

Cowlitz County
Comprehensive
Emergency Management Plan

BASIC PLAN
SECTION

Cowlitz County Sheriff's Office
Department of Emergency Management

April 2019

DEFINITIONS

The following definitions establish and define essential terms used throughout this document. They are included here for the convenience of the reader.

Comprehensive Emergency Management Plan (CEMP): The plan developed by the Cowlitz County Department of Emergency Management and participating entities, addresses the mitigation, preparedness, response, and recovery activities associated with emergency/disaster situations.

Cowlitz County: Denotes the entire geographic area of Cowlitz County including the cities of Castle Rock, Kalama, Kelso, Longview and Woodland.

Cowlitz County Government: A generic term to denote any and all Cowlitz County Government under the direction and authority of the Board of County Commissioners (BOCC). Example: Public Works and other county departments. This definition also includes elected officials of Cowlitz County government (i.e. Auditor, Coroner, and Sheriff).

City Governments: A term to denote the five incorporated cities of Castle Rock, Kalama, Kelso, Longview and Woodland.

Governmental Entity or Entities: A generic term to denote any and all government or government affiliated offices, departments, divisions, agencies, districts, and municipalities located within Cowlitz County as identified in this Comprehensive Emergency Management Plan (CEMP).

Non-Governmental and Private Organizations: Private entities and signatories to Emergency Support Functions (ESF) and have a designated responsibility for carrying out provisions within the CEMP, e.g., Red Cross, Salvation Army, and the Humane Society.

Emergency or Disaster: Emergency or disaster shall mean an event or set of circumstances which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to a stricken community overtaken by such occurrences, or reaches such a dimension or degree of destructiveness as to warrant the Board of County Commissioners to declare a local emergency pursuant to RCW 36.40.180 and 38.52.070. Emergency or disaster is NOT an incident that requires a normal police, coroner, fire, rescue, emergency medical, utility or public works response.

Emergency Operations Center (EOC): A site designated from which local government officials can coordinate emergency support and coordination for on-scene responders. The EOC supports direction, command & control, and response and recovery priorities as established by Incident Command and coordinates needed and identified resources upon request of local agencies and/or Incident Command responding to the emergency or disaster.

Emergency Management Zone (EMZ): A facility of a Government Entity for coordination of local disaster activities. The jurisdiction's decision makers (e.g., appointed/elected officials, key operations staff) conduct localized operations and

coordinate with the jurisdiction's liaison in the Cowlitz County EOC.

ACRONYMS USED

BOCC	Cowlitz County Board of County Commissioners
CCDEM	Cowlitz County Department of Emergency Management
CCSO	Cowlitz County Sheriff's Office
CCHD	Cowlitz County Health Department
CEMP	Comprehensive Emergency Management Plan
ACC	Agency Coordination Center
EAS	Emergency Alert System
EMS	Emergency Medical Services
EMZ	Emergency Management Zone
EOC	Cowlitz County Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HIVA	Hazard Identification and Vulnerability Assessment
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
MCI	Mass Casualty Incident
NAWAS	National Warning System
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
SAR	Search & Rescue
SOP	Standard Operating Procedures
WSEMD	Washington State Emergency Management Division
WSEOC	Washington State EOC
9-1-1 Comm	Cowlitz County 9-1-1 Communications Center

TABLE OF CONTENTS

I.	Introduction	6
	A. Mission	6
	B. Purpose	6
	C. Scope	6
	D. Plan Approval	6
	E. Organization	7
II.	Policies	7
	A. Authorities	7
	B. Assignment of Responsibilities	8
	C. Limitations	9
	D. Non-discrimination	9
III.	Situation	9
	A. Emergency Conditions and Hazards	9
	B. Planning Assumptions	10
IV.	Concept of Operations	12
	A. General	12
	B. Emergency Management Concepts	13
	C. Direction, Control, and Coordination	14
	D. Emergency Coordination Facilities	17
	E. Hazard Mitigation	18
	F. Preparedness	19
	G. Response	20
	H. Damage Assessment	21
	I. Recovery	21
	J. Resources	22
V.	Cowlitz County Government	22
	A. General	22
	B. Responsibilities – General	23
	C. Responsibilities – Specific	24
VI.	City Governments	36
	A. General	36
	B. Responsibilities – General	36
	C. Responsibilities – Specific	37
VII.	Other Government Entities & Organizations	38
	A. General	38
	B. Responsibilities	38
VIII.	State/Federal Responsibilities	41
	A. State	41
	B. Federal	41

IX. Plan Maintenance.....42
 A. Review 42
 B. Revision..... 42
 C. Training & Exercises 43

X. References44

XII. Approvals and Concurrences45

COWLITZ COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN BASIC PLAN

I. INTRODUCTION

A. Mission

To provide an effective emergency organization and resources to minimize the impacts of emergencies and disasters on the people, property, environment, and economy of Cowlitz County, Washington.

B. Purpose

The purpose of this plan is to provide effective guidance to mitigate, prepare for, respond to and recover from natural, human-caused or technological emergencies and/or disasters in Cowlitz County. To accomplish this, the plan describes a comprehensive program that defines who does what, when, where and how. A major goal of the plan is to facilitate restoration of basic government operations following disasters as defined in the *Cowlitz County Hazard Identification and Vulnerability Assessment (HIVA)*.

C. Scope

This plan addresses the emergencies and disasters likely to occur as described in the *Cowlitz County Hazard Identification and Vulnerability Assessment (HIVA)* and outlines:

1. Functions, authorities and responsibilities of the Cowlitz County Department of Emergency Management (CCDEM), county/city agencies, special districts, volunteer organizations, commissions, boards and councils.
2. How the emergency management plans and programs of the State of Washington, the emergency management jurisdictions within the county and surrounding jurisdictions, and the federal government are coordinated.
3. Use of government, private sector and volunteer resources.
4. Training and educating of the public, the business community, government agencies and volunteers.
5. The importance of citizen disaster preparedness and self-sufficiency.

D. Plan Approval

The Basic Plan and Appendices will be approved by the Board of County Commissioners. The Emergency Support Functions (ESFs) will be approved

by the functional lead agency or agencies with the concurrence of applicable support agencies.

E. Organization

1. Cowlitz County Ordinance #04-008 establishes the Cowlitz County Department of Emergency Management (CCDEM) in accordance with directives in RCW 38.52.070. The department is a division of the Cowlitz County Sheriff's Office and is operated by a full-time director appointed by the Cowlitz County Sheriff. CCDEM provides emergency management services to unincorporated Cowlitz County and the five (5) incorporated cities in the county (Castle Rock, Kelso, Longview, Kalama, and Woodland).
2. The Cowlitz County Emergency Management Advisory Council (EMAC), made up of representatives of the contracting jurisdictions, reviews agency operations and may make recommendations to the Director. The Director of the CCDEM is an ex-officio member of the Council and shall administer the agency.
3. Normal day-to-day organizational structures and chains-of-command will be maintained to the greatest extent possible in government and supporting organizations.

II. POLICIES

A. Authorities

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

1. Local
 - a. Cowlitz County Ordinance #04-008 codified in Cowlitz County Code Chapter 7.10 "Emergency Management".
 - b. The Interlocal Emergency Management Agreement for emergency management services entered into by Cowlitz County and the cities of Longview, Kelso, Castle Rock, Kalama and Woodland (the Cities) on March 9, 1987.
2. State
 - a. Revised Code of Washington (RCW): Chapter 38.52, Emergency Management,
 - b. Revised Code of Washington (RCW): Chapter 38.54, Fire Mobilizations,

- c. Washington Administrative Code (WAC) Title 118-30, Emergency Management.
 - d. Revised Code of Washington (RCW): Chapter 49.60, Discrimination - Human Rights Commission
 - e. Revised Code of Washington (RCW): Chapter 38.56, Intrastate Mutual Aid System
 - f. Revised Code of Washington (RCW): Chapter 40.14, Preservation and Destruction of Public Records
 - g. SSB 5046, providing public notices of public health, safety, and welfare in a language other than English
3. Federal
- a. Federal Civil Defense Act of 1950, Public Law 920, as amended.
 - b. Improved Civil Defense 1980, Public Law 96-342.
 - c. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974, Public Law 93-288, as amended.
 - d. Title III, Superfund Amendments and Re-authorization Act of 1986
 - e. Presidential Policy Directive PPD-8, National Preparedness
 - f. Public Law 110-325, ADA Amendment Act of 2008
 - g. Public Law 109-308, Pets Evacuation and Transportation Standards Act of 2006
 - h. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
 - i. Public Law 88-352, Civil Rights, Non-Discrimination Act
 - j. Homeland Security Presidential Directives (HPD) 5 and 8

B. Assignment of Responsibilities

1. Agency and Organizational Responsibilities

This plan provides functional assignments to Cowlitz County & City Governments, special districts, and other organizations as agreed upon by such agencies.

Emergency Support Functions (ESFs) have been established to designate mitigation, preparedness, response and recovery activities for specific emergency management functions, for example: "Transportation," "Law Enforcement," "Fire Services," "Mass Care," and "Communications and Warning." Each ESF will have one or more primary agencies. A primary agency has the responsibility, at a minimum, to coordinate planning efforts within the functional areas. Each ESF also has "support agencies" which are responsible to assist the primary agency in completing tasks.

ESFs 1-15 correspond to the scope and format of the National Response Framework (NRF), and the Washington State Comprehensive Emergency Management Plan.

2. Citizen Preparedness

Due to the nature of disasters, the county and the cities that are signatories to this plan may be limited in their response and recovery capabilities. Citizens are encouraged to be self-sufficient for two weeks, but at least at a minimum be prepared to self-sustain for a 72-hour period should an emergency or a disaster occur.

C. Limitations

No guarantee of a perfect response is expressed or implied by this plan or any of its Appendices, Emergency Support Functions, implementing instructions, or procedures. Since Cowlitz County and City Government assets and systems are vulnerable to natural and technological disaster events, they may be disrupted or overwhelmed. Cowlitz County and City Governments can only attempt to make every reasonable effort to respond based on the situation, information and resources available at the time of the disaster.

D. Nondiscrimination

It is the policy of the Cowlitz County Government that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability. No special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State agreement for major disaster recovery will be carried out in accordance with Title 44 CFR, Section 205.11 Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

III. SITUATION

A. Emergency Conditions and Hazards

1. Emergencies or disasters may occur in Cowlitz County at any time causing human suffering, injury, emotional crisis, death, public and private property damage, environmental damage, loss of essential

services, economic impacts to businesses, families and individuals, and disruption to local and state governments and other governmental entities.

2. Cowlitz County is vulnerable to natural hazards such as earthquakes, floods, windstorms, ice storms, wildland fires, volcanic eruptions, diseases, landslides, snowstorms, tornadoes and other natural hazards.
3. Cowlitz County is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, power outages, transportation accidents, dam failure, computer system failures, civil disorder, and acts of terrorism.
4. The growth of Cowlitz County increases the overall vulnerability of the community. Population growth strains government resources and increases the public's exposure to natural and human-caused hazards.
5. Cowlitz County has a significant population of elderly and disabled. These individuals will require special assistance in disaster situations.
6. The population of Cowlitz County includes residents with limited English proficiency. These populations may have difficulty responding to emergency alerts and warnings and will need special notifications and consideration.
7. The Cowlitz County *Hazard Identification and Vulnerability Assessment (HIVA)* provides detailed information and history on hazards in the county. It identifies the threat, assesses the county's vulnerability to the hazards, and provides the basis for this plan and the agency-specific emergency plans and procedures.
8. Emergencies or disasters that occur outside of Cowlitz County and Washington State have the potential to negatively impact the county.
9. Any hazards listed in the HIVA may produce secondary hazards. For example, earthquakes may cause fires, hazardous materials releases, and landslides.

B. Planning Assumptions

Preparedness

1. Emergency plans and procedures have been prepared by those emergency response agencies having primary operational responsibilities. These plans are evaluated and updated as needed.
2. Cowlitz County Government departments will, within their capabilities, prepare for disasters to ensure continuity of government and to mobilize in support of response agencies.

3. Cowlitz County Government departments have a facility emergency plan. The purpose of the facility emergency plan is to provide for the safety of the occupants of the facility.
4. City Governments will, within their capabilities, prepare for emergencies and disasters to ensure continuity of government and to mobilize support of response agencies. The City Governments may develop their own internal plans that complement this plan.

Response

1. Some emergencies or disasters will occur with enough warning to allow some level of notification and preparation. Other situations will occur with no advanced warning.
2. Priority of response will be the protection of life, the stabilization of the emergency situation, and the protection of critical facilities, public property and the environment.
3. Emergency medical facilities and services may be overloaded with a possible shortage of supplies and response personnel.
4. Local government entity officials recognize their responsibilities with regard to public safety and may choose to invoke emergency powers granted to them under RCW 38.52.070 in the implementation of this plan.
5. In responding to a disaster, the Board of County Commissioners (BOCC) is prepared to implement the provisions of RCW 38.52.110 regarding utilization of public and private resources.
6. There may be a delay in activating the Emergency Operations Center (EOC) due to unforeseen circumstances.
7. Communication systems may be damaged, or rapidly become overloaded, severely limiting the capability for emergency responders to communicate.
8. Assets and systems may be overwhelmed, especially during the first days (maybe weeks) of a disaster. Accordingly, citizens, businesses and industry will need to utilize their own resources. It is necessary for them to be self-sufficient for 72-hours, preferably for two weeks.
9. A terrorist attack upon critical facilities of the United States is considered a possibility. An attack may occur in a large population area in Washington or Oregon or at one of the airports or ports. Cowlitz County may be directly or indirectly impacted, or required to provide support assistance. In acts of terrorism, it is unlikely there will be advance warning.
10. In situations not specifically addressed in this plan, it is anticipated the

governmental entities and private organizations will improvise and carry out their responsibilities to the best of their abilities under the circumstances.

IV. CONCEPT OF OPERATIONS

A. General

1. The National Incident Management System (NIMS) will be used to manage all emergencies within Cowlitz County (BOCC Resolution #05-147). All personnel should be trained in NIMS according to the compliance requirements issued by FEMA via the Washington State Emergency Management Division.
2. Emergency Management in Cowlitz County is conducted under the universally accepted phases of emergency management: mitigation, preparedness, response and recovery.
3. Interagency resource coordination and planning takes place at the Cowlitz County Emergency Operations Center (EOC). The EOC serves the cities of Longview, Kelso, Castle Rock, Kalama, Woodland and unincorporated Cowlitz County which includes the communities of Ryderwood, Toutle, Silver Lake, Cougar, Yale, Carrolls, Rose Valley and Lexington. The EOC is maintained by CCDEM and is activated when interagency coordination is necessary. Overall coordination of emergencies or disasters affecting multiple jurisdictions will normally be conducted at the Cowlitz County EOC. CCDEM and the EOC operate at three (3) activation levels:
 - * Level 3: Normal CCDEM operation; office staffed during normal workhours; outside normal workhours a Duty Officer is available 24/7 via cellphone.
 - * Level 2: Partial activation of the EOC; only certain (ICS) positions in the EOC are staffed (e.g., Public Information and Planning in response to winterstorm road closures).
 - * Level 1: Full activation of the EOC; all EOC positions (ICS positions) are staffed in response to a major emergency/disaster (serious flooding or severe wildfire with evacuations, earthquake, etc.).
4. Disaster management priorities will be determined by command officials and will be based on information available at the scene. For planning purposes, the following priorities are established:
 - a. Protect human life and health.
 - b. Protect public property, infrastructure, and private property.
 - c. Provide assistance to individuals to protect private property consistent with constitutional requirements, county functions and funding.
 - d. Protect the environment.
 - e. Develop and disseminate public information.
 - f. Restore essential services and facilities.
 - g. Minimize economic disruption to the community

5. Cowlitz County and City Governments must deplete all local resources, public and private before requesting resources from the State. If a disaster response exceeds local capabilities, the EOC will request assistance from WSEMD. Assistance may be requested with or without a formal Local Declaration of Emergency or Declaration of Disaster.
6. When the severity of the situation so dictates, and Cowlitz County and City Government resources are, or are about to become depleted, the CCDEM will coordinate resource support with other cities, special districts, and allied organizations at the EOC. The EOC will coordinate state or federal resources as necessary.
7. Chapter 38.52.070 of the Revised Code of Washington directs the establishment of a local organization for emergency management in accordance with the state emergency management plan and program. Through the Interlocal Emergency Management Agreement, the responsibility for emergency management coordination for the Cowlitz County and City Governments is given to the CCDEM. The CCDEM is managed by a Director who is responsible to the Sheriff for the administration and overall coordination of the emergency management program for Cowlitz County.
8. CCDEM is the lead agency for evaluating a situation together with Incident Command to determine if a declaration of emergency is necessary. If a declaration of emergency is deemed necessary, CCDEM, in consultation with the Prosecuting Attorney's Office, will generate the declaration of emergency for the approval and signature of the Board of County Commissioners and/or the City Councils of the five incorporated cities.
9. A declaration of emergency may be issued to:
 - a. Authorize extraordinary measures and the mobilization of Cowlitz County and City Government resources.
 - b. Authorize expedited purchasing and contracting, including bypassing hearings and competitive bid processes.
 - c. Authorize requests for state and federal disaster resources and/or funding.
 - d. Encourage or support a State declaration of emergency.

B. Emergency Management Concepts

1. Mutual aid agreements are encouraged between agencies of like discipline. Mutual aid will be requested and employed between Government Entities of Cowlitz County prior to requesting additional resources from other agencies.
2. The Cowlitz County and City Governments have two objectives in emergency management. The first is to ensure the continuity of

government and the organization's legally mandated mission. The second is to fill a primary or supporting role in an Emergency Support Function (ESF) where assigned.

3. The CCDEM Director is responsible for coordinating actions to increase emergency readiness in the event that advance information of a potential threat is received, and for providing immediate warning of an impending natural disaster, if available.
4. The Cowlitz County and City Governments and other Government Entities of Cowlitz County with responsibilities assigned in this plan shall appoint a liaison and alternate to serve as a department liaison to CCDEM and other response agencies for the coordination of emergency and disaster-related resources and assets.
5. The disaster functions of Governmental Entities and private organizations with responsibilities presented elsewhere in this plan, will generally parallel their normal, day-to-day activities.
6. The response to a disaster will generally be in accordance with measures outlined in the Emergency Support Functions (ESF) written in support of, and consistent with, this plan.

C. Direction, Control, and Coordination

RCW 38.52.070, the Cowlitz County Interlocal Emergency Management Agreement, and Cowlitz County Code 7.10, outline the direction and control of emergency management activities within Cowlitz County. These duties and responsibilities rest with the Board of County Commissioners (BOCC), the Sheriff, and the mayors/city managers & city councils of the City Governments. They exercise these powers through their designated Director of Emergency Management.

EOC staffing is scalable and depends on type of incident and needs for support. However, regardless of the size/type/etc. of the incident, the basic operational set-up of the EOC remains the same - an adapted ICS-style as part of the Multi-Agency Coordination System together with Incident Command, and Policy Group. The position-specific EOC duties are outlined in position-based standard operating procedures for each position and kept current for each of these EOC positions.

EOC MANAGEMENT AND EOC STAFF

The EOC Staff is comprised of EOC Manager, Public Information Officer, Safety Officer and Liaison Officer as well as Chiefs of the Coordination Section (consisting of appropriate ESF representatives), Planning Section, Logistics Section and Finance Section.

The EOC Manager is responsible to the Policy Group (which at least includes County Commissioners and appropriate elected or appointed officials) for

periodic updates to maintain the Group's situational awareness and common operating picture throughout the duration of the EOC activation.

The Board of County Commissioners is responsible for countywide policy decisions during times of emergency or disaster, or in anticipation of large-scale emergencies or disasters. The BOCC may also consider to request the activation of the Region 4 (Cowlitz, Clark, Skamania, and Wahkiakum County) Multi-Agency Coordination Group - MAC-G - in order to ensure such policy decisions are somewhat in tune with our neighbors'. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated.

The day-to-day organizational structure of County departments will be maintained as much as practical during emergency and disaster operations. Each department shall have a line of succession to the supervisor.

EOC AUTHORITY TO ACTIVATE

The EOC may be activated to any level deemed appropriate for the level of emergency or disaster operations by the Emergency Management Director, by the Sheriff, by Incident Command, or the BOCC.

Initial staffing of the EOC will be provided by CCDEM and EOC volunteers. Upon ramping up to a higher level of activation, staff will be augmented by pre-identified and trained County personnel as well as additional Emergency Worker volunteers.

Incident Command or Area Command at an Incident Command Post (ICP) will keep the EOC informed of their situation and activities in coordination with the EOC.

The on scene Incident Command's responsibility is direction and control at the scene of the incident, and to

- Assess the situation.
- Establish incident priorities, develop incident objectives, and incident action plans.
- Ensure safety issues are addressed.
- Contact appropriate agencies, dispatch, or the EOC to request necessary resources.

As deemed necessary, Unified Command may be implemented. Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single Incident Action Plan. Each participating agency maintains its authority, responsibility, and accountability.

AUTHORITY TO REQUEST EOC ACTIVATION

In addition to the officials that may activate the EOC, the following County personnel *may request activation* of the EOC:

- Any Department Director
- Fire Service Personnel (if IC on scene)
- Sheriff Department Personnel (if IC on scene)
- Public Works Department Personnel (if IC on scene)

PROCEDURE TO REQUEST EOC ACTIVATION

To activate the EOC, the requestor will notify CCDEM during office hours directly, or its 24/7 duty officer via the 911-Center during nights and weekends. Once activated, the Washington State Notification and Warning Center will be notified of the activation level of the Cowlitz County EOC.

COORDINATION

The Cowlitz County EOC is the lead agency for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies within Cowlitz County. In the event of a large-scale emergency affecting a widespread area, the Cowlitz County EOC will be activated to provide coordination of activities and resources.

Communications during an emergency or disaster will be through communications systems currently established within the County and city organizations. Backup and supporting communication activities will be provided by the volunteer radio operators of the Cowlitz Auxiliary Communications Support Team as assigned through CCDEM or the EOC.

Emergency warning and public information will be communicated to citizens via one, some, or all of the following means: the Emergency Community Notification System (ECNS - "AlertSense"), social media (Facebook, predominantly), Emergency Alert System (EAS), media releases via Flash-Alert - and systems like IPAWS and WEA, once available.

REQUEST FOR EMERGENCY ASSISTANCE

In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Director of Emergency Management, or their designee will request additional resources through the Washington State EOC using the WAMAS concept. Requests to the Governor to declare a State of Emergency are made by the BOCC. This proclamation by the Governor is necessary to obtain federal disaster relief funds.

D. Emergency Coordination Facilities

County and City Governments

1. The on-scene coordination facility will be referred to as the "Incident Command Post" (ICP). In accordance with ICS, there will typically be only one incident command post for any incident in a defined area. The Incident Commander (IC) may establish support facilities such as staging areas, bases, camps and other facilities. More than one incident scene with a dedicated ICP will be managed and coordinated under the concept and ICS-principles of "Area Command."
2. The Cowlitz County Emergency Operations Center (EOC) is located in the basement of the Hall of Justice at 312 S.W. 1st Avenue, Kelso, WA 98626. If circumstances require, an alternate site may be chosen. When activated during a disaster or emergency, the EOC is where response and recovery activities are coordinated and supported.
3. EOC activation will be carried out at one of the three activation levels, depending on the scale of the emergency.
 - a. Level 3: Routine Operations of EOC by CCDEM – This refers to any incident that warrants a routine response which may involve utilization of mutual aid resources. An on-scene Incident Commander may ask CCDEM/EOC to carry out select functions in support of field response. For example, the Incident Commander may need assistance with public information/notification or planning.
 - b. Level 2: Enhanced EOC Operations – The incident situation currently is or has the potential to go beyond the capability of a single jurisdiction and/or one operational period. The incident may involve a larger number of organizations and may require significant resource mobilization. The EOC would be activated and select EOC-Positions would be staffed by CCDEM personnel, key public safety organizations, and volunteer organizations based on the nature, scope and location of the incident.
 - c. Level 1: Full Operations – Major disaster. Full mobilization of Cowlitz County resources is warranted. This level may require assistance from the region and the State. EOC will be at full staffing and may gear up for long-term operations.

Overall coordination and support of emergencies or disasters affecting multiple jurisdictions will normally be conducted at the Cowlitz County EOC.

4. Emergency Management Zones (EMZ)

A City Government impacted by the disaster may activate their internal Emergency Management Zone (EMZ) to coordinate that jurisdiction's activities. If an emergency or disaster affects a single jurisdiction, the response and recovery activities should be coordinated from the affected jurisdiction's EMZ or a Command Post. Once an EMZ is established, it becomes the single point of contact for the resources and needs of that City Government.

At the request of the affected jurisdiction, the EOC may be activated to provide support to the EMZ. If requested, a liaison from the EMZ will be assigned to the EOC to provide coordination.

5. Individual Cowlitz County and City Government departments may establish Departmental Coordination Centers (DCC). A DCC is a facility where all the resources of an individual department may be organized. Once a DCC is established, it becomes the single point of contact for the resources of that department. If requested, a liaison from the DCC will be assigned to the EOC to provide coordination.

State

Washington State Emergency Management Division (WSEMD) maintains the state Emergency Operations Center (WSEOC) from which coordination of the State's actions during an emergency or disaster occurs. The State EOC is located in Camp Murray and has a 24-hour warning and communications capability.

Federal

The federal government, through the Federal Emergency Management Agency (FEMA), under the authority of the National Response Framework (Public Law 93-288, as amended), will establish a disaster field office to coordinate federal resources. FEMA may establish disaster recovery centers and other facilities closer to impacted areas.

E. Hazard Mitigation

The reduction or elimination of hazards is the preferred strategy for preparing for disasters and emergencies. When possible, this strategy should be employed during day-to-day operations in an effort to be prepared.

1. Hazard mitigation is defined as any action taken to reduce or eliminate a hazard occurring and includes actions to postpone, dissipate, or lessen the effects of a hazard. Hazard mitigation may also be referred to as "prevention", or "disaster resistance". Hazard mitigation projects are the most effective and proactive way to protect life and property, and the environment from natural and human-made disasters.

Hazard mitigation includes such activities as:

- a. Removing or eliminating a hazard.
 - b. Minimizing the impact of the hazard on the community.
 - c. Segregating the hazard from that which is to be protected.
 - d. Reducing the likelihood of the hazard occurring.
 - e. Hardening or securing of structures and facilities at risk.
 - f. Identifying hazard-prone areas and developing standards for prohibited or restricted use.
 - g. Securing adequate insurance.
 - h. Hazard warning and population protection.
 - i. Conducting training and education, emergency planning, and exercising.
2. Cowlitz County Government departments will, as appropriate and as opportunities allow, implement disaster mitigation strategies in growth management, regional transportation planning, flood control, zoning ordinances, building codes, and in other available sectors.
 3. Section 406 of Public Law 93-288 - as a condition to receiving federal disaster aid - requires that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that local government recipients of federal disaster aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.
 4. Mitigation is a major program focus of FEMA. FEMA has mitigation programs that may provide pre-disaster and post-disaster funding for eligible projects. Cowlitz County participates in this program and has an approved Hazard Mitigation Plan on file with FEMA and WSEMD.

F. Preparedness

It is the policy of the Cowlitz County Government that the head of each department is responsible for the following:

1. Establishing policies and procedures for
 - a. Department chain of command and succession of authority.
 - b. Re-establishing department operations during or after incident (Continuity Of Operations Plan - COOP).
 - c. The management of human and material resources in support of emergency operations.
 - d. Documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.

- e. The identification and preservation of essential department records.
2. Where applicable, developing and maintaining mutual aid agreements with like organizations.
3. Identifying, obtaining, and maintaining necessary equipment and supplies needed to manage department emergency activities.
4. Keeping an updated inventory of key department personnel, facilities, and equipment resources.
5. Training employees on emergency plans and procedures.
6. Participating in emergency management training (including ICS), drills, and exercises as needed to maintain readiness.
7. Appointing an emergency liaison and alternates to work with CCDEM in the development and maintenance of this plan, department procedures, and other emergency coordination functions.
8. In consultation with CCDEM, assigning agency representatives to work in the EOC as necessary.
9. Providing CCDEM with 24-hour contact information for department.

G. Response

1. Disaster response is the provision of services during a disaster. Response efforts help reduce injuries and casualties, minimize property damage, and assist in the recovery process. Response includes such activities as:
 - a. Providing warning and emergency public information/notification about impending or occurring emergencies to the "Whole Community."
 - b. Mobilizing necessary first responders (law enforcement, fire, EMS, public works, public health, registered volunteers, etc.).
 - c. Activating an Incident Command Post (ICP), the EOC, an EMZ, and/or a DCC, as dictated by the nature and scope of the emergency or disaster.
2. It is the policy of the Cowlitz County Government that each elected official and department head is responsible for the following:
 - a. Informing CCDEM of any hazards or potential hazards that may impact life, property, or the environment.
 - b. Assessing the impact of emergency events on personnel, clients, facilities, equipment, and capabilities and take action to provide for employee health and safety.
 - c. Reporting damage assessment information on a continuing basis, and as appropriate to CCDEM or EOC. Departments with disaster response functions should report on their ability to respond.

- d. Mobilizing all organizational resources to support the emergency management function of the county and fulfill the responsibilities outlined in the Department's emergency support functions.
- e. Making staff available, when requested by CCDEM, for emergency assignments, such as EOC activities, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.
- f. Keeping complete records of costs, expenditures, overtime, repairs and other disaster-related expenditures.
- g. Providing basic NIMS training for personnel – Basic ICS-Combo (100, 200, 700) course, or at the very minimum the online courses IS-100, IS-200, and IS-700 (<http://training.fema.gov/IS/crslist.aspx>)

H. Damage Assessment

1. As soon as practicable, after the onset of a disaster, all Cowlitz County Government Departments will provide a damage assessment report to CCDEM/EOC. This report will include:
 - a. Report of any injuries or fatalities
 - b. Assessment of facility damage
 - c. Operational status
 - d. Priority needs
2. Departments will regularly update damage assessment information as needed and/or requested.

I. Recovery

1. Recovery may involve short-term and long-term activities. Short-term activities involve the restoration of vital services and the provision of government services. Long-term recovery involves restoring the community to a normal pre-disaster condition. Mitigation strategies should be considered for implementation during the recovery process.
2. The Cowlitz County EOC may be used as a recovery coordination center as long as there are no on-going or new response activities.
3. CCDEM is responsible for completing the Preliminary Damage Assessment (PDA).
4. The Board of County Commissioners may request, through a Declaration of Emergency, that the Governor request a Presidential Disaster Declaration. A Presidential Declaration will normally list counties that are included in the declaration and that are eligible for relief through federal programs.
5. If Cowlitz County is included in a Presidential Disaster Declaration, Cowlitz County will be eligible for assistance through the Public Assistance and/or the Individual Assistance Program. The Individual Assistance Program provides assistance to eligible individuals and

businesses. The Public Assistance Program provides assistance for eligible public, tribal, and non-profit organizations.

6. If Cowlitz County is not included in a Presidential Declaration of Disaster, there may be other sources of recovery assistance available through FEMA, the Small Business Administration, and other state and federal programs.
7. Administrative Services / Office of Financial Management will coordinate the preparation of cost recovery documentation and will be the County's agent for the reimbursement of costs.
8. Cowlitz County, City Governments, and other Government Entities may need to establish an unmet needs committee to provide recovery assistance to those in need of assistance in addition to that available from the federal government. Cowlitz County community-based organizations (e.g., CAP - Community Action Program, Red Cross, Salvation Army, Faith Community, etc.) should be incorporated into the ad-hoc unmet needs committee.

J. Resources

Each Cowlitz County Government department should assess resource needs and availability for disaster situations. It should consider personnel, equipment, facilities, critical business functions and operations, and materials for life and family protection.

1. A resource inventory should be maintained and kept current.
2. A method should be established for resource coordination and integration among responding agencies, departments, and individuals.
3. The need for mutual aid should be determined and agreements established, preferably written, and referenced in the agency emergency management plan.
4. Where resources are provided to other agencies in an emergency, payment for these resources shall be the responsibility of the borrowing agency, unless other arrangements have been or are made.
5. Contracts for additional resources identified as being necessary to fulfill the agency's response role during an emergency or disaster should be in place prior to the emergency or disaster.

V. COWLITZ COUNTY GOVERNMENT

A. General

All Government Entities of Cowlitz County and certain private organizations have disaster responsibilities in addition to their routine duties. Specific anticipated responsibilities for the offices and departments within the Cowlitz

County Government are outlined below. Organizations not part of Cowlitz County Government will provide support in accordance with their individual requirements, capabilities, emergency response plans and the ESFs they have functional or support duties to perform.

There may be times when incident/events do not proceed as anticipated. As circumstances require, additional responsibilities, that are not listed here, may be assigned to the Cowlitz County Government offices and departments.

B. Responsibilities – General (For all Cowlitz County Government Offices & Departments):

1. As directed by the Cowlitz County Board of County Commissioners in the Executive Order promulgating this plan, all Cowlitz County Government Offices/Departments and organizations are designated the responsibility for providing personnel and equipment in support of disaster mitigation, preparedness, response, and recovery upon the request of the Cowlitz County Sheriff's Office/Department of Emergency Management (CCSO/DEM) in compliance with RCW 38.52.110 and in support of this plan.
2. In order to carry out the responsibilities designated above, each Cowlitz County Government department director/elected official is responsible to:
 - a. Establish an emergency organization within the department/office, ready and capable of fulfilling disaster missions, as provided in this plan.
 - b. Appoint division liaisons and alternates to coordinate with the CCDEM in the development and maintenance of this plan and department procedures.
 - c. Establish a policy to allow for 24-hour contact to activate department responsibilities.
 - d. Establish policy and procedures for the identification and preservation of essential department records.
 - e. Establish policy and procedures for documentation of disaster costs and establish administrative methods to keep accurate disaster expenditure records.
 - f. Maintain an updated inventory of key departmental personnel, facilities, and equipment resources.
 - g. Establish policy and procedures for departmental chain of command and succession of authority.
 - h. Review NIMS/ICS requirements and provide adequate training for departmental personnel according to FEMA guidance.
 - i. Complete an annual review of their Department's responsibilities and assigned functions under this Plan and make written recommendations to the DEM Director for additions, changes or updates they consider important.

3. In the event of a disaster or major emergency, each Cowlitz County Government department/office is responsible for the following:
 - a. Assess the impact of the event on departmental personnel, clients, facilities, equipment, and capabilities.
 - b. Coordinate department resources through CCDEM or the activated EOC.
 - c. Work to restore department non-emergency service and capabilities as soon as possible.
 - d. Report assessment information to the CCDEM or the activated EOC on a continuing basis, as appropriate and/or requested.
 - e. Keep accurate records of costs, expenditures, overtime, repairs, and other disaster related expenditures.
 - f. Apply NIMS/ICS principles to manage all emergency and disaster activities.
 - g. Perform the duties related to the Emergency Support Functions (ESFs) in which they have a lead or support function.

C. Specific Responsibilities - for individual Cowlitz County Government Offices & Departments:

Cowlitz County Government offices/departments, officials and organizations are assigned specific disaster responsibilities in this plan based upon mandated functions and/or capabilities:

a. Assessor

- 1) Provide for the re-evaluation of property, land, and buildings, which have been damaged or destroyed by a disaster and deduct taxes from prorated amount.
- 2) Provide trained personnel to complete damage assessment as part of the Local-State-Federal Damage Assessment Team following a disaster.
- 3) Process applications for "Taxpayers Claim for Reduction of Assessment on Destroyed Real or Personal Property."
- 4) Compile private property information as required in Disaster Analysis Report for forwarding reports to State Division of Emergency Management through the CCDEM.
- 5) Provides staff and vehicles, as available and required, to support Emergency Management functions during emergencies/disasters.
- 6) Provide mapping and charting services through the GIS Department in support of emergency operations.

b. Auditor

- 1) Provide for the identification and preservation of essential records.
- 2) Ensure that disaster related expenditures are made in accordance with applicable laws and regulations.
- 3) Provide staff, as available and required, to support Emergency Management functions during emergencies/disasters.
- 4) Provide a method of meeting essential employee's payroll during times of disaster.

c. Board of County Commissioners

The BOCC is responsible for all policy making relating to emergency management activities. This responsibility is carried out as follows:

- 1) Provide overall direction and control of county emergency/disaster activities by maintaining liaison with CCDEM and/or the Emergency Operations Center and evaluating the emergency situation.
- 2) Complete local Declaration of Emergency when necessary.
- 3) Declare the County a disaster area and formally requests state and/or federal assistance through the governor when necessary.
- 4) Complete ordinances to establish policies or regulations necessary for public safety under emergency conditions.
- 5) Appropriate funds to fill emergency needs in accordance with RCW 36.40.180 & RCW 38.52.070.
- 6) Following the crisis period, establish priorities for immediate and long-term restoration of services and damage repair.

d. Clerk of the Court

- 1) Coordinate security and safe keeping of Superior Court records.
- 2) Provide staff, as available and required, to support emergency court operations during emergencies/disasters.
- 3) Coordinate restoration of the services of the Clerk's office in support of court operations.

e. Courts (Superior, District and Juvenile Court Services)

- 1) Develop internal contingency plans as considered necessary for the continuation of court services and functions.
- 2) Provide for the identification and preservation of essential court records.

f. Coroner

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

- 1) Acting in concert with law enforcement, coordinate the orderly recovery, identification and proper processing of remains, and arrange for ultimate release for internment.
- 2) Death notification of next of kin is under the authority and responsibility of the coroner. The coroner will provide guidance on delegation process.
- 3) Ensure security of personal effects of victims.
- 4) The county coroner may request supplemental assistance for the identification, movement, storage, and disposition of the dead if local resources are exceeded. Such requests are made through the CCDEM or EOC to the state, federal government, or military, through the WSEMD or the State Department of Health.

g. Prosecutor

- 1) Review the CEMP and provide legal advice to the CCDEM in the plan development.
- 2) Provide emergency legal advice and assistance to county departments.
- 3) Review emergency agreements, contracts, ordinances, and disaster related documents to assure compliance with legal requirements.
- 4) Provide for identification and preservation of essential records of the prosecutor's office.
- 5) Coordinate with the Office of Public Defense and/or court-appointed criminal defense attorneys, Corrections, and the Courts for the provision of continuity of the courts and Assigned Counsel representation for indigent clients.

h. Sheriff

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

Law enforcement units supplied by other levels of government will remain under the command of their parent agency; however, they will coordinate with, and serve at the pleasure of the requesting jurisdiction. Washington Mutual Aid Peace Officers Powers Act, RCW Chapter 10.93, empowers local law enforcement agencies to enter into letters of consent with law enforcement agencies in other jurisdictions commissioning officers to carry out law enforcement functions in another jurisdiction.

The Cowlitz County Sheriff has Letters of Consent and/or Mutual Aid Agreements on file with all contiguous and other counties, and many of the cities in the region. Under disaster conditions, the Sheriff is empowered to:

- 1) Provide for the identification and preservation of essential law enforcement records.
- 2) Assist in the warning process by relaying warning information. (Also, depending on the circumstances, may include public warning by house-to-house alert or use of hi-lo sirens or public address systems.) Assist in updating the warning plan by providing current law enforcement chain-of-command and telephone numbers.
- 3) Utilize law enforcement communication systems to augment emergency management communications during disasters and support EOC activities.
- 4) Evacuate persons from threatened or affected areas.
- 5) Provide direction and control for wilderness and urban search and rescue operations and coordination of organized volunteer units during disaster operations.
- 6) Control access to the disaster site including roadblocks, as required.
- 7) Enforce emergency regulations or ordinances enacted by the Board of County Commissioners to improve public safety.
- 8) Provide for crowd control/looting control.
- 9) Provide transportation for the movement of emergency supplies and victims.
- 10) Designate and provide an individual representing the agency to serve as liaison in the EOC to coordinate law enforcement or organized volunteer operations, as necessary or as requested.
- 11) May provide security support to the county EOC, if necessary, during operations.
- 12) The Sheriff is responsible for the development of law enforcement operational procedures that adequately address assigned emergency functions and establish operational priorities.
- 13) Monitor all expenditures and use of resources by all sections of the office to facilitate documentation of the overall disaster costs for possible reimbursement.
- 14) Provide support services staff to the EOC as requested.
- 15) Actively supervise the CCDEM through the appointed director.

i. Corrections

- 1) Develop internal disaster plans and procedures for the Cowlitz County Corrections Facility.
- 2) Coordinate with the Prosecutor, Courts, and the Office of Public Defense and/or court appointed criminal defense attorneys on the continuity of court operations during disasters.
- 3) Coordinate with the Sheriff's Office to develop evacuation plans for Corrections Department inmates.

j. Treasurer

- 1) Arrange for emergency funding.
- 2) Support agency for Administration and Finance.
- 3) Provide support services staff to the EOC as requested.

k. Administrative Services/Office of Financial Management

- 1) Establish a procedure/protocol for recording emergency purchases authorized by the County Commissioners.
- 2) Provide for essential county services including payroll operations, purchasing, emergency contracts, payments and mail delivery.
- 3) Provide fixed assets inventory as needed for damage assessment and equipment replacement in conjunction with General Administration.
- 4) Monitor all expenditures and use of resources during a disaster to facilitate documentation of overall disaster costs eligible for reimbursement.
- 5) Provide support services staff to the EOC as requested.

l. Animal Control Services (Humane Society)

The responsibility for animal control in unincorporated Cowlitz County is primarily the responsibility of the Sheriff. Within the five incorporated cities this responsibility primarily belongs to the police departments. The Humane Society of Cowlitz County has contracts with Cowlitz County and City Governments to provide varying levels of service depending on the jurisdiction. During the course of an emergency or disaster the Humane Society may provide the following services:

- 1) Provide public information about emergency and disaster considerations for the safety of pets.
- 2) Provide emergency (limited and/or temporary) shelter and feeding for animals/pets displaced by the disaster.
- 3) Provide support, to the degree available, to mass care facilities to transport/care for pets taken to the facilities under disaster conditions.
- 4) Provide information and/or services for the disposal of dead animals.
- 5) May establish animal/pet satellite locations, based on need.
- 6) The Humane Society will not handle game or wild animal problems. These concerns should be forwarded to the State Fish and Wildlife Department through the Washington State Patrol. The Humane Society has limited responsibility for domesticated farm animals but may assist on a case by case basis.

m. Building and Planning

- 1) Building Section
 - a) Provide technical information on damaged structures.
 - b) Serve as the lead agency for the inspection and declaration of unsafe buildings.
 - c) Coordinate the construction of, or the provision of, expedient temporary shelters when conditions are such that they warrant this action to ensure shelters meet specified safety standards. Dependent on local circumstances, this may involve a mass movement of mobile homes and/or recreational vehicles in specific areas to provide temporary shelter.
 - d) Issue building permits for reconstruction of damaged structures.
 - e) Provide for emergency repairs to the EOC to the extent such repair will keep the center operational.

- 2) Planning Section
 - a) Act as the lead agency for coordinating hazard mitigation activities as they relate to land use planning, natural resource management, the enforcement of codes, the inspection process, and the issuing of permits.
 - b) Coordinate information with the CCDEM that may have a direct effect on land use planning due to environmental or natural hazards.

n. Information Technology

- 1) Provide guidance and direction for protection of computer hardware and software.
- 2) Provide hardware and standard software support for the Emergency Operations Center (EOC).
- 3) Provide for the protection and restoration of essential county data.
- 4) Restore and maintain telephone and computer connections for county government.
- 5) Provide liaison from Facilities and/or Information Services to assist with maintaining or adjusting telephone and computer configurations to support the County's information needs, including Internet access.
- 6) Provide computers and network connections to support Administrative and Finance responsibilities.
- 7) Provide damage assessment of critical county computer services/equipment.
- 8) Provide or coordinate emergency repairs to computers.
- 9) Provide emergency repair or replacement of computers and business equipment.
- 10) Provide GIS support to CCDEM and/or the activated EOC,

including personnel.

o. Geographic Information Systems (GIS)

- 1) Provide general GIS and mapping support to CCDEM and/or the activated Emergency Operations Center (EOC), including personnel.
- 2) Provide hardware and standard GIS mapping software support for the EOC.
- 3) Provide incident mapping, analysis, and recommendations to mobilized personnel.
- 4) Provide relevant County GIS data to the EOC.
- 5) Work with all County/city emergency responders and personnel to collate locational data into incident response maps that can be used to mitigate damages.

p. 9-1-1 Communications Center

- 1) Accept, process and dispatch emergency calls for fire, law enforcement or medical emergencies throughout Cowlitz County.
- 2) Enter information into the CAD-database, as required, to document emergency events.
- 3) Transfer disaster-related, non-life-safety calls from the 9-1-1 Center to the EOC once a "911-liaison" position is activated.
- 4) Serve as the primary warning point for the National Warning System (NAWAS) and notify emergency management personnel in accordance with local procedures.
- 5) Support search and rescue (SAR) missions by obtaining mission numbers from the State EMD and contacting SAR manpower and resources as requested.
- 6) Notify the EOC of any information received in the 911 Center that will have an impact on the current emergency or potential emergency.
- 7) Develop and maintain a back-up Public Safety Answering Point (PSAP) and coordinate re-establishment of the 9-1-1 system if disrupted by a disaster.
- 8) Inform CCDEM of events with significant impacts on the community, such as road closures (including State routes), fires, etc.

q. County Radio Service Contractor (Day Wireless)

- 1) Develop and maintain the County's radio communications system that includes a repeater system, base stations, remote, mobile and portable units.

r. Emergency Management

- 1) The CCDEM is under the supervision of the Sheriff and the Director shall be appointed by the Sheriff. The Director's general duties shall be:
 - a) Develop, update and maintain a Comprehensive Emergency Management Plan (CEMP) with the participation of Cowlitz County and City Government departments and elected officials that conforms to the state CEMP. Distribute the plan to all Cowlitz County and City Government agencies/departments and officials. Involve these agencies/departments and officials in assisting with the review, revisions and updates.
 - b) Review local emergency notification and warning needs and develop and maintain an Emergency Community Notification System (ECNS) and activation protocol to provide disaster notification to local response agencies and the public.
 - c) Develop and maintain an operational radio communication system for the coordination, direction, and control of emergency management operations during emergencies and/or disasters.
 - d) Develop and coordinate, on an annual basis, up to one tabletop or field exercise of the CEMP that will be available to local department personnel and all participating city officials.
 - e) Maintain the Cowlitz County Hazardous Vulnerability Identification Analysis (HIVA) Plan.
 - f) Coordinate with all appropriate local agencies in the development of an effective Hazard Mitigation Plan to improve local emergency preparedness.
 - g) Provide coordination among local, state, federal, private, and volunteer organizations pertaining to emergency management activities, and resolve questions of authority or responsibility that may arise between them.
 - h) Serve as the lead agency for Superfund Amendments and Reauthorization Act (SARA) Title III Federal Hazardous Materials legislation in Cowlitz County that includes the coordination of the Local Emergency Planning Committee (LEPC). Maintain records of annual SARA Title III reports.
 - i) Coordinate with diking districts established in Cowlitz County and the Army Corps of Engineers to help diminish the impact and threat of floods, thereby reducing potential increases in the National Flood Insurance Program (NFIP) Community Rating System (CRS).
 - j) Represent the CCDEM in all dealings with public or private agencies pertaining to emergency management and disaster preparedness and response.
 - k) Provide instructions to the general public before, during and after emergencies and minimize rumors. This will be accomplished primarily through social media (Facebook) and press releases (FlashNews) but may also require activation of

- the Emergency Alert System (EAS) or the Emergency Community Notification System (ECNS) or other appropriate means.
- l) Work with Public Works to maintain an adequate stockpile of sandbags and sand.
 - m) Register emergency workers in accordance with RCW 38.52 and coordinate with WSEMD for assignment of a mission number to provide liability coverage and indemnification to registered emergency workers of Cowlitz County while working in a good faith attempt to protect lives, property and the environment in accordance with RCW 38.52.180.
 - n) Coordinate the need for the enactment of emergency ordinances with the Health Department, Sheriff, the Board of County Commissioners, and city councils/managers/mayors.
 - o) Coordinate with the Sheriff, fire services, and/or Public Health Officer to identify safe areas for evacuation and assist in the implementation process.
 - p) Develop and maintain a functional Emergency Operations Center (EOC).
 - q) Prepare an annual budget to support the administrative and operational needs of the CCDEM for approval by the Emergency Management Advisory Committee and the Board of County Commissioners.
- 2) In the event of an emergency or disaster the Director's duties shall include the following responsibilities and authority:
- a) Request the Board of County Commissioners issue a local Declaration of Emergency and/or complete a Declaration of Cowlitz County as a Disaster Area. If the Board cannot be called into session, issue such declaration with approval of the Sheriff subject to the confirmation of the Board at the earliest practical time.
 - b) Upon proper notification activate the EOC to coordinate disaster response activities during a disaster or emergency. The county EOC is a joint county/cities operation. However, local governments are responsible for actions in their own areas of jurisdiction and may choose to activate their local EMZ to coordinate local disaster operations.
 - c) Provide warning of imminent threats to the community.
 - d) Make and issue rules and regulations reasonably necessary for the protection of life and property affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners.
 - e) Obtain vital supplies, equipment, and other such properties found lacking and needed for the protection of the life and property of the people, according to protocols and procedures developed in advance by the Board of County Commissioners.
 - f) Coordinate with State and Federal Agencies through the State

Emergency Management Division to provide resources for support assistance when the situation is beyond the County's capability to respond to disaster conditions.

- g) Require services of any county/city officer or employee - and in the event of a declaration by the governor of the existence of a disaster - to also command the aid of as many citizens of this community as s/he considers necessary in the execution of his/her duties. Furthermore, s/he can commandeer supplies and equipment for public use; such commandeered persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency workers.

s. Fairgrounds & Expo Center

- 1) Make fair facilities available for sheltering and/or for staging areas for disaster operations and for Disaster Recovery Assistance Center (DRAC) as available or necessary.
- 2) Provide equipment and manpower in support of disaster operations, as available.

t. Facilities Maintenance Department

- 1) Coordinate damage assessment for county buildings and facilities (including parks).
- 2) Coordinate post-disaster safety evaluations of county buildings and facilities.
- 3) Provide emergency repair of the EOC to the extent such repair will keep the center operational.
- 4) Coordinate emergency repair or relocation of county facilities as determined necessary.
- 5) Identify county properties that can serve as temporary mass care tent sites.
- 6) In coordination with CCDEM arrange for facilities, furnishings, and equipment to support a Disaster Recovery Assistance Center.
- 7) Assist Information Technology in maintaining appropriate plans and procedures to ensure, to the extent practicable, the integrity of the telephone system.
- 8) Locate or lease office space for critical functions if normal space is unusable.
- 9) Develop and maintain means to expeditiously post warning information on all affected county buildings.
- 10) In coordination with Information Technology, provide liaison to the EOC to maintain or adjust telephone and computer configurations to support the County's information needs, including internet access.

u. Fleet

- 1) Complete maintenance on vehicles, as necessary, to support emergency response, rescue, and evacuation.

- 2) Provide transportation resources and make vehicles available as requested by the EOC.
- 3) Provide fuel and fuel storage.
- 4) Develop and maintain procedures for an urgent damage assessment of fleet facilities.
- 5) Develop and maintain a procedure for prioritizing and accounting of vehicles supporting emergency assignments.

v. Health and Human Services Department

Health Department (as staffing and resources allow)

- 1) Develop and release, in coordination with CCDEM, public health risk communication statement.
- 2) Provide technical assistance to water purveyors in the restoration of potable water services.
- 3) Provide technical advice for emergency sewage disposal.
- 4) Support safe food preparation at the point of consumption in areas affected by the disaster.
- 5) Provide for the recording and preservation of death certificates.
- 6) Provide representatives to the EOC if requested.
- 7) Serve in an advisory capacity to the CCDEM, Cowlitz County Sheriff, and/or fire services in determining the need for evacuation based on the presence of environmental and communicable disease threats.
- 8) Support health care system organizations around coordination of information and resource sharing.
- 9) Support the Building and Planning Department in evaluation of possible health hazards in damaged buildings.

Environmental Services Section

- 1) Provide coordination for support to water purveyors in the restoration of potable water services.
- 2) Assess the public health threat or potential of incidents requiring evacuation.
- 3) Recommend evacuation areas to provide public safety from incidents causing contamination.
- 4) Distribute health fact sheets to media, the public, and on-site workers.
- 5) Assess environmental damage.

Human Services Department (as staffing and resources allow)

- 1) Provide technical assistance in relation to humanitarian and personal needs of disaster victims.

w. Public Works

Cowlitz County Public Works has overall authority for Public Works activities and Engineering services within its areas of responsibility in the county.

Public Works will maintain internal systems for the repair and restoration of essential services and vital facilities under emergency/disaster conditions. Emergency functions include:

- 1) Provide inspection of public roads and bridges to determine damage and safety.
- 2) Remove debris from public roadways to permit vehicle access or movement and temporary repair of lightly damaged public roads and bridges.
- 3) Provide equipment and manpower for flood control operations on public property within the county.
- 4) Provide equipment/manpower, as available, to assist with heavy rescue operations during a life endangering situation.
- 5) Provide additional manpower, as available, to assist with traffic control during emergency evacuations.
- 6) Provide the existing capability of the Road Department communication system to augment the Emergency Management communication network throughout the county as needed.
- 7) Provide quantities of sand/dirt, as needed, for diking purposes, sandbagging operations, or for absorption or containment of chemicals/hazardous material spills for the protection of public property and/or the environment.
- 8) Store and maintain the county's inventory of sandbags and sand and assist in the distribution of sandbags and sand to protect public property.
- 9) Provide initial damage estimates of public works facilities to CCDEM or the EOC.
- 10) Coordinate County government fuel needs for transportation.
- 11) Coordinate the compilation of disaster response and recovery related labor, equipment, material, and service costs for post-disaster reporting purposes.
- 12) Coordinate post-disaster activity with the County Treasurer, Administrative Services, Assessor, Auditor, and county departments as needed.
- 13) May serve as project applicant agent for processing requests for federal financial assistance under PL 93-288, (Public Assistance Program), if a Presidential Declaration is made. The position of applicant agent is designated by the Board of County Commissioners and may vary due to circumstances and the disaster.
- 14) Make county park facilities available as staging areas for disaster operations, mass care and temporary housing.
- 15) Make available all Parks and Recreation vehicles to assist with an emergency. Vehicles include pickups, tractors, trucks, etc.

x. Risk Management

- 1) Responsible for implementing county building and facility evacuation/emergency plans with assistance from CCDEM.
- 2) Coordinate mitigation and safety activities for county employees and citizens occupying county facilities.
- 3) Review emergency contracts for county liability exposure considerations.

VI. CITY GOVERNMENTS

A. General

City Governments within Cowlitz County have emergency and disaster responsibilities in addition to their routine duties (see RCW 38.52). Specific responsibilities for the departments and personnel within each city are designated by the mayors/city managers and the city councils.

There are five incorporated cities within Cowlitz County:

City of Castle Rock

City of Kalama

City of Kelso

City of Longview

City of Woodland

The City Governments have signed an interlocal agreement with the Cowlitz County Government to provide emergency management services. Each City Government may develop an emergency SOP, guideline, or plan that complements this document.

B. Responsibilities – General:

1. As directed by the mayor/city manager and/or city council through ordinance, policy or guideline, all City Government departments and organizations are designated the responsibility for providing personnel and equipment in support of disaster mitigation, preparedness, response, and recovery in compliance with RCW 38.52.110 and in support of this plan.
2. In order to carry out the responsibilities designated above, each City Government is responsible to:
 - a. Establish an emergency organization within the city, ready and capable of fulfilling disaster missions, as provided in this plan.
 - b. Appoint division liaisons and alternates to coordinate with the CCDEM in the development and maintenance of this plan and city procedures.

- c. Establish a policy to allow for 24-hour contact to activate city responsibilities.
 - d. Establish policy and procedures for the identification and preservation of essential city records.
 - e. Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.
 - f. Maintain an updated inventory of key city personnel, facilities, and equipment resources.
 - g. Establish policy and procedures for city chain-of-command, plans for succession of authority, and Continuity Of Operations Plan (COOP).
3. In the event of a disaster or major emergency, each City Government is responsible for the following:
- a. Assessing the impact of the event on city personnel, clients, facilities, equipment, and capabilities and report status to CCDEM or the activated EOC.
 - b. Coordinating city resources through the activated EOC.
 - c. Working to restore non-emergency services and capabilities as soon as possible (Continuity Of Operations Plan - COOP).
 - d. Reporting assessment information to the CCDEM on a continuing basis, as appropriate and/or requested.
 - e. City representatives with an assigned function in this plan will complete an annual review of their agency's responsibilities and/or ESFs and make written recommendations to the CCDEM for additions, changes or updates they consider important.
 - f. Keeping accurate records of costs, expenditures, overtime, repairs, and other disaster related expenditures.
 - g. Using NIMS/ICS to manage all emergency and disaster activities.

C. Responsibilities - Specific:

Specific responsibilities for the City Government departments and organizations may be contained in the Emergency Support Functions (ESFs) and each City Government's plan.

VII. OTHER GOVERNMENT ENTITIES & ORGANIZATIONS

A. General

All Government Entities of Cowlitz County and certain private organizations have disaster responsibilities in addition to their routine duties. Organizations not part of Cowlitz County or City Governments will provide support in accordance with their individual requirements, capabilities and emergency response plans.

B. Responsibilities

1. Support Services (Government)

a. Fire Services

Local fire districts have primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions, and for support to other fire districts and departments if signatories to a mutual aid agreement. Additional functions of fire services under this plan include:

- 1) Provide the fire service radio communication system to augment emergency management communications during disaster events.
- 2) Conduct light duty rescue operations and limited rescue operations on off-road situations.
- 3) Provide first aid transportation, Emergency Medical Technician (EMT), and paramedic services in response to injured persons to include medical triage at mass casualty sites.
- 4) Provide personnel and equipment as available to assist law enforcement including in evacuation and light rescue operations.
- 5) Assist the CCDEM and law enforcement in warning and notification of the public.
- 6) Provide initial response to and size-up of hazardous materials incidents, and coordinate with proper authorities for response and/or assistance.
- 7) Participate in, or support, the State Fire Mobilization Plan and/or the Regional Fire Mobilization Plan to the level determined by the Chief of the District or Department.
- 8) Floods: Provide emergency response such as pumping, sandbagging, rescue support, evacuation, and limited property protection to private and public agencies within departmental capabilities.
- 9) Provide services outlined in ESF #4 Fire Fighting.

b. WSU Cooperative Extension Services

- 1) Assist the State Department of Agriculture in checking all foods, including milk products, feeds, and other commodities for injurious contamination in processing and distribution areas during the recovery period.
- 2) Assist the State Department of Agriculture in providing inspection services following a major disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.
- 3) Assist other governmental agencies and private organizations to combat all animal and plant diseases as a means for maintaining essential farm production in the post-disaster period.
- 4) Advise the WSEMD of pertinent information/facts that would have an immediate adverse effect on domestic animals, milk products or garden/farm produce.
- 5) Provide the EOC with a liaison representative, when requested or necessary.
- 6) Assist local health officials on the implementation of protective measures and biosecurity, as necessary.
- 7) Provide information to the public, other departments, and animal control services on transporting and/or caring for domesticated farm animals.

2. Non-Governmental and Private Organizations

a. Red Cross - SW Washington Chapter

The Red Cross will provide and finance services to meet human needs in natural and technological disasters. Services provided are:

- 1) Temporary sheltering for disaster victims in public or private buildings.
- 2) Mass feeding for those affected by and responding to disaster.
- 3) Disaster health services in shelters in collaboration with other partners.
- 4) Reunification services - the Red Cross encourages persons affected by disaster to inform family and friends that they are safe through the use of the "Safe and Well" website. The Red Cross will collaborate with Cowlitz County to locate those persons being sought who have health, mental health, or mobility concerns.
- 5) Provide Disaster Mental Health Services to those affected by the disaster.
- 6) Inform CCDEM or the activated EOC regarding status of shelters to include location, number of evacuees per shelter, total number of evacuees registered and other pertinent emergency information.
- 7) Provide Casework and Recovery Planning services. This is given on the basis of uniform guidelines and procedures to individuals and families having urgent and verified disaster-caused needs.

- 8) See ESF #6 and #8 for additional responsibilities.
- 9) Provide liaison personnel to CCDEM or EOC upon request.

b. Salvation Army

- 1) Provide, within the limitations of its resources, the following services as needed or requested:
 - Mobile canteen services.
 - Emergency feeding services and shelter in Salvation Army or other facilities.
 - Collection and distribution of food, clothing, and other supplies.
 - Assistance in registration, identification, and support services.
 - Counseling and morale building services.
- 2) Provide liaison personnel to CCDEM or EOC upon request.

c. Auxiliary Communications Support - ACS (LCARA)

Radio Amateur Civil Emergency Service / Amateur Radio Emergency Services (RACES/ARES)

- 1) Provide radio communication to augment existing local government systems during the crisis period (see ESF #2).
- 2) Maintain sufficiently trained volunteers to support the EOC RACES station on a shift basis.
- 3) Maintain amateur radio equipment and communications van in operable condition.
- 4) Maintain an operational sUAS Team (small Unmanned Aerial System - aka: drone) including drones, pilots and crews, and technical support infrastructure for damage assessment and search and rescue operations.

d. Private Emergency Medical Service (EMS) Providers

- 1) Provide Emergency Medical Services.
- 2) Participate in mass casualty response plan exercises and drills, including pre-hospital medical triage.
- 3) Coordinate private ambulance and EMS resources.
- 4) See ESF #8 for additional responsibilities.

e. Other organizations

There are numerous other organizations that may assist during emergencies and disasters. These organizations are, but are not limited to, those listed below.

- 1) Retired Senior Volunteer Program (RSVP)
- 2) Community Emergency Response Team (CERT)
- 3) CAP Community Action Program
- 4) Cowlitz County Search & Rescue

- 5) Cowlitz County Dive Rescue
- 6) Civil Air Patrol - USAF Auxiliary
- 7) U.S. Coast Guard Auxiliary
- 8) College and School Districts
- 9) Service Clubs (e.g., Lions, Rotarians, etc.)
- 10) Faith Community groups
- 11) Washington State Guard

VIII. STATE / FEDERAL RESPONSIBILITIES

A. State

The Governor of the State of Washington through the Director of the Emergency Management Division (WSEMD) shall have general supervision and control of the emergency management functions in the State and shall be responsible for carrying out State emergency management provisions.

The Washington State Military Department through the WSEMD is responsible for coordinating all emergency management activities of State agencies to protect lives and public property, preserve the environment and resume or provide continuity of government. Those activities, as well as responsible state agencies, are identified in the Washington State Comprehensive Emergency Management Plan (CEMP).

B. Federal

Responsibilities of Federal government agencies' support of local emergency management activities are coordinated by the Federal Emergency Management Agency (FEMA) through the Washington State EMD. The Federal response is organized through protocols and procedures of the National Response Framework (NRF) to facilitate all types of Federal assistance.

IX. PLAN MAINTENANCE

A. Review

1. Annual

This plan is to be reviewed annually commencing one year from its effective date. The review may be adjusted to comply with future guidance from the Washington State EMD. CCDEM will coordinate the initial review of the basic plan. A lead agency or agencies will coordinate review of specific applicable ESFs. CCDEM will brief the Emergency Management Advisory Council on the reviews and on any proposed changes.

2. Post-Activation

The Basic Plan and applicable ESFs will be reviewed following an EOC activation (Levels 2 and 1). Review following an activation will satisfy annual review if annual review is scheduled to occur within the twelve-month period following the activation.

B. Revision

Generally, the CCDEM Director will submit revisions to the Basic Plan to the BOCC for approval. However, revisions which clarify existing portions of the plan, that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure may be made if both of the following conditions are met:

1. The revisions have been reviewed by the Emergency Management Advisory Council; and
2. The revisions cannot be construed as establishing or changing county policy.

The BOCC will be advised of any revisions in the Basic Plan prior to their implementation.

Emergency Support Functions (ESFs) delineate how the responsibilities listed in the plan are to be carried out. ESFs can be subject to frequent and significant change in response to new procedures, policies, or technologies, to lessons learned, and to accommodate new organizations or organizational structures. Accordingly, they may be revised by the functional lead agency or agencies, with the concurrence of applicable support agencies and CCDEM.

C. Training and Exercises

1. Training

Each calendar year, the CCDEM Director will conduct a brief training program for county staff that creates and maintains both a heightened awareness of the contents of this plan and enhances their preparedness to conduct disaster management activities.

2. Exercises

This plan will be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, the exercise schedule and type will comply with state and federal Homeland Security Exercise and Evaluation Program (HSEEP) requirements. When appropriate, exercise credit will be requested for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement.

X. REFERENCES

- Washington State Comprehensive Emergency Management Plan
- Washington State Constitution
- Washington Administrative Code 118-30
- Revised Code of Washington (RCW) 38.52, 49.60, 40.14
- Substitute Senate Bill 5046.PL
- Cowlitz County Interlocal Emergency Management Agreement, dated March 9, 1987
- Cowlitz County Code, Chapter 7.10 on Emergency Management Organization
- Cowlitz County Resolution #05-147 on NIMS Implementation
- Cowlitz County Hazard Identification & Vulnerability Analysis
- National Incident Management System (NIMS) document dated March 1, 2004 published by the US Department of Homeland Security.
- NIMS Guide for County Officials, dated October, 2006 published by the National Association of County Officials.
- Public Law 109-308, and 110-325
- Presidential Executive Order 13347
- Presidential Executive Order 13166
- Homeland Security Presidential Directives (HSPD) 5 and 8

XI. APPROVALS AND CONCURRENCES

Dated this _____ day of _____, 2018

Brad Thurman, Sheriff

Board of County Commissioners
of Cowlitz County, Washington

Approved as to Form:

Joe Gardner, Chairman

Ryan Jurvakainen
Prosecuting Attorney

Dennis P. Weber, Commissioner

Date: _____

Arne Mortensen, Commissioner

Date:

Attest:

Tiffany Ostreim
Clerk of the Board