ○ Consult with Northshore School District, Metro/King County Transit, and senior housing facilities to see if they could assist in evacuation of large populations. ○ Take vulnerable populations into account. See CEMP Basic Plan. ○ Work with the Finance Department to put appropriate contracts in place to support the plan.

Response Activities	
	Coordinate the mobilization of Public Works personnel and equipment necessary for the assessment of transportation systems.
	<p>Conduct damage assessments of bridge facilities, structures, and primary transportation routes; Report findings to the EOC.</p> <ul style="list-style-type: none"> ○ Roadway Assessments (City-owned right-of-way). The Public Works Department will provide an assessment of roadway conditions. Roadway condition status reports will be issued by the ESF-1 Coordinator to the Emergency Operations Center and KCECC. A list of utility purveyors is provided in Annex B Emergency Response Plan – Appendix E Resource List.
	Provide staff to the City Emergency Operations Center (EOC) as needed upon activation.
	Provide and report status of the City of Woodinville’s road and bridge facilities, structures and conveyances.
	Organize, set department response priorities, and coordinate with the City EOC.
	Coordinate and control incident-related traffic in conjunction with the City Police Department, and other departments when necessary.
	<p>Coordinate requests for assistance with the City EOC and other private and public agencies as necessary.</p> <ul style="list-style-type: none"> ○ WSDOT Coordination. If disruptions to the transportation network impact the state highways, WSDOT will be the lead agency. Information regarding WSDOT’s plans for restoring the damaged network should be requested from KCECC. See also Appendix A – Transportation Toolbox for pre-planning of WSDOT detour routes. The Public Works Director or designee may authorize emergency road clearing work to be done on state and interstate highways in order to re-establish highway systems. ○ WSDOT Bridge Closures/Reopening. Bridge closures for WSDOT owned bridges may be issued by first responders as needed based on damage assessments. Bridge reopening can only be issued by WSDOT.
	Request additional resources or assistance through existing contracts, mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center and KCECC through the Z1 EC.
	Prioritize transportation assets, transit providers, and resources. The ESF-1 Coordinator will establish re-opening and restoration priorities for the City.
	Coordinate use of City vehicles. In situations where unassigned City vehicles are to be utilized to support transportation activities within the city, the Administrative Services Department will coordinate the use of these resources in support of the Public Works Department.

Recovery Activities	
	Prioritize roads and bridges for clearing and re-opening. Advise citizens of road closures and problem areas. Reconstitute transportation functions and operations soon as possible following an incident.
	Furnish personnel, heavy equipment, engineering support and supplies to assist the City with incident operations.
	Coordinate the reconstruction and repairs of the City transportation system, including the designation.
	Coordinate the removal of debris from transportation routes in the City.
	Identify emergency routes in and out of the City and provide recommendations on traffic routes to the EOC during an incident.
	Coordinate with public and private organizations to coordinate recovery.
	Coordinate requests for assistance with the City EOC and other private and public agencies as necessary.
	Coordinate and provide for the placement of traffic control signs and barricades for road closures, detours and potential road hazards. Provide operational control of signals and flashers under City jurisdiction.

EMERGENCY SUPPORT FUNCTION 1

APPENDIX A – TRANSPORTATION TOOLBOX

The intent of Appendix A is a resource to the Public Works Director in checklists that are broken down by phase for understanding of what to do, where to go, and the goals of ESF-1.

Transportation Toolbox

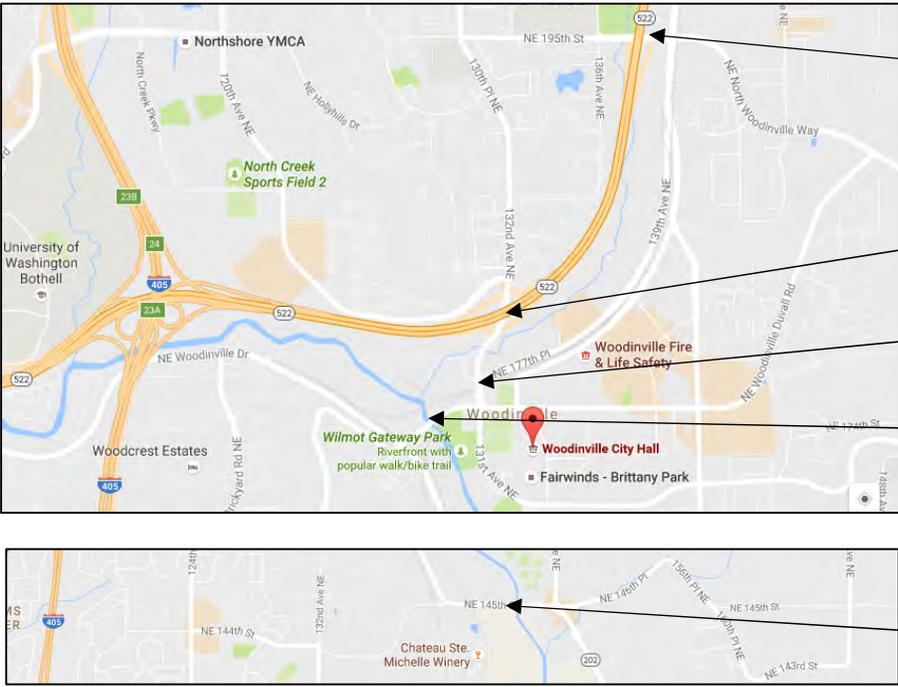
Complete an inventory of equipment and supplies that the Public Works Department currently has (see Emergency Response Plan Appfor the Resource List).

Complete a bridge inventory within the City limits with Owner contact.
WSDOT Contact: Bridge Preservation Office (360) 480-4500
WSDOT – SR 202
<http://www.wsdot.wa.gov/PUBLICATIONS/MANUALS/FULLTEXT/M23-09/SR522.pdf>

SR 202		Crossing Name	Location	Structure Identification Number	Rdwy Width <= 20'	Vertical Clearances				Bridge Length	Span Type
Milepost	Bridge Number					NB or EB Max	EB Min	SB or WB Max	WB Min		
12.07	202/32	SR 522 UNDER SR 202	1.0 E JCT I-405	0013494A		1702	1702	1702	1702	265	PTCBox
12.07		JCT SR 202	1.0 E JCT I-405								
12.80	522/30C	BEAR CREEK SCULV	0.7 E JCT SR 202	08614500						27	SCulv
12.92	522/34	SR 522 OVER NE 195TH STREET	0.8 E JCT SR 202	0012965A						175	PCG

<http://www.wsdot.wa.gov/PUBLICATIONS/MANUALS/FULLTEXT/M23-09/SR202.pdf>

SR 202		Crossing Name	Location	Structure Identification Number	Rdwy Width <= 20'	Vertical Clearances				Bridge Length	Span Type
Milepost	Bridge Number					NB or EB Max	EB Min	SB or WB Max	WB Min		
SR 202 - Jct SR 522 Woodinville to Jct I-90 North Bend											
0.00		JCT SR 522	JCT SR 522								
0.00	202/32	SR 202 OVER SR 522	JCT SR 522	0013494A						265	PTCBox
0.26	202/33	SR 202 UNDER RAILROAD	0.3 E JCT SR 522	0007234A		1507	1506	1505	1504	27	SB
0.44	202/35	SAMMAMISH R	0.4 E JCT SR 522	0007234B						158	PCG
2.50	202/38	SAMMAMISH R	2.5 E JCT SR 522	0004876A						168	PCG



1 Bridge No. 522/34

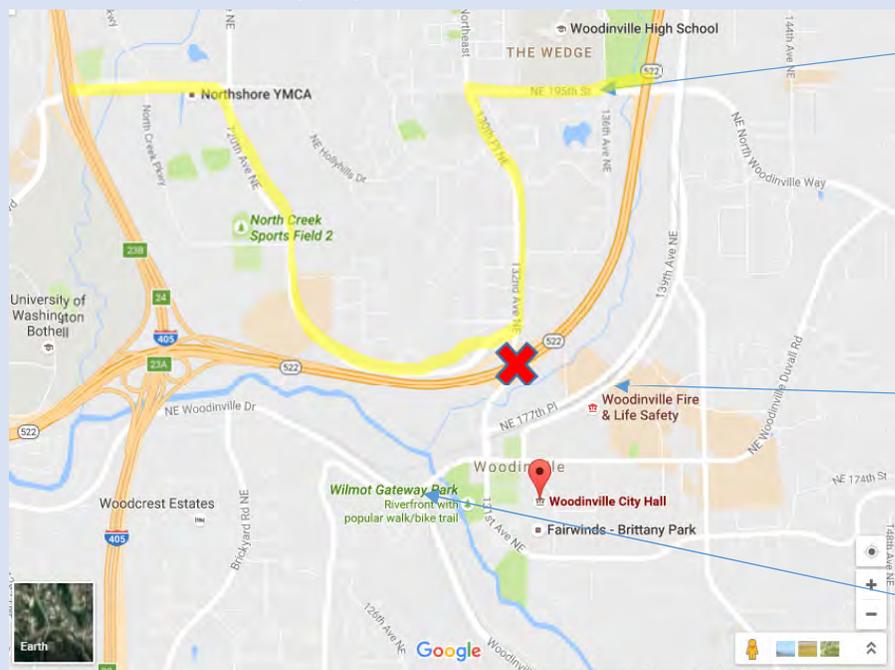
2 Bridge No. 202/32

3 Bridge No. 202/33

4 Bridge No. 202/35

5 Bridge No. 202/38

Create detour maps for bridge closures and other critical road closures. Coordinate with Woodinville Fire & Rescue for history on previous road closure due to isolated incidents.



- 1 Establish local detour route with WSDOT/King County for SR 522 Closure at SR 202.
- 2 Fire Station – Critical infrastructure. Detour should include dedicated lane for access to fire station
- 3 Intersection currently congested from south for PM peak trips. Additional support for traffic control likely.

Detour routes within King County and Snohomish County that affect the regional transportation can be found here:

References for WSDOT Highway Planned Reroutes

- **The Puget Sound Transportation Recovery Annex – King County Annex has coordinated routes for several major disruptions such as closure of SR-522 from I-5 to I-405 and the planned reroute that WSDOT will issue.**
<http://mil.wa.gov/emergency-management-division/regional-catastrophic-preparedness-grant-program-rcpgp>

KCOEM will be aware of WSDOT detour routes and should be the point of contact for coordinating with WSDOT.

Maintain a list of City staff, first responders, and fire department staff trained in Level 1 Bridge Assessments. See ESF-1 Appendix B for Bridge Assessment Forms.

Annually review the process for bridge closures/re-opening with WSDOT Bridge Preservation Office. Sequence for Bridge Closure/Reopening (Per Level 1 Bridge Assessment):

- Call 9-1-1 to close the bridge if any concrete spalling, misalignment of fog line, damage to girders, or bridge approach has noticeable damage.
- **Notify Police Department/King County Sheriff to barricade the bridge. Do not close the bridge unless directed by Bridge Preservation Office to close the bridge. Barricade the bridge with concrete barriers that are unmovable and post signs that bridge is closed. But do not close the bridge without contacting the Bridge Preservation Office. Once a bridge is closed, the only way to reopen the bridge is by approval of the State Bridge Preservation Office.**

- Notify KCOEM Liaison Officer who will direct call to **WSDOT Preservation Office, and Incident Commander.**

WSDOT Bridge Preservation Office will deploy bridge inspector to certify bridge should remain closed or can reopen with or without restrictions. Note: Bridge will not reopen unless certified by WSDOT Bridge Preservation Office.

At EOC, City Hall, and Public Works Building keep a paper copy of all materials needed to complete damage assessments, execute work orders, contact information with Public Works staff, utility companies, etc.

- **Current City CEMP**
- **Damage Assessment Forms**

Develop prioritization strategies (similar to capital improvement projects) for restoring the network but includes multi-agency and factors for coordination (i.e. Water District, life safety, environmental, etc.)

References for Prioritization

- **Puget Sound Transportation Recovery Annex (Page UG-13)**
<http://mil.wa.gov/uploads/pdf/PLANS/transportationrecoveryannexnew.pdf>

ESF 1 - APPENDIX B

<p>Level I First Response Inspection Documentation</p> <p style="text-align: center;"><u>REPORT THIS INFORMATION TO BPO EOC</u></p> <p>Bridge Identification</p> <p>Bridge Number _____</p> <p>Bridge Name _____</p> <p>Bridge Location _____</p> <p>Inspector Identification</p> <p>On-Site Inspector (if applicable) _____</p> <p>Form Completed by (if other than inspector) _____</p> <p>Inspection Date _____ Inspection Time _____</p> <p>Condition Findings</p> <p>Structural Collapse/Partial Collapse (Y/N) _____</p> <p>Does collapse obstruct arterial road or RR below? (Y/N) _____</p> <p>Structural Damage</p> <p>A Deck</p> <ol style="list-style-type: none"> 1 Horizontal or vertical misalignment of deck or rails (take measurements of misalignment) 2 Fresh damage to rails, curbs, deck joints 3 Excessive deck joint openings (take measurements of opening) 4 Large settlements of bridge approaches (take measurements of settlement) 5 Other deck structural damage (describe below) <p>B Superstructure</p> <ol style="list-style-type: none"> 1 Settlement or shifting of girders (take measurements of settlement/shifting) 2 Spalling/cracking of girders (large and/or dense cracking visible from 30 feet or more justifies bridge closure) 3 Girder movement off of bearing supports (take measurements) 4 Bent or broken steel members 5 Other superstructure structural damage (describe below) <p>C Substructure</p> <ol style="list-style-type: none"> 1 Substructure movement - tilting, bending, settlement 2 Dense or large concrete cracks 3 Concrete spalling 4 Soil cracking and/or slumping under and in immediate vicinity of bridge 5 Spalling of concrete above columns 6 Broken piles or columns 7 Loss of soil under substructure 8 Other substructure damage (describe below) <p>Utilities: (Comment on utility damage - Leaking pipes, live wires etc.)</p> <p>Notes: For any items listed as "not inspected" above, state reasons. Use alphanumeric reference for notes.</p>	<p>Overall Assessment</p> <p>Cause for closure (Y / N) _____</p> <p>Closed to Traffic (Y / N) _____</p> <p>Inspection Method</p> <p><input type="checkbox"/> On Site Inspection <input type="checkbox"/> Aerial reconnaissance</p> <p><input type="checkbox"/> Traffic Video <input type="checkbox"/> Public Media</p> <p><input type="checkbox"/> Other _____</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Yes</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">No / Not Applicable</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Not Inspected</td> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Need Level II Inspection?</td> </tr> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>	Yes	No / Not Applicable	Not Inspected	Need Level II Inspection?																
Yes	No / Not Applicable	Not Inspected	Need Level II Inspection?																		
<p>See other side for additional notes</p>																					

EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS NETWORK

ESF-2 Coordinator:	Woodinville Fire & Rescue
Primary Agency:	Public Works Department
Support Agencies:	Woodinville Fire & Rescue Police Department King County Office of Emergency Management NORCOM Communications Center Radio Amateurs for Civil Emer. Services/Amateur Radio Emer. Services (see ESF-5 Emergency Management for activation of ARES)

I. *INTRODUCTION*

A. Purpose

To establish, organize and maintain communications capabilities necessary to meet operational requirements during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in the coordination of local communication capabilities and for the establishment of back-up systems to support emergency and disaster operations. The communications related to warnings and notifications is provided in **ESF-5 Emergency Management**.

II. *POLICIES*

- A. All activities within ESF-2 Communications Network will be conducted in accordance with the National Incident Management System (NIMS) and use the Incident Command System (ICS).
- B. Emergency Manager will direct city resources including staff to the maximum extent practicable per RCW 38.52.070.
- C. As a signatory of the King County Regional Disaster Framework and through the State of Washington Mutual Aid System (WAMAS), the City will make resources available to other jurisdictions through the King County Emergency Coordination Center (KCECC), whenever possible.

III. *SITUATION*

In nearly all major events communication systems become overloaded making it difficult to communicate essential information in a timely manner. It is anticipated that in addition to communications needs exceeding local equipment capacity, there will be equipment and system failures associated with events such as windstorms, earthquakes and terrorist incidents.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will respond to emergencies based on the situation, information, and resources available at the time of the incident.

Planning Assumptions

- ESF-2 is estimated to take at least 72-hours to be activated by the County.

- Per the King County CEMP ESF-2, significant outside help and support is not expected for at least 72 hours. Communications equipment, personnel, and procedures must be able to support emergency needs until additional assistance is available.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.

- Communications systems and support of these systems are diversified through the City. There is no single authority. Each Support Agency could have their own contracts, agreements, support staff, processes and procedures in the event of a disaster.

- Information sharing and situational awareness will improve as communications systems are restored.
- The City will focus on coordinating lifesaving activities concurrent with reestablishing response and recovery efforts of the affected area(s). The County and State, in conjunction with the telecommunications industry, will accomplish as much restoration and reconstruction of telecommunications facilities as the situation permits.
- Initial reports of damage may be fragmented, providing an incomplete picture of the extent of damage to telecommunications facilities.
- Weather and other environmental factors may restrict the ability to deploy mobile or transportable telecommunications equipment into the affected area.
- The King County and NORCOM Communications Centers will coordinate emergency communications for emergency services providers within the city. The facilities serve as the central answering points for 911 calls requesting emergency assistance.

IV. *CONCEPT OF OPERATIONS*

A. General

Reliable communications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other agencies.

<p>CONCEPT OF OPERATIONS</p> <ul style="list-style-type: none"> • Provides the “policy” for ESF-2 • Provides direction, control, and coordination
--

For day-to-day communication needs, the City will assess its needs and use in-house personnel to the extent they are available. Regional partners will manage their own day-to-day communication needs in a similar manner.

The purpose of the ESF-2 Coordinator in the EOC is to coordinate the efforts of incident commanders, elected officials, and the EOC to re-establish the communications infrastructure.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

A. If resources are overwhelmed, then the Emergency Manager will request additional aid through the KCECC. It should be noted that the KCECC ESF-2 will take at least 72 hours to activate.

<p>PROCEDURES</p> <ul style="list-style-type: none"> • Provides how ESF-2 will be executed.

B. Activate the **City of Woodinville Emergency Response Plan (ERP)**.

C. Notify designated amateur radio support – ARES/RACES of EOC activation. Confirm they are established and available at the City EOC. See **ESF-5 Emergency Management** for activation by the Executive Department.

VI. *RESPONSIBILITIES*

Public Works Department
Provide communications equipment and staff to support communication efforts.

Development Service Department
Provide maps for transportation route planning.
Coordinate surface transportation activities.

Administrative Services Department
Coordinate with communication services providers for additional emergency service or the re-establishment of disrupted services when appropriate.

Police Department/King County Sheriff’s Department
Notify the EOC and/or the King County OEM duty officer of emergencies.
Assist in the efforts to restore communication systems within their agency or department.

King County Office of Emergency Management
Coordinate and support regional emergency management activities.
Ensure staffing of King County Office of Emergency Management duty officer.

King County Office of Emergency Management

Advise and assist city officials on direction and control of emergency operations and act as a liaison with appropriate organizations, as requested.

Support situation awareness and logistics support for response and recovery activity.

Maintain, operate, coordinate, and recommend the appropriate use of public warning systems as it pertains to King County and as requested by the City of Woodinville Emergency Manager.

Advise the City on direction and control of their emergency operations, and coordination with county operations and plans.

Activate the KCECC at the request of an incident commander or elected official or City Emergency Manager.

NORCOM Communications Center

Dispatch first responders in response to 911 calls and incident commander needs.

Radio Amateurs for Civil Emergency Services/Amateur Radio Emergency Services may:

Monitor established disaster frequencies.

Provide assistance in transmitting communication material.

Woodinville Fire & Rescue

Assist the City in establishing the alternate communications network.

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan
4. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. **ACTIVITY CHECKLISTS (by Emergency Management Phase)**

Prevention and Mitigation Activities	
	Woodinville’s Public Safety Answering Point (PSAP) is provided by NORCOM. The City should participate in ongoing continuing education and outreach with NORCOM and have knowledge of interlocal agreements for mutual aid and alternative methods of communication.
Preparedness Activities	
	Administrative Services Department - Maintains test plans and recovery abilities for all communications and network systems according to the City’s IT standards.
	Police Department – Woodinville Police Dispatch <ul style="list-style-type: none"> ○ Maintain operation of Police Department radio equipment owned or used by the City including any contract agreements. ○ Subscribe to the Government
	Executive Department – See ESF-5 Emergency Management regarding activities done by the Executive Department in support of communications. <ul style="list-style-type: none"> ○ Executive Department will support amateur radio volunteers as described in ESF-5 Emergency Management.
	Amateur Radio Emergency Services (ARES) – The City of Woodinville through the volunteer organization structure should have regularly held exercises/table top discussions by the ARES volunteers including but not limited to the setup location and integration with the ESF-5 Emergency Management communications .
Response Activities	
	Public Works Department – <ul style="list-style-type: none"> ○ Conduct damage assessments and complete reports as required by the City EOC and State including forms and required reports. ○ In case of partial or total loss of local telephone communication services, the Public Works Department will coordinate repair and restoration. ○ Advise the City EOC on status and capability of all communications systems. This will require obtaining status updates and coordination with IT staff. ○ Work with IT to provide telecommunications and information system equipment to IT staff, as available. ○ Work with IT to assure that the communications systems can be utilized from or to the City’s EOC and/or mobile facilities. ○ Work with IT to repair and restoration of Cable TV systems.
	Executive Department – See ESF-5 Emergency Management for activities related to communications performed by the Executive Department.
	Administrative Department (IT staff) – <ul style="list-style-type: none"> ○ Conduct damage assessments of City computers, all of the City’s technical appliances, the intranet system and any other electronic related equipment; initiate repairs and mitigation activities of such equipment. ○ Coordinate the use and distribution of loaned cell phones during incidents; provide a

	<p>cellular telephone roster as part of the City-wide directory in the EOC.</p> <ul style="list-style-type: none"> ○ Arrange for additional communications capabilities when necessary including but not limited to 800 MHz radios and ARES coordination.
--	--

Recovery Activities	
	Executive Department – See ESF-5 Emergency Management for Executive Department activities related to communications.
	Administrative Department (IT staff)/Public Works – <ul style="list-style-type: none"> ○ Coordinate the restoration of City government telephone, computer systems, and networks. ○ Activated telecommunications and information systems will continue to support recovery operations, as required. ○ Restore telecommunications and information system infrastructure and systems not used in response activities when full services are available to the City. ○ Create After-action Reports and Lessons Learned Reports.

EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

ESF-2 Coordinator:	Public Works Director
Primary Agency:	Public Works Department
Support Agencies:	Development Services Woodinville Water District Woodinville Fire & Rescue Washington State Department of Transportation Police Department Puget Sound Energy

I. INTRODUCTION

A. Purpose

To provide for the coordination of public works and engineering operations related to restoration and continuity of roadways and bridges including signage and postings, signal and lighting systems, City surface water management, river and floodplain management, and solid waste management infrastructure and services impacted by an emergency.

B. Scope

This Emergency Support Function is designed to provide for the coordination of departments and agencies involved in public works and engineering activities. The City of Woodinville's Public Works Department maintains the roadways and bridges including signage and postings, signal and lighting systems, City surface water management, river and floodplain management, and solid waste management infrastructure and services

Activities not included in this ESF are:

- Activities related to WSDOT or King County Department of Transportation and the restoration of transportation services, county/state roadways or highways, and bridges. See **ESF-1 Transportation**.
- Activities related to the provision of potable water or wastewater management. See Woodinville Water District's Emergency Operation Plan.
- Activities related to the provision of temporary toilet facilities, or the disposal of human waste outside of the wastewater conveyance. See Woodinville Water District's Emergency Operation Plan.

II. *POLICIES*

- A. All activities within ESF-3 Public Works and Engineering will be conducted in accordance with the National Incident Management System (NIMS) and use the Incident Command System (ICS).
- B. Emergency Manager will direct city resources including staff to the maximum extent practicable per RCW 38.52.070.
- C. The ESF-3 Coordinator will coordinate with agencies that have the lead responsibility in the following areas:
 - o Woodinville Water District (i.e. The Public Works Department will support the Water and Wastewater District in initial inspection, repair, and operation of the water and sanitary sewer systems as requested).
 - o King County Metro (i.e. The Public Works Department will support the Woodinville Water District that operates the wastewater system that discharges to the King County Metro system and is routed to Brightwater Treatment Facility).
- D. As a signatory of the King County Regional Disaster Framework and through the State of Washington Mutual Aid System (WAMAS), the City will make resources available to other jurisdictions through the King County Emergency Coordination Center (KCECC), whenever possible.
- E. **Protection of Human Life and Property.** While it is recognized and accepted that during emergencies the responding agencies must first prioritize the protection of human life and property, actions to protect Endangered Species Act listed species and critical habitat should be initiated once imminent threat to human life and property has been curtailed.
- F. **NPDES Permit Exceptions.** According to provisions of the City's National Pollution Discharge Elimination System (NPDES) permits, in emergency situations it may be necessary for the City to bypass wastewater flows to prevent loss of life, personal injury or severe property damage. "Severe property damage" means substantial physical damage to property, or damage to the treatment facilities that would cause them to become inoperable. Examples of such incidents would be spills of hazardous materials (including radiological), either accidental or intentional, that might jeopardize employee safety, treatment processes or plant operations, or both; or backups or overflows of wastewater from the conveyance system that flood private or public property causing a health hazard.
- G. **Permitting Fees & Inspection.** Permitting fees and normal inspections procedures stay in effect following an incident unless otherwise directed by the City Council. This role will be overseen by the Development Service Department.
- H. **Environmental Reviews.** For projects that normally require Environmental Reviews or permitting before final approval, some incidents may warrant that environmental review and permits be waived or orally approved as per the following:
 - 1. State Environmental Policy Act (SEPA - Environmental Review) WAC 197-10-180.
 - 2. Hydraulics Act (Hydraulics Permit) RCW 75.20.100.
 - 3. Forest Practices Act (Application for Forest Practices) RCW 76.09.060(2).

4. Shorelines Management Act (Shorelines Permit) WAC 173-18, 20. Flood Control Zones by State (Permit for Improvement) RCW 86.16.180.

5. Time-sensitive actions affecting archaeological/historical protected areas should be coordinated with the State Office of Archaeology and Historic Preservation.

I. **Property Owners living in Flood Hazard Areas.** Property owners living in flood hazard areas are responsible for obtaining sandbags, sand, and other flood-fighting materials to protect their property during flood incidents. Property owners are responsible for filling and placing sandbags, cleaning up sandbags after the flood incident, and meeting any other regulations related to sandbagging activity.

J. **Maintaining Natural Channels.** There are two primary riparian corridors in the City – Sammamish River and Little Bear Creek and their tributaries (Woodin Creek and Darby Creek). Lake Leota is the only lake within the City, which receives flow from Cold Creek that is a tributary to Bear Creek. The regional watershed map is attached in **Appendix A** along with the localized map from the City's Comprehensive Plan.

Natural Channels

- In an “emergency” exceptions to critical area regulations are allowed for life safety and damage to public property.

Life-Threatening Situation:

If the King County Sheriff's Office determines that there may be a life-threatening situation requiring an emergency response, they will take immediate steps to secure public safety.

K. **HazMat Response Team provided by Woodinville Fire & Rescue.** The Public Works Department does not maintain Hazardous Material (HazMat) Response Teams and does not have personnel trained or equipped to respond to HazMat incidents. The department depends on the Woodinville Fire & Rescue HazMat response teams.

L. **Emergency Funding.** Public Works may receive State loans for the funding of some or all of its emergency projects per RCW 43.155.065 (Emergency Public Works Projects).

III. SITUATION

Emergencies and disasters may cause significant damage to facilities, infrastructure and buildings. It may be necessary in some cases to carry out reinforcement or demolition activities. Debris may make roads and highways impassable. Utilities which have suffered damage may be partially or totally inoperable. Equipment necessary for repair and restoration activities may be damaged or insufficient in quantity to meet emergency needs. Outside assistance may be necessary to ensure timely and efficient response and recovery operations.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 5) for the detailed Hazard

Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

PLANNING ASSUMPTIONS

- None of the creeks in the City are listed in the King County CEMP as rivers or creeks that frequently flood.

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will respond to emergencies based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- Activities related emergency road repairs and closures, debris, snow, and ice clearance are addressed in **ESF – 1 Transportation**.
- Per the King County CEMP ESF-3, King County Department of Natural Resources and Parks is responsible *only* for initial inspection, repair, and operation of its King County - owned facilities and conveyances or to those agencies that are contractual agreements to manage facilities.
- Normal means of communication may not be available and repairs to communication networks could take days, weeks, or months. Alternate back-up systems should be established. See **ESF-2 Communication Network**.
- Support agencies perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this Plan.
- Previously inspected structures may require a re-evaluation should subsequent events occur after the initial incident, or if the results of the initial inspection were inconclusive.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.

- The first concern of employees will be for their families’ safety. The City will support the efforts of employees to communicate with their families and encourage all staff to develop family emergency response plans.
- Federal funding for reimbursement of emergency response and recovery costs may be available; therefore, it is important that all costs incurred in responding and recovering

from the emergency be documented.

- City departments will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this Plan.

IV. *CONCEPT OF OPERATIONS*

Concept of Operations

- Provides the “policy” for ESF-3
- Provides direction, control, and coordination

A. **General**

The Public Works Department is the lead agency for day-to-day and emergency public works and engineering services within the City. These services include coordination with contract service providers, construction and maintenance of transportation routes, coordination of solid waste collection, vehicle and equipment maintenance, right of way and construction permit services.

B. **Activity Checklists**

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

- A. **Non-City Agencies Response Procedures.** Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. **Public Works Maintenance and Operation.** Overall command and control for Public Works Maintenance and Operations is established at the Public Works Maintenance Shop.
- C. **Life Safety Needs of Employees.** When the immediate life safety needs of employees are met, personnel will assess the department, what resources are needed, and the department operational status. An initial status report will be sent to the City EOC concerning the status of employees, equipment, resources, and facilities.
- D. **Priority for Emergency Repairs of City-owned Facilities.** Emergency repairs of City-owned facilities and structures will be a priority. Repairs will be based upon critical need as determined as follows (numbers indicate the recommended priority):
 - 1) Buildings that house critical response units or staff.
 - 2) Roads, streets or bridges that act as main evacuation routes.
 - 3) Public facilities that serve or may need to serve as shelters.
 - 4) Facilities providing essential services to the public (water, sewer, storm, etc.).
 - 5) Facilities used or needed to provide for emergency public information.
 - 6) Debris clearance in City right-of-way.

VI. RESPONSIBILITIES

Public Works Department
Clear and provide emergency repair of transportation routes.
Coordinate with Woodinville Water District to ensure priority restoration of services and for emergency potable water supplies.
Provide or contract for debris removal services on public property and right of ways.
Provide or contract for engineering services. See the Emergency Response Guide for checklists related emergency contracting services.
Coordinate with private utility providers in the repair and re-establishment of services to the city.
Participate in mitigation and preparedness activities (including flood preparedness outreach, drainage hazard mitigation, participation in preparing and updating the King County Emergency Management Plan, training of staff, and stocking disaster supplies).
Provide damage assessments and coordinate resources immediately following an incident.
Provide emergency restoration of services and temporary repair of critical public facilities including stormwater and flood protection.
Provide response teams to inspect and monitor storm water control facilities and evaluate drainage problems.
Provide sampling and analysis to quantify degradation to surface waters related to emergency incidents.
Provide emergency response coordination.

Development Services
Provide permitting services for required repairs and restoration work.

Woodinville Water District and King County Metro
Coordinate the prioritization of repair and restoration activities with the Public Works department.

Waste Management Northwest
Provide for the continuation of regularly scheduled household waste pick-up services.
Coordinate with the Woodinville Public Works Department for the collection and management of disaster-generated debris.

VII. REFERENCES

1. Washington State Department of Transportation Disaster Plan
2. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).

3. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
4. City of Woodinville’s Policy on Snow Removal and Winter Storm Preparation can be downloaded [here](#).
5. Debris Management Plan, when available.
6. Established mutual aid agreements between the City of Woodinville and outside entities. Mutual aid agreements should establish supplemental public works assistance. Assistance is obtained from the private sector as provided for by RCW 38.52.390 via the EOC.
7. Refer to primary and supporting departments’ plans for further information supporting this ESF.

VIII. ACTIVITY CHECKLISTS (BY EMERGENCY MANAGEMENT PHASE)

Prevention and Mitigation Activities	
	Review the Woodinville Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.
	Implement hazard mitigation in the development of policy, issuing of permits and the design and construction of City facilities. This mitigation program will include the designation of methods to support emergency power sources for critical facilities (see the Resources Directory as part of Emergency Response Guide).
	Mitigate emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.
	Identify opportunities to lessen the effects of future emergencies or disasters and make them known to all City departments or other organizations that could be impacted.

Preparedness Activities	
	<p>General Activities:</p> <p>Ensure personnel and equipment are protected from the effects of incidents by:</p> <ul style="list-style-type: none"> ○ Developing Incident Action Plans based on operational objectives. ○ Establishing Department Emergency Operations Plans and mutual aid agreements to carry out City and department essential functions. ○ Participating in incident planning and exercise activities throughout the year. ○ Becoming familiar with area specific hazards and risks.
	<p>Public Works</p> <ul style="list-style-type: none"> ○ Develop policies and procedures for incident response and recovery for public works activities. ○ Develop a continuity plan in accordance with the City’s COOP plan for departmental services recovery and restoration. ○ Ensure that field personnel have training, proper protection and equipment necessary for response to an incident. ○ Closely monitor equipment related to the proper functioning utilities and systems.

Preparedness Activities

	<ul style="list-style-type: none"> ○ Provide regular training to staff for home and work incident preparedness. ○ Ensure that adequate emergency supplies and equipment are available for division staff. ○ Maintain liaison with City departments, Washington State Department of Transportation, Puget Sound Energy, and other organizations. ○ Work with neighboring jurisdictions and water districts to establish mutual aid and inter-local agreements. ○ Provide and participate in training, drills, and exercises in support of this ESF. ○ Provide employees with emergency response policies and procedural materials, such as this ESF and the City Emergency Response Guide (ERG).
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Response Activities

	Activate the Emergency Operations Center (EOC) as required.
	Organize, provide, and assist in damage assessments of City buildings, drainage, roads, bridges, utility systems, and equipment.
	Identify emergency routes in and out of the City and provide recommendations on traffic routes during an incident.
	Coordinate and provide for the placement of traffic control signs and barricades for road closures, detours and potential road hazards. Provide operational control of signals and flashers under City jurisdiction.
	Communicate emergency information through the EOC regarding matters of public health, safety, and environmental hazards.
	Provide and/or contract for construction equipment, supplies, and personnel.
	Perform and/or contract recovery work to restore damaged facilities.
	Coordinate with support agencies and neighboring jurisdictions to supply requested services and resources.
	Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures.
	Coordinate response activities and restoration with the Woodinville Water District. Water and sewer services within the City are provided by Woodinville Water District. The Public Works Director shall ensure that coordination of response and recovery activities takes place between this agency and the Public Works Department. This coordination may include mutual support with staff and equipment and the prioritization of restoration and recovery activities
	Coordinate with private utility companies. The Public Works Department will coordinate with private utility companies responsible for electricity, natural gas, telephone, cable and solid waste collection to ensure recovery operations are conducted in as orderly manner as possible. Contact information is provided in the Resource Directory in Emergency Response Guide . For regional emergencies, coordinate through the KCECC or the Zone 1 Emergency Center (Z1 EC) for restoration of private utilities.
	The Public Works Department will provide or contract for engineering services and perform or contract for major recovery work as appropriate for City owned buildings, operational facilities, roads and other public works infrastructure. Special inspection firms are provided in the Resource Directory in Emergency Response Guide .

Recovery Activities	
	Continue with recovery activities including the reconstitution of the Department's essential functions and services.
	Additional resources or assistance may be obtained through existing mutual aid agreements.
	Any requests for external agency personnel, equipment or materials should be coordinated through the City EOC.
	Additional resources or assistance may be obtained through contracts with private firms.
	Coordinate with private utilities/businesses responsible for electricity, natural gas, telephone, cable and waste management through the City EOC as necessary.
	Maintain operations or repairs of the public water storage, pumping, and distribution systems.
	Provide documentation of costs incurred for the incident actions of Public Works activities.
	Implement mitigation processes as required to support essential services.
	Resume normal working activities.
	Create After-Action Reports.

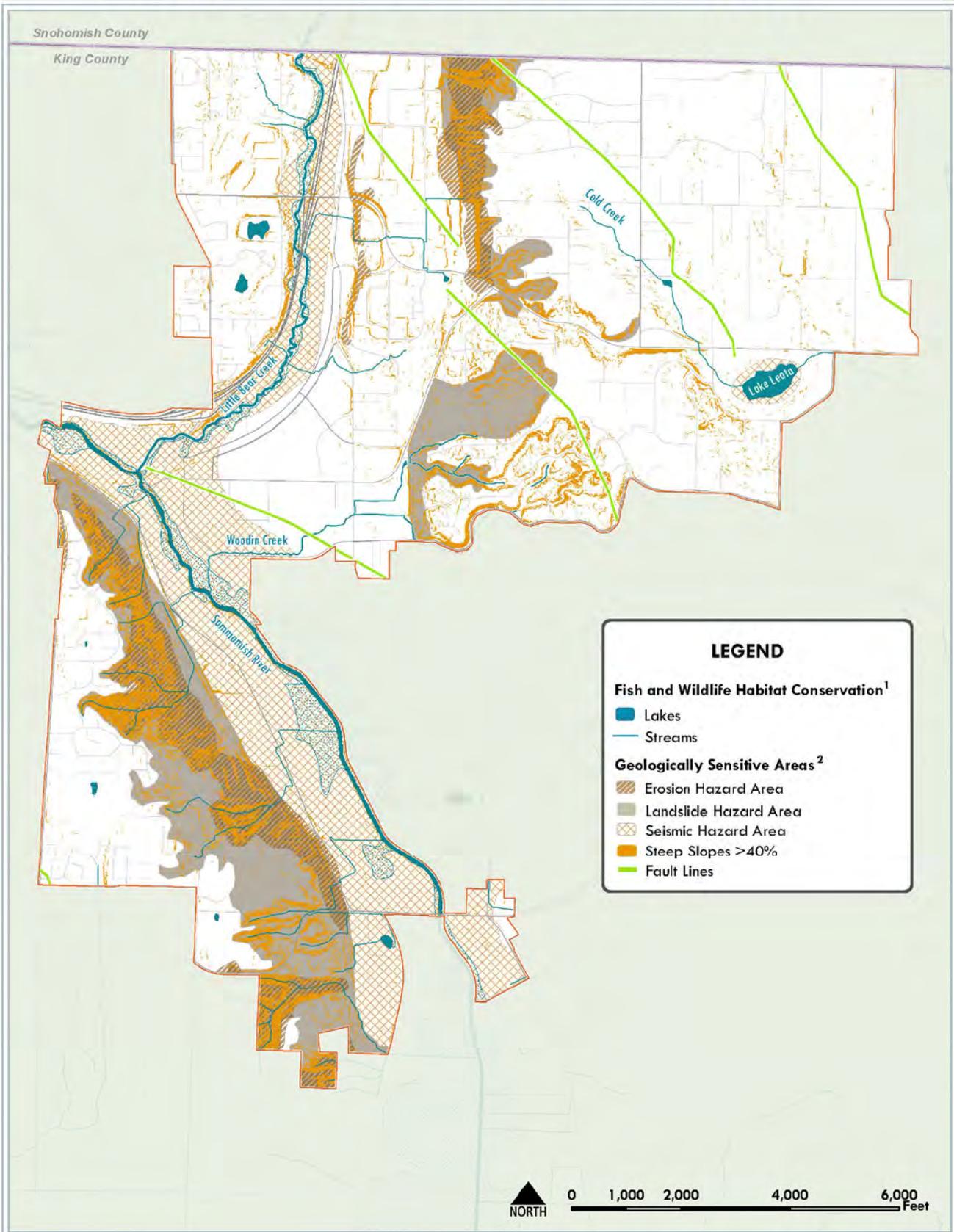
APPENDIX A – ESF 3 BASIN MAPS

Sammamish River Watershed

<http://www.kingcounty.gov/services/environment/watersheds/sammamish.aspx>

City of Woodinville Critical Areas Map (dated 3/18/2016 obtained from Development Services Department)

CITY OF WOODINVILLE CRITICAL AREAS - GEOLOGIC MAP



This map shows the approximate location and extent of critical areas within the City of Woodinville. The maps do not provide a final critical areas determination. Additional maps should be consulted for the most up-to-date information. The current version of the following maps are adopted by the City of Woodinville.

- 1 WDFW Priority Habitat and Species Map
- 2 DNR and USGS landslide hazard, seismic hazard, slope stability, and other related geologic maps

DISCLAIMER

Any use of or reliance upon the information contained in this document is at the user's sole risk. The City of Woodinville does not warrant the accuracy, currency, completeness or quality of said information. The City expressly disclaims any warranty of merchantability or fitness for any particular purpose with respect to such information. The City further disclaims all responsibility or liability for any damage, injury or loss resulting therefrom.



EMERGENCY SUPPORT FUNCTION 4 FIRE SUPPRESSION

ESF-4 Coordinator:	Designated by Woodinville Fire & Rescue
Primary Agency:	Woodinville Fire & Rescue
Support Agencies:	King County Office of Emergency Management City of Woodinville Police Department

I. *INTRODUCTION*

A. Purpose

To define agency responsibilities in fire response and establish policies for coordinating multi-agency firefighting activities.

B. Scope

This emergency support function is solely contained by the Woodinville Fire & Rescue Emergency Operations Plan. The policies, situation, and concept of operation are contained within the Emergency Operations Plan for the Woodinville Fire & Rescue district.

II. *POLICIES*

A. Refer to the Woodinville Fire & Rescue Emergency Operations Plan.

III. *SITUATION*

Fires may occur at any time and under many circumstances within the city. For further information about situations refer to the Woodinville Fire & Rescue Emergency Operations Plan.

IV. *CONCEPT OF OPERATIONS*

A. The Woodinville Fire & Rescue is the lead agency for fire suppression activities within the City. Refer to Woodinville Fire & Rescue Emergency Operations Plan for additional information related to the concept of operations.

V. *PROCEDURES*

A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations.

VI. *RESPONSIBILITIES*

Woodinville Fire & Rescue
See the Woodinville Fire & Rescue Emergency Operations Plan for responsibilities.
Provide a representative to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities.

King County Office of Emergency Management

Coordinate with local, State and Federal agencies for support as requested by Woodinville Fire & Rescue through the King County Emergency Coordination Center (KCECC).

City of Woodinville Police Department

Assist in road closures as requested by Woodinville Fire & Rescue through the KCECC.

VII. REFERENCES

1. Washington State Department of Transportation Disaster Plan
2. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
3. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
4. City of Woodinville's Policy on Snow Removal and Winter Storm Preparation can be downloaded [here](#).
5. Washington State Fire Services Resource Mobilization Plan.
6. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. ACTIVITY CHECKLISTS (By Emergency Management Phase as it relates to the City of Woodinville Emergency Management Program)

Prevention and Mitigation Activities	
	Review the Woodinville Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.
	The Fire Chief manages and enforces the Fire Prevention Program and Fire Codes including but not limited to: <ul style="list-style-type: none">o All applicable local, State, and federal fire and life safety codes.o Developing and preparing of amendments to fire and building codes, reflecting solutions to the latest trends and techniques in building construction.o Organizing fire and life safety inspections of all applicable occupancies and fire protection systems and appliances.o Overseeing the investigation of all fires.o Providing plan review services for all new construction and tenant improvements.o Reviewing zoning changes, lot divisions, and devising solutions to diverse land development projects.o Maintaining the fire management data processing systems for fire prevention programs and the preservation of records.
	Public Education and Training <ul style="list-style-type: none">o Provide fire safety information to public and private entities and organizations.o Conduct community education programs. Assist with emergency preparedness

Prevention and Mitigation Activities

	<p>programs, like Community Emergency Response Team (CERT).</p> <ul style="list-style-type: none"> ○ Coordinate the education of fire personnel using the latest information, techniques, and programs for the prevention of injuries, prevention of fires, and reduction of property damage, as a result of natural and/or man-made causes.
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Preparedness Activities

	Become familiar with this ESF and City of Woodinville’s Comprehensive Emergency Management Plan (CEMP).
	Train personnel in firefighting using established standards.
	Develop a list of resources, which includes apparatus, equipment, personnel, and supply sources. Use the National NIMS Resource Typing Definitions as needed to identify resources that may be used to respond to mutual aid requests within WA State. Those definitions serve as the common language for mobilization of resources.

Response Activities

	Assume full responsibility for suppression of fires burning on or threatening City- owned lands.
	Task personnel to accomplish fire suppression, emergency medical services (EMS), and rescue responsibilities.
	Activate and staff the City EOC as required.
	Conduct situation and damage assessments of Fire Dept. facilities; assist Planning and Public Works in performing windshield surveys and preliminary damage assessments (PDA) as available. Report findings to the City EOC.
	Assist in emergency road clearing, if necessary, when responding to an incident.
	Upon request, provide support to utility restoration efforts.
	Provide response to hazardous material occurrences.
	If available to do so, provide support in the dissemination of emergency warning information to the public and assist in providing direction and control for evacuation efforts. See ESF-5 Emergency Management for dissemination of emergency warning information.
	Provide and coordinate firefighting assistance with other jurisdictions per existing mutual aid agreements.
	Support operations through requests and coordination of resources unavailable through mutual aid.
	Implement the King County Fire Resources Plan when appropriate.
	Participate in the implementation of the Washington State Fire Services Resource Mobilization Plan when appropriate.

Recovery Activities

	Contribute to the damage assessment process. Report findings to the City ECC.
	Provide regular status reports and information regarding operational and resource needs to the City ECC.
	Coordinate the documentation and reporting of incident-related expenditures to the City ECC or City Office of Emergency Management (OEM) if the ECC is not activated.
	Create After-Action Reports and Lessons Learned Reports; forward to the City OEM.

EMERGENCY SUPPORT FUNCTION 5

EMERGENCY MANAGEMENT

ESF-5 Coordinator:	Emergency Manager (EOC Director when EOC activated)
Primary Agency:	Executive Department
Support Agencies:	City Departments King County Office of Emergency Management Woodinville Fire & Rescue NORCOM

I. *INTRODUCTION*

A. Purpose

The purpose of this Emergency Support Function is to provide a method to collect, analyze and share information about a potential or actual emergency or disaster in order to enhance the response and recovery activities of the City.

To provide guidance in reporting response and recovery information to local, county, and State emergency management agencies.

B. Scope

This Emergency Support Function addresses the informational needs of the City Emergency Operation Center (EOC) and involves all City departments, agencies which support City operations, special districts and organizations which provide support to citizens during and after emergencies and disasters.

II. *POLICIES*

- A. ESF-5 Emergency Management will be conducted in accordance with City of Woodinville Municipal Code 8.10.
- B. All activities within ESF-5 Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and use the Incident Command System (ICS).
- C. ESF-5 Emergency Management will be under the control of the Emergency Manager in accordance with RCW 38.52.070 and Woodinville Municipal Code 8.10.020.
- D. As a signatory of the King County Regional Disaster Framework and through the State of Washington Mutual Aid System (WAMAS), the City will make resources available to other jurisdictions through the King County Emergency Coordination Center (KCECC), whenever possible.

III. *SITUATION*

A. Hazard Analysis Summary

Any emergency or disaster creates a need for information flow between first response or field operations personnel and command or supervisory staff. In any emergency or disaster event requiring the activation of the City EOC it is essential that information be obtained from field personnel to assist the EOC in establishing response and recovery priorities and determining potential future needs.

B. Planning Assumptions

Planning Assumptions

- Critical City facilities self-sufficient for 7 days

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited or unavailable due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- City departments will maintain a seven day supply of food and water. All employees are encouraged to maintain personal emergency supply kits at work, home, and in their car and to prepare their families for disasters.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
 - Defines what elements are performed by others.
- Essential employees are aware of their duties and responsibilities to the Emergency Operations Center (EOC), as well as their own department.
 - Personnel reporting to the Emergency Operations Center (ECC) are trained and capable in their roles and understand the functions of the EOC and Incident Command System (ICS).
 - Early in the incident, little or no information may be available and the information received in the City EOC may be vague and inaccurate.
 - Information gathering occurs at the department level or in the field and is compiled by the City EOC in order to evaluate and determine validity.
 - Emergency information dissemination will occur as soon as possible by whatever means available.

- Documentation of all information is standardized on appropriate forms and reports. (See the City **Emergency Response Guide**).
- Public information and warning is critical to alerting citizens of an impending or ongoing incident.
- A combination of warnings, including the Emergency Alert System (EAS) may be utilized. The EAS warning method is used in cooperation with the King County Office of Emergency Management, local broadcasters and cable providers. Social media, notices on the www.ci.woodinville.wa.us home page, and notification software such as King County Alert may be used as well.
- The Proclamation of Emergency will be requested and announced upon ratification by City Council should the situation warrant.
- Comprehensive Emergency Management Network (CEMNET) serves as the primary back-up communications system for direction and control of emergency operations, Statewide. CEMNET is a low band VHF system employing twelve (12) remote mountaintop base stations. The 12 stations are operated and controlled at the State EOC through the Washington State Patrol microwave radio system.
- Information collected provides a basis for:
 - Developing and revising City ECC operational objectives.
 - Briefing City ECC representatives, policy staff, and elected officials.
 - Development of City EOC Situation Reports.
 - Dissemination of information to internal and external audiences.
 - Allocation of resources.
 - Requests for assistance and proclamations.
 - Overall damage assessment.

IV. *CONCEPT OF OPERATIONS*

A. General

The City of Woodinville Executive Department supports mitigation activities to eliminate or reduce incident damages and to coordinate recovery efforts. Preparedness, response, and recovery are also supported by the Executive Department. These actions are conducted in a number of ways, including, but not limited to, coordination and management of the City EOC, training of City employees in incident preparedness and mitigation, and the development of plans for the City focused on mitigation, response, and recovery.

Concept of Operations

- Provides the “policy” for ESF-5
- Provides direction, control, and coordination

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists. The following is a list of communication resource Capabilities.

Communication Resource Capabilities:

- 1) See the **Emergency Response Guide**.
- 2) Radio links to:
 - a. NORCOM
 - b. Woodinville Police Department
 - c. King County Sheriff
 - d. Woodinville Public Works
 - e. King County Office of Emergency Management
 - f. CEMNET (State Dept. of Emergency Management)
 - g. Ambulance companies
- 3) ARES – Two way communications by voice, HF, UHF, VHF, CW, RTTY, & Packet
- 4) Cable TV Woodinville, cable channel (Comcast 21/Frontier 41).
- 5) City of Woodinville website, www.ci.woodinville.wa.us.
- 6) Emergency Alert notification using King County Alert.

V. PROCEDURES

- A. **Report to EOC.** Representatives from all departments will report to the EOC as needed to assist in incident response and recovery.
- B. **Understand the Situation** (also see **Emergency Response Guide**). The departments and volunteer emergency workers located in the City EOC work to gather and disseminate information to ensure situational awareness and a common operating picture throughout the City. This may include receiving or running periodic reports to or from departments, field staff, section chiefs, and local citizens. Essential information includes obtaining information as listed below:
 - Boundaries of the incident area and political jurisdictions impacted
 - Number of dead or injured persons
 - Social/economic/political impacts
 - Status of communication systems
 - Status of transportation systems
 - Hazard Type and hazard specific information
 - Ingress/egress routes
 - Shelters
 - Weather data
 - Status of critical facilities
 - Status of reconnaissance activities (air and ground)
 - Status of key personnel
 - Status of emergency proclamation(s)

- Major activities/issues of ESFs
 - Resource needs/shortfalls
 - Overall priorities for response
 - Status of donations
- C. **Monitor the National Warning System.** Monitor the National Warning System (NAWAS) while the EOC is activated.
- D. **Activate the Emergency Alert System (EAS).** This system provides emergency information to the public via local radio and television stations. The King County Sheriff’s Department, the Washington State Emergency Management Division, NORCOM, and NOAA may activate the EAS.
- E. **Notify Designated Amateur Radio Support.** Notify designated amateur radio support – ARES/RACES of EOC activation. Confirm they are established and available at the City EOC.

VI. RESPONSIBILITIES

Executive Department
City Manager to provide a copy of the ratified Local Proclamation of Emergency to King County Office of Emergency Management. City Manager must obtain City Council approval.
ESF 5 Coordinator will be the Emergency Manager, who also assumed to be the EOC Director upon activation of the EOC.
Notifications and Warnings:
Develop and maintain communications, warning and public information procedures for the City. Direct Public Information Officer to release public statements as required.
Contact EOC when information is to be released over the Emergency Alert System.
Assist in the development of Public Information Officer procedures and checklists for use during emergencies.
Public Information Officer:
Develop procedures and provide for the release of information over the Emergency Alert System.
Notify appropriate agencies to assist in the dissemination of information.
Gather and coordinate emergency public information for timely release and provide informational briefings to City officials, news media and the public.

City Support Departments
Provide EOC Section Chiefs and management positions as requested by ESF 5 Coordinator.
Prepare reporting formats.
Establish departmental reporting procedures between field personnel and the Emergency Operations Center.
Analyze information specific to the department and prepare recommended action plans as appropriate.
King County Deputies fulfilling City Support Department roles upon request may include but are not

limited to:

- Develop Situation Reports (Sitreps) and provide the reports to King County Office of Emergency Management.
- Maintain a log of information received at the Emergency Operations Center for permanent record keeping.
- Collect, display and analyze information at the Emergency Operations Center. Share information with appropriate staff and develop action plans to support disaster operations.
- Procure information display materials, maps and supplies.

Provide support in the dissemination of warning information to the public.

King County Office of Emergency Management

Request information from other local jurisdictions and outside agencies as necessary.

Provide assistance as requested to support ESF-5.

Provide dissemination of National Warning System and National Weather Service information to public safety agencies.

Woodinville Fire & Rescue

Provide for coordination of warning efforts and for the dissemination of warning and emergency public information.

Assist the City in determining appropriate location(s) for public official and news media briefings.

NORCOM

Dispatch first responders in response to 911 calls and incident commander needs.

Provide assistance in transmitting communication material as required to support all ESFs.

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. City of Woodinville's Policy on Snow Removal and Winter Storm Preparation can be downloaded [here](#).
4. Emergency Alert System (EAS)
5. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. *ACTIVITY CHECKLISTS (BY EMERGENCY MANAGEMENT PHASE)*

Prevention and Mitigation Activities	
	Provide routine updates of City plans related to hazards, risks, response and mitigation strategies create awareness of critical areas and enforce plan implementation into other City plans.
	Provide information and expertise in hazard mitigation and planning for preparedness to City departments and the general community.
	Conduct reviews of the City’s Hazard Mitigation Plan (HMP) across all departments and discuss implementation strategies.
	Establish the emergency management program support infrastructure within the City to satisfy the requirements for mitigation, preparedness, response, and recovery efforts. This includes requesting assistance from the KCOEM for services such as training, CEMP plan reviews, outreach, and exercises. Staff assigned to the EOC besides meeting the NIMS/ICS training requirement, participates in EOC exercises at least annually to ensure they understand their training.
	Participate in the development of policies and programs to prepare for managing public information during and after an incident.
	Disseminate information to citizens about preparing for incidents.

Preparedness Activities	
	Coordinate community and educational outreach programs for preparedness that also provide mitigation strategies and after-incident actions.
	Coordinate preparedness exercises and drills with City departments and their staff.
	Recommend mutual aid agreements as well as ordinances, resolutions, rules and regulations for adoption by City Council that may improve incident preparedness, response, mitigation, and resiliency.
	Implement Contingency Plans for all hazards.
	Coordinate local emergency volunteer programs such as Citizen Corps Council, Community Emergency Response Team (CERT), Amateur Radio Emergency Service (ARES), Medical Reserve Corps (MRC), and Map Your Neighborhood.
	Manage and maintain the ECC.
	Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to Incident Command communications.
	Subscribe to the Government Emergency Telecommunications Service (GETS) which is offered by the Office of the Manager of the National Communication Systems, to meet national security and emergency preparedness requirements by Federal, State, and local government and other authorized users.

Response Activities	
	Notify the King County ECC and State EMD of any activation or demobilization of the Woodinville City EOC.
	Upon activation of the City EOC, notify all appropriate departments per the EOC Activation Plan.
	Manage the EOC according to the three operational goals: <ul style="list-style-type: none"> ○ Create situational awareness and a common operating picture ○ Coordinate information ○ Manage resources
	Prepare the local Proclamation of Emergency for the City Council to sign and approve. City Manager to provide a copy to the King County Office of Emergency Management.
	Communicate any requests for assistance (RFAs) through the City EOC.
	Activate Emergency Alert System (EAS) as needed. EAS provides emergency information to the public via local radio and television stations. It may be activated by contacting the King County Sheriff's Office, Washington State Emergency Management Division, NOAA, or NORCOM.
	Notify citizens regarding emergency information and instructions may be handled at the incident scene through the Emergency Alert System (EAS), door-to-door by uniformed City or other personnel, mobile public address systems, King County Alert notifications, City Emergency Contact page, or City Twitter @woodinvillecity.
	Receive warnings from the Nation Warning System via NORCOM. The National Warning System (NAWAS) is the primary system utilized by federal government to disseminate warning information. Warnings for the City are received by North East King County Regional Public Safety Communication Agency (NORCOM) which in turn notifies the City of Woodinville Executive Department, which in turn disseminates the warning to local warning points. The Executive Department also routinely receives messages from the Northwest Warning, Alert & Response Network (NWARN) from the Washington State Fusion Center regarding any current emergencies or suspicious activities in the US and disseminates this information appropriately.
	Monitor weather advisories. Weather advisories and warnings are provided on a 24-hour basis by the National Weather Service using email, the NWS web site, and tools developed by NWS and other parties. The City of Woodinville Executive Department, King County, and WA State Emergency Operation Centers monitor for NWS alerts. The National Weather Service (Seattle Office) is also capable of sending civil emergency notices to their network of weather radios at the request of local public safety officials. The new generation weather radios are self-activated when warnings are initiated.
	Increase staffing levels as needed. The Emergency Manager, or designee, will notify City Departments any time the nature of the warning would indicate a need to increase staffing levels.
	Establish restoration priorities for emergency telephone and radio systems in conjunction with the Incident Commander.
	Activate the Amateur Radio Emergency Services (ARES) when necessary, or ARES volunteers will self-deploy based on pre-determine criteria.
	Recommend relocation or redistribution of radio resources used by City Departments as

	necessary to most effectively maintain adequate communications in emergency situations.
	Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with the Emergency Response Guides.

Recovery Activities	
	Provide information and guidance to all city departments regarding reporting, documentation and retention of pertinent event or incident information and supporting data. City departments will compile and forward operational and recovery information to the appropriate designated agents that are facilitating State and Federal reimbursement actions.
	Continue to gather and disseminate information, as necessary.
	Review department completed After-Action Reports and Lessons Learned Reports.
	Review and revise reporting procedures and formats, as necessary.
	Collect and prepare reports required to support requests for assistance (RFAs).
	Participate in preparedness, submit, and track all documentation necessary for State and federal reimbursement of presidentially declared disasters.
	Maintain coordination with the EAS and ARES systems.
	Create After-Action Reports and Lessons Learned Reports.

EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING AND HUMAN SERVICES

ESF 6 Coordinator:	Development Services Planning Manager
Primary Agency:	Development Services Department
Support Agencies:	Administrative Services Department Police Department Woodinville Fire & Rescue King County Office of Emergency Management American Red Cross (ARC)

I. *INTRODUCTION*

A. Purpose

To provide a coordinated method of mass care activities including: shelter of people and animals; feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of victims and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies.

B. Scope

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Long-term community recovery needs are addressed in **ESF-14 Long-term Community Recovery**. The City of Woodinville Department of Development Services will work with local non-governmental organizations (NGOs) to facilitate delivery of mass care services within the City of Woodinville.

II. *POLICIES*

A. The American Red Cross will assist in providing mass care services in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act), policies and procedures governing the agency, and will maintain administrative and financial control over its activities. The American Red Cross will use its established procedures for gathering and disseminating the Disaster Welfare Information/Family Reunification through the Safe and Well Website.

B. All mass care and shelter services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet current requirements for the Americans with Disabilities Act (ADA) and the standards of the American Red Cross. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters.

- C. The diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and the assistance of the disposal of dead animals will be in accordance with *Appendix B (State Animal Response Plan) of Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan.*
- D. Pet evacuation will be done in accordance with *National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)* that grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals, authorizes federal funds to help create pet-friendly emergency shelter facilities, and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster.

III. *SITUATION*

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations.

Hundreds of victims may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Transients, such as tourists and business travelers may be stranded long distances from home and require assistance. There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 5) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will respond to emergencies based on the situation, information, and resources available at the time of the incident.

Planning Assumptions

- ESF-6 is estimated to take at least 72-hours to be activated by the County.

- Available resources may become limited due to high demand in a large-scale incident. It is expected that any level of incident will overwhelm the City resources and that King County Emergency Coordination Center (KCECC) through the Zone 1 Emergency Coordinator (Z1 EC) will be requested for assistance to provide option in providing an ESF-6 Coordinator.
- All departments are required to support this ESF as necessary.
- A large-scale incident may deprive substantial numbers of people access to the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an incident may partially or totally destroy food products stored in the affected area. For example, food may spoil due to lack of refrigeration.
- Mass care shelter facilities will receive priority consideration for structural inspections to ensure safety of occupants and the continuation of essential functions.
- The City should function under standard operation procedures as much as possible including use of the City Hall to provide day-to-day City operational functions.
- Large numbers of private residences and businesses may receive major damage and people may be displaced for seven days or more. Dormitory Shelters may need to be set up for these people.
- American Red Cross (ARC) will provide mass care to the extent possible. The American Red Cross (ARC), in cooperation and coordination with King County and the City of Woodinville, may provide mass care to those affected by an incident as part of a broad program of disaster relief. The ARC assumes primary agency responsibility under the National Response Framework (NRF) to coordinate federal response assistance to mass care response and the efforts of other NGOs, including ARC relief operations.

Mass Care includes:

- Dormitory Shelters
If facilities for sleeping are needed, the following may be required: the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area if evacuation becomes necessary. These temporary shelters should provide protection from normal weather conditions.
- Pet Shelters
Disasters have shown time and again that many people will not leave their pets behind in a disaster. Consequently, shelter planning must take pets into account. Ideally, pet shelters will be near dormitory shelters so that owners can easily care for their pets and derive comfort from them. At the same time, pets

will ideally be kept separate from the dormitory area to avoid allergy and sanitation issues.

- **Warming/Cooling Centers**
In the event of a heat wave that is deemed to be extreme enough and long enough to pose risk to vulnerable populations, such as the elderly, cooling centers with air conditioning and water should be provided for public use. Such provision may be as simple as advertising air-conditioned public facilities and encouraging people to move out of the heat and visit them. If an incident occurs in the winter months that debilitates power or gas heating, warming centers should be established to provide warm areas for those unable to heat their homes. Coordinate with **ESF-5 Emergency Management** and King County OEM to advertise such cooling/heating centers.
- **Feeding**
Through a combination of fixed sites, mobile feeding units, and bulk food distribution, emergency workers and impacted persons will be provided with food and water. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of those affected with special dietary needs to the extent possible. If it becomes necessary, disaster food stamps may be requested from WA State.
- **Emergency First Aid**
Emergency first aid services may be provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service is supplemental to emergency health and medical services established to meet the needs of those affected.
- **Bulk Distribution of Emergency Relief Items**
Community Point of Distribution (CPOD) sites will be established within the affected area for distribution of emergency relief items, like water, as needed. The bulk distribution of these relief items will be determined by the urgent need for essential items by those affected by the incident.
- During an incident, there will be populations requiring special attention. These groups include the elderly, children, pets, service animals, individuals who have limited English language proficiency, and those with disabilities.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
 - Defines what elements are performed by others.
- Feeding, shelter, and emergency first aid services will be provided as soon as the City has the capacity to do so.

- A high percentage of the water supply may be unusable, requiring juices or potable water supplies to be made available.
- Sheltering and feeding activities may be required to accommodate victims for several days after the onset of the incident.
- Some victims may go to dormitory shelters, others may find shelter with friends and relatives, and many victims will remain with or near their damaged homes.
- The magnitude of the incident may require the operation of large long-term shelters because some percentage of the sheltered population will require shelter for an extended period.
- Many of the more seriously injured will be transported to hospitals outside the incident area, some of them hundreds of miles away.
- Some medical facilities may be so over-taxed that accurate record keeping of treated, released, hospitalized, and transferred individuals may be impossible.
- The restoration of communication systems, disrupted by damages and overloads, may take weeks.

IV. *CONCEPT OF OPERATIONS*

A. **General**

The Development Services Department will work with coordinating organization counterparts to obtain needed support.

Requests for assistance will be initiated by the Development Services Department and forwarded to the Woodinville Emergency Operations Center.

Support organizations will be notified and expected to provide 24-hour representation, as necessary. Support organizations' representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authorities to commit resources to response and recovery effort.

B. **Activity Checklists**

See **Section VIII** for the Concept of Operations Activity Checklists.

Concept of Operations

- Provides the "policy" for ESF-6
- Support organizations expected to provide 24-hour representation, as necessary.

V. *PROCEDURES*

- A. **Request for additional support.** Request for additional support to KCECC should occur immediately once evident that mass care is needed. The Development Services Department will contact the Z1 EC/KCECC providing the following information on the establishment of mass care operations and services:

- i. Location
- ii. Transportation
- iii. Staffing
- iv. Support Services
- v. Equipment
- vi. Pet Sheltering

The following roles will more than likely be needed:

- ESF-6 Coordinator
- Volunteer Coordinator/Credentialing

- B. **Establish other mass care facilities than City facilities.** It is unlikely that a City facility will be suitable for mass care under an event without disrupting critical government functions. The City facilities are limited in size. Additional resources should be requested to KCECC through the Z1 EC. See **Emergency Response Guide – Appendix C** for Resource Directory related to mass care.
- C. **Volunteers.** Volunteers and City staff working in support of the American Red Cross or other supporting agencies for mass care are required to operate according to the procedures for the individual agencies or organization. Volunteer coordination will be through individual agencies and through KCECC.
- C. **Assistance for individuals with “special needs”.** Assistance for individuals with “special needs” during disasters will be coordinated with Public Health Seattle/King County and local human service agencies with Z1 EC coordinating the assistance.

IV. RESPONSIBILITIES

Development Services Department
Prepare request to Z1 EC/KCECC for additional resources.
Coordinate with Z1 EC/KCECC and Woodinville Fire & Rescue for resources needed until Red Cross Aid or other volunteer programs are in place.
Administrative Services Department
Provide food and shelter for City staff working during emergency operations.
Police Department/King County Sheriff
Provide law enforcement services at public shelters as needed.

King County Office of Emergency Management

Provide staff and resources for the operation of mass care centers.
Develop resource lists for mass care supplies and assistance.
Assist in the coordination of shelter operations and the procurement of mass care supplies and assistance.
Register volunteer workers per established procedures.
Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
Coordinate with local human service agencies, volunteer organizations, and Disaster Assistance Council that provide mass care services to ensure community needs are met.
Coordinate assistance to "special needs" individuals through local human service agencies.
Coordinate with local animal service agencies and volunteer organizations to ensure community needs are met.
Coordinate with the WA State Department of Social and Health Services.

American Red Cross

Provide mass care operations per established procedures and policies.
Provide coordination of mass care information and activities with the Emergency Operations Center.

VII. REFERENCES

1. American Red Cross Disaster Services Regulations and Procedures (ARC 3000 Series).
2. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
3. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
4. King County Regional Disaster Plan.
5. King County (WA State Homeland Security Region 6) Strategic Plan.
6. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. *ACTIVITY CHECKLISTS (by Emergency Management Phase)*

Prevention and Mitigation Activities	
	Review the Woodinville Hazard Mitigation Plan (HMP) as a department and discuss implementation and mitigation strategies.
	Establish an emergency food and water program for City Departments and employees to work together to improve City Resilience. City Departments should strive to develop sufficient emergency food and water supplies in City facilities over the long term to support most City employees for a minimum of seven days. City employees should also be encouraged to develop self-sufficiency. As their part of the preparedness partnership, employees should prepare their own emergency kits, including food, water, and personal comfort items, for work, home, and vehicles.
	Assess and implement emergency human services relief programs in coordination with volunteer agencies.
	Coordinate emergency plans with regional hospitals and health consortia.

Preparedness Activities	
	Plan, develop and coordinate the utilization of City properties for temporary emergency shelters, staging areas, treatment areas, and Community Points of Distribution (CPODs). Coordinate and develop plans with NGOs for use of their appropriate facilities.
	Develop partnership plans with volunteers that have training in the following areas: Community Emergency Response Team (CERT) and Amateur Radio Emergency Services (ARES).
	Develop plans and procedures for emergency worker shelter operations in coordination with the Emergency Manager.
	Develop partnerships with additional agencies as appropriate, including Northshore School District, Regional Animal Services of King County, pet supply stores, Humane Society, etc.
	Develop different alternatives for staffing the ESF-6 Coordinator position through shared resources with neighboring communities and/or developing a volunteer position for this role. Determine a City staff member and backup person who can provide the ESF-6 coordinator role until further support can be established.

Response Activities	
	Initial response activities focus on meeting urgent mass care needs of those affected by the incident.
	Coordinate mass care activities with support agencies and volunteer organizations.
	Operate or coordinate operation of emergency shelters.
	Coordinate required mass care services.
	Provide meals at fixed feeding locations and provide mobile feeding, as required.
	Coordinate emergency first aid services in shelters, fixed feeding sites, and emergency first aid stations.
	Provide potable water and ice.

Response Activities	
	Coordinate bulk emergency relief items, as needed.
	Coordinate shelters and feeding stations.
	Coordinate transportation and needed supplies with the ECC.
	Coordinate communications between shelters, feeding stations, points of distribution, and relief operation locations.
	Provide essential resources such as cots, blankets, and sleeping bags, as requested.
	Maintain contact with the NGO and American Red Cross representatives via the Woodinville EOC.

Recovery Activities	
	Continue to operate emergency worker shelter(s)
	Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts.
	Create After-Action and Lessons Learned Reports.

APPENDIX A - EMERGENCY SUPPORT FUNCTION 6
MASS CARE, HOUSING AND HUMAN SERVICES

**KING COUNTY, WASHINGTON
EMERGENCY MANAGEMENT PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 6
MASS CARE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES**

PRIMARY AGENCY: King County Office of Emergency Management

SUPPORT AGENCIES: American Red Cross
Federal Emergency Management Agency
King County Department of Community & Human Services
King County Department of Information Technology
King County Department of Natural Resources & Parks
King County Department of Permitting & Environmental Review
King County Department of Transportation
King County Sheriff's Office
Local Jurisdictions
Public Health- Seattle & King County
Regional Animal Services of King County
Salvation Army
WA State Emergency Management Division
Other Non-Governmental and Religious Organizations

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function (ESF) 6 is to define and facilitate King County Government's roles and responsibilities in mass care, emergency assistance, and housing and human services to residents of unincorporated King County, and support and coordination services to incorporated jurisdictions within King County.

B. Scope

Mass Care in King County is a shared responsibility between King County government, incorporated cities, the King-Kitsap Chapter of the American Red Cross, and other non-profit agencies such as the Salvation Army. Incorporated cities in King County have responsibility to coordinate their own mass care services using city assets, or to coordinate with the King County Regional Communications and Emergency Coordination Center (RCECC) in the placement of mutually supported services. King County government is the lead coordinating support for mass care activities and shelters in the unincorporated areas of King County.

Mass care services include the following:

- Sheltering
- Pet and Livestock Sheltering
- Post-Disaster Interim Housing
- Mass Feeding
- Community Points of Distribution (CPODs)
- Coordination and support of ESF-8 on the placement and opening of Alternate Care Facilities and Family Assistance Centers

This plan applies to all primary and support agencies listed. Additional governmental and non-governmental agencies may also have significant roles in ESF-6 depending on the severity of the response.

II. SITUATION

A. Situation Overview

King County is vulnerable to all of the natural and technological disaster events that are detailed in the 2014 King County Regional Hazard Mitigation Plan. Historically, disasters in King County tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded. Professional emergency responders may be unable or delayed in reaching their assigned organizations due to injury, death, or family problems. These impacts can result in a need for food, shelters, housing, and/or other human services. The role of ESF-6 is to maintain these services during a disaster.

B. Planning Assumptions

1. For planning purposes, King County is divided into three Emergency Coordination Zones: Zone 1 (North and East County, 720,000 persons), Zone 3 (South County, 640,000 persons), and Zone 5 (Seattle, 608,000 persons).
2. Mass Care services must incorporate and address the unique needs and circumstances of vulnerable populations that are economically disadvantaged, homeless, have limited language proficiency, have disabilities (physical, mental, sensory, or cognitive limitations), have special medical needs, experience cultural or geographic isolation, or are vulnerable due to age, as well as those of incarcerated persons. Therefore, specific measures will be taken to ensure that these populations will have accessibility to information and services.
3. There may be individuals with specific/special needs and issues such as cognitive disabilities, communication disabilities, disabilities and medical concerns, environmental or chemical sensitivities, hearing loss, those on life support systems, mobility concerns, psychiatric disorders, visual disabilities, and individuals with service animals that will need to be sheltered or evacuated. Every effort will be taken to accommodate individuals' functional and

access needs in the shelter. For those who have medical needs that cannot be met by the shelter setting, ESF 8 – Health, Medical and Mortuary Services will coordinate appropriate care and placement.

4. Public, private, volunteer organizations and the general public will have to use their own resources and be self-sufficient for a minimum of three days, possibly, longer.
5. Local jurisdictions will provide their own mass care services using city staff, resources, and facilities. King County Office of Emergency Management is the lead agency for coordination of emergency mass care services in unincorporated King County or when mass care needs exceed the capability of one or more King County jurisdictions.
6. King County Departments will support this effort with resources and facilities if available. Mutual aid resources will be used for small incidents, but may be unable to meet the needs of a large-scale emergency or disaster.
7. The number of trained personnel qualified to provide mass care services, and the number of available volunteers to perform support functions, will limit the rate at which mass care services are provided.
8. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster incidents in King County.

III. POLICIES AND AUTHORITIES

1. It is the policy of the government of King County to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in unincorporated King County. Additionally, King County will provide support to other jurisdictions within King County to the maximum extent possible depending on the disaster conditions.
2. Incorporated jurisdictions will perform emergency management functions within their jurisdictional boundaries as mandated by RCW 38.52.070. A collaborative response by public, tribal, private and nonprofit organizations will greatly benefit and facilitate mass care services throughout the King County region.
3. The American Red Cross will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act).
4. Disaster Welfare Information/Family Reunification is provided by the American Red Cross through the Safe & Well Website.

5. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, race, religion, political, ethnicity, sexual orientation, or other affiliation. According to the ADA, service animals are extensions of their owners and have the same access to public transportation and sheltering as their owners at all times.
6. The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS) requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans, grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals, authorizes federal funds to help create pet-friendly emergency shelter facilities, and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster.

IV. CONCEPT OF OPERATIONS

A. Organization

1. During small local disasters when the King County Regional Communication and Emergency Coordination Center (RCECC) is not activated, the Red Cross, in partnership with the affected city or King County Office of Emergency Management will provide shelter and mass care service coordination through the chapter headquarters, in accordance with their Chapter Disaster Response Plan, as appropriate to their operational capacity.
2. When larger-scale disasters impact and overtax individual cities, cities will request support from the King County Office of Emergency Management, thus activating the RCECC.
3. The RCECC has three levels of activation depending on the size and complexity of the incident:
 - Level 3: Duty Officer monitoring with support of OEM staff
 - Level 2: Limited Activation, OEM Staff, specific King County Departments and partner agencies
 - Level 1: Full Activation
4. The RCECC is organized using Incident Command System and the National Incident Management System. Within the Operations Section, there are three Branch Directors: Health and Human Services Branch, Infrastructure Branch, and the Emergency Services Branch. The RCECC also consists of several Emergency Support Functions (ESFs), one of which is ESF-6. The ESF-6 Coordinator reports to the Health and Human Services Branch Director.

5. The ESF-6 Coordinator has primary responsibility for maintaining situational awareness of mass care services needed during an incident. This is completed through communication with American Red Cross representatives and Zone Coordinators to assess status of mass care activities within the region.
6. The ESF-6 Coordinator has responsibility to:
 - Track status of all mass care activities in the region (i.e. shelter locations and population, CPOD locations, etc.)
 - Submit and/or fill resource requests in support of mass care services, as needed, by utilizing existing MOUs and conveying appropriate information to ESF-7 (Logistics)
 - Submit resource requests for mission assignments as needed, including activation of plans for mass feeding, regional shelters, or Community Points of Distribution (CPODs)
7. For each mission assignment, the ESF-6 Coordinator will submit the resource request to the Health and Human Services Branch Director. The Health and Human Services Branch Director will coordinate with the Operations Chief to construct a task force made up of various ESF Coordinators, the Zone Coordinators (Zones 1,3, 5), and city Emergency Managers of the impacted jurisdictions.
8. The Operations Chief will coordinate the completion of mission assignments for mass care activities.
9. Once a mission assignment is completed, the ESF-6 Coordinator shall update status of mass care services in the region.

B. Direction, Control, and Coordination

Regional Shelters

The RCECC has primary responsibility for decision making and establishment of regional shelters. Task force should consist of the following: ESF-1 (Transportation), ESF-2 (Communication), ESF-4 (Fire Services), ESF-5 (Coordination Staff), ESF-6 (Mass Care), ESF-7 (Logistics), ESF-8 (Health, Medical and Mortuary Services), ESF-11 (Agriculture and Natural Resources), ESF-12 (Energy), ESF-13 (Public Safety and Security), ESF-15 (External Affairs), Zone Coordinators, and City Emergency Managers of impacted jurisdictions.

Pet and Livestock Sheltering

Shelters for pets and livestock will be activated by Regional Animal Services of King County with help from local veterinary and volunteer animal care organizations. Pets and livestock shelters may be separated from general population shelters. All reasonable and practical steps will be taken to ensure that shelters do not become contaminated.

Post-Disaster Interim Housing

The Post-Disaster Interim Housing Plan is intended to assist residents of the unincorporated areas and to support and coordinate with local jurisdictions of King County with post-disaster housing needs. This plan works in conjunction with ESF-14 Long-Term Community Recovery and Mitigation. In the event of a disaster, a Post-Disaster Interim Housing Task Force will be convened by DCHS to provide a forum for coordination and agreement among agencies and King County cities in responding to housing needs. Coordination will occur with King County Department of Permitting & Environmental Review, RCECC and other agencies to undertake strategies to identify available interim rental housing. The Task Force will work with shelter personnel and/or individual case managers to assist in providing information to households on available interim rental housing.

Mass Feeding

The RCECC has primary responsibility for decision making and establishment of mass feeding services. Task force should consist of the following: ESF-1 (Transportation), ESF-5 (Coordination Staff), ESF-6 (Mass Care), ESF-7 (Logistics), ESF-8 (Health, Medical and Mortuary Services), ESF-12 (Energy), ESF-13 (Public Safety and Security), ESF-15 (External Affairs), Zone Coordinators, and City Emergency Managers of impacted jurisdictions.

Community Points of Distribution

The RCECC has primary responsibility for decision making and establishment of C-PODs. Task force should consist of the following: ESF-1 (Transportation), ESF-5 (Coordination Staff), ESF-6 (Mass Care), ESF-7 (Logistics), ESF-13 (Public Safety and Security), ESF-15 (External Affairs), Zone Coordinators, and City Emergency Managers of impacted jurisdictions.

C. Prevention and Mitigation Activities

Refer to the 2014 Regional Hazard Mitigation Plan.

D. Preparedness Activities

Under the organization of the Emergency Management Advisory Council, King County OEM participates in the Mass Care Workgroup on a monthly basis to share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises.

E. Response Activities

As noted above, the ESF-6 Coordinator within the RCECC has responsibility to:

- Track status of all mass care activities in the region (i.e. shelter locations and population, CPOD locations, etc.)
- Submit and/or fill resource requests in support of mass care services, as needed, by utilizing existing MOUs and conveying appropriate information to ESF-7 (Logistics)
- Submit resource requests for mission assignments as needed, including activation of plans for mass feeding, regional shelters, or Community Points of Distribution (CPODs)

F. Responsibilities

Primary Agency

King County Office of Emergency Management is responsible for coordinating mass care that comprises shelters, feeding, and emergency first aid in unincorporated King County and when King County jurisdictions request support. King County Office of Emergency Management shall:

- Maintain this plan and coordinate with King County Government, local government partners, the State of Washington, and non-governmental partner organizations.
- Support events such as tabletop exercises, plan review workshops and review of resources seminars.
- Take the lead in coordinating, promulgating and/or maintaining all Memorandums of Understanding (MOU) between King County and partner non-governmental, private and public organizations critical to the implementation of this plan.

Support Agencies

1. American Red Cross:

- Provide mass care for small emergencies or localized incidents not requiring activation of the King County RCECC.
- Provide representatives in the King County RCECC for ESF-6 (coordination of mass care services).
- Offer the following standard services during emergencies and disasters:
 - Sheltering – Open temporary, mass care, congregate shelters which provide meals, recovery information, emergency supplies and a place to rest. Support other shelters run by government or community partners with supplies and feeding, if resources permit.

- Feeding – Work through the ESF-6 Coordinator to provide emergency feeding for persons in shelters and those returning to their homes, either at fixed sites or through mobile delivery of food appropriate for the situation and population being served.
- Coordinate with ESF-6 for assistance when voluntary contributions do not meet the level of needed resources. Requests may be in the form of direct financial assistance, reimbursement for services and/or an agreement to purchase necessary commodities to fulfill the needs of impacted residents.
- Coordinates with ESF 6 to meet the needs of persons returning to their homes after a disaster.
- Activate the Safe and Well Website - The American Red Cross Safe and Well Website allows internet inquiries on the status of colleagues, friends and relatives. It provides only the registrant's name, a date/time stamp and the safe and well messages the registrant chose using check-boxes. No personal or location information is shown. It is triggered by one or more of the following:
 - Mass fatalities or injuries
 - Disaster is catastrophic in scope
 - Large scale evacuations
 - Widespread power outages
 - Affected area has a large number of residents with functional needs
 - Considerable media coverage
- Case workers - meet with each family individually to determine how they were affected by the disaster and the course of recovery to best meet their immediate needs.
- Disaster Mental Health Professionals - provide psychological triage; crisis intervention; psychological support; instrumental support (i.e., taking action in support of an individual); advocacy (i.e., an intervention made on behalf of an individual and intended to benefit the person or cause being supported); problem solving and referrals during relief operations.
- Disaster Health Professionals - available in shelters for emergency first aid, medical assessment, triage and replacement of emergency medications. American Red Cross Disaster Health Services Teams meet these needs through item distribution, financial assistance or referrals to community partners.

2. Federal Emergency Management Agency

- During a federally declared disaster, provide federal resources for sheltering, housing, feeding, procurement and distribution of supplies, disaster assistance programs, and coordination with other federal agencies. (Refer to the King County Regional Shelter Annex)

3. King County Department of Community & Human Services:

- Provide representatives in the King County RCECC for ESF-6 (coordination of mass care services)
- Coordinate crisis counseling with contracted community mental health providers, American Red Cross, Public Health-Seattle and King County, and the volunteer medical reserve corps
- Implement Post-Disaster Interim Housing Annex. (Refer to the King County CEMP Post-Disaster Interim Housing Annex)

4. King County Department of Information Technology:

- Provide representatives in the King County RCECC for ESF-2 (coordination of communication support)
- Manage and provide communications infrastructure and deployable equipment (laptops, data ports, etc.) in direct support of mass care operations

5. King County Department of Natural Resources & Parks:

- Provide representatives in the King County RCECC for ESF-11
- Provide assistance with distribution of food and water resources

6. King County Department of Permitting & Environmental Review:

- Perform pre-occupancy shelter facility inspections
- Coordinate the implementation of the Post-Disaster Interim Housing Annex with the King County Department of Community & Human Services

7. King County Department of Transportation:

- Provide representatives in the King County RCECC for ESF-1 (coordination of transportation support)

- Support ESF-1 with evacuations from the affected areas to designated shelter sites, safe areas and/or rally points located in a variety of jurisdictions.
- Provide and/or coordinate transportation service from designated shelter sites to established transportation routes and/or transit centers.
- Provide and/or coordinate special assistance transportation at the request of the RCECC on an as needed basis.

8. King County Sheriff's Office:

- Provide and/or coordinate security for King County mass care operations
- Provide management oversight of overall security operations
- Manage and provide/coordinate staffing for Unique Population Shelter operations
- Provide and/or coordinate staffing for the shelter Security Units

9. Public Health- Seattle & King County:

- Provide representatives in the King County RCECC for ESF-8 (coordination of health and medical services)
- Coordinate and provide public health technical assistance for mass care operations, including first aid teams
- Coordinate the establishment of Alternate Care Facilities as determined appropriate
- Coordinate movement of individuals with medical needs from general shelters to appropriate healthcare facilities and/or alternate care facilities
- Assist with environmental health assessments and conduct inspections to ensure that environmental controls are provided to assure safe and healthful healthcare facilities
- Support DCHS and ARC in meeting the demands for mental health services
- Provide guidance and direction for the care of deceased shelter occupants

10. Regional Animal Services of King County:

- Designate and approve local volunteer animal care groups to staff the King County RCECC and will be the primary King County agency for animal rescue, mass care, sheltering and logistical support.

- If needed, request assistance from other organizations such as the Humane Society of the US.

11. Salvation Army:

- Provide disaster services and mass feeding operations. (Refer to the King County Regional Shelter Annex)

12. Local Jurisdictions:

- Coordinate with the King County RCECC on the establishment of mass care operations and services to include the following:
 - Location
 - Transportation
 - Staffing
 - Support Services
 - Equipment
 - Pet Sheltering

13. WA State Emergency Operations Center (SEOC):

- Provide support to RCECC for mass care services and operations; utilization of State MOUs and contracts and/or obtain federal resources.

14. Other Non-Governmental and Religious Partners

- Provide resources and communication networks for vulnerable populations or persons with disabilities.
- Provide spiritual support and assistance with case management. (Refer to King County Regional Shelter Annex)

V. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Updates

1. The ESF-6 Mass Care, Emergency Assistance, Housing & Human Services plan will be updated every four years in conjunction with the update of the King County Comprehensive Emergency Management Plan.
2. The plan will also be updated following any After-Action Reports from drills, exercises, or activations.

B. Drills, Exercises, and Training

1. King County OEM will conduct an annual drill within the OEM Quarterly Activation schedule.

2. Drills and exercises may also be coordinated with other support groups such as the Region 6 Mass Care Workgroup and the Regional Catastrophic Planning Group.

VI. REFERENCES

- Revised Code of Washington (RCW) 38.52 – Emergency Management.
- Washington Administrative Code (WAC) Title 118 – Military Department (Emergency Management)
- Americans with Disabilities Act of 1990
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288) as amended
- King County Code 12.52 Emergency Powers
- Pets Evacuation and Transportation Standards (PETS) Act of 2006 (HR 3858)
- FEMA Disaster Assistance Policy 9523.19-Eligible Costs Related to Pet Evacuation And Sheltering, October 24, 2007.

VII. TERMS AND DEFINITIONS

CPOD – Community Point of Distribution

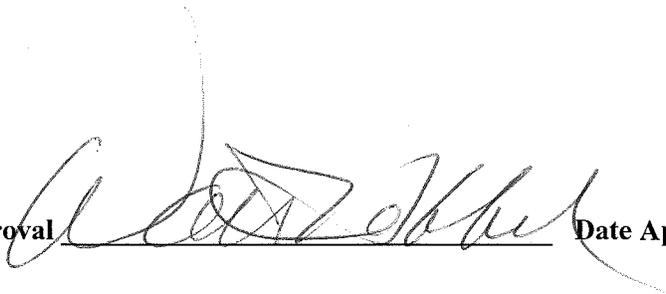
DCHS – Department of Community & Human Services

RCECC – Regional Communications and Emergency Coordination Center

VIII. PROCEDURAL DOCUMENTS

- A. Regional Shelter Operations Incident Annex (To be completed)
- B. Community Points of Distribution Annex (To be completed)

Agency Approval



Date Approved

10/12/2014

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APPENDIX B EMERGENCY SUPPORT FUNCTION 6
MASS CARE, HOUSING AND HUMAN SERVICES

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**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE**

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/SUPPLIES/SERVICES)
Regional Dormitory Mega-Shelter (>500 capacity).	Jurisdiction or Tribal Execs thru KCECC, Private Sector. County coordination necessary due to resource constraints.	American Red Cross (ARC), County, City, Special Purpose (SP) Districts, Tribes, Private Sector.	County, City, SP District, Tribes, ARC, Private Sector. Supported by all jurisdictions in region.	Windstorm, Power Outage, Earthquake, Terrorism, Volcanic Eruption	Current event information, public education, prepared meals, sanitation, sleeping, first aid, ADA access, security, pet shelter in separate location (see below)	Federal Support; Zone Coordination Centers; State Resources, County, City, SP District, Tribes ARC, Non-Governmental Organizations (NGOs), Faith, Private Sector
Zone dormitory shelter (<500 capacity) <i>Zone 1 = North County Zone 3 = South County + Vashon Zone 5 = Seattle.</i>	Jurisdiction or Tribal Execs thru KCECC or Zone Coordination Center. Zone or County coordination necessary due to resource constraints.	ARC, KC Parks, City, SP Districts, Tribes, Private Sector	County, City, SP Districts, Tribes, ARC, Private Sector. Supported by all jurisdictions in Zone.	Hazmat, Earthquake, Flooding, Winter Storm	Current event information, public education, prepared meals, sanitation, sleeping, security, ADA access, first aid, pet shelter in separate location (see below)	County, City, SP District, Tribes, ARC, NGOs, Faith, State Resources Regional Disaster Plan (RDP), Zone Coordination Centers.

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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KING COUNTY REGION 6 SHELTER TABLE**

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Local dormitory shelter (dependent upon local jurisdiction resources, typically <100 capacity)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, ARC.	Local jurisdictions.	All Hazards, localized	Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below)	City, SP District, Tribes, ARC, Faith, NGOs, Mutual Aid, Inter-local Agreements, RDP, Private Sector
Severe weather shelter (Provides overnight-only sleeping quarters for homeless and general public during severe cold weather events.)	Jurisdiction or Tribal Exec, or ARC, faith-based	County, City, Multiple Agency Partnership, SP District, Tribes, ARC	County, City, SP District, Tribes	Severe Winter Weather	Sanitation, utilities, sleeping, security, ADA access. Optional: Human services information, warm/cold drinks and snacks. Pets per facility policy.	County, City, Multiple Agency Partnership, SP District, Tribes ARC, NGOs, Faith, Private Sector

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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Medical Needs Shelter (Patients have no acute medical needs but require some medical surveillance and/or special assistance beyond what is available in a standard shelter).	Public Health	KC Public Health	Public Health	All Hazards	Nursing staff, in-patient beds. Medical Reserve Corps staff.	County, City, SP District, Tribes, ARC, Faith, State Resources, RDP, Zone Coordination Center Activations, Private Sector, all health-care providers.

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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Skilled Care Nursing Home Evacuation (Patients who require recurring professional medical care, special medical equipment, and a level of care usually only available in Hospitals or Skilled Care Facility.	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, acute care, oxygen, Medical Reserve Corps staff, nursing staff, in-patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RDP, Zone Coordination Center Activations, Private Sector, all health-care providers.

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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KING COUNTY REGION 6 SHELTER TABLE**

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Medical Surge (Patients who need acute medical care such as individuals experiencing trauma or injury. In case of disease outbreak or certain other disasters, a significant portion of the population may be immediately thrown into this category as a result of the incident.)	Public Health	KC Public Health	Public Health	All Hazards	Sick call team, medical records, acute care, pediatrics team, oxygen, medical reserve corps staff, administration, nursing staff, in- patient beds.	County, City, SP District, Tribes, ARC, Faith, State Resources, RDP, Zone Coordination Center Activations, Private Sector, all health- care providers.

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE**

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Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders)	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, NGOs, ARC	County, City, SP District, ARC Faith, NGOs	All Hazards	Prepared meals, current event information and education; basic sanitation; ADA access	County, City, SP District, ARC, NGOs, Faith Community, Private Sector
Warming/Cooling Facility (Provide respite for general public on a drop-in basis).	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, EOCs	County, City, SP Districts, Tribes, Faith, NGOs, private	All Hazards	Current event information, heating or A/C, basic sanitation, ADA access. Optional: public education, drinks, snacks.	Mutual Aid, Inter-local Agreements, volunteer and faith-based resources; local staffing, ARC, NGOs

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.)	Jurisdiction or Tribal Exec	Local jurisdiction will address	Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business.	All Hazards	Pet food, water, cages, leashes, vet support, volunteers, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan	Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,
Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located).	Local, county, Tribal Execs	Local jurisdictions and County Animal Control; Shelters cross-leveled at KC ECC	See Pet Shelter	All Hazards	See Pet Shelter	County facilities, state Ag, volunteer agencies, private business

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care).	Individual Resident; Business Owner	Individual Resident; Business Owner/Employees	Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace	All Hazards	Family Plan, Skills; Disaster Supplies; pet supplies. Event information from media (radio, TV, print). Business Plans, Supplies; safe room for shelter in place from hazmat	Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans

**CITY OF KIRKLAND, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**APPENDIX 1
ESF #6 – MASS CARE
KING COUNTY REGION 6 SHELTER TABLE**

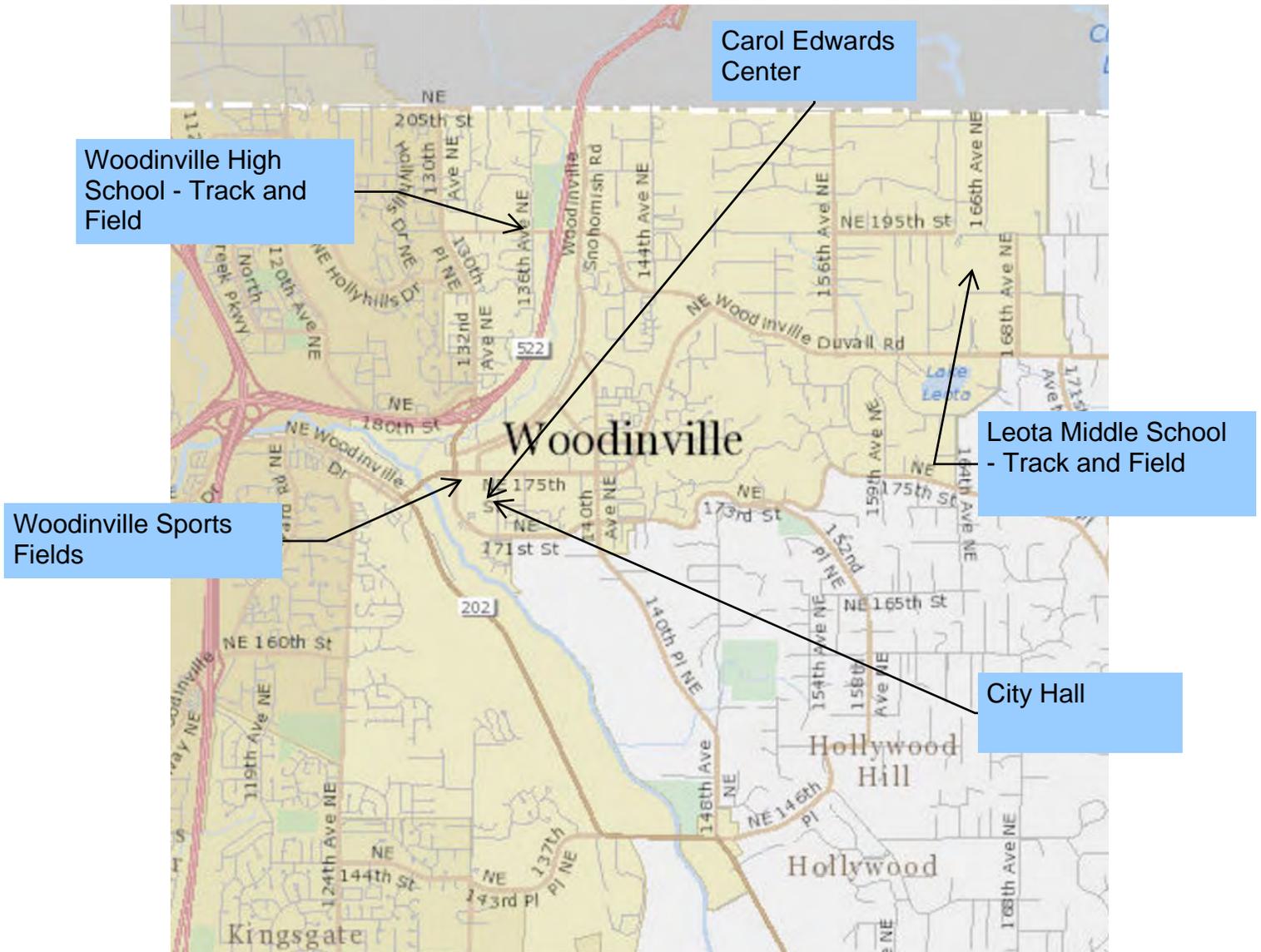
CATEGORY: Mass Care ESF- 6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	EVENT EXAMPLES	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDS/ SUPPLIES/SERVICES)
Livestock Shelter (set up to house livestock evacuated from rural/suburban areas.	Jurisdiction Tribal Executive	Same as Local, Zone, Regional shelters	Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business	All Hazards	Livestock food, water, fenced, secure areas; vet support, care volunteers, sanitation supplies, tracking system, owner contacts; shelter SOP, off-site storage, security plan	Livestock owners, State Ag Dept; Volunteer and livestock organizations; County Gov agencies, private business

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Appendix C – ESF #6 Mass Care, Housing and Human Services

The best option for the City would be to utilize a building that has been certified as safe (see https://www.cdc.gov/nceh/ehs/docs/guide_for_local_jurisdictions_care_and_shelter_planning.pdf).

The Carol Edwards Center located at 17309 NE 175th Street Woodinville, WA 98072 is centrally located and could be valuable for mass care and sheltering if damage to the structure has not occurred. Other private facilities may be available, but require mutual aid agreements.



Staging Areas for mass care for where tents will be required could be at setup at the following locations:

- Downtown Woodinville Sports Fields
- WSDOT Park and Ride
- Leota Middle School – Track and Field
- Woodinville High School – Track and Field

DOWNTOWN WOODINVILLE SPORTS FIELD SETUP

Field Coordinator: _____

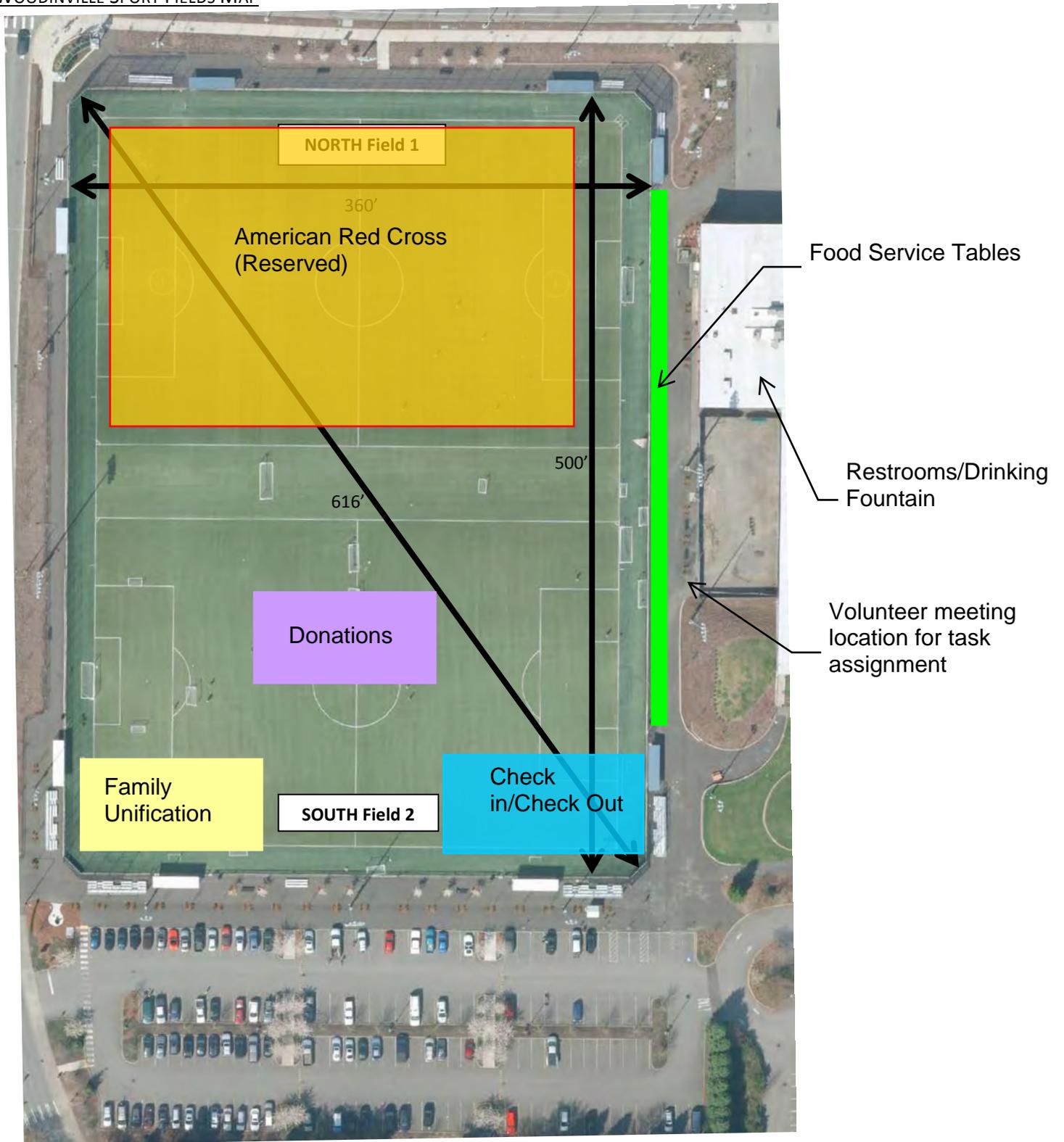
Communication with ESF#6 Coordinator: _____

Combination Lock for Power Outlets (obtain from ESF #6 Coordinator): _____

No.	Item	Location Description	Utilities/Materials Available # of Volunteers is an estimate as a baseline
1	North Fields – Reserved for American Red Cross (includes sheltering)	Woodinville Ball Fields can be setup for mass care, housing and human care	<ul style="list-style-type: none"> - Restrooms are in Carol Edwards Center (if not available request portable bathrooms) - Water available next to Restrooms - Locks on Outlets – Director of Emergency Management to have combinations
2	Check-in/Check-out Center (American Red Cross to run once setup)	Southwest corner - nearest City Hall	<ul style="list-style-type: none"> - ID – Permanent Marker (to write on tag) - Laptop with/ Power - Spreadsheets with assigned numbers/names/contact information - (8) Volunteers to run booth that have been trained.
3	Food Service	Set up along perimeter of ball field (not allowed on turf field)	<ul style="list-style-type: none"> - Electric/Restrooms/Water - Tables set up along perimeter of ballfields (confirm with American Red Cross) - Food service mutual aid agreements (see Resource Checklist in Appendix C Emergency Response Plan)
4	Family Unification	Southeast corner	<ul style="list-style-type: none"> - (2) Volunteers to check IDs and lookup lists on spreadsheets as directed by the Check-in/Check-out Center
5	Task Assignments	Meet near restrooms at Carol Edwards Center on east side of ballfields	<ul style="list-style-type: none"> - Task assignments handed out to volunteers on the hour or as needed. - (1) Volunteer required to direct volunteers to working areas and to communicate with check-in center if staffing is adequate.
6	Donations	Center of Field with Temporary Fencing	<ul style="list-style-type: none"> - (2) Volunteers to provide a covered area that is fenced for donations and to be contact EOC for directions related to tracking and distributing items.
7	Contractor/Construction/Debris Removal including Spontaneous Volunteers	Directed to WSDOT Park and Ride for Assignments and Tasks	<ul style="list-style-type: none"> - Wayfinding to Contractor/Construction Check-in/Check-out at WSDOT Park and Ride - Maps printed out ahead of time for City

Sample Layout - May change depending on conditions.

WOODINVILLE SPORT FIELDS MAP



EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

ESF-7 Coordinator:	Assistant Public Works Director
Primary Agency:	Executive Department
Support Agencies:	All City Departments King County Office of Emergency Management Woodinville Fire & Rescue Woodinville Water District Northshore School District

I. INTRODUCTION

A. Purpose

To provide logistical and resource guidance and support following an emergency or disaster.

B. Scope

Resource support involves the provision of services, personnel, supplies and facilities during disaster response and recovery. Logistical and resource coordination under this ESF will be through:

- King County Emergency Coordination Zone 1 (EC Z1) and the King County Emergency Coordination Center (KCECC)
- Efficient and prudent management of available resources within the King County region, and
- Use of a standard system for requesting, obtaining, and deploying additional resources.

II. POLICIES

- A. The City Council may be the authority for decisions on resource priorities and distribution.
- B. The City of Woodinville priorities for this CEMP are protection and continuity of life safety, public property, essential government services, the economy, and the environment.
- C. Equipment, supplies, and personnel needed by the City Departments should be sought from other City departments and local sources first, then within the King County Fire/Emergency Management Zone 1. Resource needs beyond the capacity of the local level and within King County will be forwarded to the State of Washington or through

- the State to the Federal Government.
- D. Other jurisdictions or Regional Disaster Coordination Framework signatory organizations will follow the legal and financial guidelines established in the “Agreement” within the Regional Coordination Framework that was adopted by the City as Resolution No. 493.
 - E. Each City department is responsible for developing and maintaining lists of department resources, including equipment, personnel and supplies for use during emergency and disaster operations. This should be inserted into the Emergency Response Guide for each Section Chief and updated annually.
 - F. Each City department assigned responsibilities in this emergency operations plan is responsible for developing and maintaining lists of equipment and service providers necessary to support the departments' responsibilities and functions during disaster operations.
 - G. Requests for resources other than contract or mutual aid from outside the local area will be coordinated through EC Z1 and/or KCECC.

III. *SITUATION*

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize the use of local resources per the severity of individual incidents.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

The architecture for how King County government and participating organizations collectively respond to disasters is addressed in King County’s Basic Plan. King County government is responsible for government services and unincorporated King County. The use of geographic divisions for King County (Emergency Coordination Zones) is integral to resource management for jurisdictions, tribes, and special purpose districts. The King County Emergency Zone 1 Coordinator is responsible for the City’s resource coordination, allocation, and tracking within Zone 1. See the King County Basic Plan for a current map of King County zones and jurisdictions. The Regional Coordination Framework and accompanying Agreement defines the legal platform for resource sharing among King County cities, tribes, special purpose districts, and private sector signatories.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism –

domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

See the **Section VII. References** for planning documents related to relevant hazards for King County.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF.
- The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident. There may be delays in all normal services such as police, fire, EMS, public works, transportation, and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.
- Available resources may become limited due to high demand in a large-scale incident. The City and King County do not have sufficient supplies and equipment on hand for long term use. Extraordinary measures may have to be taken to resupply City/County departments.
- All departments are required to support this ESF as necessary.
- Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas.
- Disaster response and recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical, and shelter resources.
- There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.
- If the emergency involves multiple incidents, the County may activate a Multi Agency Coordination System (MACS). The key function of the MACS is to facilitate resource allocation decisions based on incident management priorities. The MACS group typically consists of principals from organizations with significant incident management support/resource responsibilities and will establish resource priorities between multiple events.
- The cost of responding to an incident should not inhibit the actions necessary to address the situation or circumstance.

Planning Assumptions

- A Multi Agency Coordination System (MACS) may be organized by the County for resource allocation, if needed.

IV. CONCEPT OF OPERATIONS

A. General

ESF-7 will be managed by the Executive Department with support from the administrative services department.

The Executive Department will make decisions about what resources are needed and can be provided to others. While the Administrative services will track the purchase

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-7
- Provides direction, control, and coordination

orders, vouchers, and/or contracts. City departments will first utilize procedures for their day-to-day or mutual aid resources before requesting outside assistance. The Finance Department may assist departments by providing guidance and funding for emergency resource procurement.

The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. PROCEDURES

- A. All requests for outside resources shall be coordinated through the Emergency Operations Center and/or KCECC.
- B. Allocation of resources located at staging areas shall be done through the Emergency Operations Center.
- C. Refer to **Appendix A** for the King County CEMP ESF-7 Resource Support – Procedures Section. This describes what is needed for Federal reimbursement.
- D. After an individual jurisdiction issues a disaster proclamation, the KCECC may provide support for incorporated areas and special purpose districts (fire, school, water/sewer, drainage, and hospital), ports, and Indian Tribes, if needed or available. The City per Resolution No. 493 has signed the Agreement for *The Regional Coordination Framework for Public and Private Organizations in King County* (RCF) and will need to exhaust the resource through the RCF process prior to requesting further assistance. Once the County resources are exceeded the King County ECC Director or designee will request support from the Washington State Emergency Operations Center (EOC). The State EOC can provide state, mutual aid, the Emergency Management Assistance Compact (EMAC), or federal resources.

<p>PROCEDURES</p> <ul style="list-style-type: none"> • Provides how ESF-7 will be executed.

VI. RESPONSIBILITIES

Executive Department
Request outside resources through Emergency Coordination Zone 1 (EC Z1) or King County Emergency Coordination Center (KCECC)/Regional Coordination and Emergency Communication Center (RCECC).
Coordinate distribution activities with appropriate human service agencies.
Provide staging area supervisors or managers as appropriate.
All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place

in an expedient manner.

Finance Department

Finance Department to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster.

Monetary donations received by the City will be processed and managed by the Finance Director or designee.

Woodinville Police/King County Sheriff

Pre-identify appropriate response operations staging areas within the city.

Request outside resources through the Emergency Operations Center.

Provide staging area supervisors or managers as appropriate.

Provide security and traffic control at staging and distribution areas as necessary.

Public Works Department

Pre-identify appropriate response operations staging areas within the city.

Request outside resources through the Emergency Operations Center

Provide security and traffic control at staging areas and resource distribution locations as necessary.

Development Services Department

Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.

Pre-identify appropriate human services staging and distribution areas within the City.

Administrative Services Department

Issue purchase orders, vouchers, warrants or temporary contract agreements.

Collect and manage monetary donations.

King County Emergency Coordination Center

Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.

Provide for the delivery and distribution of resources to designated staging areas.

Provide resource support services when City resources and response capacity are exhausted. This may include: emergency relief supplies; office equipment, supplies, and facilities; transportation services; and personnel.

Use and procure resources upon request using *The Regional Coordination Framework for Public and*

Private Organizations in King County (RCF) and Agreement.

The King County KCECC will request support and resources from the State Emergency Operations Center (EOC) as needed using WebEOC or the EM47 Resource Request Form.

Woodinville Fire & Rescue/Woodinville Water District/Northshore School District

Pre-identify appropriate response operations staging areas within the city.

Provide staging area supervisors or managers as appropriate.

Coordinate with the Special Districts for Community Points of Distribution.

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. ACTIVITY CHECKLISTS (By Emergency Management Phase)

Prevention and Mitigation Activities	
	Provide assistance in the purchasing of insurance specific to potential liability issues.
	Submit disaster related financial information to higher authority as appropriate.
	Coordinate with other departments to identify resource shortfalls to include identifying the source, price, and a delivery timeline for the resource
Preparedness Activities	
	Procure and allocate essential resources (personnel and material) to support emergency operations.
	Manage disaster procurement and contracting for the City. Develop a process and agreements for disaster procurement.
	Provide a budget for supplies for incident related spending.
	Participate in training, drills, and exercises in support of this ESF.
	Obtain WSDOT authorization for use of Park and Ride for the City's Community Point of Distribution (located at 17800 140 th Avenue NE).
Response Activities	
	Coordinate the allocation, utilization, and/or conservation of resources.
	Provide computer, telecommunications, and communication support to City Departments and the EOC.
	Provide emergency funds for necessary incident expenditures.
	Coordinate incident related purchases and expenditures through support for goods and services as well as through documentation to qualify for State and federal reimbursement.
	Assess the impacts of the incident on available resources. Identify repairs, maintenance and replenishment needs in coordination with all departments.
	Utilize locally available public resources prior to requesting resources through the Regional Coordination and Emergency Communication Center (KCECC).
	Use a free market economy and distribution system, to the greatest extent possible, during disaster operations. Controls over limited and critical resources may be put into place on a county or statewide basis when the situation warrants.
	<p>Develop staging areas. When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the Emergency Operations Center. Staging areas will normally be divided into two categories:</p> <ul style="list-style-type: none"> ▪ Response Operations - The Police and Public Works Departments and Fire District will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.

Response Activities	
	<ul style="list-style-type: none"> Human Services - Development Services will be responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This should be done in coordination with KCECC and local volunteer and human services support agencies.
	Notify KCECC of staging areas. The KCECC shall be notified regarding the location and function of all staging areas within the city in order to facilitate the locating of resources arriving from outside the local area.
	Allocation and distribution of resources. Allocation and distribution of resources from staging areas will be coordinated through the Emergency Operations Center. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.

Recovery Activities	
	Coordinate the restocking and replenishing of resources and supplies.
	Ensure inventory lists of all departmentally controlled assets and resource are revised.
	Provide documentation and claims information to Emergency Manager and the City's insurance carriers following an incident.
	Create After-Action Reports and Lessons Learned Reports.

EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL

ESF-8 Coordinator:	Designated by Woodinville Fire & Rescue
Primary Agency:	Woodinville Fire & Rescue
Support Agencies:	King County Office of Emergency Management City of Woodinville Police Department/King County Sheriff Seattle/King County Public Health

I. INTRODUCTION

A. Purpose

To provide for the coordination of emergency health and medical services during major emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in the allocation of available medical resources and services to meet the emergency health and medical needs of the community in a major emergency or disaster.

II. POLICIES

- A. Refer to the Woodinville Fire & Rescue Emergency Operations Plan.

III. SITUATION

A significant disaster with large numbers of injuries will overwhelm existing medical service capabilities. Much of the immediate medical attention to victims will be administered by well-meaning volunteers at the scene who have little or no first aid training.

Such a disaster may also pose public health threats, including problems related to food, water, wastewater, solid waste, disease vectors and mental health.

Medical facilities may sustain damages which affect their ability to provide services. Facilities remaining in service may be overwhelmed by the walking wounded and more seriously injured victims who are being transported to those locations. Medical supplies and pharmaceuticals may be in short supply. Disruptions to local transportation, utility and communication systems may cause delays in restocking.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

Uninjured persons who require daily medication may have difficulty in obtaining medications due to reduced mobility, damage or destruction of normal supply locations and general shortages within the disaster area.

Major medical emergencies caused by a release of toxic or radioactive substances or by explosion may overwhelm medical resources and facilities as these types of incidents require specialized treatments that are only available at a limited number of medical facilities.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 5) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- Additional medical capabilities will urgently be needed to supplement and assist the Fire Department Emergency Medical Service (EMS) to triage, treat, and transport casualties.
- Depending on the nature of the incident, health complications may include general health and mental problems, traumatic injury, communicable disease, and lack of adequate supplies of food and water due to contamination or spoiled supplies.
- Sewer lines and other sanitation-related infrastructure are susceptible to impact that may result in toxic environmental and public health conditions, thus threatening the surviving population and response personnel.
- An incident may give rise to secondary sources of infection and disease if proper precautionary steps are not taken in time.
- Residents or patients at health care facilities may require evacuation due to damage or the threat of damage from an incident.

Planning Assumptions

- Woodinville Fire & Rescue is the lead agency for **ESF-8** because of the need to triage, treat, and transport casualties.

- The damage and destruction caused by an incident may produce urgent needs for mental health crisis counseling for victims and emergency responders.
- The City may require assistance in maintaining a continuity of health and medical services.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

IV. *CONCEPT OF OPERATIONS*

A. General

The Woodinville Fire & Rescue is the lead agency for public health and medical activities within the City. Refer to Woodinville Fire & Rescue Emergency Operations Plan for additional information related to the concept of operations.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in medical operations.

VI. *RESPONSIBILITIES*

Woodinville Fire & Rescue
See the Woodinville Fire & Rescue Emergency Operations Plan for responsibilities.
Provide a representative to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities.
King County Office of Emergency Management
Coordinate with local, State and Federal agencies for support as requested by Woodinville Fire & Rescue through the King County Emergency Coordination Center (KCECC).
City of Woodinville Police Department/King County Sheriff
Assist in providing security at temporary morgue facilities as requested by Woodinville Fire & Rescue through the KCECC.

Coordinate with Woodinville Fire & Rescue for protective actions related to direct human and animal exposure and indirect exposure through contaminated food, drugs, water supply, and other media

VII. *REFERENCES*

1. National Disaster Medical System (NDMS) response framework.
2. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
3. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
4. King County Regional Disaster Plan.
5. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. *ACTIVITY CHECKLISTS (By Emergency Management Phase)*

Prevention and Mitigation Activities	
	The City of Woodinville has mutual aid agreements with numerous agencies throughout the Puget Sound region. Requests for assistance should be made through these existing agreements. The City EOC will coordinate assistance from local, State, or federal governments.
	Review the Woodinville Hazard Mitigation Plan as a department and discuss implementation strategies.
	Provide general preparedness training to City employees and the public through periodic classes in coordination with Woodinville Fire & Rescue
	Establish transport procedures and capabilities to facilitate disaster operations with Woodinville Fire & Rescue.
	Work with local and regional health care providers to establish alternate care facilities within the City of Woodinville.

Preparedness Activities (City of Woodinville to support Woodinville Fire & Rescue)	
	Develop procedures for the accomplishment of response and recovery activities.
	Work with support departments to develop Department Emergency Operating Procedures and Continuity of Operations Plans (COOP) for recovery activities.
	Identify and plan for special medical needs to include equipment, personnel, and space necessary to provide care to these individuals.
	Conduct and participate in drills, training, and exercises to validate response and recovery Department Emergency Operating Procedures.
	Revise this ESF based on drills, exercises, and real event findings.
	Identify and inventory all community health and medical resources.
	Coordinate, for the utilization of essential public health personnel, supplies and equipment to provide health and environmental sanitation services. These services may include vector control measures and communicable disease surveillance.
	Support Medical Reserve Corps and volunteer medical personnel development, including physicians, nurses and dentists who may be available to augment existing medical staff.

Response Activities (City of Woodinville to support Woodinville Fire & Rescue)	
	Provide basic and advanced life support to ill or injured persons.
	Set-up and staff field aid stations as needed
	Coordinate the transport of ill or injured persons.
	Request additional medical services dependent upon the number of injuries.
	Request critical incident stress teams.
	Support the medical response team and assist in determining specific health and medical needs and priorities
	Assist in assessing community health and medical effects of the incident on the general population and on high-risk population groups.
	Advise Public Health Seattle King County (PHSKC) on protective actions related to direct

Response Activities (City of Woodinville to support Woodinville Fire & Rescue)

	human and animal exposure and indirect exposure through contaminated food, drugs, water supply, and other media.
	Coordinate the provisions of water purification and waste water/solid waste disposal equipment and supplies with Public Works and King County Public Health.

Recovery Activities

	Continue response and recovery efforts in support of this ESF.
	Create After-Action Reports and Lessons Learned Reports
	Support recovery activities as required.

EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

ESF-9 Coordinator:	Woodinville Fire & Rescue/King County Sheriff's Office
Primary Agency:	Woodinville Police Department Woodinville Fire & Rescue
Support Agencies:	King County Search and Rescue King County Sheriff's Office Woodinville Police Department Woodinville Executive Department Public Works Department King County Office of Emergency Management Washington State Department of Transportation

I. INTRODUCTION

A. Purpose

To provide for the coordinated use of available search and rescue resources within the City of Woodinville (herein referred to as "the City").

B. Scope

The scope of the search and rescue emergency support function is divided into three operational areas:

- Land search and rescue - primarily utilized for locating the lost or missing in urban, rural or wilderness areas.
- Air search and rescue - locating missing or downed civil aircraft. It is the responsibility of the Washington State Department of Transportation.
- Disaster, or urban search and rescue - searches for individuals missing due to disasters affecting primarily urban areas such as explosions, storms or earthquakes where severe structural damage is incurred.

The City of Woodinville has limited capability for providing search and rescue functions during disaster operations and will rely, when necessary, on outside resources for providing this service.

II. POLICIES

- #### **A.**
- Plans for search and rescue operations are separately published documents for each operational area. The City of Woodinville shall follow the procedures established in

these plans in support of the agencies and jurisdictions providing search and rescue activities within the city.

- King County Sheriff's Office – Search and Rescue operations identified under the section: Responsibilities/King County Sheriff's Office.
 - Woodinville Police Department may be the lead/authority directing wildland and missing person search and rescue field operations.
 - Woodinville Fire & Rescue may be the lead/authority for specialized urban environment searches like collapsed structures and hazardous environment field operations.
- B. Either the Woodinville Police Department or the Woodinville Fire District may be the ESF 9 coordinator in the EOC/KCECC depending on the circumstances. Both law enforcement and a fire service representative may collaborate on search and rescue and resource allocations while in the EOC/KCECC.
- C. During initial operations, and until primary agencies which provide search and rescue services arrive on scene, the Woodinville Police/King County Sheriff and Woodinville Fire & Rescue will establish a Unified Command and will be responsible for direction and control during all search and rescue operations.

City resource support for outside agencies providing air search and rescue will be provided to the command agency upon request. Refer to **Appendix A for the King County CEMP ESF-9 Search and Rescue** that provides information related to the King County Sheriff's Office (KCSO) as the lead/authority and all policies, planning, and assumptions associated with the KCSO as the lead agency.

III. SITUATION

The City of Woodinville is primarily urban area with some areas of wild-land and recreational area interface. Most individuals who become lost will be within a few minutes travel from their homes. In addition to individuals becoming lost in wild-land or recreational areas, there is a potential for children and the elderly or confused to become lost or disoriented in the urban environment.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

Earthquake poses a particularly severe threat to the City. Given the high population density and the number of vulnerable buildings, the likelihood of structural damage with trapped and injured individuals is very high.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and

Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- See **Appendix A** for the King County CEMP ESF 9- Search and Rescue document.
- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- Roads providing access to SAR points may be obstructed or impassable.
- SAR teams are trained to handle multiple rescue types and scenarios.

PLANNING ASSUMPTIONS

- ESF-9 has multiple rescue types and scenarios.
- Required training requires different agencies to lead ESF-9 – either the Woodinville Police Department or Woodinville Fire & Rescue.

IV. CONCEPT OF OPERATIONS

A. See **Appendix A** for the King County CEMP ESF 9- Search and Rescue document for additional Search and Rescue operations performed by King County Sheriff’s Office.

CONCEPT OF OPERATIONS

- Provides background to assumptions and what is assumed to be known prior to the event.

B. Individual agencies responsible for managing the various types of search and rescue operations are responsible for the development of operating procedures for their specific agencies and for training employees and volunteers involved in these activities. The plans and procedures are separately published documents.

C. Woodinville Fire & Rescue and City of Woodinville Departments involved in the operations and/or support of search and rescue activities shall establish command posts and operate according to the Incident Command System.

D. The City will provide resources necessary for conducting search and rescue operations until resources are expended at which time a request for assistance will be sent to the King County Emergency Coordination Center (KCECC) via the City Emergency Operation Center (EOC).

VI. RESPONSIBILITIES

King County Sheriff's Office (KCSO)

ESF-9 Coordinator (if designated by Incident Commander)

See **Appendix A** for the King County CEMP ESF-9 – Search and Rescue for responsibilities of the KCSO.

King County Search and Rescue

See **Appendix A** for the King County CEMP ESF-9 – Search and Rescue for responsibilities of the KCSO.

Woodinville Fire & Rescue

ESF-9 Coordinator (if designated by Incident Commander)

Provide for the coordination and support of disaster and urban search and rescue activities

Lead/authority for specialized urban environment searches like collapsed structures and hazardous environment field operations (see **Section VIII. Activity Checklists** for the Woodinville Fire & Rescue - Search and Rescue).

Woodinville Police Department

ESF-9 Coordinator (if designated by Incident Commander)

Provide support to the lead agency by coordinating and performing duties as requested by the lead agency.

As the lead agency, coordinate Search and Rescue operations with King County Sheriff's Office and Woodinville Fire & Rescue.

Request for assistance once City resources are expended to the KCECC through the City Emergency Operations Center.

Woodinville Public Works

Provide staff and resources in support of search and rescue activities as appropriate.

Woodinville Executive Department

Provide staff and activate the City EOC as needed. Provide staff to the Woodinville Fire & Rescue EOC as requested.

King County Office of Emergency Management

See **Appendix A** for the King County CEMP ESF-9 – Search and Rescue for responsibilities of the KCSO.

Washington State Department of Transportation (Washington State Aeronautics Division)

Assume responsibility for search of downed civilian aircraft in the State of Washington

VII. REFERENCES

1. Chapter 38.52 RCW
2. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
3. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
4. National Search and Rescue Plan
5. Refer to primary and supporting departments’ plans for further information supporting this ESF.

VIII. ACTIVITY CHECKLISTS (By Emergency Management Phase)

Prevention and Mitigation Activities

	Review the Woodinville Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.
	Review proposed non-USAR legislation to assure it is supportive of the State’s emergency management mission.
	Support preventive Search and Rescue (SAR) programs.

Preparedness Activities

	Appoint a coordinator of SAR operations.
	Establish systems to coordinate requests for SAR resources.
	Support law enforcement personnel and volunteer organizations and individuals with SAR related training.
	Assist in the organization of SAR units.
	Coordinate and maintain liaison with local and regional SAR agencies.

Response Activities

	Initiate, coordinate, and direct land, air and/or water search and rescue operations within the City of Woodinville.
	Police Department will request water and urban search and rescue assistance through the Woodinville Fire & Rescue.
	Request land search and rescue resource assistance through mutual aid agreements.

Recovery Activities

	Conduct a post-incident review to evaluate the incident.
	Create After-Action Reports and Lessons Learned Reports.
	Provide documentation of costs incurred by the incident to the City EOC.

EMERGENCY SUPPORT FUNCTION 10

HAZARDOUS MATERIALS

ESF-4 Coordinator:	Designated by Woodinville Fire & Rescue
Primary Agency:	Woodinville Fire & Rescue
Support Agencies:	Eastside Haz-Mat Consortium King County Office of Emergency Management City of Woodinville Police Department/King County Sheriff City of Woodinville Public Works Department City of Woodinville Executive Department Washington State Department of Ecology

I. *INTRODUCTION*

A. Purpose

To define the overall responsibilities of local agencies in Hazardous Materials Emergencies.

B. Scope

This Emergency Support Function augments the response procedures of the local Hazardous Materials Response Team, first responder agencies and the King County Regional Hazard Mitigation Plan Update (July 2015). This Emergency Support Function also provides for coordination with the King County Local Emergency Planning Committee and all state, federal and private agencies and organizations that may have a role in hazardous materials response and recovery activities within the city.

II. *POLICIES*

A. Refer to the Woodinville Fire & Rescue Emergency Operations Plan.

B. The City of Woodinville has elected to have King County as the Local Emergency Planning Committee (LEPC) by notifying the State Emergency Response Commission (SERC). The LEPC Hazardous Material Plan is required for all cities and counties in accordance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) also commonly known as SARA Title III.

C. The individual, business, or agency responsible for the spill is responsible for assuring effective abatement of the release or threatened release of any hazardous substance. The Washington State Department of Ecology is responsible for monitoring clean-up activities to assure compliance standards (CERCLA & Model Toxics Control Act (MTCA)) are met.

III. *SITUATION*

Hazardous material incidents may occur anywhere and at any time within the City. The City is impacted by major transportation routes that are used to transport hazardous materials, primarily SR522.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

Several locations within the City are at minimal risk of terrorist activities that may include the intentional release of chemical, radiological, biological or explosive devices which would impact the City. These locations include City Hall facilities and primary utility stations. The Sammamish River and Little Bear Creek are also a conduits that could receive toxic releases from upstream sources.

The threat presented by hazardous materials incidents may be to both public health and safety and to the environment. Hazardous materials incidents require response and clean up procedures to vary with the type and quantity of material released. Hazardous material incidents may require multi-agency and multi-disciplinary responses to adequately handle the situation.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 5) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- A hazardous materials incident may develop slowly or occur without warning. It may also occur as the result of a secondary hazard, such as an earthquake or flood.
- Actual or threatened releases of hazardous materials, oil spills, and other releases often require immediate response.
- Most hazardous material incidents are minor in scope and can be handled by trained local jurisdiction responders.
- The number and severity of major incidents can be minimized by prevention programs.

PLANNING ASSUMPTIONS

- A hazardous materials incident may develop slowly or occur without warning.

IV. *CONCEPT OF OPERATIONS*

A. General

The Woodinville Fire & Rescue is the lead agency for hazardous materials incidents within the City. Refer to Woodinville Fire & Rescue Emergency Operations Plan for additional information related to the concept of operations.

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-10
- Provides direction, control, and coordination

Who’s in Control?

- **Lead agency within City limits.** Woodinville Fire & Rescue district is the designated Incident Command Agency for hazardous materials incidents within the City. Woodinville Fire & Rescue will contact the King County Emergency Coordination Center (KCECC) through the Zone 1 Emergency Coordinator (Z1 EC) for City resources and to request the City Manager issue a ratified Proclamation of Emergency as needed.
- **Lead agency for State Routes within City.** The Washington State Patrol shall have incident command authority on state routes within the City. The Incident Commander will establish unified command with the hazardous-material (Haz-Mat) team, Fire District, emergency medical services, public works, police and other local and state agencies as appropriate for the specific incident.
- **Lead agency for Haz-Mat Response.** The Eastside Haz-Mat Consortium is the primary response team for hazardous materials emergencies in the City. Woodinville Fire & Rescue is a member of the Consortium.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations for releases of hazardous substances in accordance with current state and federal guidelines.

VI. *RESPONSIBILITIES*

Woodinville Fire & Rescue and Eastside Haz-Mat Consortium

See the Woodinville Fire & Rescue Emergency Operations Plan for responsibilities.

Serve as Incident Commander and coordinate with Eastside Haz-Mat and Seattle Public

Woodinville Fire & Rescue and Eastside Haz-Mat Consortium

Health/King County as needed.

Provide on-scene city liaison and public information officer during the emergency.

Activate Emergency Operations Center as necessary to coordinate support activities for the incident such as emergency notifications, public shelters, resource support, public information and liaison with county and state emergency operation centers.

Request additional assistance to KCECC through the Z1 EC for obtaining city resources.

Coordinate with the City Manager in identifying the need to issue a Proclamation of Emergency.

Public Works and Executive Department

Provide support/assistance as requested by the KCECC through the Z1 EC.

City Manager to issue the ratified Proclamation of Emergency to the King County Office of Emergency Management as needed.

Executive Department to activate the EOC or provide representatives to the Woodinville Fire & Rescue EOC as needed.

Police Department/King County Sheriff

Provide support/assistance as requested by the KCECC through the Z1 EC.

Provide for perimeter control, re-routing of traffic and initial security.

Assist with emergency notification of the public and evacuation as appropriate.

Provide response teams for clandestine drug lab and explosive device responses.

Provide representatives to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities.

King County Office of Emergency Management

Provide on-scene city liaison and public information officer during the emergency.

Coordinate activities of outside agencies and departments in support of the incident as requested.

Assist with emergency notification of the public and evacuation as appropriate.

Make notifications to appropriate county, State and Federal agencies.

Support activities on-scene when requested by the Incident Commander.

Provide a representative to the City Emergency Operations Center when activated as requested.

Seattle Public Health/King County

See the Woodinville Fire & Rescue Emergency Operations Plan.

Washington State Department of Ecology

Long term site isolation and security may be the responsibility of the Washington State Department of Ecology or their designee as coordinated through the KCECC.

Determine the clean-up level standards.

VII. *REFERENCES*

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan
4. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. *ACTIVITY CHECKLISTS (By Emergency Management Phase completed by Woodinville Fire & Rescue and coordinated with the City)*

Prevention and Mitigation Activities	
	Enforce proper hazardous materials storage and monitoring to avoid spills and leaks.
	Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.

Preparedness Activities	
	Develop guidance and emergency procedures for cleanup and conduct spill exercises.
	Train staff regarding 24-hour response procedures and conduct periodic exercises.
	Evaluate first responders for adequacy of training programs.
	Develop cleanup methods and standards consistent with fish and wildlife habitat, hatcheries, and related facilities.
	Establish procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.
	Manage and enforce City codes relating to the storage, use and handling of hazardous materials to lessen the impact of a hazardous material incident.
	Develop damage assessment and environmental investigation procedures.
	Evaluate commercial facility Emergency Response Guides.
	Assist the public and private sector in coordinating plans and procedures that meet Washington Industrial Safety and Health Administration (WISHA) regulations.
	Participate in hazardous materials exercises.

Response Activities	
	Coordinate response to hazardous materials incidents, oil spills or releases, and identify local jurisdiction, State, and federal government responsibilities for the management of ESF-10.
	Acts as incident command for oil and hazardous material spills, except where another party has already been designated.
	Provide 24-hour response to hazardous material, oil spill, or other release incidents.
	Coordinate fire resources for a hazardous materials incident.
	Make emergency notifications.
	Determine the source and course of the incident.
	Identify the responsible party for a hazardous material, oil spill, or release incident.
	Assume responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.
	Set clean-up standards for the City.
	Ensure that source control, containment, cleanup, and disposal are accomplished.
	Assist in monitoring and ensuring the safety of first responders and other personnel.
	Initiate enforcement actions, as appropriate.
	Coordinate spill response with other local, State and federal agencies, using Unified Command.
	Establish a JIC (see the City CEMP Basic Plan) with involved agencies and the responsible party to provide current and accurate information to the community.

Response Activities	
	Notify the appropriate agency of injury to fish, shellfish, habitat, or other wildlife.
	Make on-site inspections to hazardous materials, oil spill or other releases.
	Initial requests for qualified hazardous material team assistance may be made to Woodinville Fire & Rescue and/or the <i>North East King County Regional Public Safety Communication Agency</i> (“NORCOM”).
	Coordinate with the Woodinville Water District.
	Evacuate and provide perimeter control. Woodinville Fire & Rescue, in cooperation with the Woodinville Police / King County Sheriff, is responsible for overseeing the protection of public health and safety during hazardous material incidents. This shall include evacuation and perimeter control. Long term site isolation and security shall be the responsibility of the Washington State Department of Ecology or their designee as coordinated through the KCECC.

Recovery Activities	
	Continue to coordinate decontamination and clean-up activities for all responding personnel.
	Support community recovery activities
	Contribute to the compiling of After-Action and Lessons Learned Reports.
	Develop and implement mitigation strategies.
	Make necessary changes to this ESF and other supporting documents to improve future operations.

EMERGENCY SUPPORT FUNCTION 11 AGRICULTURE & NATURAL RESOURCES

ESF-11 Coordinator:	Development Services Planning Manager
Primary Agency:	Development Services Department
Support Agencies:	Public Works Department Police Department/ King County Sheriff's Office Woodinville Water District Woodinville Fire & Rescue King County Office of Emergency Management American Red Cross

I. INTRODUCTION

A. Purpose

The purposes of Emergency Support Function 11 during a disaster are to:

- Coordinate the efforts to provide safe handling of food, water and donated goods for mass feeding and distribution.
- Ensure necessary supplies are transported to distribution sites.
- Ensure intended recipients are aware of the availability of emergency supplies and where to receive them and that the public is notified about food safety and the best ways to help.
- Maintain awareness regarding natural, cultural, and historic resources (NCH) within Woodinville, potential disaster impacts, and how to mitigate damage and preserve such resources.

B. Scope

This ESF addresses procurement and distribution of food, water, and donations within the City of Woodinville during an emergency, including coordination with other agencies and public information concerning such distribution sites. Disasters relating to agriculture and natural resources may occur in areas not related to mass distribution of supplies and may more closely relate to functions typically performed at the State or Federal level, such as food inspection. It would be impractical and cost prohibitive for City of Woodinville to try to develop expertise in all these areas, so details are outside the scope of this document. Instead, the City will coordinate with and consult experts in various fields as appropriate. This Emergency Support Function is designed to closely support Emergency Support Function 6 - Mass Care, Housing and Human Services.

II. *POLICIES*

- A. Activities within ESF-11 Agriculture and Natural Resources will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B. The day to day organizational structure of city of Woodinville departments will be maintained as much as feasible for emergency situations.
- C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, additional support will be requested by the City Emergency Operation Center (EOC) through the King County Emergency Coordination Center (KCECC) or the Washington State Emergency Operations Center.
- D. The City will coordinate through KCECC with community, humanitarian and social services organizations, including Public Health of Seattle & King County.
- E. The City will coordinate through KCECC with the State Veterinarian and the USDA “Animal and Plant Health Inspection Service” (APHIS) Area Veterinarian-in-Charge as appropriate (who serves as the focal point for coordinating the disease management decision-making process for the federal government).
- F. The City will coordinate through KCECC with Federal, State, county, and other local jurisdictions for the protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after an incident.

III. *SITUATION*

See the City of Woodinville Basic Plan for a description of potential emergency conditions related to vulnerable population information (Introduction, page 9). As outlined in the Basic Plan – Introduction, Woodinville is subject to several hazards, both natural and human-caused, that may disrupt or damage the public or private utilities systems, transportation system, infrastructure, and/or communications equipment, which may cause disruption to essential services.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

A highly contagious outbreak or economically devastating zoonotic (animal) disease, or devastating plant pest infestation may occur at the national or local levels. Such an outbreak could negatively impact public safety and/or safe food supplies. A large-scale incident may negatively affect the natural, cultural, and historic (NCH) resources of the City.

A large-scale incident may disrupt normal procedures for caring for animals, resulting in significant livestock fatalities, significant increases in stray animals, and the release of animals that are typically contained by fences or other structures. An event of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to disruption to the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies will be insufficient in supply due to damage to the local distribution system,

contamination or both. This will require potable water or beverage supplies to be distributed in mass quantities. The Woodinville Water District will be the lead agency in water supply and providing service to the City of Woodinville. The City will support the water district in locations of water taps, potable water distribution or beverage supplies.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 5) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions.

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
 - Water supplies may be insufficient compared to demand due to damage to the local water distribution system, contamination, or both. This will require potable water or beverage supplies to be distributed in mass quantities.
 - In addition to disruption of the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable due to lack of power or other damage.
 - There may be a significant disruption of energy sources. Available sources should be used as fuel for generators and emergency vehicles and for filling propane tanks as appropriate.
- All departments are required to support this ESF as necessary.
- During an emergency, Woodinville’s utilities and/or transportation systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some of these systems and reduce the ability of the City to procure or distribute food, water, and other essential items. Emergency response and recovery activities that rely on the use of communications and transportation systems will likely be impacted and may be difficult to coordinate.
- Supply delivery to affected areas may be temporarily cut off due to damaged roads or airports.
- City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by King County Public Health and State Health authorities

PLANNING ASSUMPTIONS

- ESF-11 requires “planning assumptions” as the food and water networks are regional.

- when appropriate.
- A contagious animal disease and/or plant pest infestation requires animal control and the disposition of dead animals, and/or a pest control function that includes the safe disposition of infected plants. Woodinville does not have expertise in these matters and will coordinate with the appropriate county, state, or federal agencies as appropriate.
- The incident may cause the City to coordinate with the Washington State or King County departments of natural resources for guidance and help in the response and recovery phases.
- Affected citizens that own large and/or small animals may require additional assistance in the care of their animals.

IV. *CONCEPT OF OPERATIONS*

A. General

Existing department procedures for distributing food and water and providing transportation of these commodities will be followed.

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-11
- Provides direction, control, and coordination

In the event of an emergency, the Department of Development Services working through the Woodinville Emergency Operations Center (EOC) as appropriate, will contact the King County Emergency Coordination Center (KCECC) and the American Red Cross and other relief agencies to request assistance in providing food and water. The Development Services Department will identify locations within the city for food and water distribution and mass feeding operations. Once shelters are activated, the primary distribution of food and water will be coordinated through the Woodinville EOC, KCECC, the American Red Cross emergency shelter/mass care system, and will be supported as necessary by Department of Development Services staff.

Communications systems failure in an emergency may make communications with outside agencies impossible. In such cases, shelter operations and food and water procurement and distribution within the City is the sole responsibility of the City and the Development Services Department, coordinated through the Woodinville EOC. Response will be based upon identified needs and available resources.

B. Organization

Management and procurement of food and water in the City of Woodinville for emergency victims and emergency workers will be coordinated by the Development Services Department with the assistance of the Woodinville Fire & Rescue and Woodinville Water District. These efforts will be coordinated through the Woodinville Emergency Operations Center (EOC).

The Woodinville EOC, in conjunction with the King County Office of Emergency Management, will coordinate county, state, and federal services needed to provide food and water to Woodinville residents on a long-term basis.

An **Emergency Food Coordinator** will be appointed by the Executive Department to identify and manage the distribution of food and water during emergencies. The coordinator will:

1. Alert local volunteer organizations about the emergency and its consequences.
2. Coordinate the donation or purchase of food and water through pre-identified sources.
3. Coordinate the transportation of food and water through pre-identified sources.
4. Develop plans and select sites for the distribution of food and water to City of Woodinville residents and City staff.

C. Donated Goods

During a disaster, the public and major corporations may donate monies and goods to the disaster area. This generous outpouring of goodwill often severely impacts and overwhelms local government and social agencies trying to manage the donated goods. Consequently, public information to guide donations into money or specific useful items immediately after an incident is crucial in attempting to limit an overwhelming tide.

DONATIONS

- Request a Donations Liaison from King County Office of Emergency Management.

Continued public information as the situation evolves and requirements change is also important. The Logistics Section of the City's EOC will coordinate donated goods and resources through a Donations Liaison in the EOC as a request to the KCECC. It is recommended that the donation site be located at a different location from the EOC and that the donations liaison coordinate with KCECC.

Donated goods are grouped into two categories:

1. Solicited goods: The impacted community has identified a specific need and requested specific items from the public and/or the community at large. Usually the request is for cash to organizations like the American Red Cross or the Salvation Army that are providing major relief efforts to the affected community.
2. Unsolicited goods: the public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether they are needed or not.

V. PROCEDURES

- A. Public Information regarding distribution sites for food and water and recommended ways to donate requested supplies shall be coordinated through the City's EOC.
- B. Seattle/King County Public Health Department shall be called upon to assist the Public

PROCEDURES

- Provides how ESF-11 will be executed.

- Information Officer in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster, as well as disposal of spoiled goods.
- C. Actions taken under ESF-11 in response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation will be coordinated through the City’s EOC with state, county, and local responders and subject matter experts to form an integrated response.
 - D. Actions taken under ESF-11 to protect, conserve, rehabilitate, recover, and restore Natural, Cultural, and Historic (NCH) resources will be guided by Woodinville policies and procedures. During a disaster, these actions will be coordinated with the City’s EOC and county, state, and federal agencies.

VI. RESPONSIBILITIES

Development Services Department
Identify suitable locations within the city for food and water distribution and mass feeding operations in coordination with Woodinville Fire & Rescue and Woodinville Water District.
Coordinate with KCECC and county, state and federal agencies regarding the need for food and water distribution within the city
Make requests for food and water resources through the City Emergency Operations Center when local resources are/or will be inadequate to meet area needs.
Provide support to county, state and federal agencies with City staff and resources available to support food and water distribution.
King County Office of Emergency Management
Serve as the primary contact point and coordinate area wide activities in coordination with Emergency Coordination Zone 1, the county-wide region, state and federal officials, as needed.
Provide a deputy to the EOC to assist in donation tracking/ volunteer credentialing as requested.
Coordinate with the Red Cross and volunteers for securing shelters and providing food and water.
Police Department/ King County Sheriff
Provide law enforcement activities in support of food and water distribution.
Public Works Department
Assist the Development Services Department with the identification of suitable locations for Points of Distribution.
Provide staff and materials to facilitate movement of the public through the Points of Distribution (i.e. cones, barricades, flaggers to direct traffic, etc.)
Provide support activities in food and water distribution as appropriate.

Woodinville Water District

Maintain well for back-up use should water system fail.

Coordinate with the City the location of water distribution locations off of portions of the water system that have remained intact.

Maintain a safe water supply for customers.

Identify issues in the water supply. (This is described in the District's Emergency Response Guide.)

Notify local health authorities.

Request sampling and testing.

Rectify any issues found with the water supply.

Comply with requirements of WAC 246-291.

American Red Cross

Help the City provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical care and assist the City in meeting other immediate needs (see ESF-6).

Maintain a list of American Red Cross shelters within the City and surrounding communities and open shelters in or around the area as needed.

Survey additional shelters as needed depending on the size and significance of the emergency.

Provide training related to mass care and sheltering to City employees and citizens.

Other County, State and Federal Agencies

Provide food and water supplies, and coordination and distribution of food and water supplies, utilizing all available resources and procedures established in the agencies response plans.

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan
4. Refer to primary and supporting departments' plans for further information supporting this ESF.
5. U.S. Department of Agriculture 7 CFR 250.43.
6. Shelter Matrix (See Appendix B of **ESF-6 Mass Care, Housing and Human Care**).
7. Region 6 Sheltering Plan (obtain from King County).

8. American Red Cross Shelter Operations Participant Workbook.
9. Washington State Comprehensive Emergency Management Plan.
10. King County (WA State Homeland Security Region 6) Strategic Plan.
http://www.kingcounty.gov/~media/safety/prepare/documents/StrategicPlan/Region_6_Strategic_Plan_Final_.ashx

VII. ACTIVITY CHECKLISTS (By Emergency Management Phase)

Prevention and Mitigation Activities	
	All primary agencies and all Woodinville departments are responsible for reviewing the Woodinville Hazard Mitigation Plan (HMP) and this ESF and discussing implementation strategies.
	Establish and maintain an emergency food and water program to stock all city facilities with enough food and water to support most City employees for at least seven days.
	Development Services Department will determine in advance the appropriate experts to call for the types of disasters outlined in this ESF. These communication channels will assist with response and problem solving in applicable disasters.
	Development Services Department will coordinate Natural, Cultural, and Historic Resources (NCH) identification and assess vulnerabilities in accordance with the Woodinville Hazard Mitigation Plan (HMP). Develop a request form to request information from King County Preservation Office that covers the specific site of interest as well as best management practices if artifacts are found. Keep request form in the Emergency Response Guide – Appendix D .

Preparedness Activities	
	Provide appropriate training for personnel regarding their responsibilities under ESF-11.
	Conduct drills and exercises to test the plan and procedures.
	Maintain a good working relationship with partner agencies.
	Maintain updated contact information for personnel and support agencies.
	Maintain an updated list of resources that support ESF-11.
	Animal care, animal and plant disease, and pest response: <ul style="list-style-type: none"> ○ Shelter locations will be designated for large animals. Pet sheltering is discussed in ESF-6 Mass Care. ○ Diseased animal care preparedness efforts should be coordinated with King County Public Health. ○ There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. Coordination with the county and state for the land used for such burials has been identified, and meets environmental requirements. Listings of these disposal sites are kept on file in the in the Office of Emergency Management.
	Development Services department National, Cultural, and Historic (NCH) Response <ul style="list-style-type: none"> ○ Facilitate development and application of protection measures and strategies. ○ Create and maintain a list of structures registered in the national or State historical registries, or those structures eligible for inclusion in those registries.

Response Activities	
	Establish communications with and gather information and situation status from departments and agencies assigned to ESF-11.
	Priority is to provide critical water and food supplies to areas of acute need, followed by

Response Activities	
	those of moderate need.
	Coordinate agriculture and natural resources activities with other response functions to avoid duplication of effort and provide supplies in an efficient manner.
	Consult with subject matter experts in King County, WA State, or Federal agencies as appropriate.
	Woodinville EOC will coordinate Natural, Cultural, and Historic (NCH) Response with advice from the Development Services Department and relevant outside agencies. <ul style="list-style-type: none"> ○ Provide Incident Management Teams to assist in NCH resource response and recovery actions. ○ Assist in emergency compliance with relevant federal and State environmental laws during response activities, such as emergency permits/consultation for natural resources use or consumption. ○ Manage, monitor, assist, and conduct response and recovery actions to minimize damage to City-wide NCH resources.
	Request additional resources as needed.

Recovery Activities	
	All primary and supporting agencies are responsible for creating After-Action Reports and Lessons Learned Reports.
	Prepare a prioritized list of damaged facilities, vehicles, and equipment in Woodinville that were assigned to ESF-11.
	Document damages and costs as needed for preliminary damage assessments and disaster recovery funding.
	Continue gathering, documenting, and reporting damage assessment and financial information.
	Coordinate and manage restoration and repair of facilities, vehicles, and/or equipment used by ESF-11 as appropriate. Coordinate replenishment of any supplies normally used for ESF-11.
	Coordinate with other agencies as needed.
	Refer to the Region 6 Sheltering Plan that can be obtained from King County.
	National, Cultural, and Historic (NCH) Response <ul style="list-style-type: none"> ○ Provide assistance in contract management, contracting, procurement, construction inspection, and NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization. ○ Provide assistance to landowners as appropriate to help assess the restoration needs for important fish and wildlife habitat. ○ Coordinate with ESF-3 and ESF-10 on the removal of debris affecting NCH resources.

EMERGENCY SUPPORT FUNCTION 12

ENERGY

ESF-12 Coordinator:	Public Works Staff
Primary Agency:	Public Works Department (Note: This ESF is primarily a regional issue handled between King County and PSE.)
Support Agencies:	Woodinville Fire & Rescue King County Office of Emergency Management Puget Sound Energy

I. INTRODUCTION

A. Purpose

To provide for the coordination between the City of Woodinville (herein referred to as “the City”), County, State and Federal agencies and local utility providers for the effective use of electric power, natural gas and petroleum supplies.

B. Scope

Depending on the magnitude and extent of the incident, the following may occur:

1. Communication and coordination between the City and energy providers to assess energy system damage, energy supply, and energy demand.
2. Determination with businesses that provide/offer such products of fuel needed for emergency operations.
3. Relaying of information and guidance on energy conservation.

II. POLICIES

- A. The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Woodinville will comply with all orders issued regarding the curtailment of energy resources.
- B. The City of Woodinville will provide a liaison to coordinate energy related issues with county, state and federal officials and utility providers as necessary.

III. SITUATION

Puget Sound Energy, which provides service to the City of Woodinville, is part of an organized collection of public and private generating and distribution facilities. They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations.

Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high-demand in a large-scale incident.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

Planning Assumptions

- ESF-12 has no guarantee for response performance.
- Petroleum-based products may be delayed, which affects back-up generators.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.

- All departments are required to support this ESF as necessary.
- The occurrence of a large-scale incident may destroy or damage portions of the State’s energy and utility systems and disrupt petroleum and natural gas supplies.
- Widespread and possibly prolonged electric power failures may occur in a large-scale incident.
- The transportation, media, and telecommunications infrastructures may be affected.
- Delays in the production, refining, and delivery of petroleum-based products (i.e. backup generators) may occur because of transportation infrastructure problems and loss of commercial electrical power.

IV. *CONCEPT OF OPERATIONS*

A. General

Response to energy or petroleum shortages or disruptions and their effects is necessary for the preservation of the public health, safety, and general welfare of Woodinville citizens. Activities during an energy emergency include:

<p>CONCEPT OF OPERATIONS</p> <ul style="list-style-type: none"> • Provides the “policy” for ESF-12 • Provides direction, control, and coordination

- Assessing fuel and electric power damage.
- Assessing energy supply and demand.
- Coordinating with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy systems.
- Coordinating closely with federal, State, and local jurisdiction officials to establish priorities to repair damaged energy systems.
- Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
- Assessing the requirements for restoration.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

- A. The energy, utility, and petroleum distribution systems should provide services through their normal means, during an incident, to the maximum extent possible.
- B. Energy, utility, and petroleum companies should furnish information to emergency government officials at all levels to inform the public on the proper use of services.
- C. Energy, utility, and petroleum companies should compile damage assessment reports and transmit them to the King County Emergency Coordination Center (KCECC), as needed or requested. The City Emergency Operations Center (EOC) collects, evaluates, and reports on current conditions relative to staffing, equipment, and supplies to the appropriate emergency agencies.
- D. Contact with utility providers is established by the City EOC to coordinate resources,

establish priorities, assess and document damages and provide information to the public. The City EOC initiates information programs to keep the public informed of utility status and any restrictions, as needed or when requested.

- E. Public Works advises public utilities operating in the City of Woodinville of federal or state restrictions, emergency restrictions, or any operating policies established by the City.

VI. RESPONSIBILITIES

Public Works Department
Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the city.
Provide information to local agencies and officials, and the public.
Provide information or support during response to an energy emergency based on the nature, severity, and extent of the incident.
Assess availability of energy resources (petroleum, liquid petroleum, natural gas, and/or electricity) and the demand for those resources by sector.
Work closely with other energy and utility companies to coordinate and implement response and to assess impact and damage.
Puget Sound Energy
Operate utilities per established procedures during times of energy emergency.
Provide for the restoration of utility services when disrupted.
Provide information on status of utilities to county and state officials for dissemination to local jurisdictions.
Woodinville Fire & Rescue
Provide support staff at the EOC for collecting information on inventory of the amount of fuel storage and the criticality to backup generators.
Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.
King County Office of Emergency Management
Prepare and update energy supply contingency plans.
Administer energy allocation and curtailment programs in accordance with the Governor's emergency powers energy legislation.
Provide information regarding the location and quantity of petroleum supplies, status of electricity supply and status of natural gas supply.

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan.
4. Refer to primary and supporting departments' plans for further information supporting this ESF.
5. Washington State Energy Assurance and Emergency Preparedness Plan.

VIII. ACTIVITY CHECKLISTS (By Emergency Management Phase)

Prevention and Mitigation Activities	
	Review the Woodinville Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.
	Collect information on transmission infrastructure and major pipeline locations.
	Maintain and monitor trees and other vegetation near transmission lines.
	Maintain an emergency or back-up fuel supply.
	Promote water conservation strategies.

Preparedness Activities	
	Prepare and update contingency plans for implementation in the event of energy shortages or emergencies and maintain liaison with energy and utility companies regarding these plans.
	Collect and analyze energy data and report to the Executive Department on probable, imminent, and existing energy shortages.
	Maintain lists of public and private utilities, petroleum distribution and storage and companies, including names, addresses, and telephone numbers of key officials.
	Develop and maintain an inventory of energy, utility, and petroleum contacts and resources, noting availability and response criteria.

Response Activities	
	Provide liaison with utility and petroleum and natural gas distribution companies.
	Inform the Emergency Manager and the City EOC when conditions exist that may warrant the proclamation of a citywide emergency or energy supply alert.
	Compile damage assessment estimates from energy and utility companies.
	Assist with transportation issues regarding utility vehicles responding to energy emergencies.
	Provide information to the City EOC regarding: <ul style="list-style-type: none">o Status of fuel and supply adequacy

Response Activities	
	<ul style="list-style-type: none"> ○ Location, extent, and restoration status of electricity supply outages or disruptions ○ Status of shortages or supply disruptions for natural gas
	Coordinate communications related to energy availability and distribution issues during an energy incident.
	Recommend priorities among users should the utility supply be unavailable to meet all essential needs.
	Coordinate public information concerning energy, utilities, and petroleum emergencies with the City EOC and Public Information Officer (PIO) / Joint Information Center (JIC).

Recovery Activities	
	Compile damage and operational capability information from energy and utility companies.
	Administer energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.
	Coordinate supporting resources for utility restoration and repair to meet essential needs.
	Coordinate supporting resources for petroleum companies and distributors for restoration and repair to meet essential needs.
	Create After-Action reports and Lessons Learned reports and submit them to the Office of Emergency Management for review.

EMERGENCY SUPPORT FUNCTION 13 PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

ESF-13 Coordinator:	Police Department Deputy
Primary Agency:	Police Department/ King County Sheriff's Office
Support Agencies:	Mutual Aid Police Agencies Washington State Patrol King County Office of Emergency Management Public Works Department

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

B. Scope

This Emergency Support Function augments existing mutual aid agreements, Emergency Response Guides and procedures existing at the local, county and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses public safety activities within the city of Woodinville (herein referred to as "the City").

II. POLICIES

- A. As mandated by the National Incident Management System (NIMS), on-scene management of emergencies shall follow the Incident Command System.
- B. The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.
- C. Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of mutual aid consent are in place.
- D. City of Woodinville law enforcement response will be in accordance with the operational procedures of the City of Woodinville Police Department, and this Comprehensive Emergency Management Plan (CEMP).
- E. Law enforcement operations within the City are within the limits of the Chief of Police's resources and authority. In the event, additional law enforcement resources are required, they will be requested through the City's EOC.
- F. Coordination between the Woodinville Police Department and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act (RCW Chapter 10.93). The Police Department will, within the limits of their resources and authority, coordinate and support essential law enforcement operations.
- G. City of Woodinville policy dictates that Police Department personnel sent to assist other

jurisdictions will maintain their own supervision and chain of command. Mission assignments will be accepted through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel that respond to requests for assistance from the City of Woodinville will operate the same way.

III. *SITUATION*

Law enforcement emergencies may occur at any time and under many circumstances. Major emergencies affecting law enforcement agencies include civil disturbances, crowd control at large public gatherings, evacuation activities, major transportation route disruptions and threats and acts of terrorism. General law enforcement problems may be compounded by disaster-related community disruption. Law enforcement agencies may also be required to provide support activities to other City departments during emergencies. Law enforcement services within the City of Woodinville are provided through contract with the King County Sheriff's Office.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

In January of 2011, the Department of Homeland Security introduced the new National Terrorism Advisory System (NTAS), which takes the place of the color-coded alerts formerly found in the Homeland Security Advisory System (HSAS). The new system has been developed to better coordinate information sharing among all levels of Law Enforcement and other stakeholders; and provide more specific guidance for the public, as well. With NTAS, the Department of Homeland Security will coordinate the development and issuance of formal, detailed alerts regarding specific or credible terrorist threats. The alerts will clearly identify threats as either "imminent" or "elevated;" and provide a concise summary of the potential threat, actions being taken at the Federal level, and recommended steps for local government, business and private individuals.

The Woodinville Police / King County Sheriff response to terrorism is dependent upon the situation presented. Within the response will be an analytical element, as information collection and disbursement would be a key component of any response. The goal of the response is two-fold: 1) to enhance the safety of the public at large, and 2) to neutralize any threat to the best of the Department's ability.

The King County Sheriff will be able to reach out directly to the WA State Fusion Center, which has broader access to information. This communication can be conducted one-on-one through the Fusion center, via direct email, or through the Northwest Warn (NWWARN) system. The Fusion Center provides interdisciplinary expertise and situational awareness, as well as information analysis and sharing, to support public and private sector security and critical infrastructure protection.

Additionally, the King County Sheriff has personnel directly connected to the Joint Terrorism Task Force (JTTF) working group. Any credible terrorist threat would be immediately reported to the JTTF, and leads followed up on appropriately utilizing federal resources if authorized.

See the City of Woodinville’s Hazards Identification and Vulnerability Analysis (HIVA) and Hazard Mitigation Plan (HMP) for a description of potential emergency conditions and vulnerable populations.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- The Police Department maintains a 24-hour operational capability.
- Normal response may be hampered by such occurrences as bridge failures, landslides, fallen debris, flooding or fire. Police response times may be delayed and response to incidents may need to be prioritized.
- Landline communications may be interrupted. Cellular and radio communication will be relied upon heavily, if available. Congested frequencies should be expected.
- City personnel will provide assistance and resources as available, during an incident.
- Per request, assistance and resources may be provided by the state, as available, during an incident.
- The Washington State Patrol maintains jurisdiction for traffic enforcement and control on all State and interstate roadways within the county.

PLANNING ASSUMPTIONS

- ESF-13 requires “planning assumptions” as the law enforcement response within the City involves three different agencies – Police Department, King County Sheriff’s Office, and Washington State Patrol.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.

IV. *CONCEPT OF OPERATIONS*

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-13
- Provides direction, control, and coordination

A. General

In an incident, law enforcement agencies perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications, access control, and enforcement of emergency traffic regulations.

The Police Chief or designee will report to the Emergency Operations Center as necessary, to coordinate law enforcement field operations and resources when activated. The Police Chief or designee shall provide direction and control over department resources and coordination with the Emergency Operations Center. Department personnel shall operate per specific directives, department policies and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

The Washington State Patrol will coordinate statewide emergency or disaster law enforcement activities.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

PROCEDURES

- Provides how ESF-13 will be executed.

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.
- C. A commander or designee of the Police Department will report to the City EOC, if activated, to coordinate law enforcement activities with other response functions.
- D. Command and support staff shall report to Police Department Chief to provide overall policy development and management of police operations.
- E. Status of the Police Department personnel and vehicles, communications capabilities and facilities and general incident status updates are collected and relayed to the Command Staff and the Police representatives in the City’s EOC by whatever means may be available.
- F. Policy level coordination is accomplished by the City Council with the help of the Executive Department and the City Clerk. The Duty Officer (DO) is responsible for establishing liaison with the City’s EOC to provide coordination of law enforcement activities with other response functions.
- G. The Police Public Information Officer has the lead for media and public information services relating to the Police Department. This will be coordinated with the City Public Information Officer (PIO).

- H. If it is apparent that a large-scale incident has occurred and normal communication channels are disrupted, off-duty personnel are instructed to contact their supervisor for instructions. If they cannot make contact, they are instructed to report to the Police station or nearest City facility to offer assistance and receive instructions.

VI. RESPONSIBILITIES

Woodinville Police / King County Sheriff
Provide law enforcement activities within the city.
Provide emergency traffic control, coordination of evacuation operations, perimeter control and assistance with city-wide damage assessment.
Provide security at the Emergency Operations Center and other critical locations when necessary.
Provide communications equipment and emergency notification and warning activities within the city.
Coordination of explosive device identification, handling and disposal.
Provide support to the King County Medical Examiner in the identification of the deceased.
Serve as liaison between City personnel and military and state and federal law enforcement agencies responding to emergencies.
Provide direction and control for air, water and land search and rescue activities.
Mutual Aid Police Agencies
Provide law enforcement operational support with staff, equipment and supplies in accordance with existing consent and/or mutual aid agreements.
King County Office of Emergency Management
Request law enforcement through outside agencies and coordinate incoming support resources as appropriate.
Coordinate requests with the Washington State Military Emergency Operations Center, if regional coordination is possible. If not, direct the City to contact the Washington State Military Emergency Operations Center directly.
City of Woodinville Public Works Department
Assist the Development Services Department with the identification of suitable locations for Points of Distribution.
Provide staff and materials to facilitate movement of the public through the Points of Distribution (i.e. cones, barricades, flaggers to direct traffic, etc.)
Provide support activities in food and water distribution as appropriate – see ESF 11.

Washington State Patrol

Provide law enforcement on State and interstate highways within the city.

Provide law enforcement operational support with staff, equipment and supplies in accordance with existing agreements and/or as requested through the State Emergency Operations Center, when activated.

Federal Aid

See Emergency Support Function (ESF) – 20: Defense Support the Civil Authorities

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan
4. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. ACTIVITY CHECKLISTS (By Emergency Management Phase)

Prevention and Mitigation Activities	
	Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future incidents.
	Participate in a hazard identification process and identify and correct vulnerabilities in public safety and security.

Preparedness Activities	
	The Police Department has established procedures to recall off-duty officers to duty should an incident occur. Mutual aid procedures are in place if assistance is needed from other jurisdictions.
	Maintain a Department Emergency Operations Plan (EOP) to assist in emergency operations.
	Assist the City of Woodinville Executive Department in the coordination of emergency management plans.
	Provide and participate in emergency management training, drills and exercises in support of this ESF.

Response Activities	
	Upon the occurrence of a large-scale incident, field units will assess their own condition and situation and assess their immediate area. The City of Woodinville Police Dispatch Center will roll-call field units for this information.
	Provide law enforcement operations within the City of Woodinville.
	Provide direction and control for search and rescue.
	A designee of the Department will report to the City EOC, if activated, to coordinate law enforcement activities with other response functions.
	Provide security to City facilities, as requested.
	Coordinate law enforcement and emergency traffic control throughout the City.
	Provide communication resources in support of emergency operational needs.
	Provide assistance to the Public Information Officer, if requested.
	Coordinate evacuation of portions of population when necessary.

Recovery Activities	
	Participate in recovery efforts as they relate to law enforcement and the overall recovery efforts of the City.
	Maintain liaison with the EOC.
	Conduct reviews of incident actions with departments involved to improve future operations.
	Maintain adequate resources to support local operations and plan for a reduction of resources.
	Create After-Action Reports and Lessons Learned Reports

EMERGENCY SUPPORT FUNCTION 14

LONG-TERM COMMUNITY RECOVERY AND MITIGATION

ESF-14 Coordinator:	Development Service Planning Manager
Primary Agency:	Development Services Department
Support Agencies:	All City of Woodinville Departments Waste Management Northwest King County Office of Emergency Management American Red Cross

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to establish uniform policies for effective coordination in accomplishing recovery and restoration tasks resulting from an incident. The goals of recovery efforts are to restore the city of Woodinville (herein referred to as “the City”) to its original pre-incident capabilities while also making it more resilient.

B. Scope

The purpose of this Emergency Support Function (ESF) is to establish uniform policies for effective coordination in accomplishing recovery and restoration tasks resulting from an incident. The goals of recovery efforts are to restore the City to its original pre-incident capabilities while also making it more resilient.

II. POLICIES

A. LARGE-SCALE INCIDENTS

For most incidents, recovery activities will begin in the City’s Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Director for the state EMD may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration.

The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in the **Emergency Response Guide – Appendix L**.

Recovery activities of state, federal and organized volunteer agencies will be coordinated through a Disaster Field Office. The location and level of operation will be determined by the

extent on the disaster and upon the needs of local jurisdictions.

Detailed information regarding mitigation policies and activities of the City of Woodinville can be found in the King County Regional Hazardous Mitigation Plan, a separately published document.

B. EVENTS INVOLVING SPECIAL HAZARDS

Incidents involving radiological materials or chemical munitions will require special attention of the natural environment in the recovery and restoration phases.

III. SITUATION

The recovery efforts of the City of Woodinville will be dependent upon the nature and magnitude of the disaster, damage of the area, the population affected and the resources available.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

See the City of Woodinville Basic CEMP for a description of potential emergency conditions (Introduction section) and vulnerable population information.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 5) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- If a large-scale incident occurs in the City of Woodinville, those affected will require assistance and support in recovering from incident related damage and destruction.

PLANNING ASSUMPTIONS

- ESF-14 requires “planning assumptions” as the economic resiliency for a community is correlated to the time to rebuild the infrastructure.

IV. CONCEPT OF OPERATIONS

A. General

Development Services will be the Lead Agency for this ESF as long-term recovery often requires permits to rebuild the City infrastructure. The Public Works shall be the lead agency for damage assessment activities within the City. The damage assessment process will include staff from all City departments capable of contributing to this effort and shall be carried out in a cooperative manner.

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-14
- Provides direction, control, and coordination

In major events requiring the involvement of multiple City departments, support agencies or community support groups the City Manager may appoint a Recovery Task Force to coordinate recovery activities within the City.

In disaster recovery situations involving major damage to portions of the city, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. Development Services will be responsible for reviewing such areas and making recommendations regarding re-building, re-zoning and other desirable community improvements. The department will also research potential funding sources for such improvements.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. PROCEDURES

A. Specific information on Damage Assessment procedures can be found in Annex A Emergency Response Guide Appendix L of this document.

PROCEDURES

- Provides how ESF-14 will be executed.

B. The City of Woodinville will follow established state and federal procedures required for the recovery of disaster costs.

C. The City of Woodinville may develop special policies for recovery and restoration and ordinances for zoning, development and construction following a disaster.

D. The American Red Cross utilizes a damage survey process to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.

E. Following an evaluation of damage, appropriate City staff and other involved agencies will determine priorities for repair of essential facilities, utilities and infrastructure.

- F. In situations where disaster recovery is primarily composed of repair to facilities, utilities and infrastructure the Public Works Department will be the lead City agency for recovery efforts. In situations where there is contamination from hazardous materials releases requiring long term mitigation and clean-up activities, the Washington State Department of Ecology will be the lead agency.
- G. In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds will be made available to assist local jurisdiction with disaster costs. Finance Department, with assistance from other City departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.

VI. RESPONSIBILITIES

Public Works Department
Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
Coordinate the evaluation of facilities, utilities and infrastructure damaged during a disaster and establish priorities for repair.
Make emergency temporary repairs to City facilities as necessary.
Work with other local, state and federal agencies involved in repair and recovery activities within the city to ensure coordinated and efficient operations.
When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
Serve as a member of the Recovery Task Force as appropriate.
Development Services Department
Evaluate land use, zoning and target improvement areas following a disaster. Make appropriate recommendations.
Issue building permits and review under normal and emergency conditions.
Serve as a member of the Recovery Task Force as appropriate.
City Manager/Executive Department
Activate the Recovery Task Force when necessary and serve as chairperson
Oversee disaster recovery operations in the city.
Administrative Services

Collect information regarding disaster related costs, prepare documentation and submit to appropriate state and federal agencies.

Serve as a member of the Recovery Task Force as appropriate.

City Clerk/Administrative Services

Provide training and information to City departments regarding the protection of vital City records.

Coordinate recovery and restoration activities associated with vital City records.

All City of Woodinville Departments

Evaluate City facilities as appropriate and establish priorities for repair.

Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.

Serve as a member of the Recovery Task Force as appropriate.

The Finance Department will be responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.

Waste Management Northwest

Provide for the continuation of regularly scheduled household waste pick-up services.

Coordinate with the Woodinville Public Works department for the collection and management of disaster-generated debris.

King County Office of Emergency Management

Gather damage assessment information from the City and report information to appropriate county, state and federal agencies.

Serve as liaison between state/federal disaster recovery teams and the City as appropriate.

Provide a location for state/federal disaster recovery teams to work as necessary.

American Red Cross (ARC)

Carry out damage survey activities in accordance with Red Cross Procedures; and report information to the Emergency Services Coordinating Agency Emergency Operations Center.

VII. *REFERENCES*

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan
4. Refer to primary and supporting departments' plans for further information supporting this ESF.
5. Applied Technology Council (ATC), www.atcouncil.org
 - ATC-20 Procedures for Post Earthquake Safety Evaluation of Buildings
 - ATC-20-2 Addendum to ATC-20 report
 - ATC-20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings, 2nd Edition
 - ATC-45 Field Manual: Safety Evaluation of Buildings after Windstorms and Floods
 - Downloadable ATC-20 and ATC-45 Placards, rapid and detailed evaluation safety assessment forms and FEMA data collection forms

VIII. *ACTIVITY CHECKLISTS (By Emergency Management Phase)*

Prevention and Mitigation Activities	
	Review and analyze Lessons Learned reports from previous occurrences or incidents that have occurred elsewhere, and make appropriate corrections/additions to the respective Department Emergency Operations Plan and this ESF.
	Review the Woodinville Hazard Mitigation Plan (HMP) as a department and discuss implementation strategies.
Preparedness Activities	
	Provide emergency management training, drills and exercises in support of this ESF.
	Utilize standardized forms to assist in the reimbursement process for the City.
	Utilize City's standard permit process and roles in support of this ESF unless directed by the Executive Department to utilize emergency permit processes.
	Actively participate in the planning process for the City's Comprehensive Emergency Management Plan.
	The City Clerk shall provide training and information to City departments regarding the protection of vital city records prior to emergency situations. In post emergency or disaster situations where vital records have been damaged or destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. City departments shall provide assistance to the City Clerk as requested.
Response Activities	
	Act as liaison to county, State and federal representatives including, but not limited to, disaster survey teams and disaster and claims assistance representatives.
	City EOC will prepare and disseminate situation reports based on information supplied by departments and periodically provide them to the King County Office of Emergency Management and the Washington State Emergency Management Division.
	Coordinate restoration of essential functions of the City.
	Request technical resources via the City EOC, as necessary, through King County or the State of Washington, to expedite the permit process.
Recovery Activities	
	Support the recovery and restoration of City services.
	Provide public information in regards to recovery requirements.
	Conduct a post-incident review to evaluate the Emergency Operation Center procedures.
	Review City department produced Lessons Learned and After Actions Reports.
	Cooperate and coordinate with local businesses, One Woodinville (successor to the Chamber of Commerce), local NGOs, King County, and the State to carry out recovery assistance efforts. Develop interlocal agreements based on lessons learned.

EMERGENCY SUPPORT FUNCTION 15

PUBLIC AFFAIRS

ESF-15 Coordinator:	Public Information Officer
Primary Agency:	Executive Department
Support Agencies:	All City Departments Police Department/King County Sheriff's Office NORCOM Communications Center King County Office of Emergency Management Federal Aid

I. *INTRODUCTION*

A. Purpose

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated and timely information to impacted communities and populace, first responders, governments, media and the private sector.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary, supplementing first responder public information officers (PIOs) operations with JIC resources.

B. Scope

This Emergency Support Function details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs or public information support; or whose public information support or assets may be employed during an emergency or disaster.

II. *POLICIES*

- A. It is the policy of the City of Woodinville to provide consistent, accurate, complete and timely information using all available communications methods.
- B. It is the policy of the City to coordinate the development and dissemination of all disaster-related public information through the designated Public Information Officer.

III. SITUATION

See the City of Woodinville Basic CEMP for a description of potential emergency conditions (Introduction section) and vulnerable population information.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

The City may periodically experience situations that require the dissemination of critical information to the public. The means of dissemination include the news media (radio, television, cable, print, online), social media, tools such as King County Alert and the Internet.

When the need for communications equipment is the highest, there may be fewer resources, thus requiring a need for reprioritization and reallocation of working systems.

Communications resources may be overwhelmed, requiring outside assets and assistance

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

A. Planning Assumptions

- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- Available resources may become limited due to high demand in a large-scale incident.
- All departments are required to support this ESF as necessary.
- The Emergency Alert System (EAS) is available to give a rapid, initial warning to the public. It may be used in time-sensitive, life threatening situations when the public must be warned immediately of an impending incident. See **ESF-5 Emergency Management**.
- Normal means of communication may not be available. In those situations, nontraditional means of communicating with the public must be established and utilized; for example, posting notices, utilizing public address systems, etc.

PLANNING ASSUMPTIONS

- ESF-15 requires “planning assumptions” as the communication networks are regional.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.

- Demand for information regarding the disaster may exceed the capabilities of the City staff.
- In the aftermath of an incident, information is often vague, difficult to confirm, and contradictory.
- Public Information Officers (PIOs) must focus on stopping rumors and providing accurate and timely information using all dissemination methods.
- Depending on the nature and magnitude of the incident, different levels of public information may be required. Public information may in fact be the primary function occurring during an emergency.
- In the aftermath of an incident, there will be a great demand to know what volunteer/aid resources are needed and what are available.

IV. *CONCEPT OF OPERATIONS*

A. General

The City of Woodinville government will prepare and distribute emergency preparedness information to the public before, during, and after an incident of local or regional significance, using all available media. Public information will be disseminated in phases, in accordance with the size and scope of the emergency or disaster.

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-15
- Provides direction, control, and coordination

Initially, the public information function will be covered by the response agency responsible for the scene (e.g., police, fire, water, etc.). Because of the nature of the incident(s), a PIO team may need to be dispatched to handle media at the scene of an incident in support of the Incident Commander.

In large-scale incidents, the PIO function will be conducted from a Joint Information Center (JIC) that may include other non-Woodinville jurisdictions.

The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a process for the sharing of information between jurisdictions and a central point for the media to get information.

B. Activity Checklists

See **Section VIII** for the Concept of Operations Activity Checklists.

V. *PROCEDURES*

- Methods for dissemination.** The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the City Manager.
- Informing City Staff with emergency information.** Information will also be disseminated

to the City Manager, City Council, emergency personnel in the field and other City employees so they will know what information and guidance is being released to the public.

- C. **Joint Information Center.** A Joint Information Center (JIC) may be established by in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the City EOC, may include PIOs from other jurisdictions and may be in conjunction with County, State and Federal information efforts. The location of the JIC will be determined at the time of the emergency.
- D. **Distribution lists.** The designated PIO will maintain up-to-date distribution lists.
- E. **Translation of emergency public information.** Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from WA State Emergency Operations Center.
- F. **Special instructions** and provisions may be made for hospitals, nursing homes, schools and other groups.

VI. RESPONSIBILITIES

City Manager/Executive Department
Represent the City at press conferences, public hearings and other public events, as appropriate.
If necessary, appoint a Public Information Officer (PIO) to coordinate the dissemination of emergency public information.
Establish policies and procedures pertaining to the release of emergency information and instructions.
Approve all press releases and briefings.
Support the PIO in coordinating all press releases and briefings.
Represent the City at press conferences, public hearings and other public events as directed by the City Manager.
Receive approval from the City Manager for all press releases and briefings.
Coordinate with KCECC, Woodinville Fire & Rescue, Woodinville Water District, and Northshore School District when information is to be released on the EAS, King County Alert, or other shared information system(s).
Gather and coordinate emergency public information for timely release to the public.
Provide copies of all press releases to KCECC.
Notify appropriate agencies to assist in the dissemination of emergency public information.
Give regular information briefings to City officials, news media and the public, as authorized by the City Manager.
Provide information to City departments that may dispense information to ensure consistency of messaging.
Provide pre-printed emergency public information brochures and/or flyers for distribution to the

City Manager/Executive Department

public.

Recommend appropriate location(s) for public official and media briefings.

Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.

All City Departments

Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.

Coordinate requests for assistance through the EOC

Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

NORCOM Communications Center

Dispatch first responders in response to 911 calls and incident commander needs.

King County Office of Emergency Management

Throughout the emergency or disaster, Emergency Coordination Zone 1 (EC Z1) and/or King County Emergency Coordination Center (KCECC) will coordinate with City, County and State PIOs to develop and disseminate emergency public information.

Coordinate and submit additional assistance requests to the Washington State Emergency Operations Center as required.

Federal Aid

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

VII. REFERENCES

1. City of Woodinville Hazard Mitigation Plan (HMP) that can be downloaded [here](#).
2. King County Regional Hazard Mitigation Plan (KCRHMP) that can be downloaded [here](#).
3. King County Regional Disaster Plan
4. Refer to primary and supporting departments' plans for further information supporting this ESF.

VIII. ACTIVITY CHECKLISTS (By Emergency Management Phase)

Prevention and Mitigation Activities	
	Support establishments for a Joint Information Center (JIC), an area for public information coordination activities with internal and external agencies.
	Arrange for public notifications to be announced in multiple languages.

Preparedness Activities	
	Organize and coordinate the emergency public information program for the City, to include the preparation and maintenance of a Joint Information Center (JIC) Manual.
	Conduct training for City department personnel whose normal duties may not include Public Information Officer (PIO) functions.
	Establish and coordinate procedures, and determine the designated facilities for use by the City Public Information Officer (PIO) Team during an incident.
	Establish procedures for alerting their King County liaison and other key employees in an Incident of local or regional significance.
	Update equipment and resource listings on an annual or more frequent basis and distribute them appropriately.
	Regularly attend scheduled exercises and all other applicable training events.
	Review and analyze lessons learned from incidents that have occurred in other jurisdictions, and make appropriate correction/additions to respective Department Emergency Operations Plan.

Response Activities	
	Establish and maintain contact with the Incident Commander or City EOC Director.
	Set up the JIC upon request of the Incident Commander or City EOC Director.
	Coordinate the dissemination of all disaster information to the news media via news releases, news conferences, and media telephone inquiries.
	Provide information directly to the public via the news media, and the Internet using City of Woodinville and other joint regional public information sites (e.g., the Woodinville web site).
	Clearly document all related costs, actions, and communications.

Recovery Activities	
	Consult with ESF-5, Emergency Management, and ESF-14, Long-term Community Recovery, regarding needed recovery strategy.
	Continue the public information program providing information and instructions about City, County, State and Federal government emergency operations; future plans for restoration of disaster affected areas; and instructions on how to apply for federal disaster assistance programs administered by the State.
	Create After-Action and Lessons Learned Reports and submit them to the Office of Emergency Management.

EMERGENCY SUPPORT FUNCTION 20 DEFENSE SUPPORT TO CIVIL AUTHORITIES

ESF-20 Coordinator:	Emergency Manager
Primary Agency:	Executive Department
Support Agencies:	King County Office of Emergency Management Washington Military Department

I. INTRODUCTION

A. Purpose

1. To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide defense support to civil authorities (DSCA).
2. To describe the procedures used to obtain military support.

B. Scope

This Emergency Support Function (ESF) addresses all requests for military support originated by the City of Woodinville (City) through the King County Emergency Coordination Center (KCECC) following a Proclamation of a Local Emergency.

II. POLICIES

None.

III. SITUATION

It is anticipated that military support will be requested or authorized only under the most extreme circumstances when City, county and state resources are unable to cope with the nature or extent of the emergency or disaster.

SITUATION

- Provides background to assumptions and what is assumed to be known prior to the event.

A. Hazard Analysis Summary

See the City of Woodinville CEMP Basic Plan, Introduction (page 7) for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Earthquakes, Hazardous Materials events, Floods, Water Contamination, Severe Weather, Landslides, Pandemic Disease, Civil Unrest, Terrorism – domestic and foreign, Cyber Attack, Explosion, and Workplace Violence. The City defers to the King County Hazard Mitigation Plan for hazard identification and likely damages.

B. Planning Assumptions

- The City Council has authorized the Emergency Management Coordinator to request military assistance, if necessary.
- The military is capable of providing a wide range of support to local governments during an emergency or disaster.
- Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.
- All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Operations Center through KCECC.
- Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.
- It may take 48 hours or longer to receive military assistance.
- When deployed to provide DSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

PLANNING ASSUMPTIONS

- ESF-20 requires “planning assumptions” as the military support is conditioned on the availability of the military resources.
- Presidential Disaster Declaration must be issued to request military assistance.

Why are Assumptions Needed?

- Assumptions clarify what elements related to the Essential Support Function (ESF) the City can rely upon being true or certain to happen.
- Defines what elements are performed by others.

IV. CONCEPT OF OPERATIONS

- A. If the City has submitted a resource request to KCECC and they are unable to accommodate the request using County or private assets, a resource request may be made to the State EOC as part of routine resource management activities.
- B. It will be up to the State to determine the appropriate means of meeting the County's request, including the use of military assets.
- C. If KCECC is aware of a specific resource owned by the military and needed by the City, the specific resource may be identified in the request sent to the State EOC.
- D. In an imminently serious situation, the County may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to

CONCEPT OF OPERATIONS

- Provides the “policy” for ESF-20
- Provides direction, control, and coordination

property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:

- a. An imminently serious situation exists.
- b. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.
- c. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City and/or County in alleviating the situation.
- d. The City Council and/or the Board of County Commissioners have issued a Proclamation of a Local Emergency.
- e. The City, County, or State government is willing to certify to military authorities that conditions a, c, and d exist.
- f. The City and/or County agree to assume the costs incurred by the military unit to provide the requested support.**

- E. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard may be requested through EMD. All other requests for military assistance must be submitted to EMD through KCECC.
- F. The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to EMD through KCECC.
- G. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.
- H. Under the Posse Comitatus Act, Federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

V. PROCEDURES

A. Individual military organizations will follow the military chain of command and established procedures for their organization.

PROCEDURES

- Provides how ESF-20 will be executed.

B. Requests for military assistance shall be made by the City Manager to KCECC and relayed to all local districts.

VI. RESPONSIBILITIES

City Manager/Executive Department

Determine if and when a recommendation will be submitted to DEM to request military assistance.

Transmit all requests to KCECC.

Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.

Coordinate activities to ensure efficient use of requested assets.

King County Office of Emergency Management

Receive requests for military support from the City and determine whether to request military assistance.

Prepare requests for military assistance for routine requests or for imminently serious situation requests.

Transmit all requests to EMD.

Coordinate activities to ensure efficient use of requested assets.

ATTACHMENT 3

EMERGENCY RESPONSE GUIDE

CONFIDENTIAL: COPY AVAILABLE FOR CITY COUNCIL REVIEW WITH CITY CLERK

RECOMMENDATIONS

The emergency management program development is required by Washington State law, RCW 38.52.070. The City of Woodinville's (herein referred to as "the City") emergency management program is evolving as this is the first update where the City is not depending on an outside agency to perform most of the emergency management functions. The City is committed to the training, education, and outreach required to develop a local program. In addition, the City is interested in building relationships to create support from the regional network of communities around the Puget Sound and with the County, State, and Federal aid, if needed. The following recommendations are prioritized by category as listed below. Within each category, the recommendations are viewed as having equal priority ranking. This list is not meant to be implemented in sequential order. Many of the recommendations can be implemented simultaneously with others.

No. 1 Compliance Recommendations

The top priority of the City is to be National Incident Management System (NIMS) compliant and meet the requirements for FEMA grant funding. NIMS compliant is important as the Woodinville Fire and Rescue is required by the Washington Administrative Code (WAC) 296-305-05000 to provide Incident Command (IC) consistent with NIMS. Any City staff working jointly with the Woodinville Fire and Rescue will require the training as shown in the Training Matrix.

Recommendation #1A: Make improvements required to the emergency management program to be NIMS compliant.

To be NIMS compliant the City must:

- Adopt NIMS, which has been updated in the Comprehensive Emergency Management Plan (CEMP).
- Ensure all field responders are trained according to NIMS requirements (see the attached Training Matrix). It is recommended that the training coursework to be NIMS Compliant be completed as soon as possible by field responders. The field responders are considered to be the police department, fire department, public works maintenance crews, and anyone that would report for field work (i.e. public works).

Recommendation #1B: Prepare a Disaster Debris Management Plan to be eligible for 80% FEMA reimbursement.

To be eligible for FEMA grant funding and reimbursement after a disaster, a jurisdiction must:

- Have a current CEMP.
- Have a current Hazard Mitigation Plan, which the City of Woodinville has adopted the King County Regional Hazard Mitigation Plan¹.

These two items will make the City eligible for 75% reimbursement of allowable costs resulting from a Declared Disaster (with proper documentation, of course). If the City has a Disaster Debris Management Plan, then the City is eligible for 80% reimbursement. With estimates of over 2 million tons of debris, the

¹ Note that the emergency management consultants have confirmed this with the County.

extra 5% of reimbursement would be significant (i.e. over \$2.5 million) and well worth the cost of developing a Disaster Debris Management Plan at some point².

A disaster debris management plan is recommended for the City of Woodinville because communities with a debris management plan are better prepared to restore public services and ensure the public health and safety in the aftermath of a disaster. Furthermore, they are better positioned to receive the full level of assistance available to them from FEMA and other participating entities. Disaster debris management can cost millions of dollars to cities that are small and similar in size to the City. For example, FEMA obligated over \$19M for 35 projects as of March 17, 2015 in costs related to the 2014 Oso mudslide³. Debris management typically accounts for 45% of disaster related costs⁴. Having a plan allows contractors to know where to haul debris as well as handling of materials for personal safety and protection of the environment. The FEMA guidebook for public assistance (PA) provides in-depth information of what is required to receive FEMA aid⁵.

To be State Emergency Response Committee (SERC) compliant a jurisdiction must:

- Have a State-approved Local Emergency Planning Committee (LEPC) plan, which the City has done by adopting the County plan and is noted in the CEMP.

No. 2 Training Recommendations

The following training recommendations are a priority as the City will be coordinating with volunteers and should be consistent with NIMS in the protocol for emergency management (i.e. standard forms for damage assessments, donation tracking, etc.).

Recommendation #2A: Recommend Emergency Operations Center staff to complete basic NIMS training for the position of which they will assume per the Training Matrix.

It is recommended that the training program provided for the different positions be completed within 12 months for EOC response staff and for all new City personnel who will be holding an EOC position to complete training in 12 months as well.

Recommendation #2B: Participate in Local, Regional, and State Exercises

Exercises are very expensive to set-up and execute. It is important to hold annual exercises and to attend other exercises for neighboring cities, regional, and state-level exercises. It is recommended that the Executive Department staff attend exercises and build relationships with the neighboring jurisdictions of Kirkland, Bothell, and Redmond through the King County Zone 1 Coordinator. Also, it is important that the City of Woodinville, Woodinville Fire and Rescue, Woodinville Water District, and the Northshore School District participate in exercises for one another.

² The Consultant Team has requested the archives for any information related to the disaster debris management that ESCA prepared either wholly or partially.

³ Source: www.oig.dhs.gov, No. # OIG-15-102-D

⁴ Source: <http://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/technical-assistance/debris-management>

⁵ Source: https://www.fema.gov/pdf/government/grant/pa/dmpw_handbook.pdf

Recommendation #2C: Activate the EOC

Just like fire drills, it is important to activate the EOC for smaller events to understand what needs to be improved in the process and the work flow. It is recommended that the EOC be activated at least twice per year to practice the communication network setup and coordination with the stakeholders. Utilizing the Emergency Response Plan (Appendix B of the CEMP), notifications to Alert King County should be done. Citizen feedback should be obtained and included in the After Action Plan (AAP). Finally, it is important to also practice demobilizing the EOC.

Recommendation #2D: EOC Setup, Annual Inventory and Testing

EOC Setup and Testing. It is recommended that supplies for EOC, and the mini-EOC are setup and organized. It is recommended that the Information Services Department check that City laptops have printer drivers installed for printers in the City EOC at Woodinville Fire and Rescue and perform annual checks. The City's radio station appears to be in the Carol Edwards Center. It is recommended that it be relocated to Woodinville Fire and Rescue.

Supply Storage Organization. Items should be stored in different color bins that are labeled "perishable" for items that require charging and require annual restoring, and "supplies" that include non-perishable items like Ethernet cables and extenders, landlines, and office supplies. It is strongly recommended that expiration dates be checked, particularly on hard hats, and replaced as required.

Annual Maintenance. The storage of emergency supplies was reviewed and it is recommended that an alternative storage area such as a trailer be purchased that can provide supplies for up to 40 people that are located outside of a building. It is recommended that the supplies be organized, labeled, and numbered to be inventoried. This includes tasks such as taking the sleeping cots out and assembling them to make sure all parts are there. It is also recommended that the City have bi-annual meetings with the American Red Cross – King County to discuss mass sheltering setup and supply inventory.

Recommendation #2E: Develop a Mutual Aid Agreement with Woodinville Fire and Rescue for Use of the Emergency Operations Center

It is recommended to develop a mutual aid agreement with Woodinville Fire and Rescue for the use of the EOC. The mutual aid agreement will consider cost sharing and outline the terms of using the facility, which provides a basis for understanding the agreement. It was researched whether any federal funding was used to build the Fire Station No. 31. It appears the project was funded by loans under the King County Grant 10-036-8880 as stated in the Washington State Auditors File. The building was paid off in 2012. No mutual aid agreement appears to have been provided..

No. 3 Resource Management Recommendations

The next group of priority-ranked recommendations is based on a whole community approach to emergency management to build resiliency within the City of Woodinville and can be done concurrently with the training recommendations.

Recommendation #3A: Develop a Citizen Corp Council Structure

It is recommended that the Emergency Preparedness and Public Safety Commission be transitioned to the City's Citizen Corp Council Structure. The Citizen Corp Council Structure would be assigned a City coordinator, similar to other cities (e.g. the City of Redmond). The Citizen Corp Council would be responsible to organize and provide support developing a CERT program for the City of Woodinville. It is further recommended that the Citizen Corp Council work jointly with the City developing a CERT program.

Another program that is recommended that the Citizen Corp Council work on developing is the Map-Your-Neighborhood (MYN) program that forms groups of about 15 residences and are prepared to help one another. Lastly, it is important to find three or four volunteers who can be trained to manage volunteer groups and donations if mass care staging areas are needed.

Recommendation #3B: Create the Woodinville Emergency Resource Committee (WERC)

The committee would consist of the City, Police Department, Woodinville Fire and Rescue, Woodinville Water District, the Northshore School District, King County Zone 1 coordinator, and citizen coordinator.

Why is this necessary?

WERC is needed based on the logistics that the City of Woodinville is situated approximately 22 miles north of the King County Emergency Coordination Center (KCECC). The travel route between the City and the KCECC is via I-405 that is known to have traffic congestion issues and requires crossing over I-90 where several major fault lines are in the region. In a major earthquake scenario, the communication channels could be disrupted, which can make conveying needs to the County via standard communication channels (phone or email) difficult. It is recommended the WERC meet regularly to best evaluate the resources from neighboring jurisdictions, Woodinville Fire and Rescue, Woodinville Water District, and the Northshore School District. The beginnings of the committee have been forming over the course of the CEMP update. Three stakeholder meetings were held of which the Woodinville Fire and Rescue, Woodinville Water District, Northshore School District, Northshore EMC, and WSDOT have participated. Monthly meetings have been well received and there has been voiced support in continuing the stakeholder meetings. It is recommended that meetings continue and that the lead presenter periodically changes amongst the stakeholder to learn more about each organization.

Recommendation #3C: Annual Update of Resource Lists in the Emergency Management Plans

Within the Emergency Response Plan are lists for each Section Lead. The lists contain contact information and resources that need to be reviewed annually by verifying the information on the list and updating to reflect changes. One of key item is to obtain information on the volume of fuel available for City vehicles and for the backup-generator at the Woodinville Fire and Rescue. The volume of fuel available when full and half full should be mapped against the usage of the generator at the Woodinville Fire and Rescue operating for 7 days with no alternate power backup. Assume that each vehicle needs to be refilled twice within the 7 days. The City Public Works Maintenance Facility and Woodinville Fire and Rescue have a membership with a gas station located at 13570 NE 177th Place. Woodinville Fire and Rescue has a generator that connects to the pumps such that gas can be obtained even if there is a power outage.

No. 4 Planning Recommendations

Recommendation #4A: Prepare a Continuity of Operations including a Continuity of Government Plan

A Continuity of Operations Plan (including a Continuity of Government (COG)) should be prepared for the City of Woodinville. A Continuity of Government plan develops a plan for a jurisdiction to continue its essential operations. The purpose of the COG Plan is to ensure the government can preserve, maintain, or reconstitute its ability to carry out executive, legislative, and judicial functions under the threat or occurrence of any emergency conditions that could disrupt government functions.

Recommendation #4B: Develop a Pandemic Disease Plan

The purpose of developing the City of Woodinville Pandemic Disease Plan is to define the non-medical issues and challenges associated with a pandemic disease and to provide a Planning guide so that the City

of Woodinville can continue to provide essential services in the event of a pandemic disease. This Plan supplements the City of Woodinville's Hazard Mitigation Plan (HMP), City's Emergency Support Functions (ESFs), and would become Appendix C to the City of Woodinville's Comprehensive Emergency Management Plan (CEMP). The goal of the Pandemic Disease Plan is to minimize the loss of life, economic and societal disruption, and impact on the provision of essential City services in the event of a pandemic disease or any contagious biological event.

No. 5 Policy Recommendations

Recommendation #5A: Adopt a City Resolution for compensating Emergency Operations Center response for overtime during an extended or short activation.

It is important that city employees be compensated for extended or short activations of the EOC that require overtime work hours. The City has a timecard system that can include a category for EOC activation for all employees who are considered eligible to receive compensation.

Recommendation #5B: Update the Woodinville Municipal Code for allowing UAVs Reconnaissance and Assistance during Emergencies

Unmanned Aerial Vehicles (UAVs) were approved for use in disaster management in August 2016. It is recommended that the City develop code requirements for UAVs used in disaster response operations. In the future, it is recommended that the City consider an on-call contract for a UAV operator to perform disaster management reconnaissance. UAVs technology is being used to help find people inside of buildings as well as to drop aid packets. The City of Kirkland is currently developing municipal codes for the operation of UAVs for emergency response. Since debris can be hard to quantify, it is recommended that drone mapping be used to estimate the volume of debris and the management of the debris.

No. 6 Maintenance Recommendation

Recommendation #6: Develop Templates for Contract Documents

It is recommended that the Public Works Department develop maps that can be used as backgrounds for issuing contract documents to a contractor. Since normal bidding procedures should be used to the extent possible for improvements, having contract capabilities outlined as well as the procedure for expediting work orders is critical. Public Works support staff and on-call engineers should be well-versed in different approaches if network systems are down. This includes verifying that engineers have stand-alone licenses for engineering drafting on laptops, 11 x 17 printing capability at EOCs or elsewhere, expedited drawing template setups, and ability to track quantities by using Bluebeam or equivalent type products.

CAPITAL IMPROVEMENT PROJECTS

Priority No.	Item	Description	Amount
1	Emergency Food and Supplies for Staff	The emergency food and supplies is estimated based on 40 people for 7 days. Food bars from www.emergencykits.com or equivalent that are rationed into 2,400 calorie bars for 7 days. Food bars are nut-free, kosher and halal. Blue Can Emergency Water (50 yr shelf life) would require 40 24-can cases for a 7 day duration. This is the first priority because it prepares City staff to continue operations. The City does have some food and water available in the Carol Edwards Center Storage Facility. An inventory with expiration date should be taken to determine the portions needed.	\$4,000 (estimated shipping included)
2	Emergency Management Kits	These emergency management kits are based on the assumption that City staff will need a kit both at the workplace as well as in their car. The kits at the workplace are provided by the City. Kits in individual car/home are to be provided by the individual. This is the second priority because it also prepares staff. The consultant team and staff went through supplies in the City Hall storage room and the items need to be inventoried for expiration dates including hard hats.	\$40/per person Total Cost: \$1,600.
3	Prepare a Disaster Debris Management Plan (see Recommendation #1)	Jurisdictions with a comprehensive debris management plan are better prepared to restore public services and ensure public health and safety in the aftermath of a disaster, and they are better positioned to receive the full level of assistance available to them from FEMA and other participating entities. This is the third priority because it allows the City to receive aid from FEMA up to 80% of eligible costs, which is an additional 5% over 75%. This can amount to over \$500,000 in savings plus helps organize the debris management movement.	\$25,000
4	EOC Activation Compensation	If the EOC were to be activated City employees should be compensated for the additional time they are working. It is recommended that the emergency management budget be developed to include 3 days of the EOC activated with 5 EOC responders. This is ranked 4 th because it involves compensation for staff who are taking time away from their families. City employees should be aware of this and have this in their job description.	\$4,000/yr
5	Training & Coordination	Training includes travel and attendance at conferences and classes per the training program. Job descriptions for City staff with human resources should be updated to reflect individual's role in emergency management. This is ranked 5 th because emergency management programs are about management and this takes time to develop and understand multiple disciplines in a response.	\$8000/yr (estimated – includes travel time)
6	Annual Table Top Exercise	An annual table top exercise should be completed every year. The cost related to this task includes the preparation, facilitation, and documentation (by outside consultant for at least 2017). This also usually requires backup police deputies be in place while the exercise takes place. This is ranked 6 th as it acts like a report card for how well the City is prepared and improvements required.	\$10,000 (estimated)
7	Prepare Continuity of Operations Plans & Continuity of Government Plan	A Continuity of Operations Plan (including a Continuity of Government) should be prepared by the City of Woodinville. A Continuity of Government plan develops a plan for a jurisdiction to continue its essential operations. This is 7 th because the City staff is not very extensive and hence there are not a lot of options for how roles will change. This is not to say this is a low priority. All items listed in the CIPS are considered important.	\$5,000*
8	Prepared a Pandemic Disease Plan	The purpose of a Pandemic Disease Plan is to define the non-medical issues and challenges associated with a pandemic disease and to provide a Planning guide so that the City can continue to provide essential services in the event of a pandemic disease. The goal of this Plan is to minimize the loss of life, economic and societal disruption, and impact on the provision of essential City services in the event of an a pandemic disease or any contagious biological event. This is ranked 8 th because most of the Puget Sound region local government agencies are actively working on adding this plan, if they have not added it already.	\$10,000*

Priority No.	Item	Description	Amount
9	Mass Care Supplies	Mass care areas will generally be set-up by the American Red Cross. Pre-identified locations throughout the City have been identified such that restrooms are available, public water supply, and facilities are generally compliant with ADA regulations. There will still need to be some work for setup of reporting and communicating needs at the locations. It is recommended that a Supply Kit for each Mass Care location be stored in the City Hall. This is ranked 9 th because the likelihood of needing mass care is small and likely to be 100 to 200 people. For example, City of Seattle estimates 4,000 to 6,000 relocations will be needed for a City over the size of 1,000,000 in population.	\$30,000 w/tents Not included in annual budget as it would be cost associated with emergency contracts.
10	Emergency Operations Center Materials	The City EOC at the Woodinville Fire & Rescue facility is currently stocked with multiple printers, Ethernet cables, electrical cords, desks, chairs, and phones. Large maps of the City infrastructure should be provided in hard copy. This is ranked 11 th as this is for convenience if computers were not working.	\$1,000.00 (estimated for (3) large map reproduction)
11	Generator for Carol Edwards Center/Shelter Facility	A generator should be provided for the shelter facility as required. The estimate of a 3 Phase 120/240V generator is approximately \$16,000. Typically for installation there is a 2.0 multiplier for installation.	\$30,000/ generator
12	EOC Cost Sharing	List of items needs to be confirmed with the Woodinville Fire & Rescue to determine cost sharing while the EOC is activated. This is ranked 13 th because if an event were to happen before this is put in place, the City could use Council Chambers or work out an agreement with the Woodinville Fire & Rescue for use of the EOC.	\$10,000 - \$20,000 annually if EOC is activated
13	CEMP Update (biannually)	It is required by Washington law that the plan be updated every 4 years and reviewed for updates every 2 years. This is ranked 14 th as the plan will have been recently updated and will need to maintained and modified as more information comes available through lessons learned in exercises.	\$5,000/biannually

2017-2018 Total Budget: \$88,600
2018-2019 Total Budget \$30,000 (approx.)
2019-2020 Total Budget \$30,000 (approx.)
2020-2021 Total Budget \$20,000 (approx..)

Note that after the Debris Management and the generator for the Carol Edwards Center is purchased then the budget drops significantly to around \$30,000/year. The amount for training could decrease further. Hence, the total budget should decrease with time.

Internal Staff Training Matrix

TRAINING SUMMARY

Title \ Course	Course offerings from https://training.fema.gov/nims							
City Manager/Policy Team	IS-700a	ICS 402	IS-800b	IS-820	IS-908	IS-775	IS-29	IS546.a
EOC Director	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	G-557	IS-775
Safety Officer	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	IS-702a	E/L 955
Liaison Officer	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	G-191	E/L 957
Public Information Officer	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	IS-702a	IS-9/G289
Operations Section Chief	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	G-557	E/L 959
Planning Section Chief	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	G-557	E/L 963
Logistics Section Chief	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	IS-703	E/L 968
Finance/Administration	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	E/L 974	IS-634
Emergency Manager	IS-700a	IS-800b	IS-100b	IS-200b	ICS-300	ICS-400	IS-775	IS-801
Field Responders	IS-700a	IS-100b	IS-200b	IS-804	IS-810	G-557		

*The EOC Director/Emergency Manager has many more classes than shown for the Local and Best Practices. Update biannually with courses for the next progress period.

Basic Course (NIMS)

Goal: To be completed by Dec. 31, 2017

Local Standard

Goal: To be completed after Basic Training is complete.

Best Practices

Goal: To be completed after Local Standard Training is complete.

Course Completed

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
<p style="text-align: center;">POLICY TEAM</p> <p>Executive Policy Team – City Manager, Mayor and City Council</p> <p><u>Duties include:</u> Authority and responsibility for making policy level decisions during a critical event. Managing return to normal operations, provide support to EOC and Field Response staff, act as City representative, attend elected official briefings, ensure financing for response and recovery activities, emergency declaration.</p>	<p>REQUIRED: None</p> <p>RECOMMENDED:</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • ICS 402: ICS Overview for Executives and Senior Officials <p>OR</p> <ul style="list-style-type: none"> • G-402 Incident Command System for Executives/ Senior Officers 	<ul style="list-style-type: none"> • IS-800b: Intro to the National Response Framework • IS-820: Introduction to NRF Support Annexes 	<ul style="list-style-type: none"> • IS-908: Emergency Management for Senior Officials • IS-775: EOC Management and Operations • IS-29: Public Information Officer Awareness • IS 546.a: Continuity of Operations Awareness Course • IS 547: Introduction to COOP
<p style="text-align: center;">FIELD RESPONDERS</p> <p>Incident and Unified Command Staff, first responders (police and fire), Public Works</p> <p><u>Duties include:</u> First responders, public safety, life safety, haz-mat response, also includes staff serving as a member of or a liaison to an established Unified Command Post.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents 	<ul style="list-style-type: none"> • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS • IS-201: Forms for Development of Incident Action Plan • IS-340: Hazardous Materials Prevention 	<ul style="list-style-type: none"> • IS-800b: Intro to the National Response Framework • IS-706: Intrastate Mutual Aid • IS-906: Workplace Security Awareness • IS-907: Active Shooter: What You Can Do • G-191: ICS/EOC Interface

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
		<ul style="list-style-type: none"> • IS 804: ESF#4 – Firefighting • IS-810: ESF#10 – Oil and Hazardous Materials Response 	<ul style="list-style-type: none"> • G-557: Rapid Needs Assessment/Preliminary Damage
<p>ENGINEERING/OPERATIONS</p> <p>Public Works, Development Services</p> <p><u>Duties include:</u> Assisting with evacuations of customers and staff, ensuring facilities are safe to re-enter, overseeing immediate mitigation to prevent further losses of, and ensure access to facilities for rescue personnel, conducting preliminary damage assessments, set-up alternate EOC facility. Determine immediate infrastructure needs to ensure public safety.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Intro to the National Response Framework • IS-100b (ICS-100): Intro to ICS or 100.PWb ICS for Public Works • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents <p>RECOMMENDED</p> <ul style="list-style-type: none"> • IS-702: Public Information Systems • IS-703: Resource Management • ICS-300: (classroom only) Intermediate ICS 	<ul style="list-style-type: none"> • ATC 20 (FEMA 154)– Post Earthquake Building Inspection • ATC 45 – Post Flood/High Wind Building Inspection • G-557: Rapid Needs Assessment/Preliminary Damage <p>IS-803: ESF#3 – Public Works and Engineering</p>	<ul style="list-style-type: none"> • G427: Community Emergency Response Training (CERT) • IS-632.a: Introduction to Debris Operations • IS 546.a: Continuity of Operations Awareness Course • IS 547: Introduction to COOP • IS-554: Emergency Planning for Public Works • IS-556: Damage Assessment for Public Works • IS-558: Public Works and Disaster Recovery • IS-801 thru IS-813: ESFs #1-#13

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
EOC RESPONDERS			
<p>EOC Director</p> <p><u>Duties include:</u> Managing the EOC, ensuring sufficient staffing is scheduled, coordinating messaging between field responders, policy team and EOC staff, approving resource requests, approving public messaging. Handling all duties not delegated to other trained personnel.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • G-557: Rapid Needs Assessment/Preliminary Damage • IS-775: EOC Management and Operations (or G-191, local equivalent) • IS-702a: Public Information Systems • E/L951: Incident Commander (Pre-requisites include all other Command and General Staff position training; Logistics, Operations, Planning, Finance) • IS-820: Introduction to NRF Support Annexes • IS-27: Orientation to FEMA Logistics 	<ul style="list-style-type: none"> • IS-551: Devolution Planning • IS-632.a: Introduction to Debris Operations • IS-703a: Resource Management • G-191: ICS/EOC Interface • IS-230.d: Fundamentals of Emergency Management • IS-706: Intrastate Mutual Aid • IS-42: Social Media in Emergency Management • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • IS 546.a: Continuity of Operations Awareness Course

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
			<ul style="list-style-type: none"> • IS 547: Introduction to COOP • IS-235.b: Emergency Planning • IS-801 thru IS-813: ESFs #1-#13
<p>Safety Officer</p> <p><u>Duties include:</u> Ensuring safe conditions for citizens, EOC and field response staff. Authority to order work stoppage if an unacceptable risk is present.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • IS-702a: Public Information Systems • E/L955: Safety Officer 	<ul style="list-style-type: none"> • IS-632.a: Introduction to Debris Operations • IS-703a: Resource Management • G-191: ICS/EOC Interface • IS-230.d: Fundamentals of Emergency Management • IS-706: Intrastate Mutual Aid • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • ATC 20 (FEMA 154)– Post Earthquake Building Inspection

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
			<ul style="list-style-type: none"> • ATC 45 – Post Flood/High Wind Building Inspection
<p>Liaison Officer</p> <p><u>Duties include:</u> Supporting EOC Incident Commander by interfacing with outside agencies offering or requesting assistance to/from the City. May sit in a regional (fire, city or county) EOC as the assisting/supporting agency representative for the City.</p> <p>Liaison position duties may be filled by King County Office of Emergency Management (KCOEM) representatives</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • G-191: ICS/EOC Interface • E/L 957: Liaison Officer • IS-702a: Public Information Systems 	<ul style="list-style-type: none"> • IS-703a: Resource Management • IS-230.d: Fundamentals of Emergency Management • IS-706: Intrastate Mutual Aid • IS-42: Social Media in Emergency Management • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • IS 546.a: Continuity of Operations Awareness Course • IS 547: Introduction to COOP
<p>Public Information Officer</p> <p><u>Duties include:</u> Representing the City in a Regional Joint</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction 	<ul style="list-style-type: none"> • IS-702a: Public Information Systems 	<ul style="list-style-type: none"> • E-389: Master Public Information Officer

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
<p>Information Center (JIC), writing public messages and press releases, arranging for City representatives at press conferences, managing social media messaging, ensuring accurate information is disseminated to the public and to City staff, serving as the official City spokesperson when requested by Policy team, brief other City spokesperson before press conferences.</p>	<ul style="list-style-type: none"> • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • IS-29/G289: Public Information Officer Awareness • G290: Basic Public Information Officer • E-388: Advanced Public Information Officer • G291: JIC/JIS Planning • KCOEM JIC training 	<ul style="list-style-type: none"> • IS-42: Social Media in Emergency Management • G-191: ICS/EOC Interface • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications
<p>Operations Section Chief</p> <p><u>Duties include:</u> Oversight of engineering and Public Works teams, coordinate and prioritize PW activities, act as interface between PW teams in the field and the EOC and policy staff, coordinate with Logistics Lead for resource requests. Assist with preliminary damage assessment.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS 	<ul style="list-style-type: none"> • G-557: Rapid Needs Assessment/Preliminary Damage • E/L959: Operations Section Chief • IS-632.a: Introduction to Debris Operations • IS-801: ESF#1 - Transportation • IS-803: ESF#3 – Public Works and Engineering 	<ul style="list-style-type: none"> • IS-551: Devolution Planning • G-191: ICS/EOC Interface • IS-42: Social Media in Emergency Management • G-191: ICS/EOC Interface • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
	<ul style="list-style-type: none"> • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • IS-806: ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services • IS-807: ESF#7 – Logistics Management and Resource Support • IS- 813: ESF#13 – Public Safety and Security 	<ul style="list-style-type: none"> • IS-242.b: Effective Communications
<p>Planning Section Chief</p> <p><u>Duties Include:</u> maintaining situational awareness of current status and anticipating future needs and actions for the next duty period, collaborating on the Incident Action Plan, conducting shift change briefings, ensuring sufficient staffing is arranged for the next EOC duty period, assisting Ops and Logs in anticipating future resource needs, tracking ordered resources to destination and return. Assist with preliminary damage assessment.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS 	<ul style="list-style-type: none"> • G-557: Rapid Needs Assessment/Preliminary Damage • E/L 963: Planning Section Chief • E/L 964: Situation Unit Leader • IS-632.a: Introduction to Debris Operations • IS-201: Forms used for Development of the Incident Action Plan • G-191: ICS/EOC Interface • IS-807: ESF#7 – Logistics Management and Resource Support 	<ul style="list-style-type: none"> • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • IS-551: Devolution Planning

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
	<ul style="list-style-type: none"> • ICS-400: (classroom only) Advanced ICS 		
<p>Logistics Section Chief</p> <p><u>Duties include:</u> Ordering resources, build communications plan for incident (radio, phone contact list) ensure response personnel are fed and housed, arrange transportation for responders, if alternate EOC facility is needed, arrange for set-up, stocking, and transportation of EOC responders. Assist field logistics with setting up staging areas and other facilities, if requested. Work closely with KCOEM, City finance, procurement and contracting to ensure rapid acquisition of needed materials and equipment.</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS • IS-703: NIMS Resource Management 	<ul style="list-style-type: none"> • IS-807: Emergency Support Functions (ESF) #7 – Logistics and Resource Management • E/L 968: Logistics Section Chief • E /L 965: Resource Unit Lead • E/L 969: Communications Unit Lead • E/L 970: Supply Unit Lead 	<ul style="list-style-type: none"> • G-191: ICS/EOC Interface • IS-632.a: Introduction to Debris Operations • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • IS-551: Devolution Planning

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
<p>Finance/Administration</p> <p><u>Duties include:</u> Manage expenditures, track hours and costs, coordinate insurance claims, oversee injury claims. Work closely with Logistics and Policy Team.</p> <p>Assist with preliminary damage assessment at the outset and obtaining public assistance for damaged infrastructure in the recovery phase.</p>	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • E/L974 Finance/Admin Section Chief • IS-634: Introduction to FEMA's Public Assistance Program • G-108: Public Assistance (State procedures) 	<ul style="list-style-type: none"> • G-557: Rapid Needs Assessment/Preliminary Damage • G-191: ICS/EOC Interface • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • IS-551: Devolution Planning
<p>Emergency Manager</p>	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-800b: Introduction to the National Response Framework • IS-100b (ICS-100): Intro to ICS 	<ul style="list-style-type: none"> • IS-1.a: Emergency Manager, an orientation to the position • IS-230.d: Fundamentals of Emergency Management • IS-235.b: Emergency Planning • G-557: Rapid Needs Assessment/Preliminary Damage 	<ul style="list-style-type: none"> • IS-240.b: Leadership and Influence • IS-241.b: Decision Making and Problem Solving • IS-242.b: Effective Communications • IS-27: Orientation to FEMA Logistics

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
	<ul style="list-style-type: none"> • IS-200b (ICS 200): ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS 	<ul style="list-style-type: none"> • IS-775: EOC Management and Operations • IS-801 – IS-813: ESF#1-13 • IS-546a.: COOP Awareness • IS-547.a: Introduction to COOP • IS-548: COOP Program Manager • G-191: ICS/EOC Interface • IS-120.a: An Introduction to Exercises • IS-130: Exercise Evaluation and Improvement Planning • IS-139: Exercise Design 	<ul style="list-style-type: none"> • IS-29 Public Information Officer Awareness • IS-42: Social Media in Emergency Management • IS-201: Forms used for Development of the Incident Action Plan • IS-368: Including People with Disabilities... in Disaster Operations • IS-393: Introduction to Hazard Mitigation • IS-520: Introduction to COOP Planning for Pandemic Influenzas • IS-522: Exercising COOP for Pandemics • IS-524: COOP Planner’s Workshop • IS-551: Devolution Planning • IS-632.a: Introduction to Debris Operations

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
			<ul style="list-style-type: none"> • IS-906: Workplace Security Awareness • E/L 950-973: All-Hazards Position Specific Courses
Business Continuity/COOP Program Manager	REQUIRED <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • IS-546a.: COOP Awareness • IS-547.a: Introduction to COOP • IS-548: COOP Program Manager • IS-524: COOP Planner’s Workshop 	<ul style="list-style-type: none"> • IS-548: Effective Communications • IS240.b: Leadership and Influence • IS-520: Introduction to COOP Planning for Pandemic Influenzas • IS-522: Exercising COOP for Pandemics • IS-551: Devolution Planning • E/L: Continuity Exercise Design Course • IS-139: Exercise Development • IS-130: Exercise Evaluation and Improvement Planning • IS-522: Exercising Continuity Plans for Cyber Incidents

Recommended Emergency Preparedness Training

Possible Emergency Response Duties	NIMS Compliance Minimum Requirements (NIMS Min. Req.)	Local Standard Min. Requirements (in addition to NIMS Min. Req.)	Best Practices (in addition to NIMS Min. Req. & Local Std. Min. Req.)
			<ul style="list-style-type: none"> • IS-526: Mission Essential Functions Workshop • IS-545: Reconstitution Planning Course

Recommended Emergency Preparedness Training

NOTES:

NIMS requirements and FEMA course offerings change frequently. The FEMA website can be monitored at <https://training.fema.gov/nims/> for updated information. NIMS compliance, including staff training, may be required for some grant considerations.

IS courses can be taken online, however classroom versions allow for increased interaction and collaboration. Courses are free.

G courses are given in-person in a classroom setting by Washington State EMD. They are tuition-free and course materials are supplied. Students/agency is responsible for cost of transportation to the venue, lodging, and meals.

E courses are conducted at FEMA's training institute in Maryland. The only cost to student/agency is a \$125 meal ticket for the week. Other costs; air fare, tuition, course materials, lodging, and local transportation are provided or fully reimbursed by FEMA.

ICS 100/200 can be taken online (**IS**) or in a classroom (preferred)

ICS 300/400 can only be conducted in a classroom setting

E/L 900+ All-Hazard Position Specific Training courses are focused on field commanders. While somewhat useful to understand the role of field staff, but not extremely applicable to EOC responders

ATC courses are offered through State OEM and through private engineering firms in a classroom setting

CERT training is offered through State, local Fire Departments, and local city/county Emergency Management Departments. A specialized course can be designed for City of Woodinville staff.

L courses are FEMA sponsored courses given locally. They are tuition-free and course materials are supplied. Students/agency is responsible for the cost of transportation to the venue, lodging, and meals.

Recommended Emergency Preparedness Training

Courses available through:

FEMA, Washington State EMD, private engineering firms – full day courses with certification

- ATC 20 (FEMA 154)– Post Earthquake Building Inspection – 8 hrs
- ATC 45 – Post Flood/High Wind Building Inspection – 8 hrs

FEMA's Emergency Management Institute, Maryland - some courses *may* be available locally.

- E/L 957: Liaison Officer – 2 days
- E/L 958: Operations Section Chief – 4 days
- E/L 963: Planning Section Chief – 4 days
- E/L 964: Situation Unit Leader – 5 days
- E/L 967: Logistics Section Chief – 5 days
- E/L951: Incident Commander – 5 days
- E/L955: Safety Officer – 4 days
- E/L974: Finance/Admin Section Chief – 3 days
- E/L: Continuity Exercise Design Course – 8 hrs

Washington State EMD, conducted locally

- G-108: Public Assistance (State procedures)
- G-191: ICS/EOC Interface
- G-557: Rapid Needs Assessment/Preliminary Damage

Locally by multiple agencies, or online as Independent Study

- ICS-100 (IS-100b) Introduction to ICS
- ICS-200 (IS-200) ICS for Single Resources & Initial Action Incidents
- NIMS 700 (IS-700.a): NIMS, An Introduction

Recommended Emergency Preparedness Training

- NIMS 800.b (IS-800): Introduction to the National Response Framework

Locally by multiple agencies, classroom only

- ICS-300: (classroom only) Intermediate ICS (pre-reqs)
- ICS-400: (classroom only) Advanced ICS (pre-reqs)
- ICS-402/G402: ICS Overview for Executives and Senior Officials

Classroom or online Independent Study

- IS-546.a/Classroom: Continuity of Operations Awareness Course (pre-req for 547)
- IS-547.a/Classroom: Introduction to COOP
- 908 (IS 908): Emergency Management for Senior Officials
- IS-120.a: An Introduction to Exercises
- IS-130: Exercise Evaluation and Improvement Planning
- IS-139: Exercise Design

Online Independent Study Only

COOP

- IS-520: Introduction to COOP Planning for Pandemic Influenzas – 1 hr
- IS-522: Exercising COOP for Pandemics – 8 hrs
- IS-524: COOP Planner's Workshop – 5 hrs
- IS-548: COOP Program Manager – 4 hrs
- IS-551: Devolution Planning – 2 hrs
- IS-545: Reconstitution Planning Course – 4 hrs
- IS-523: Exercising Continuity Plans for Cyber Incidents – 3 hrs
- IS-526: Mission Essential Functions Workshop (COOP) – 6 hrs

Recommended Emergency Preparedness Training

Emergency Management

- IS-1.a: Emergency Manager, an orientation to the position – 6 hrs*
- IS-27: Orientation to FEMA Logistics – 4 hrs
- IS-10: Animals in Disaster, Module A – Awareness and Preparedness
- IS-11: Animals in Disaster, Module B – Community Planning
- IS-100.PWb (ICS-100) for Public Works Personnel – 3 hrs
- IS-197.EM: Special Needs Planning Considerations – Emergency Management
- IS-201: Forms used for Development of the Incident Action Plan – 2 hrs
- IS-230.d: Fundamentals of Emergency Management – 6 hrs
- IS-235.b: Emergency Planning – 10 hrs
- IS-240.b: Leadership and Influence – 3 hrs
- IS-241.b: Decision Making and Problem Solving – 2 hrs
- IS-242.b: Effective Communications – 8 hrs
- IS-288: The Role of Voluntary Agencies in Emergency Management
- IS-366: Planning for the Needs of Children in Disasters
- IS-29: Public Information Officer Awareness – 2.5 hrs
- IS-42: Social Media in Emergency Management – 3 hrs
- IS-318: Mitigation Planning for Local and Tribal Communities – 12 hrs
- IS-340: Hazardous Materials Prevention – 10 hrs
- IS-368: Including People with Disabilities... in Disaster Operations – 2 hrs
- IS-393: Introduction to Hazard Mitigation – 10 hrs
- IS-554: Emergency Planning for Public Works – 3 hrs
- IS-558: Public Works and Disaster Recovery – 3 hrs
- IS-632.a: Introduction to Debris Operations – 2 hrs
- IS-634: Introduction to FEMA's Public Assistance Program – 4 hrs

Recommended Emergency Preparedness Training

- IS-702.a: Public Information Systems – 3 hrs
- IS-706: Intrastate Mutual Aid – 2.5 hrs
- IS-775: EOC Management and Operations – 4 hrs
- IS-801 thru IS-813: Emergency Support Functions (ESF) #1-13 - .5 hrs each
- IS-906: Workplace Security Awareness – 1 hr
- IS-907: Active Shooter: What You Can Do – 1 hr
- IS-42: Social Media in Emergency Management – 3 hrs