

City of Carnation



Comprehensive Emergency Management Plan 2024

Basic Plan and Emergency Support Functions (ESFs)

Comprehensive Emergency Management Plan

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Approval Letter



STATE OF WASHINGTON MILITARY DEPARTMENT EMERGENCY MANAGEMENT DIVISION

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Camp Murray, Washington 98430-5122
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Jun 2, 2022

Ana Cortez
City Manager
621 Tolt Avenue,
Carnation, WA 98014

Re: City of Carnation Comprehensive Emergency Management Plan

Dear Chief Schwartz:

Thank you for submitting your Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment, however, I would like to highlight the continued work required for your CEMP to meet requirements under RCW 38.52 and WAC 118.30.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMI) looks forward to receiving your CEMP again in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development has drastically changed in Washington. Should you need additional information and assistance, please contact EMI's Planning Section at, EMDCEMPVIEW@mil.wmgov.

Sincerely,

A blue ink signature of Robert Ezelle, written in a cursive style.

Robert Ezelle
Director

Enclosures (3)

Comprehensive Emergency Management Plan

Promulgation

Date: September 8th, 2022

To: City of Carnation

From: Jennifer Hargrove

The City of Carnation's Comprehensive Emergency Management Plan (CEMP) is a living document that is maintained at least every five years. The purpose of this document is to better prepare the City of Carnation, residents, and stakeholders for hazards unique to the Snoqualmie Valley and Cascade foothills.

Providing a structure for standardized, interoperable plans, the CEMP and related documents offer a framework for preparedness, mitigation, response, and recovery activities. The City of Carnation's CEMP is divided into 16 detailed parts: the Basic Plan and 15 Emergency Support Functions.

Distribution List

	Department / Agency	Staff
1	City Hall Counter – <i>City Hall</i>	Office Staff
2	Sheriff - King Co Sheriff's Office	Major John McSwain <i>Include full copy</i>
3	Sheriff – <i>Local Office</i>	Deputy Eric Kim
4	Fire – Eastside Fire & Rescue	Fire Chief
5	Administration- <i>City Manager</i>	Bob Jean
6	Public Works - <i>Public Works</i>	Bill Ferry
7	FULL COPY (Electronic) - <i>City Hall</i>	(NOT FOR PUBLIC DISCLOSURE)
8	Riverview School District	District Office: Current Superintendent
9	Administration (Pdf) - <i>Council</i>	Mayor/Council Copy

Record of Changes

This plan will be updated periodically to reflect current information. Corrected pages are issued with a new date in the footer. After numerous changes to this plan have been issued or when changes are broad in scope, the entire plan will be issued as a revision.

Revision or Change Number	Issue Date	Title or Brief Description
Original	August 2006	Emergency Management Plan
Revision	July 2011	Emergency Management Plan
Revision	December 2015	Emergency Management Plan (Readoption And Reissuance Of Entire Plan In July 2016)
Revision	April 2021	Emergency Management Plan
Revision	September 2022	Entire document overhaul, addition of ESF 16, and resubmission.
Revision	December 2023	Changed ESF5 from Emergency Management to Information and Planning. Moved ESF16 to separate annex.

Basic Plan

Introduction

Mission

1. To provide the emergency organization, programs, training, and resources necessary to maximize population survival and preservation of property in the City of Carnation in the event of a natural and/or man-made disaster.
2. It is the policy of the government of Carnation, in order to preserve lives and property, to take appropriate actions to mitigate, prepare for, respond to, and recover from, all natural and man-made disasters and emergencies within its jurisdiction.
3. This policy is implemented cooperatively with the King County Sheriff's Office (KCSO)/Carnation Police Department, Eastside Fire & Rescue, and the Riverview School District.
4. It shall further be the policy of the City of Carnation to encourage its citizens to prepare for emergencies and disasters to be self-sufficient for a minimum of two weeks following such an event.

Purpose

The purpose of the City of Carnation's Comprehensive Emergency Management Plan (CEMP) is to outline the City's strategy in preparing for, mitigating for, responding to, and recovering from emergencies. It details primary and supporting roles and discusses triggers that would lead to the plan's activation. The CEMP provides a concept of operations for each phase of emergency operations. The plan further establishes emergency management functions and responsibilities of the City of Carnation and other public and private organizations that aid in the response and recovery from hazards that could impact the City.

Scope and Applicability

1. This document is the Basic Plan ("Plan") to the City's Comprehensive Emergency Management Plan (CEMP). This document defines and describes general tasks and responsibilities of the City of Carnation and identifies other emergency service organizations with which the City will interact.
2. This Plan describes emergency management responsibilities of the City government departments and elected officials and addresses what each can and cannot provide.
3. This Plan is applicable to Carnation's government organization, which includes the following departments: Finance and Records, Planning, Public Works, and Police services contracted with the King County Sheriff's Office (KCSO).
4. This Plan extends to Eastside Fire & Rescue, which provides fire and emergency medical services to Carnation residents and businesses, through King County Fire District 10's participation in Eastside Fire & Rescue.
5. This Plan also identifies the Emergency Operations Center (EOC) as a Unified Command Organization in its operational function. The unified command structure consists of key officials from the City and Eastside Fire & Rescue, and other agencies as available and necessary. It is a coordination process that determines overall incident needs and objectives, selects multi-jurisdictional strategies, and ensures that joint planning for tactical activities will be accomplished.
6. This plan seeks compliance with the doctrines described within the National Incident Management System, particularly the Incident Command System as a tool for organizing and responding to incidents and events of local, regional, and national significance.

Incident Management Activities

The City has institutionalized the utilization of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and manmade disasters. Under the guidance of NIMS, this plan addresses the full spectrum of activities related to local incident management, including, prevention, preparedness, response, and recovery actions.

This plan has been developed to emulate the National Response Framework (NRF), the NIMS, Washington State Comprehensive Emergency Management Plan (WA CEMP), and the King County Regional Disaster Plan (RDP).

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Authorities

This Plan is developed under the following local, state, and federal statutes and regulations:

1. City of Carnation Resolution No. 314
2. King County Code (KCC) 1.28, 2.16, 2.56, 12.52
3. RCW Chapter 38.52; Emergency Management
4. WAC 118-40 Title III; Community Right To Know – State Level
5. WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs
6. Public Law (PL) 81-920, "The Federal Civil Defense Act of 1950," as amended
7. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
8. PL 95-124; Earthquake Hazards Reduction Act of 1977, as amended
9. PL 99-499; Superfund Amendments and Reauthorization Act of 1986 (changed to Emergency Planning, Community Right To Know Act)
10. HSPD 5 - Management of Domestic Incidents
11. PPD (Presidential Policy Directive) 8: National Preparedness

Key Concepts

This plan details the key concepts utilized by the City in mitigation, preparation, response, and recovery efforts relating to emergencies and disasters in accordance with RCW 38.52.070 and the NIMS. This includes but is not limited to disaster and emergency responsibilities and procedures, and training and community education activities. The CEMP (Carnation Emergency Management Plan), including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters and the proper utilization of all resources available to the City.

The City of Carnation government has the primary responsibility of disaster mitigation, preparedness, response, and recovery within City limits. The City may conduct such functions outside its territorial limits as may be required pursuant to RCW 38.52 as amended and current resolutions, ordinances, and mutual aid agreements. Normal day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.

City officials, employees, or volunteers engaged in authorized response activities on behalf of the City shall be entitled to all privileges, benefits, and immunities provided by state law and state or federal regulations for registered emergency workers (RCW 38.52.310).

Special purpose districts (school districts, water districts, fire districts, hospital districts, etc.) are responsible for providing such services within their respective jurisdictions, except where contracts or agreements with the City are in place for such services.

Situation

The City has been affected and will be affected by various types of situations that could lead to a significant emergency situation. The City is vulnerable to natural, technological, and man-made hazards. These hazards include, but are not limited to flooding, wind, rain, and snowstorms; earthquakes, failure of the Tolt Dam, landslides, common and private carrier accidents, urban search and rescue emergencies, explosion, structural collapses, hazardous material incidents, major fires, civil disturbance, terrorist activities, and major emergency and/or utility systems failure.

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Table II.A - Hazard Risk Ranking

Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1	Severe Weather	48
1	Severe Winter Weather	48
3	Flood	42
4	Earthquake	32
5	Dam Failure	18
6	Landslide	12
7	Wildfire	9
8	Volcano	7

Source: 2014 King County Regional Hazard Mitigation Plan, Chapter 7 City of Carnation Annex

This plan recognized that any of the noted situations could create significant property damage, injury, loss of life, panic, and disruption of essential services. These situations may also create significant financial, psychological, and sociological impact on citizens of the community and the local government organization.

In the event of a widespread disaster, it is unlikely that the City will receive any significant assistance from nearby communities, county, state, or federal agencies, or human services organization for two weeks or longer. In this situation, the initial response activities will rely on available City resources and those of private organizations, businesses, and residents within the City.

Special purpose jurisdictions (fire, school, flood district, etc.) will develop mitigation, preparedness, response, and recovery planning capabilities for their own jurisdictions.

City of Carnation residents, businesses, and industries will have to utilize their own resources and be self-sufficient following a disaster event for a minimum of two weeks and most likely longer. Priority of response will be to life safety, protection of public property, the economy, and the environment. Re-establishment of government functions and basic infrastructure (utilities, transportation, economy) will be critical to returning to a "normal" situation.

Communications systems will be overloaded and may suffer physical disruption and loss of staff. Implementation of this Plan will reduce disaster-related losses.

In situations not specifically addressed in this Plan, City departments will improvise and carry out their responsibilities to the best of their abilities under the circumstances.

Carnation may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this city.

Planning Assumptions

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan or any part therein, that in the event of a disaster the response and recovery activities will occur as described within this document. As a result of a disaster or emergency, the City's response resources may be overwhelmed, and essential systems may be nonfunctioning. For this reason, the City will respond in the best manner possible based on the situation and the information and resources available at the time the situation occurs.

Roles and Responsibilities

The Federal Government

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property. Federal response will be organized through the use of the National

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Response Framework to facilitate the delivery of all types of federal assistance to states to help them deal with the consequences of significant emergencies and disasters.

FEMA shall:

1. Collect, evaluate, and disseminate information to state governments, appropriate federal agencies and military commands.
2. Establish federal emergency management priorities in consultation with states.
3. Assist state and local governments in the effective use of available resources, to warn the public and to maintain government services during a disaster.
4. Coordinate the resource mobilization activities of the federal government field establishment.
5. Direct and coordinate post-disaster management of federal resources required for emergency relief and rehabilitation, essential military requirements, and national recovery.

Washington State

Washington State, through its Comprehensive Emergency Management Plan (CEMP) and Emergency Operations Center (EOC), shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment.

1. The Governor is responsible for directing and controlling all state activities to protect lives, the environment and property from the effects of disasters.
2. The State Emergency Operations Center (SEOC) is responsible for coordinating operational support and resources from adjacent counties, states, and the federal government.
3. State Departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of state and local government emergency operations.

King County

King County has the responsibility for disaster mitigation, preparedness, response and recovery for unincorporated King County, and a regional responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political and special purpose jurisdictions. Regional Coordination will be done within the guidelines outline in the *Regional Disaster Plan for Public and Private Agencies*.

City of Carnation

The following are basic responsibilities for emergency management operations provided by the City of Carnation. Detailed responsibilities and essential activities are found in the appropriate Appendices and Emergency Support Functions (ESFs) to this document. Department level standard operating procedures (SOPs) detail how individual departments shall perform their responsibilities.

All City Departments

- a) Develop plans Standard Operating Procedures (SOPs) for employee notification and support during disasters.
- b) Establish internal plans and procedures (SOPs) outlining how they will carry out assigned tasks as identified in this Plan.
- c) Participate in training and exercise programs initiated by the City.
- d) When appropriate, develop mutual aid support agreements.
- e) Conduct departmental training on SOPs.
- f) Secure essential departmental records.
- g) Assign a representative to the EOC during times of disaster.
- h) Keep records and receipts of all emergency actions and expenditures to be reported to the Finance Director.
- i) Purchase supplies or equipment required for department staff to perform emergency response activities.
- j) Assign staff member to participate on the City's emergency management planning committee, as requested.
- k) All normal lines of supervision will remain in effect unless changed by the Department Director or executive order.

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Carnation City Council

- a) The City Council provides emergency legislative support to the emergency management program in an emergency. Such support includes proclamations of emergency and special emergency measures needed to meet response needs.
- b) Provide for continuity of government through the City Council to continue legislative duties, and temporarily fill any vacancy of elected position by succession plan or appointment.
- c) When exigent circumstances require, a telephone vote of the legislative body can adopt a proclamation of emergency. This action needs to be on the record, witnessed, and later affirmed. Telephonic voice vote will be coordinated by the City Manager.

RCW 38.52.070(2) provides certain unique powers to the heads of local government in the event of an emergency. Such powers may be enacted when an emergency or disaster occurs that demands immediate action to preserve public health, protect life and public property, and provide relief to the stricken community. In carrying out this plan the City Council may exercise those powers without regard to the time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including (but not limited to):

- Budget law limitations
- Requirements of competitive bidding
- Publication of notices
- Provisions pertaining to the performance of public works
- Entering into contracts
- Incurring obligations
- Employment of temporary workers
- Equipment rental
- Purchase of supplies and materials
- Levying of taxes
- Appropriation and expenditure of public funds

The activation of these emergency powers is contingent upon a formal Proclamation of Emergency by a majority vote of the City Council. In all cases, the test of prudence and best value in the execution of emergency procurement will be observed whenever such diligence does not interfere with the immediate response to life safety.

It is critical that due diligence is performed in obtaining the best value in terms of cost, must be documented. Contract type should be carefully considered to ensure proper monitoring is in place and costs are reasonable.

- a) Although emergency powers allow certain activities impacting public health and safety to be carried out without delay, all recovery activities remain accountable to the myriad of environmental laws and regulations, limitations on historical buildings and landmarks, and other regulatory processes. Each applicant agency will be required to comply with the permit requirements, and other measures required by law to the extent possible; and will be responsible for knowing those requirements.
- b) A local proclamation of emergency by the City Council pursuant to RCW 35A.34.140 serves as the basis for requesting County, State, and federal assistance in a major emergency. Such proclamation also serves as the basis for exercising emergency procurement and other powers provided for by RCW 38.52.070.
- c) Coordinate actions with the Emergency Operations Center (EOC) to assist in public information and the dissemination of emergency information.
- d) Direct citizen requests for assistance to the appropriate governmental agencies.
- e) Report to the EOC upon the occurrence of a disaster or upon notification by the City Manager.
- f) Review, with assistance from the Council's Finance Committee, the emergency financial operations of City government and the emergency performance audit.

Carnation City Manager

- a) Serve as the "Executive Head" and/or "Director" as defined in RCW 38.52.070.
- b) Request that the City Council issue a Proclamation of Emergency, when appropriate, and acquire a mission number from the SEOC, typically received through the KCECC.
- c) Implement emergency statutes; recommend for Council approval emergency proclamations, (Refer to Appendix 1 – Direction and Control)
- d) Approve Evacuation Orders.

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- e) Formulate and recommend major policy decisions, including those for economic stabilization.
- f) Inform the public, either as, or with the assistance of the EOC Public Information Officer (PIO), and approve all public information disseminated to the news media regarding City emergency operations and services to ensure release of compatible and accurate information.
- g) Utilize Emergency Powers as defined in RCW 38.52.070(2), as needed, following a Proclamation of Emergency.
- h) Establish clear lines of succession in all aspects of City responsibilities and functions.
- i) Enter into mutual aid agreements on behalf of the City.
- j) Recommend that Council rescind any emergency ordinances when they are no longer needed.
- k) Formally accept resources from state and federal agencies in accordance with RCW 38.52.100 (Appropriations – Acceptance of Funds, services, etc.)
- l) Provide overall direction and control of City operations.
- m) Act as or appoint a Public Information Officer (PIO).
- n) Allocate budget for emergency preparedness and supplies.
- o) The Acting City Manager shall serve in the capacity of the Manager in his/her absence.

Carnation City Manager is responsible to plan in advance of a disaster to:

- a) Provide for the development and maintenance of the City's Comprehensive Emergency Management Plan.
- b) Advise the Mayor, Council, and Department Directors on direction and control of their emergency operations, emergency fiscal and administrative procedures, and requirements.
- c) Ensure Continuity of Operations and Government during emergencies.
- d) Coordinate the development of associated documents and standard operating procedures.
- e) Provide and coordinates through the Eastside Fire & Rescue, King County, Washington State and Federal agencies for staff training, public information, and education on emergency preparedness.
- f) Coordinate dissemination of emergency warning information through the Emergency Alert System (King County), NORCOM Reverse 911, KCOEM's MyStateUSA, and other available City and Eastside Fire & Rescue resources.
- g) Coordinate mitigation and preparedness, response, and recovery activities as appropriate.
- h) Collect emergency operations information, analyze data, and prepare operational reports.
- i) Coordinate and plan drills/exercises and training.
- j) Advise and assist City officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- k) Coordinate emergency efforts between the City, Eastside Fire & Rescue, and other agencies through the Unified Command Structure Incident Commander.
- l) The Assistant Director of Emergency Management will exercise the powers and perform the duties of the Director during the Director's absence or disability or at the Director's request.

Finance Department and City Clerk

Administration Operations

- a) Provide City departments with guidance and direction for the protection of computer hardware, software, data, and City telephone systems.
- b) Coordinate the recovery operations of the City's computer and telephone systems following disaster situations.
- c) Provide for the development of plans for emergency feeding and sheltering for City staff during disaster activities.
- d) Secure essential financial records of the City, including paper files (essential paper records such as Ordinances, and Resolutions are scanned for electronic retention with off-site backup, and have been physically transferred to WA State Archives for safe keeping) and computer files (backed up automatically to an off-site location) and provide departments with guidelines for recovery of records after an emergency.
- e) Assist in the procurement of supplies and materials during emergencies and recovery periods.
- f) Serve as liaison to County, State, Federal agencies during recovery, assist in obtaining grants and loans to defray costs of disaster and emergencies.
- g) Record Emergency/Disaster proclamations.

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- h) Establish a records management system for records retention and security.
- i) Provide resources for elections if necessary.

Finance Operations

- a) Provide for the receipt, disbursement, and accounting of State, County, or Federal disaster relief funds.
- b) Promote and review emergency fiscal accuracy and accounting procedures and records.
- c) Provide information and data on taxes in order to ascertain levels of damage.
- d) Establish an accounting system to track expenditures and obligations incurred during emergencies.
- e) Provide for internal cash and system financial auditing of City departments as required to maintain the continuous provision of emergency management functions.
- f) Coordinate with banks to establish and maintain a system to meet payroll and other payment obligations during emergencies and disasters.

Public Assistance

Disaster Declaration Need for Public Assistance - King County may declare a state of emergency if damage to the county from a disaster will require expenditures that exceed planned budget provisions or if damage, or threat thereof to the County or any portion thereof (including the City of Carnation) is so grave that circumstance cannot be managed with existing local resources. The Governor may proclaim an emergency as a result of disaster or other specific causes. At that time, the governor may ask the President to make a disaster declaration. If a declaration is made, several state and federal government agencies will come together to administer the assistance programs in the eligible jurisdictions. To be eligible for aid, King County must be included in the disaster declaration.

Upon issuance of a Declaration of Disaster by the President (requested by the governor) assistance will become available to public entities, (including possible reimbursement of eligible costs) and private individuals through the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (administered by the Federal Emergency Management Agency – FEMA) and other programs.

Those eligible for Public Assistance include local governments, state agencies, Tribal governments, and private non-profit organizations that own or operate a facility that provides an essential service to the general public. Private non-profit organizations that do not offer critical facilities may make separate requests to FEMA and Small Business Administration (SBA). To request Public Assistance, one must fill out a Request for Public Assistance (RPA) form which must be submitted to FEMA within 30 days of a Presidential declaration.

Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures.

The City of Carnation, as with all other local jurisdictions in Washington State, will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable State statutes and local codes, charters, and ordinances.

The following statutes generally cover the financing of emergency response and recovery actions undertaken in Clallam County:

- 1) Counties: RCW 36.40.180 and 36.40.190
- 2) Code Cities: RCW 35A.33.080 and 35A.33.100
- 3) Municipal and county governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390
 - i. Records shall be kept so disaster-related expenditures and obligations of the county and cities can be readily identified from regular or general programs and activities.
 - ii. Disaster-related expenditures and obligations of the county and cities may qualify for reimbursement under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Presidential Disaster Declaration by the President or under the statutory authority of certain federal agencies.

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Objectives of FEMA Individual Assistance program – The FEMA Individual Assistance emphasis will be on stabilization of community health, safety, and security. Assistance may be available to eligible public applicants to repair, restore, or replace damaged facilities to pre-disaster design, capacity, and condition.

Public Agency Applicants Eligible for FEMA Assistance

- Cities and towns
- Counties
- State agencies
- Federally recognized Indian tribes
- Special purpose districts
- Critical private non-profit organizations
- Government service type non-profit organizations

Sample Public Assistance Projects – These categories may be eligible for reimbursement under the Public Assistance program:

- Category A: Debris removal
- Category B: Emergency protective measures
- Category C: Roads and bridges
- Category D: Water control facilities
- Category E: Buildings and equipment
- Category F: Utilities
- Category G: Parks, recreational, and other

Planning Department

- a) Provide a streamlined permit process for disaster recovery efforts (e.g., environmental review, land use applications).
- b) Support the City Manager in their responsibilities to plan in advance of a disaster (Section D.4).
- c) Develop plans to deal with land use, environmental impacts and related mitigation issues following disasters.
- d) Provide City maps, land use maps, and other such maps to the EOC.
- e) Provide direct support to the City Manager and other City departments as appropriate in the compilation of damage assessment, and preparation of documents being submitted to state and federal agencies.
- f) Assist in monitoring and reporting environmental and other hazards.
- g) Provide support to other departments in field activities, including damage assessment, as appropriate.
- h) Establish a system to provide shelter, food, emergency first aid and spiritual support during and following an emergency or disaster. (Refer to ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services)
- i) Coordinate the use of City facilities for staging areas for disaster operations, points of distribution, mass care and temporary housing.
- j) Develop plans and provide limited temporary shelter for “special needs” individuals.
- k) Coordinate provision of food and water until the Red Cross Mass Care Program is activated.

Public Works Department

- a) Act as incident commander in the event of an emergency primarily involving public works
- b) Coordinate essential public works support and services provided by the City, King County, and other agencies.
- c) Assess and report damage to streets, roads, bridges, and waterways.
- d) Provide for the maintenance, repair, and construction of roads.
- e) Develop citywide evacuation plans to include transportation, transportation routes, coordination with supporting agencies and surrounding jurisdictions. (Refer to ESF 16 – Evacuation)
- f) Maintain a liaison and coordinate emergency transportation services with transportation providers for the movement of people, equipment, and supplies.
- g) Provide flood protection through emergency channel improvements, emergency bank stabilization, and other flood protection and prevention projects.

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- h) Assist with the disposal of residential and commercial solid waste by coordinating with King County and Recology/Cleanscapes to emergency operations of transfer stations and disposal sites.
- i) Manage the City vehicles.
- j) Provide support to Eastside Fire & Rescue in hazardous material incident response to sewers and streets.
- k) Coordinate response and utility use with electric utilities, natural gas, and telephone representatives.
- l) Provide debris removal from public property during emergencies.
- m) Direct, control and manage sandbag resources for City government.
- n) Assist Police Department with traffic and crowd control duties with barricades and equipment.
- o) Assist Police Department with evacuation, search, and rescue activities, and provide assistance in extraction of injured and trapped people from damaged areas, if necessary.
- p) Develop damage assessment forms.
- q) Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during the recovery period. (Refer to ESF 3 Appendix 1 – Building Damage Assessment)
- r) Assist in fire prevention planning and coordination.
- s) Assist in monitoring and reporting environmental and other hazards.
- t) Coordinate the abatement of dangerous buildings and structures.
- u) Provide personnel to conduct on-site inspections of City property and facilities to determine if buildings are safe for use or if entry should be restricted or prohibited.
- v) Assess property damage (e.g., determining the geographical and monetary extent of damage) and provide assessments to the EOC.
- w) Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.
- x) Provide expertise and recommendations for reconstruction, demolition, and structural mitigation during recovery period.
- y) Provide support to other departments in the damage assessment of City infrastructure.
- z) Coordinate issues pertaining to permits and temporary building code variances during the recovery and restoration phases of the disaster.
- aa) Provide a streamlined permit process for disaster recovery efforts.

City Attorney

- a) Be available to advise City officials on legal matters relating to emergency management authority and responsibility.
- b) Represent City government in all criminal and civil proceedings in which it may be a party as a result of emergency planning and operations.
- c) Coordinate with Northeast District Court to maintain due process of law in civil and criminal justice matters.
- d) Assist in preparing Proclamations of Emergency.
- e) Review emergency contracts for City liability considerations.
- f) Review pre-disaster mutual aid agreements.
- g) Provide legal review of emergency plans and supporting documents to ensure compliance with local, state, and federal laws.

Police Department

- a) Act as the Incident Commander for Police related emergencies.
- b) Establish and maintain law and order within City limits.
- c) Provide damage assessment and support when conducting other duties and report findings to the EOC.
- d) Maintain communications capabilities and provide for the use of available personnel and equipment to support emergency communications requirements.
- e) Provide emergency traffic control.
- f) Provide direction and control for evacuation efforts.

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- g) Provide support in the dissemination of emergency warning information to the public.
- h) Provide active security at the EOC, or satellite EOC, during activation as appropriate.
- i) Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
- j) Assist in the provision of Critical Incident Stress Debriefing through coordination with Chaplaincy program.

Eastside Fire & Rescue

- a) Act as the Incident Commander for fire related emergencies.
- b) Provide command and control for field operations through established command posts as appropriate.
- c) Provide fire suppression services.
- d) Provide initial hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate. (Refer to ESF 10 – Hazardous Materials).
- e) Provide structural collapse rescue and other technical rescues as necessary.
- f) Provide transportation to hospitals.
- g) Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.
- h) Ensure provisions have been made to coordinate the organization and mobilization of medical health, mental health, and mortuary services (Refer to ESF 8).
- i) Support evacuation efforts, as appropriate.
- j) Provide damage assessment and support when conducting other duties and report findings to the EOC.
- k) Provide initial damage assessment, cleanup, repair, and reconstruction of department facilities.

Addition Responsibilities

- 1. Because of the nature of emergencies and disasters, and the potential to disrupt or destroy City resources thus diminishing the City's capability to respond to protect life, public health, and public property, it is the policy of the City of Carnation to encourage and assist its citizenry to prepare to be self-sufficient for two weeks.
- 2. It is anticipated that City employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown or in doubt. Accordingly, City employees assigned disaster response functions are encouraged to make arrangements with other employees, friends, neighbors, and relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee or to the EOC.
 - a. Employees required to report to the EOC should bring a basic preparedness kit containing sufficient supplies to last a minimum of two weeks.
 - b. Employees who report to the EOC may be assigned to a location or task other than his/her normal duties.

Other Agencies/Organizations

The following is an example list of agencies that may be called upon to assist City government in providing disaster assistance. Additional specific agencies and associations are listed in appendices to the Emergency Support Functions (ESFs) or in individual department standard operating procedures or resource lists.

American Red Cross	Congregate care, health and welfare inquiry services, emergency shelter, food, clothing, housing and other necessities for disaster victims, crisis counseling, Critical Incident Stress Management (CISM) for disaster services
Comcast	Television, Internet and VOIP communications
Bonneville Power Agency (BPA)	Electrical power
King County Labor Council	Services trades support
King County Fire Chiefs Association	Fire services support
King County Metro	Transportation
King County Flood Control District	Levy management, flood warning system, flood prevention and mitigation planning. The King County Flood Control District was established to provide a proactive, regional approach to flooding as

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	well as funding to improve the county's nearly 500 aging and inadequate flood protection facilities.
Carnation-Duvall Citizen Corps Council	Provides trained volunteers in CERT, licensed HAM Radio Operators, and Medical Reserve Corp that can serve the city in a variety of capacities.
Riverview School District	Student safety, reuniting students with parents/guardians, damage assessment, provide available District resources to the City (buses, nursing, food, counseling, maintenance services and facility access, provide school facilities for shelter and feeding, provide situation reports to EOC from field observations of bus drivers and other school personnel, provide EOC representative as needed.
Puget Sound Energy (PSE)	Electrical power, natural gas
Salvation Army	Mass feeding, shelters
Seattle-King County Public Health	Data collection, reporting and analysis of casualties and environmental health effects, organize and mobilize public health services during an emergency, coordinate with American Red Cross EOC representatives to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers, coordinate morgue services and issue all death certificates associated with the disaster, health supplies
Washington State Emergency Operations Center	National Guard, assistance from state divisions/departments
Washington State Department of Transportation	Coordinate with Washington State Patrol to close state highways and interstates, provide damage assessment and other emergency information to the King County Office of Emergency Management for dissemination to King County cities.
Washington Funeral Directors Association	Mortuary support
Washington Volunteers Active in Disasters (WAVOAD)	Mass feeding, shelter, home repair, support with Business Continuity issues; recovery support.
Local Churches	Chaplain/religious services, shelters, food, supplies
Local Volunteer Group	Mass Feeding, shelter, self-sufficiency campaign

Limitations

1. It is the policy of the City of Carnation that no guarantee of a perfect response system is implied by this plan or any of its Emergency Support Functions (ESFs), Appendices, Tabs, or Standard Operating Procedures (SOPs).
2. The City of Carnation's assets and systems may be overwhelmed by natural or technological problems that may limit response. The City of Carnation can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time of the emergency/disaster.
3. In the event of severe devastation throughout the City, fundamental resources such as basic supplies may be needed. The City does not have sufficient supplies and equipment on hand for long-term use.
4. The disaster response and relief activities of City government may be limited by:
 - a. Inability of the general citizenry to survive on their own for more than two weeks without additional supplies of food, water, medical and shelter resources.
 - b. Lack of police, fire, emergency medical and public works response due to damage to infrastructure, facilities, equipment, and shortage of personnel.
 - c. The lack of any medical facilities or personnel available in the City, with the exception of volunteers.

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- d. The shortage of trained response personnel and equipment for fire, emergency medical, police, public works, and hazardous materials releases. The impact of these shortages may be felt immediately because of the increased need and the necessity for twenty-four-hour operations sustained over long periods of time.
- e. Damage to lifelines such as road, rail, air transportation routes, utilities, petroleum pipelines, and communications networks. This damage will prevent normal distribution of all resources that keep the social and economic infrastructure running.
- f. Damage to responder communications by equipment damage or overloading of dispatch telephone lines, and City communication systems.
- g. Damage assessment capabilities limited during the response phase because of a lack of trained personnel and support systems.
- h. The arrival of state and/or federal assistance which may be delayed for several days or weeks after the occurrence.
- i. RCW 38.52.070(1) states "No political subdivision may be required to include in its plan provisions for the emergency evacuation or relocation of residents in anticipation of nuclear attack."
- j. It is the policy of the City of Carnation that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and 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 City services. Local activities pursuant to the Federal/State agreement for major disaster recovery will be carried out per Title 44, CFR, Section 205.16. – Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

Concept of Operations

Whole Community Involvement

The "Whole Community" includes individuals, families, and households; communities; the private and nonprofit sectors; faith-based organizations; and local, tribal, state, and federal governments. The "Whole Community" is defined in the National Preparedness Goal as follows: "[A] focus on enabling the participation in national preparedness activities of a wider range of participants from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of federal, state, tribal, and local governmental partners in order to foster better coordination and working relationships." Involving the "Whole Community" is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The "Whole Community" approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes businesses, faith-based and organizations that serve people with disabilities and the general public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), and people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

Statement of Non-Discrimination

The Americans with Disabilities Act (ADA) is a federal law enacted in 1990 that prohibits discrimination against individuals with disabilities in employment, public accommodations and state and local government operations and services. Under the ADA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment or is regarded as having such impairment; is considered a person with a disability. In terms of employment, the law defines a qualified individual with a disability as a person who can perform the essential functions of the job with or without a reasonable accommodation. Under the ADA, it is unlawful to discriminate in employment against individuals with disabilities or to refuse to reasonably accommodate the known disability of an otherwise qualified individual, unless to do so causes an undue hardship. The City of Carnation will ensure that there is no discrimination against a qualified individual with a disability in the programs, services, or activities it provides.

Equal opportunity is the policy of the City and employment opportunities will NOT be limited because of race, color, religion, sex, or nationality. The City affirmatively seeks to employ and advance qualified Veterans of Vietnam and recent conflicts as identified in Federal Law and disabled Veterans. Hiring, promotions, lay-off, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity

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Statement. The City abides by the principles of the Age Discrimination in Employment Act (ADEA) and does not discriminate on the basis of age. The City complies with the Americans with Disabilities Act (ADA).

Populations with Access and Functional Needs

Emergency preparedness programs address the needs of all citizens, including those with access and functional needs. These citizens are disproportionately vulnerable and require reasonable accommodation in all elements of the program. Examples of these conditions include provisions to notify people with auditory impairments or cognitive disabilities, assistance with evacuation and transportation, provision of temporary housing shelters with ADA accommodations and assistance with recovery after a disaster.

Limited resources make such accommodation challenging. With a portion of the City's population being defined as "medically dependent" meaning they require medicine to sustain life or control. The City of Carnation is working to meet those challenges by acquiring a better picture of the needs in the community, including a disabilities component in all future emergency planning, and by involving people with different types of disabilities in an ongoing planning process. (Public Law 110-321. The ADA Amendments Act, Presidential Executive Order 13347, Individuals with Disabilities in Emergency Preparedness.)

All associated emergency plans and training sessions will include access and functional needs components to assure this segment of the population is included at every level. The goal is to integrate the diverse elements of the community into a flexible, comprehensive emergency planning and response strategy.

People with Access and Functional Needs Identified

People with access and functional needs include those who may need additional assistance in an emergency because of reduced mobility, dependency on medical technology, impaired vision or hearing, fragile age, or other factors. This may include persons who are at a high risk from harm due to a significant limitation in their personal care or self-protection abilities. For some, loss of support due to power or communications outages, or transportation and supply disruptions, may be the only risk factor.

The City of Carnation, KCOEM, and the American Red Cross work with multiple groups, agencies, caregivers, and service providers to plan and prepare for the needs of the community.

Accommodating the Unique Needs of Children in a Disaster

The needs of children, particularly post-disaster, include reunification of children with families, childcare services, identification of special resources, lead coordinating agency identification, post-disaster counseling, and other support services. Coordination of this is done with local schools and other agencies working with children.

Identification of Needs for Household Pets and Service Animals

KCOEM works with several animal welfare groups within the County to plan and prepare for animals in disaster. Efforts to evacuate and shelter pets will be conducted in conjunction with the evacuation of their owners affected by emergent circumstances when it can be safely accomplished. Whenever possible, animals should be sheltered in close proximity to their owners to meet the requirements of the Pets and Evacuation and Sheltering Standards of 2006, PL. 109-308.

Those with service animals will be allowed to bring their animals into the shelter with them. Service animals are easily identifiable by their special harnesses or vests; however, shelter staff may ask two questions to determine the status of the animal:

"Is this a service animal required because of a disability?"

"What work or tasks has the animal been trained to perform?"

Limited English Proficiency (LEP) PROGRAM

Carnation has access to a variety of programs in place assisting those with LEP needs. This includes KCOEM's MyStateUSA emergency alert system, the use of interpreters and other available resources, as needed.

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References are Presidential Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency Substitute Bill 5054 for Limited English Proficiency.

General

1. The City of Carnation will be responsible for disaster operations within the City limits. When activated, the Emergency Operations Center (EOC) will be the focal point for emergency management decision-making. Prior to a disaster, preparedness, and mitigation activities (including the development of standard operating procedures) are the responsibility of each City department and supporting agencies. The City will respond to preserve life and public property, to mitigate the effects of disaster, and take actions to recover from it.
2. City of Carnation Ordinance Chapter 2.08.020 CMC establishes the City's emergency management function. It states that the City Manager is directly responsible for the organization, administration, and operation of emergency services within the City. All officers and employees of the City of Carnation are part of the emergency services program and have responsibility to carry out tasks and functions during a disaster or major emergency in Carnation. The City Manager is also responsible for the City's emergency management functions during periods of preparedness, mitigation, and recovery, utilizing other staff, as needed, to perform these functions.
3. Authority to activate the Carnation EOC is vested in the City Council. The City Council has delegated activation authority to the following City officials in the order listed below:
 - a) City Manager
 - b) Director of Emergency Management (if separately designated by City Manager)
 - c) City Clerk
 - d) City Planner
 - e) Public Works Superintendent
 - f) King County Sheriff's Office (KCSO) Deputy Assigned to Carnation

4. Carnation EOC Activation Levels

Activation Level	Description
3 – Normal Operations / Steady-State	Level 3 activation involves monitoring routine emergencies and will be primarily staffed by City emergency management personnel and resources. It does not involve EOC activation.
2 – Enhanced Steady-State / Partial Activation	Level 2 activation involves incidents which have special characteristics requiring response by multiple departments and partner agencies. It requires the acquisition and/or use of special resources and will require support from selected Emergency Support Functions (ESF) and may include overnight operation. It may involve EOC activation.
1 – Full Activation	Level 1 activation involves extraordinary incidents, which require the coordinated response of all levels of government and emergency services in order to save lives and protect property. This level of activation will require 24/7 operation and utilization of all essential personnel.

5. The City Manager serves as the Director of Emergency Management and he/she, or their designee, will implement emergency statutes and ordinances, and mobilize and commit City emergency resources, as required. In the event that all City resources are committed, and additional resources are required, principles outlined in the **Regional Disaster Plan for Public and Private Organizations** will be followed: assistance and resources shall be met through existing mutual aid agreements. If needs cannot be met through these channels, a request will be made to the King County Emergency Coordination Center (KCECC). A Proclamation of Emergency must be made by, in this order, the Mayor, Deputy Mayor, or City Manager prior to this request. (Refer to Appendix 1 to the Basic Plan). As soon as the City Council can be convened, the proclamation will be presented to the City Council for ratification. Protection of life, public property, the economy, and the environment are the primary concerns of City government.
6. The City Manager and City employees, augmented by elected and appointed officials and volunteers, will take all possible action to respond to the effects of a disaster and expedite response and recovery. The City of Carnation is a small City with a limited number of staff. As a result, individual staff members, augmented by volunteers and elected officials serving outside of their public policymaking realm, will need to perform multiple roles in the Emergency Operations Center EOC. Top priority will be the preservation of human life.
7. Elected and appointed City officials, departments, supporting organizations, agencies, or individuals, will retain their identity and autonomy but will function under this plan as an emergency organization. The essential activities

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of the emergency organization will be coordinated through Carnation's Emergency Operations Center (EOC). Emergency operations will be conducted on a 24-hour basis, as required.

8. Each City department is responsible for providing qualified and trained personnel to the EOC.
9. The City will utilize the Incident Command System (ICS) as required by NIMS and RCW 38.52.070 to respond to any emergency or disaster that could affect the City. When multiple agencies are coordinating response activities, decisions will be made by Unified Command.
10. Normal day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.
11. The City will use all locally available resources, including mutual aid, to manage the emergency before requesting assistance from King County.
12. When mutual aid is requested, the responsible requesting officials will be in direct charge unless the specific mutual aid agreements direct otherwise.
13. Non-city personnel will be registered as Emergency Workers and then assigned to carry out responsibilities as part of the City emergency organization. These workers are given the authority to carry out assigned responsibilities by and under this plan. (Refer to ESF 7 – Resource Support)
14. Standard Operating Procedures (SOP) that are revised, existing, or newly developed will be used by Department Directors and employees when carrying out essential activities necessary to the accomplishment of responsibilities assigned to City government departments. These SOPs must include provisions for:
 - a. Recall of personnel during non-duty hours.
 - b. Prioritization of tasks to guide recovery work.
 - c. Procedures to be followed which deviate from normal.
15. It is essential that accurate (verified), timely and consistent information be disseminated to the public when the EOC is activated. City Departments and agency liaisons (representatives from support or volunteer agencies) will coordinate the development and dissemination of all disaster related public information through the EOC's Public Information Officer (PIO).

Incident Management Activities

1. The City Manager is responsible for the direction and control of all emergency management mitigation, response, preparedness, and recovery efforts provided by Carnation City government. The Manager will serve as the "Director of Emergency Management" (Director) who will direct, control and coordinate City emergency services. The Manager will further designate an Acting City Manager in his/her absence who shall serve as "Assistant Director of Emergency Management" (Assistant) who will assist the "Director" and serve as Director in his/her absence. In the event that the City Manager is unavailable and has not appointed an Acting City Manager, the City of Carnation will use the following line of succession for determining the Director of Emergency Management:
 - a) City Clerk
 - b) City Planner
 - c) Public Works Superintendent
2. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in accordance with the NIMS in an effort to minimize the effects of a major emergency or disaster.
3. The City Manager, acting as Director of Emergency Management, with assistance from the Assistant Director of Emergency Management, will coordinate City emergency services.
 - a) The Director is responsible to the Council.
 - b) The Director will coordinate decision-making regarding the direction of emergency management activities with the Incident Commander (if other than the Director) and EOC representatives present during activation.
4. The City shall use the concepts of the incident command systems (ICS) for emergency response within the EOC as required by RCW 38.52.070
5. An EOC Manager will assume direction and control of all assigned community resources during the duration of an emergency or disaster. The EOC Manager could be the Director or Assistant Director of Emergency Management, Police Chief, Fire Chief, Public Works Director, or other EOC representative.
 - a) The EOC Manager, if other than the Director is responsible to the Director.
 - b) The EOC Manager shall collect information and provide situation reports to the King County Emergency Coordination Center (KCECC) and State Emergency Operations Center (SEOC).

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6. Each City department shall designate staff members who will report to the EOC, if appropriate, to coordinate response efforts and to support field operations.
7. Representatives (liaisons) of non-government organizations providing services from the EOC, will be assigned to a Section Leader under ICS for coordination and accounting purposes.

Facilities

1. City government will coordinate disaster activities from a central location, referred to as the Carnation Emergency Operations Center (EOC). Depending on the availability and circumstances of the event, the primary EOC will be located at Eastside Fire & Rescue Station 85 (3600 Tolt Avenue) and will be the focal point of all disaster response and recovery.
2. A satellite EOC may be established at the Carnation City Hall or any other facility designated by the Director.

Concurrent Implementation with Other Plans

The City of Carnation, as a signatory of the Regional Disaster Plan for Public and Private entities, will follow the voluntary guidelines provided by the plan, particularly the plan's Omnibus Legal Agreement for lending and receiving resources.

The 2013 King County Flood Hazards Plan Update and Progress Report. The Plan established policy, program, and project recommendations to improve public health and safety, and minimize risks to people, property, roads and public infrastructure and natural resources.

Organizational Structure

The City

The City operates under a Council/Manager form of government. City Council Members establish City policies and laws, adopt an annual budget, approve appropriations, contract for services and grant franchises. City Council Members serve staggered four-year terms; roughly half the Council is up for election every two years. The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting of the new year following an election. The Mayor presides at Council meetings and represents the City at ceremonial functions and inter-governmental meetings. The Deputy Mayor presides in the Mayor's absence.

The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW 42.14 provides for filling vacancies of elected and appointed officials in the City. (See ESF # 5 – Information and Planning)

The emergency management organization will be compatible with the existing City organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

Other Agencies and Jurisdictions

King County Office of Emergency Management.

The King County Office of Emergency Management (KCOEM) may provide guidance, as appropriate, to the City's CEMP development and ongoing maintenance and related emergency management activities within the City. The KCOEM will provide overall coordination with outside agencies and organizations involved in emergency planning and response; and manage the KCECC during activation and interact with outside agencies and organizations to coordinate emergency support activities. The KCECC will help coordinate requests for outside assistance through county, state, and federal agencies. KCECC will also coordinate dissemination of emergency warning information through the Central Puget Sound Emergency Broadcast System and available resources. A King County OEM representative may respond to and assist at the City's EOC during localized emergencies, when requested. Guidance and assistance are also provided to the City for Preliminary Damage Assessment (PDA) processes moving into the recovery phase of a disaster.

Principal Incident Management Organizational Elements

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Protection of life, public and private property, the economy, and natural resources are the primary concerns of City government. City personnel will take all possible actions, within the limits of available resources, to mitigate the effects of a disaster and to assist response and recovery.

When a disaster occurs, all necessary steps will be taken by appropriate personnel to alleviate suffering and protect life and property. The magnitude of the disaster will dictate the specific coordinated actions taken.

Normal organizational structures and reporting authority will be maintained as much as possible given the severity of the situation.

Citywide emergency management activities will be coordinated by the EOC. Direction and control of overall activities occur in a linear progression beginning with the Director of Emergency Services. Policy recommendations flow from the Director of Emergency Management to the City Council for policy actions as appropriate.

Overall direction, control and coordination will normally be conducted through the EOC in order to support the overall community response to the disaster and to best coordinate efforts with County, State and Federal Agencies (see ESF #5 – Emergency Management).

The City's EOC was developed to be activated at various levels as appropriate to coordinate a sufficient level of disaster operations. The level of staffing will be determined by the Director of Emergency Management (see ESF #5 Emergency Management).

The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.

The field command will act in coordination with the EOC and in accordance with the City's CEMP, the NIMS and the National Response Framework (NRF). All City departments will coordinate activities with the IC and will utilize the field command post to coordinate with the EOC. The City recognizes that a single field command post may not be sufficient and will utilize area command posts as needed and will operate within a joint field command post when appropriate.

Emergency Response and Support Teams (Field Level)

Specialized teams, such as the Eastside Fire Technical Rescue Team, the Eastside Hazardous Materials Team and the State Hazard Mitigation Assistance Team (SHMAT), may be available to respond to incidents within the City. The special response teams are designed to assist with incident management, set up emergency response facilities, or provide specialized expertise and capabilities. These teams should be trained and certified to the standards published by the NFPA and NIMS Integration Center. Response and support Teams are available from various jurisdictions within King County, the State of Washington, and the Federal government. Teams from King County Zone 1 are available through mutual aid agreements and the Regional Disaster Plan and can be activated or requested either directly from the jurisdiction or through the Zone 1 Coordinator. Resource teams from outside Zone 1 may be requested through the Zone 1 Coordinator, King County ECC, and directly from the SEOC.

Defense Support of Civil Authorities

All defense related support will be coordinated through the KC ECC and the SEOC to access the Washington National Guard. All defense support must be coordinated through the SEOC. Activation of the Washington National Guard requires the Governor's approval before those resources can be deployed within the state. Other defense resources can be requested from the Department of Defense (DOD) through the SEOC. DOD resources can only be utilized within the United States for incidents of national significance.

Law Enforcement Assistance

Law enforcement assistance may be available from the King County Sheriff's Office (KCSO)/Carnation Police Department. Request for additional assistance can be made of the (KCSO). The Washington State Patrol may and should be coordinated through the SEOC.

Federal law enforcement agencies may be requested to provide public safety and security support during incidents of national significance. ESF #13 – Public Safety, Law Enforcement and Security provides further guidance on the integration of public safety and security resources to support the full range of incident management functions.

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Incident Management Actions

This section describes incident management actions ranging from initial threat identification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the Emergency Support Functions (ESF) structure and deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

It is the policy of the City that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources. Any or all of these resources may be called upon during disaster and emergency situations.

All incident management actions within the City will be conducted in accordance with the NIMS and will utilize the ICS.

The City will be required by State and Federal agencies to submit reports on disaster situations with information concerning nature, magnitude and impact for use in evaluating needs and coordinating appropriate response resources and services. These reports include but are not limited to:

1. Situation Reports
2. Proclamation of Emergency
3. Requests for Assistance
4. Damage Assessment Reports
5. Mitigation and Recovery Costs

No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age 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 Title 44, CFR 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code (See Section IV.A Whole Community Involvement, of the Basic Plan).

1. Notification and Assessment

The City will communicate information regarding actual or potential threats either natural or manmade to the Federal Emergency Management Agency (FEMA) and/or Homeland Security Operations Center (HSOC) through established reporting mechanisms in coordination with county and state government officials.

Upon submitting notification to the KCSO, the King County Emergency Coordination Center (KCECC), Washington State Patrol and the SEOC, the City will make appropriate notifications to City personnel and initiate actions to initiate emergency plans. The EOC and required staff may be activated at the appropriate level required by the situation. The EOC will disseminate emergency warnings as appropriate and will utilize all resources available to accomplish this task, including but not limited to the Emergency Alert System. Additional details about the City's Communications operations is included in ESF-2 and ESF-15.

2. Activation

Once the City is made aware of a threat or potential threat, the City Manager or their designee, as Director of Emergency Management, will determine the need to activate components of this CEMP to conduct further assessment of the situation, initiate activation of the EOC, and/or coordinate information with regional and county agencies. Additionally, the Director of Emergency Management will determine whether the threat or potential threat meets the criteria established for a Proclamation of Emergency.

Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

3. Requests for Assistance

When a major emergency or disaster occurs, it is anticipated that City departments and other responding agencies will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If department resources cannot meet the needs created by the disaster, additional assistance may be requested through existing

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mutual aid agreements and mutual orders of understanding. In the event of a Proclamation of Emergency, the deployment of resources will be coordinated through the EOC. Resources to be utilized to support city operations may be placed at staging areas until specific assignments can be made

In the event the situation exceeds or is expected to exceed the resources within the City and those provided through mutual aid, the City may request assistance through the Zone 1 Coordinator, the KCECC and/or the SEOC.

4. Pre-Incident Actions (Prevention)

The EOC facilitates information sharing activities to enable the assessment, prevention, or resolution of a potential incident and coordinates with appropriate agencies and jurisdictions as required during developing situations to utilize resources and authorities to prevent an incident, as well as to initiate appropriate preparatory and mitigating measure to reduce vulnerabilities.

The preventive actions within the City are taken by first responders and city government officials and include efforts to protect the public and minimize damage to property and the environment, such as:

Public Health and Safety – Initial safety efforts focus on actions to detect, prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Public Health Seattle/King County.

Responder Health and Safety – The safety and health of responders is a high priority for the City. Actions that are essential to limit risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety.

Property and the Environment – Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or booming of environmentally sensitive areas in response to a potential oil spill.

The City will coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible emergency plans and will coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.

Training will be provided to City personnel on a routine basis to enhance response capabilities and public education will be offered to enhance citizen self-sufficiency.

5. Response Actions

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities that are necessary to preserve life, property, the environment, and the social, economic, and political structure of the City. In the context of a terrorist threat, simultaneous activities by the State and Federal government are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

Response actions may include but are not limited to, immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property and are closely coordinated to facilitate the collection of evidence without impacting ongoing life-saving operations.

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In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Growth Management Act, and Flood Control Act.

Following a Proclamation of Emergency, the Director of Emergency Management 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, RCW 38.52.110.

The City Manager or designee is authorized to contract with any person, firm, corporation, or entity to provide construction or work, on an agreed upon cost basis during emergency or disaster response operations and throughout the recovery and mitigation operations, in accordance with RCW 38.52.390. This process allows City employees to operate within their normal roles and perform the day-to-day functions of local government as much as possible given the severity of the disaster.

6. Recovery Actions

All recovery actions within the City will be coordinated through the EOC. The EOC staff will prioritize recovery actions based on damage assessments and other information provided from the incident command posts throughout the City.

The City recognizes recovery as the development, coordination and execution of service, site restoration plans, and the reconstitution of government operations and services through individual, private-sector, nongovernmental and public assistance programs.

The City will utilize resources available through the Zone 1 Coordinator, KCECC, SEOC, and, in the event of an Incident of National Significance, the Federal Joint Field Office (JFO) to coordinate available resources to assist with recovery efforts and strategy development.

Repair and restoration of damaged facilities may require a critical areas alteration permit prior to final project approval, in compliance with applicable city, state, and federal regulations.

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 Washington Office of Archeology and Historic Preservation.

7. Mitigation Actions

The City recognizes the need to use an all-hazard approach to mitigation. Within the City, mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. Following a disaster, the emergency management organization within the City will coordinate mitigation efforts with the King County OEM and the SEOC. In the event of a large-scale disaster, the City will coordinate with the Joint Field Office (JFO) which is the central coordination point among federal, state, local, and tribal agencies, and non-governmental agencies for beginning the process that leads to the delivery of mitigation assistance programs.

If public assistance is needed after an incident, the City will work with the King County OEM and SEOC to provide public assistance programs to the residents of Carnation. If the disaster is considered an Incident of National Significance, the City will also utilize the JFO's Community Recovery and Mitigation Branch which is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

- i. Grant programs for loss reduction measures
- ii. Delivery of loss reduction building-science expertise.
- iii. Coordination of federal flood insurance operations and integration of mitigation with other program efforts.
- iv. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs
- v. Predictive modeling to protect critical assets
- vi. Early documentation of losses avoided due to previous hazard mitigation measures
- vii. Community education and outreach necessary to foster loss reduction.

8. Demobilization

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Once response and recovery efforts for an event requiring activation of the CEMP and/or the EOC have been completed all aspects of the response and recovery efforts will be transitioned back into normal day-to-day operations. This process will occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups. The EOC will remain activated until all resources have been demobilized and returned to their previous condition or previous position.

As a component of demobilization, incident debriefing will occur as soon as possible and an After-Action Report will be developed to detail operational successes, problems, and key issues affecting incident management.

Plan Management and Maintenance

- **Coordination.** All departments participate in the City's emergency management organization for the ongoing management and maintenance of the CEMP. All City departments will have a responsibility in the coordination of policy, planning, training, equipping, monitoring changes to laws, and other preparedness requirements related to the CEMP.
- **Plan Maintenance.** The City Manager will serve as the key person for the coordination of plan management and maintenance. The CEMP will be reviewed and updated periodically as required to incorporate new Presidential directives, legislative changes and procedural changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the CEMP.
 - *Types of changes* – Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in City resolutions or ordinances or county, state, or federal statute or regulation.
 - *Coordination and approval* – Any City department with assigned responsibilities under the CEMP may propose a change to the plan. The City Manager will coordinate proposed modifications with primary and support departments and other stakeholders, as required.
- **NIMS Integration.** In accordance with the NIMS, the City's emergency management organization will utilize the NIMS Integration Center to ensure that the City's emergency management activities are in full compliance with federal requirements relating to incident management. The City will utilize the NIMS Integration Center's standards, guidelines, and protocols in preparedness and response activities unless those standards, guidelines, and protocols contradict established resolutions and ordinances of the City.
- **Availability to the Public.** As a public document, most sections of the CEMP are available to the public for reference and review.

Appendices

Appendix 1 - Miscellaneous Resources

Appendix 2 - References

Appendix 3 - Definitions and Acronyms

Appendix 4 - Training and Exercises



Comprehensive Emergency Management Plan

The City of Carnation Emergency Management Plan dated April 2023 is adopted as the official plan for the providing of emergency management services when lifesaving and property protection services cannot be accomplished as a normal daily function of City government departments.

Mayor

Date

City Manager

Date

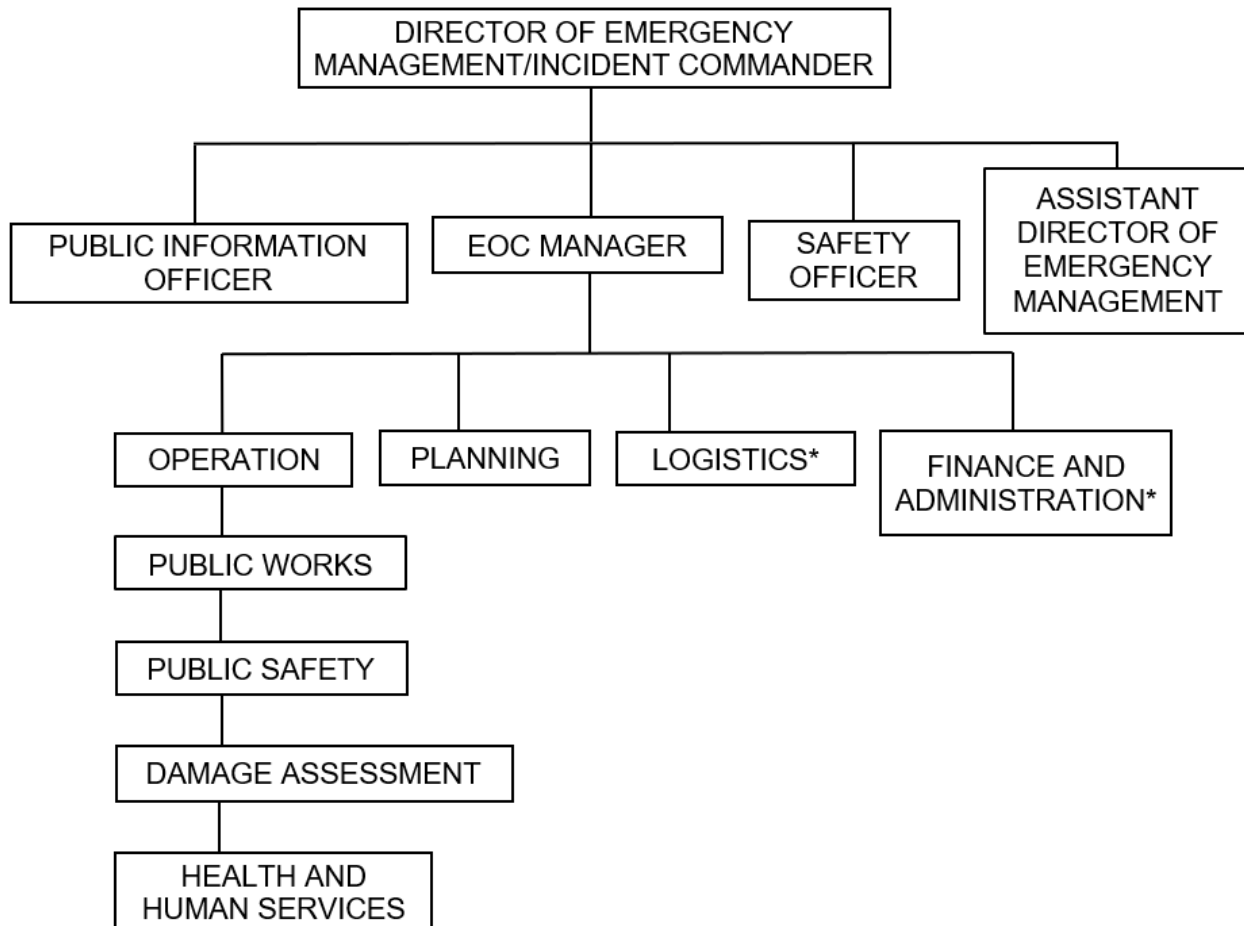
Comprehensive Emergency Management Plan

Appendix 1 - Miscellaneous Resources

TAB 1 – Emergency Call Back List (available as appropriate)

TAB 2 – Carnation Emergency Operations Center Structural Chart

* = Logistics and Finance/Administration Sections are consolidated, due to minimal staffing, when EOC is run only by City of Carnation staff/volunteers. Details in Carnation EOC SOPs.



TAB 3 – ESF Responsibility Matrix

TAB 4 – Sample Proclamation of Emergency

CITY OF CARNATION WASHINGTON

A DECLARATION OF THE CITY OF CARNATION, WASHINGTON, DECLARING AN EMERGENCY
DUE TO _____.

WHEREAS, on <<Date>>, <<emergency>> occurred within the City of Carnation and the surrounding Puget Sound area; and

WHEREAS, _____ suffered significant damage posing a threat to the public health and safety; and

WHEREAS, there may be additional, undiscovered damage to public property that poses a threat to the public health and safety; and

WHEREAS, the City desires to declare an emergency in order to take such actions as may be necessary to protect the public health and safety;

NOW, THEREFORE, THE _____ OF THE CITY OF CARNATION, WASHINGTON, DOES
DECLARE AS FOLLOWS:

Section 1. There is hereby declared a state of emergency within the city limits of the City of Carnation.

Section 2. This declaration shall be presented to the City Council, at the earliest convenience of the Council, for approval and ratification.

DATED THIS _____ DAY OF _____, _____

CITY OF CARNATION

Mayor

ATTEST/AUTHENTICATED:

City Clerk



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Appendix 2 - References

Carnation Governing Statutes:

Carnation Municipal Code Section 2.08.020, describing and clarifying the role of the city manager in serving in support of the Emergency Management Plan.

Plan References:

Disaster Assistance for Local Government, June 1996

Washington State Comprehensive Emergency Management Plan, May 2002

Northwest Area Contingency Plan, Washington State Department of Ecology, 1996

Hazardous Materials Emergency Resource Plan, Draft, King County LEPC, 1996

Vital Records and Disaster Recovery Guidelines (King County 3/96)

Text References:

Disaster Assistance: A Guide to Recovery Program (FEMA 1995)

Earthquake Recovery: survival Manual for Local Government (California/1993)

Other Sources:

Article 80 Uniform Fire Code, 1995

Comprehensive Emergency Management Plan

Appendix 3 - Definitions and Acronyms

Definitions

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

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

ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A) – The portion of the Federal Emergency Response Teams, which is the first federal group, deployed to the field to respond to a disaster.

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

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

ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT – is appointed by the City Manager who will assist the Director of Emergency Management and who shall act for and exercise the powers and perform the duties of the Director of Emergency Management during his/her absence. (See LOCAL DIRECTOR)

AUTHORIZED OFFICIAL – An individual authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-043 to direct the activities of emergency workers. These individuals are the Adjutant General of the Military Department or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 – Search and Rescue of a local comprehensive emergency management plan.

AUTHORIZED ORGANIZATION – A state or local agency authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-04 to register and/or employ categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

CATASTROPHE – An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources, or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) – Dedicated 2-way Very High Frequency (VHF) low band radio system. Provides direction and control capability for state and local jurisdictions for emergency use, and during an emergency or disaster. This is an emergency management net belonging to and managed by Washington State Emergency Management. King County Emergency Management has CEMNET capabilities.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) -The City of Carnation's plan that states the who, what, when and where response to a disaster or emergency will be handled. The CEMP is comprised of the Basic Plan, Appendices, Emergency Support Functions (ESFs) and Standard Operating Procedures (SOPs).

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CONGREGATE CARE CENTER – A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

DAMAGE ASSESSMENT – The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event.

DAMAGE SURVEY REPORTS – A description of the disaster damage caused to property of a State or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the Federal Emergency Management Public Assistance Program.

DAMAGE SURVEY REPORT TEAMS – Teams of federal, state, and local jurisdiction experts. Typically, architects or engineers who conduct detailed on-site inspections of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

DECONTAMINATION – The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

DEFENSE COORDINATING OFFICER – Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

DIRECTION AND CONTROL – The Emergency Support Function (ESF) that defines the management of emergency response and recovery. (See EMERGENCY SUPPORT FUNCTION)

DISASTER – An event expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented. (See EMERGENCY)

DISASTER APPLICATION CENTER – A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.

DISASTER FIELD OFFICE – The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (CFO) and The Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

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

DIRECT EFFECTS – The effect classified as 'direct' includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

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

DIRECTOR – means the Director of the state emergency management as established by state law. (See LOCAL DIRECTOR)

EMERGENCY – An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment in danger; that requires response beyond routine incident response resources. (See DISASTER)

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

EMERGENCY INFORMATION SYSTEM (EIS) – An emergency planning and response software program that facilitates emergency management operations. The current software standard for the Washington State Emergency Management.

EMERGENCY MANAGEMENT – The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate from, prepare for, respond to, and recover from emergencies and disasters; and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or man-made, and to provide support for search and rescue operations for persons and property in distress. "Emergency Management" or "comprehensive emergency management" does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack.

EMERGENCY OPERATIONS CENTER (EOC) – A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders. The EOC is generally equipped and staff to perform the following functions: collect, record, analyze, display and distribute information, coordinate government emergency activities, support first responders by coordinating the management and distribution of information and resources and the restoration of services, conduct appropriate liaison and coordinate activities with all levels of government, public utilities, volunteer and civic organizations and the public.

EMERGENCY SUPPORT FUNCTION (ESF) – are functional annexes to the Basic Plan. They outline the general guidelines by which city departments will carry out the responsibilities assigned in the Plan. i.e., How response to a disaster or emergency will be handled. (See COMPREHENSIVE EMERGENCY MANAGEMENT PLAN)

EMERGENCY WORKER – Any person, who is registered with a local emergency management organization or Washington State, and holds an identification card issued by the local emergency management director or the state for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

EXECUTIVE HEAD – and "executive heads" means the county executive in those charter counties with an Executive office of County executive, however, designated and, in case of other counties, the county legislative authority. In the case of cities and towns, it means the City Manager.

FEDERAL COORDINATING OFFICER – The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

FEDERAL DISASTER DECLARATION – is the formal action by the U.S. President to make a state eligible for federal disaster assistance.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

FEDERAL EMERGENCY RESPONSE TEAM – An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements.

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FEDERAL RESPONSE PLAN – The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a disaster or significant emergency, which results in a requirement for federal response assistance.

FEDERAL ASSESSMENT TEAM (FAST) – A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

FIRE COMMUNICATION (FIRECOM) – Statewide mutual aid firefighting frequency used by fire fighters of different departments and district for the command and coordination of fire suppression operations.

FIRE SERVICE MOBILIZATION REGIONS – One of nine organizations responsible to develop Regional Fire Service Resource Mobilization Plans, ensure consistency with plans and systems, administer the Washington State Fire Services Resource Mobilization Plan and Procedures within the region, maintain local liaison, and maintain inventories of equipment.

FOREST FIRE – One occurring in wooded areas and often in rugged and difficult terrain. The land commonly is shared between the federal or state governments or large corporations.

FULL-SCALE EXERCISE – An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated, and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE – An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

GOVERNOR'S PROCLAMATION OF A STATE OF EMERGENCY – A proclamation by the Governor, in accordance with RCW 42.06 and 38.52, which activates the State of Washington Comprehensive Emergency Management Plan and authorizes state resources to be used to assist affected political jurisdictions. (See PROCLAMATION OF EMERGENCY)

HAZARDOUS ANALYSIS – Process of identifying the hazards that may impact a community and forms the basis for emergency planning and preparedness.

HAZARD IDENTIFICATION & VULNERABILITY ANALYSIS (HIVA) – provides information on various large-scale hazards, both natural and technological, that could affect a jurisdiction. The HIVA serves as a basis for emergency management planning, as a justification for necessary preparedness-related budgeting and expenditures and as a foundation for mitigation and recovery policy decisions.

HAZARD MITIGATION – Any measure that reduces or prevents the damaging effects of a hazard.

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

HAZARD VULNERABILITY – The ratio of population, property, commerce and essential infrastructure and services at risk from a given hazard relative to the entire community.

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

INCIDENT – An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMANDER – The individual responsible for the management of operations at the scene of an incident.

INCIDENT COMMAND SYSTEM (ICS) – An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures. ICS is a concept of operation that is based upon the following functions: command, operations, planning, logistics and finance/administration.

INDIVIDUAL ASSISTANCE – Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

INDIVIDUAL ASSISTANCE OFFICER (IAO) – The individual who, under the direction of the Federal Coordinating Officer, establishes the Disaster Application Centers, monitoring the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

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

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

INTERFACE FIRE – Fire that threatens or burns the interface area. Fire affecting both wildlands and homes.

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

IONIZING RADIATION – Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

JOINT INFORMATION CENTER (JIC) – A facility that is used by the affected utility, state and county to jointly coordinate the public information function during an emergency.

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

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

LOCAL DIRECTOR – The director or designee of a county or municipal emergency management agency. For the City of Carnation, the local director is the Director of Emergency Management. The Carnation Director of Emergency Management is appointed by the Mayor upon the basis of ability and training and is responsible for the administration and operation of the Emergency Management program and plan for the City of Carnation. (See ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT)

LOCAL EMERGENCY MANAGEMENT AGENCY – The emergency management or emergency services organization of a political subdivision of the state established in accordance with Revised Code of Washington (RCW) 38.52.070.

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

PROCLAMATION OF EMERGENCY – A resolution or ordinance of the City of Carnation in accordance with RCW 36.40.180 and 38.52.070(2) which activates the City of Carnation Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52 (See FEDERAL DISASTER DECLARATION and GOVERNOR'S PROCLAMATION OF A STATE OF EMERGENCY)

MAJOR DISASTER - As defined in federal law, is "any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm.

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) – Dedicated 2-sya Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MILITARY DEPARTMENT – refers to both the Emergency Management Division and the National Guard.
MISSION – a distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occurs under the direction and control of an authorized official.

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

MITIGATION – Actions taken to eliminate or reduce the degree of long-term risk to life, property, and the environment from natural, technological, and man-made hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Examples of mitigation are building and fire codes, land acquisition equipment and computer tie downs, safety codes, statutes and ordinances.

MUTUAL AID AGREEMENT – a formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions or between the public and private sector.

NATIONAL DISASTER MEDICAL SYSTEM (NDMS) - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the Department of Health and Human Services, FEMA, Department of Defense, state and local governments, and the private sector.

NATIONAL RESPONSE CENTER – Communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington DC. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene reports, and provides facilities for the National Response Team to use in coordinating national response actions when required.

NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC) – Advisory committee that review and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHz) frequencies within the state.

NATIONAL SEARCH AND RESCUE PLAN (NSP) – An interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

NATIONAL WARNING SYSTEM (NAWAS) – The federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

NUCLEAR EMERGENCY SEARCH TEAM (NEST) – A Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

NUCLEAR REGULATORY COMMISSION (NRC) – The federal agency that regulates and licenses commercial nuclear facilities.

Comprehensive Emergency Management Plan

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

POLITICAL SUBDIVISION – means any county, city or town.

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

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

PREPAREDNESS – Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

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

PRIMARY AGENCY – An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific emergency support function.

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

PUBLIC ASSISTANCE OFFICER (PAO) – A member of the FEMA Regional Director’s staff who is responsible for management of the Public Assistance Program.

PUBLIC INFORMATION OFFICER (PIO) – Person designated by the City Manager and trained to coordinate disaster related public information and media relations.

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

RADIOLOGICAL INSTRUMENT MAINTENANCE AND CALIBRATION (RIM&C) – An operation at the state level with the mission to repair, maintain, and calibrate Civil Defense radiological monitoring instruments. Its mission includes distribution and exchange with local jurisdictions and other entities and agencies.

RADIOLOGICAL MONITOR (RM) – An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

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

RAPID IMPACT ASSESSMENT – is a process that is launched to quickly capture the degree that the event has challenged the community. (See PRELIMINARY DAMAGE ASSESSMENT)

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RAPID EVALUATION – is the first level of structural assessment and is performed simultaneously with Rapid Impact Assessment.

RECOVERY – Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption.

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

RECOVERY RESTORATION TASK FORCE (RRTF) - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

REGIONAL DISASTER PLAN (RDP) – The King County Regional Disaster Plan (RDP) establishes the architecture for a systematic, coordinated, and effective response to multi-agency, multi-jurisdictional emergencies and disasters that occur within the geographic boundaries of King County, Washington. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies and jurisdictions. Through implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of King County. The RDP is an all-hazards response plan, it applies to any event that concurrently challenges multiple jurisdictions or multiple disciplines.

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

RESPONSE – Actions taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning system activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT – Public Law 93-288 as amended by Public Law 100-707. The act which authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

SEARCH AND RESCUE – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes Disaster, Urban, and Wildland Search and Rescue.

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

RECOVERY RESTORATION TASK FORCE (RRTF) – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

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

STATE COORDINATING OFFICER (SCO) – The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery.

STATEWIDE EMERGENCY COMMUNICATIONS SYSTEM (HF) – The State Military Department's High Frequency (HF) radio system. The net is controlled by the Washington National Guard and interconnects all National Guard Armories with Camp Murray.

STATE EMERGENCY COMMUNICATIONS USING RADIO EFFECTIVELY (SECURE) – Dedicated federal 2-way High Frequency (HF) radio system which provides an alternate direction and control capability as needed by the state to other locations during an emergency or disaster.

STATE FIRE DEFENSE BOARD – An organization which maintains the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Service Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, reviews and approves curriculum, requires the use of the Incident Command System by the State Fire Service, and provides guidance for the approval of requests for reimbursement.

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

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

TITLE III – A major section of the Superfund Amendments and Reauthorization Act entitled the "Emergency Planning and Community Right-to-Know Act of 1986". Law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions and Local Emergency Planning committees, and to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

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

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

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

URBAN SEARCH AND RESCUE TASK FORCE – A 56-member organization sponsored by the Federal emergency Management Agency in support of Emergency Support Function #9. The Task Force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

WARNING – advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

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WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) – State level emergency public information will be established, provided to the media and the public, and managed through the Information Center, which is a part of the Washington State Emergency Operations Center (SEOC).

WASHINGTON STATE EMERGENCY OPERATIONS CENTER – Washington State Military Department, Emergency Management Division.

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

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

WIND (DF) MESSAGES – Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

Common Acronyms and Abbreviations

ACCESS – A Centralized Computerized Enforcement Service System

AE – Aeromedical Evacuation (ESF8)

AG – Attorney General

APCO – Associated Public Safety Communications Officer Inc.

ARC – American Red Cross

ARES – Amateur Radio Emergency Services

ARRL – Amateur Radio Relay League

ATC – Applied Technology Council

AWC – Association of Washington Cities

CCA – Comprehensive Cooperative Agreement

CCP – Casualty Collection Point (ESF8)

CD – Civil Defense

CDC – Centers for Disease Control

CDRG – Catastrophic Disaster Response Group

CEM – Certified Emergency Manager

CEMP – Comprehensive Emergency Management Plan

COE – Corps of Engineers

COG – Continuity of Government

COMMO – Communications

CSEPP – Chemical Stockpile Emergency Preparedness Program

DAC – Disaster Application Center

DAP – Disaster Assistance Program

DECON – Decontamination

DEM – Department of Emergency Management (local)

DES – Department of Emergency Services (local)

DFO – Disaster Field Office

DOD – U.S. Department of Defense

DOE (WA) – Washington State Department of Ecology

ECC – Emergency Coordination Center

EMS – Emergency Medical Services

EOC – Emergency Operations Center

ESF – Emergency Support Function

EST – (Federal) Emergency Support Team

FEMA – Federal Emergency Management Agency

HIVA – Hazards Identification & Vulnerability Analysis

IC – Incident Commander

ICS – Incident Command Structure

IST – Incident Support Team (ESF9)

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JIC – Joint Information Center
NDMS – National Disaster Medical System
NICC – National Interagency Coordination Center (ESF4)
NAWAS – National Warning Service
NOAA – National Oceanographic & Atmospheric Agency
NWS – National Weather Service
NRC – Nuclear Regulatory Commission
PDA – Preliminary Damage Assessment (ESF 3, App. 1)
PIO – Public Information Officer (Append. 2)
RIA – Rapid Impact Assessment (ESF 3, App. 1)
RCW – Revised Code of Washington
RDP – Regional Disaster Plan
RRTF – Recovery Restoration Task Force
SLA – State & Local Assistance (ESF 13, App. 1)
SOP – Standard Operating Procedure
US&R – Urban Search & Rescue (ESF9)
WAC – Washington Administrative Code
WMD – Weapons of Mass Destruction (ESF10)
SEOC – Washington State Emergency Operations Center

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Appendix 4 - Training and Exercises

Primary Agency

Administrative Team

Support Agencies

Carnation/KCFD10 – Eastside Fire and Rescue
King County Sheriff's Office/Carnation Police Department
King County Office of Emergency Management

Introduction

Purpose

The purpose of this appendix is to outline the emergency management training responsibilities of the City of Carnation and the schedule and objectives of emergency management exercises. The training and exercise programs serve to improve operational readiness by improving individual skills and by improving the emergency management system in the City of Carnation.

Scope

The Director of Emergency Management (City Manager) provides training for EOC representatives and provides training and consultation to City departments upon request. The Director of Emergency Management, together with the Police Chief and the Fire Chief, coordinates and facilitates the range of exercises, which serve to verify the effectiveness of both the City's Comprehensive Emergency Management Plan and the plans and procedures of City Departments.

Exercising is the principal method of validating the City's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA). The City of Carnation government is committed to developing a progressive community-based exercise program whereby City staff and relevant agencies participate in increasingly challenging exercises over a period of time. In the progressive community-based program, one exercise builds on another systematically to meet specified goals.

Exercise and Training Policies

It is the policy of the City of Carnation to hold EOC meetings a minimum of once a year that also serve as training sessions for the participants.

King County Office of Emergency Management (OEM) delivers a range of training classes to enhance the emergency planning and response capabilities of government employees, schools, businesses, emergency workers, and the public. The Director of Emergency Management will coordinate with OEM for City employee participation in these local classes and with the Washington State Emergency Operations Center for City employee's attendance at relevant state training classes.

Assumptions

Emergency Management exercises are stand-alone events. They are part of the City of Carnation's commitment to improving the overall emergency management program. The City's progressive community-based exercise program will receive ongoing support from the Mayor and all City departments and participating agencies. All departments and participating agencies will continue to develop and test their internal emergency procedures as part of the progressive community-based exercise program.

Concept of Operations

The exercises and training courses are based on current needs and are part of a systemic effort to further the emergency readiness of the City of Carnation government and the public. The exercise and training programs are continually evaluated and reviewed. Exercises are evaluated through After-Action Reports (AARs) so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses are evaluated to identify shortcomings and future training needs.

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Prior to a disaster, a person or organization seeking training may contact the Director of Emergency Management with a request for training. The Director of Emergency Management will provide appropriate training or refer the request to the King County OEM. Other sources of training include but are not limited to:

- FEMA's Emergency Management Institute
- Washington State Emergency Operations Center
- The American Red Cross
- Western Washington Emergency Network
- Disaster Educators of Puget Sound
- Carnation-Duvall Citizen Corps
- Private Consultants

The five elements of the City's exercise program include: orientations (informal seminar to familiarize participants to the plan), tabletop exercises (discussion of simulated emergency situation), drills (tests a single response procedure), functional exercises (activity to evaluate capability of an individual function), and full-scale exercises (evaluates operation capability of emergency management systems over time).

Responsibilities

Director of Emergency Management shall:

1. Coordinate all exercises that test and evaluate the City's Comprehensive Emergency Management Plan
2. Develop and coordinate the progressive community exercise program and facilitates the training that is necessary to orient City employees and the public
3. Provide emergency planning training to the public and private organizations and individuals commensurate with the resources available
4. Coordinate the procurement and distribution of emergency training course materials
5. Assist the King County OEM training officers and emergency planners in preparing and conducting training and exercise programs
6. Coordinate and facilitate a progressive community-based exercises program
7. Determine exercise requirements and develop an exercise program based on current capabilities and shortcomings
8. Evaluate all exercises and revise plans and procedures based on the shortcomings discovered through the exercising of plans and procedures
9. Individually maintain NIMS compliance through ongoing training.
10. All City of Carnation Departments shall:
 11. Develop training and exercise programs to support their internal emergency planning, response, and recovery functions. In addition, departments will participate in the various emergency management training courses and exercises.
 12. Designate qualified employees to coordinate emergency management training programs with the Director of Emergency Management
 13. Participate in exercises with increasing levels of complexity
 14. Participate in at least one functional exercise per year
 15. Individually maintain NIMS compliance through ongoing training.

Emergency Support Function (ESF) #1 - Transportation

Primary Agencies

Public Works Department

Support Agencies

King County Sheriff's Office (KCSO)/Carnation Police Department
Eastside Fire & Rescue
Permit Center
Washington State Department of Transportation (WSDOT)
King County Department of Transportation (Roads Division and Metro)
Riverview School District
Planning Department

Introduction

Purpose

This ESF provides for the effective coordination, mobilization, uses and maintenance of available transportation services and resources to meet the emergency needs of the City of Carnation and supporting organizations. This ESF also defines the City of Carnation's roles and responsibilities for the coordination and delivery of transportation support and assistance following an emergency or disaster.

Scope

Transportation support involves the provision of road and bridge maintenance, as well as equipment and vehicle maintenance. This ESF also encompasses the coordination, mobilization, and use of available transportation services.

Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessment and coordination of resources during the response phase immediately following an emergency or disaster.
3. Restoration and temporary repair of critical transportation services and systems during the recovery phase from an emergency or disaster.
4. Coordination between city, county, state, and special purpose districts as needed.

Policies

It is the policy of the government of the City of Carnation to provide emergency organizations and resources to minimize loss of life, and protect public property, the economy, and the environment of Carnation.

It is the policy of the City of Carnation to assess the integrity of transportation routes within the City. The provision and coordination of transportation assistance will be prioritized by the City EOC. All City departments will utilize to the greatest extent possible day-to-day policies, except when emergency or disaster situations require exceptional policy changes or modifications. The City of Carnation will comply with the Washington State Emergency Operations Center (SEOC) revised Sandbag Bulk Distribution/Storage & Emergency Usage Policy.

Situation

Emergency/ Disaster Conditions and Hazards

1. Transportation systems available in King County include air, rail, water, and road. All these systems and supporting transportation resources provide services on a national, regional, and local basis. Interstates, highways, county roads and arterials serve the immediate and surrounding Carnation area.
2. State Route 203 provides essential connections between the City of Carnation and other local cities and counties. County roads also provide essential connections between the City of Carnation and the greater urban area.

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3. SR 203, which connects the City of Carnation with I-90 and the cities of Seattle, Bellevue, and other parts of King County, and connects the City of Carnation to Monroe and other parts of Snohomish County, runs north-south through the City.
4. Tolt Hill Road, which connects the City of Carnation with Redmond, Bellevue, and Seattle, runs east-west south of the Carnation city limits.
5. The City of Carnation will periodically experience emergency and disaster situations which require restoration of essential public services (see Hazard Identification and Vulnerability Analysis for a description of potential emergency conditions). Roadways, bridges, and other transportation facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, or demolition to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be inaccessible or damaged.
6. The City of Carnation is impacted by closures of SR 203, Tolt Hill Road (Bridge); closures can occur due to flooding, hazardous materials releases, and roadway accidents.
7. The City of Carnation provides for the safe and efficient transportation of people and goods by planning, constructing, and maintaining the streets and roadways within the City. Privately owned vehicles prove to be the primary means of transportation for individuals in Carnation and the surrounding county.

Planning Assumptions

1. The local and regional transportation infrastructure will sustain damage. Disaster response and recovery activities that require use of the transportation network may be difficult to coordinate.
2. Rapid assessment of the event area will be made to determine critical response time and potential workload. Significant numbers of personnel with engineering and construction skills and construction equipment may not be available within the event area.
3. The immediate use of the transportation system for response and recovery activities will exceed the capabilities of the City of Carnation, thus requiring assistance from the County, State, and Federal governments to supplement efforts.
4. Access to the event area will be dependent upon the re-establishment of ground and air transportation routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
5. The City of Carnation is responsible for the inspection, repair, and operation of City-owned facilities and infrastructure. (Refer to ESF 3 Appendix 1, Building Damage Assessment)
6. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.
7. Normal means of communications may not be available and repairs to communications networks could take days, weeks, or months. In those situations, non-traditional means of communication must be established and used.
8. Support agencies will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of the Carnation Comprehensive Emergency Management Plan.

Concept of Operations

General

1. The primary movement of people, equipment, and supplies will be by privately owned vehicles, common carrier trucks and privately owned trucks. Minimum use of private vehicles will be recommended to conserve fuel supplies, spare parts, and expense. The public will be informed of restrictions on private vehicle use to avoid confusion and reduce congestion under disaster circumstances.
2. Transportation system providers or operators (whether public or private) will operate their own systems and facilities to provide the maximum essential services and support possible.
3. Users of this plan will adhere to consumer rationing regulations, as specified by City, County, State, or Federal governments, in providing fuel for the operation of transportation equipment.
4. City-controlled vehicles will be dispatched for use according to a priority system. Priority will be awarded to those services primarily concerned with life safety (i.e. Rapid Impact Assessment – Refer to ESF 3 Appendix 1). Establishing priority will be consistent with and reflect the nature of the existing circumstances, as determined by the Emergency Operations Center.
5. Inspection and repair of county and state highways are the responsibility of King County Department of Transportation (KCDOT), Washington State Department of Transportation (WSDOT) and the State Patrol. During large regional events, however, KCDOT and WSDOT may be overwhelmed and unable to perform these

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tasks in the Carnation area. Therefore, the City of Carnation may conduct inspection and repair of County and State highways as necessary to support safety of citizens and public property. The City of Carnation will attempt to contact KCDOT or WSDOT prior to conducting these types of activities.

Organization

The basic responsibility for direction, control, and coordination of the emergency transportation services for City government is assigned to the City of Carnation Public Works Department. The Public Works Department is also responsible for equipment and vehicle maintenance activities. The Director of Public Works/City Engineer has responsibility for damage assessment of transportation infrastructure. When requested, the Fire District will assist the City Engineer in the evaluation of damage to transportation facilities. Authorities to accomplish various emergency transportation activities shall be given to departmental managers and staff.

Responsibilities**Primary Agency**

The City of Carnation is responsible for ensuring that transportation functions and operations are protected and reconstituted as soon as possible following a disaster. Specific responsibilities are detailed below:

1. City Manager (in lieu of City Engineer) has responsibility to:

- a) Coordinate and provide transportation support and services and will actively support City response and recovery efforts to the maximum extent possible.
- b) Coordinate for City government the use of locally available transportation resources to fill emergency transport needs for the movement of people, equipment, and supplies.
- c) Coordinate the mobilization of emergency transportation services, maintenance, and the supply system.
- d) Make temporary repairs, bypasses, or alterations to provisionally restore City road and bridge facilities; or provide coordination for the contracting of private companies to conduct this work.
- e) Furnish personnel, heavy equipment, and supplies to assist with emergency operations in the response and recovery phases of a disaster.
- f) Provide maintenance support for City-owned vehicles. Maintenance priorities will be established consistent with the requirements of the emergency.
- g) Coordinate the emergency use required of personnel and equipment belonging to local bus and truck lines, etc.
- h) Assist other first responders (Police, Fire) with barricades and other traffic related activities.
- i) Purchase, store, track, manage, distribute, coordinate, and replenish sandbag resources.
- j) Coordinate with the Finance Department as required for the rental of equipment required for emergency transportation of people, equipment, and supplies.
- k) Develop procedures for the immediate notification of King County Metro, Riverview School District, King County Sheriff's Office (KCSO)/Carnation Police Department, Eastside Fire & Rescue, and other possible affected agencies of routes affected by partial or total road closures and detours.
- l) Develop contingency plans for detour routes and appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network in major events.
- m) Coordinate the evaluation of damage to transportation infrastructure.
- n) Provide expertise to the EOC when establishing priorities for restoration and repair of transportation infrastructure.
- o) Assist in contracting private companies to conduct infrastructure restoration and repair, when necessary.
- p) Develop a system or checklist by which the decision to reopen roads that have been closed is accomplished in a safe and efficient manner.
- q) Provide support to field operations, as appropriate.
- r) Develop a plan for the removal and collection of disaster debris.

2. City Manager (in lieu of Public Works Director) has responsibility to:

- a) Provide expertise to the EOC when establishing priorities for the restoration and repair of transportation facilities.

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- b) Assist in contracting private companies to conduct structure restoration and repair to City-owned structures, when necessary.

3. **Director of Emergency Management** has responsibility to:

- a) Submit all requests for emergency transportation resources and support that cannot be met locally to the King County Emergency Coordination Center (KCECC).
- b) Coordinate with King County to provide bus support and services for the movement of people, equipment, and supplies.
- c) Establish mutual aid agreements, as deemed necessary.
- d) Coordinate the transportation and movement of special needs individuals.
- e) Collect information from City departments and special purpose districts on damage to facilities and infrastructure.
- f) Prioritize the restoration and repair of damaged facilities and infrastructure with priority given to City-owned facilities and essential buildings.
- g) Establish procedures and policies on coordination, use, and allocation of transportation equipment.
- h) Each City Department has responsibility to:
 - Ensure that training is provided to respond to emergencies and disasters.
 - Establish and coordinate procedures necessary to meet the responsibilities listed in this ESF and the Basic Plan.
 - Coordinate the return of Department activities to normal levels following the emergency or disaster.
 - Keep logs of actions taken and information received, as well as supplies purchased, and personnel overtime.

Support Agencies

Washington State Department of Transportation has responsibility to:

- a. Notify the City of Carnation, via broadcast fax or other methods any time state highways and interstates are closed. This information is also available via the Internet at (www.wsdot.gov).
- b. Coordinate with Washington State Patrol to close State highways and interstates.
- c. Provide damage assessment and other emergency information to the King County Office of Emergency Management (have 800MHz capabilities) for dissemination to King County cities.

King County Department of Transportation has responsibility to:

- a. Notify the City of Carnation, via broadcast fax or other means any time county roads serving Carnation are closed. This information is also available via the Internet at (www.metrokc.gov).
- b. Coordinate with King County Sheriff's Office (KCSO)/Carnation Police Department to close County roads.
- c. Provide damage assessment and other emergency information to the King County Office of Emergency Management (KCOEM) (have 800MHz capabilities) for dissemination to King County cities.

Riverview School District has responsibility to: Assist, when needed, in the transportation of residents after student and staff needs have been met.

Resource Requirements

Traffic Control Devices (i.e. traffic cones, barricades, etc.)

Possible resources.

City owned.

King County Street Department.

Washington State Department of Transportation Maintenance Division.

Neighboring Jurisdictions.

- City of Duvall.
- City of Woodinville.
- City of Monroe.
- City of North Bend.
- City of Snoqualmie.
- City of Redmond.

Private Vendors.

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Personal Safety Equipment (i.e. safety vests, hard hats, etc.)

City to provide for staff.

Others to provide their own.

Certified Flaggers

City to provide training for staff personnel (Public Works, and Police).

Private contractors.

References

None

Terms and Definitions

See Appendix 3 to the Basic Plan (Definitions)

Emergency Support Function (ESF) #2 - Communications

Primary Agency:

City of Carnation
Eastside Fire & Rescue
King County Sheriff's Office/Carnation Police Department

Supporting Agencies:

King County Office of Emergency Management (KCOEM)
Emergency Alert System (EAS)
Snoqualmie Valley Amateur Radio Club (SnoVARC)
National Weather Service (NWS)
National Oceanographic and Atmospheric Administration (NOAA)
National Warning System (NAWAS)

Introduction**Purpose**

1. Communication: The purpose of this Emergency Support Function (ESF) is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements of the City of Carnation in preparing for, responding to, and recovering from emergencies and disasters. **(Refer to Annex 2 of this ESF, Communications)**
2. Warning: It also provides guidance for rapid alerting and warning to key officials and the general public of a potential or occurring emergency or disaster. **(Refer to Annex 1 of this ESF, Warning Point Operations)**

Scope

ESF 2 discusses the use and maintenance of communications systems for emergency management functions within the City of Carnation and Carnation/Eastside Fire & Rescue during times of disaster. Those systems include voice, data, radios, telephone and cellular systems, amateur radio, National Warning System (NAWAS) and the National Weather Service (NWS). Specific operating procedures and protocols will be addressed in the Standard Operating Procedures (SOPs).

Policies

1. The City of Carnation and Eastside Fire & Rescue will use normal communications and warning systems as much possible during a disaster.
2. Communications and warning support requirements which cannot be met by the City of Carnation will be transmitted to the Emergency Operations Center (EOC).
3. Priority in establishing communications systems within the City of Carnation is life safety first, followed by the re-establishment of critical government functions and the protection of property, the economy, and the environment.
4. In accordance with RCW 38.52.110(1), in responding to a disaster, or the threat of a disaster, the City is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such department, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
5. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, City of Carnation can only endeavor to make every reasonable effort to respond to a disaster or emergency based on the situation, and on information and resources available at the time.

Situation**Emergency/Disaster Conditions and Hazards**

1. The City of Carnation will periodically experience emergency situations which require heavy use of current communications systems. Due to natural, technological, or man-made disasters, some communications systems may be damaged or destroyed. When the need for communications equipment is highest, there may be fewer resources available, dictating a need for reprioritization or reallocation of working systems.

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2. Emergency or disaster warning may originate from any level of government or other sources. Some weather-related disasters are foreseeable for several days prior to the incident. Weather warnings, watches and advisories are issued by the National Weather Service well in advance whenever possible. Floods and fires sometimes build over several hours or days, allowing some time for warning and preparation. Other incidences such as earthquakes or hazardous materials releases offer no opportunity for warning though in some cases impacts may be lessened by actions taken after the incident.

Planning Assumptions

1. There is currently no community wide warning system within the City of Carnation to warn the general public of emergency situations not pertaining to the Tolt Dam failure.
2. There will be occasions when there is no time or mechanism to provide warning.
3. Communications systems are vulnerable and may be damaged, destroyed, or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks or months.
4. King County, and to some extent the City of Carnation, have significant population segments with Limited English Proficiency (LEP). According to 2018 data, between 7.9% and 29% of households in King County were places where English was spoken less than "very well", 19.2-54.9% were households where language other than English was spoken, 5.8-13.4% were households where Spanish was spoken, 3.7%-6.6% were households where an Indo-European language other than Spanish was spoken, and 2.3-11.6% were households where an Asian or Pacific Island language was spoken (source: Washington State Office of Financial Management Forecasting Division, <https://ofm.wa.gov/washington-data-research/statewide-data/washington-trends/social-economic-conditions/language-spoken-home/languages-spoken-home-mapped-count>).

Concept of Operations**General**

1. Reliable communications capabilities are necessary for government functions for day-to-day operations, warnings of impending events, response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capability must be available for emergency management functions from the Emergency Operations Center (EOC).
2. With no warning system in place, notification of citizens with instructions and information may be through Emergency Alert System (EAS), media broadcasts, social media posting, telephone or radio notification, public address announcements and person-to-person contacts.
3. Activation of the EAS within King County is restricted to authorized organizations and operates through designated broadcasters and cable companies (see King County Emergency Management Plan ESF2, Appendix 1, Emergency Alert System). The EAS may be activated by contacting the 24-hour duty officer of the King County Office of Emergency Management. (Refer to ESF-15).
4. The Carnation EOC maintains many communications capabilities within the EOC. Systems in place include fax machine, pagers, telephones, cellular phones, local television, and AM/FM radio. Radio systems in place in the EOC include 800 MHz. Radio transmitting and receiving capabilities include all city agencies using 800 MHz trunking systems. Other agencies including the American Red Cross, Washington State Emergency Operations Center, King County Office of Emergency Management, and local hospitals are also linked by radio to the EOC.
5. When normal government communications systems become overwhelmed or damaged, the Snoqualmie Valley Amateur Radio Club (SnoVARC) may be the only available form of communication.
6. Whenever the City of Carnation emergency management officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the Emergency Operations Center (EOC) will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
7. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
8. Warning or imminent or existing danger can be accomplished by Fire and Police Department vehicles using mobile sirens, public address speakers and door-to-door notifications.
9. Immediate notification of key officials will be carried out by phone, texts, alerting devices, or in the event of total communication loss, by messenger.

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10. To inform the general public of emergency situations or for ongoing information, local radio and/or television stations, social media websites or local newspapers can be used.

Organization

1. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points.
2. The Washington State Emergency Management Division (WEMD) is the custodian of the State Emergency Operations Center (SEOC) which is operated by State agencies. This includes the operation of a 24-hour Duty Officer position that provides for early warning and information dissemination to local jurisdictions and state agencies. When activated for disasters the State EOC accumulates damage assessment data from counties and state agencies. After collecting and analyzing the data the EOC makes recommendations to the governor regarding response and recovery assistance needs.
3. Warning Points for Carnation are received at the King County EOC and secondarily from the Eastside Communications Center (Bellevue) which notifies local emergency authorities.
4. The Warning Point for the City of Carnation is the Carnation/Eastside Fire and Rescue Emergency Operations Center. The Fire Chief appoints the Warning Point Supervisor. The Warning Point Supervisor has 24-hour access to the King County Warning Point via the Emergency Operations Center. **(See Annex 1 to this ESF, Warning Point Operations)**
5. Telephone systems are the primary communications methods for directing, controlling and coordinating emergency services.
6. Cellular phone systems are the primary back up to the telephone systems and will be used to supplement two-way radio systems for field operations.
7. Two-way radio is used as a second back-up to the telephone systems and provides the primary method of communications with personnel conducting emergency services in the field.
8. 800 MHz radios will be utilized as the backup system for communication with other emergency management agencies.
9. Facsimile and electronic communications will be used, if available, when communication of written material is required during and after a disaster.
10. Law enforcement, fire service, and other government services radio networks will control their own systems.
11. Private radio systems will be controlled by their respective organizations with coordination through the Emergency Operations Center.
12. Backup communication equipment may be provided by supporting agencies such as the School District.

Procedures

When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the **Warning Point Supervisor** in the EOC. **(Refer to Annex 1 to this ESF, Warning Point Operations)**

Mitigation and Preparedness Activities

The **Director of Emergency Management** shall have responsibility to:

1. Ensure that the communication facilities are maintained and tested routinely.
2. Prepare and maintain current, adequate warning plans, SOPs and call lists.
3. Develop After-Action Reports to encourage continuous learning and improvement. These reports will list the technological challenges which limited community efforts, a list of recommendations to address those challenges, and a list of resources needed to address them.

Each City Department Director is responsible for training and preparing employees of the department on how to respond to warning and activate emergency procedures.

Response Activities

The Manager shall authorize the dissemination of warning information for localized emergencies and disasters.

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Recovery Activities

Warning systems may be used in the recovery phase for emergency communications so that the community may be fully restored.

Responsibilities

Primary Agency

City of Carnation

Eastside Fire & Rescue

King County Sheriff's Office (KCSO)/Carnation Police Department

1. The primary focal point for the City communications will be Carnation City Hall in normal operation periods and the Emergency Operations Center (EOC) in the event of disaster operations. This is a 24-hour operation facility, with emergency and advisory information provided to the City by Eastside Fire & Rescue. The existing telephone network and the non-emergency radios of the City will be the basis for effective communication. It is understood that in a disaster partial or total disruption of communications may occur. By working with telephone service and equipment providers, the City and Eastside Fire & Rescue will work together to provide telephone service for emergency management functions as soon as possible following a disaster.
2. Radio systems including amateur radio will be established for emergency management functions as soon as possible following a disaster. Priority will be given to those departments that provide critical life safety functions. The City will establish and maintain an Amateur Radio Liaison. This liaison will be developed to enhance and expand the emergency communications capabilities of the City in a major event. This communications option will be the secondary communication capability of the City.
3. The Eastside Fire & Rescue will maintain equipment, and in cooperation with the City of Carnation, develop operational procedures for the EAS. Coordination will occur with federal, state, county and other local agencies, and members of the media participating in this program.
4. Eastside Fire & Rescue will coordinate with federal, state and county agencies in the use of the National Warning System.

Support Agencies

1. Available City personnel with technical skills in the area of communications will work to re-establish compromised systems.
2. The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Operations Center, with operational assistance from the Washington State Patrol.
3. Emergency information or warning is transmitted by broadcasters at their discretion except for Emergency Alert System (EAS) Presidential messages received from the National Control Point. Broadcasters may not choose to broadcast all state and local requests.
4. The Emergency Alert System which provides emergency information and guidance via local radio and television may be activated through the King County Office of Emergency Management. (**Refer to Appendix 2, Public Information, Tab 1, Emergency Alert System Central Puget Sound Area Plan**)
5. Once the initial warning is accomplished, the task of keeping the public informed of what actions to take to prevent injury or property loss lies with the **Public Information Officer. (Refer to Appendix 2, Public Information)**
6. Snoqualmie Valley Amateur Radio Club to assist the EOC with communications.

Resource Requirements

The City does not have sufficient technical support on staff to reestablish critical communications systems. The City will make every effort to reestablish those systems, but there is limited technical expertise available.

References

See Appendix 2 to the Basic Plan, References

Comprehensive Emergency Management Plan

Terms and Definitions

See Appendix 3 to Basic Plan, Definitions

ANNEXES & TABS TO ESF 2

Annex 1: Warning Point Operations

Tab 1: Public Warning

Tab 2: Fan Out Warning List for City Officials/Staff

Tab 3: EOC Representative Notification List (*available as appropriate*)

Annex 2: Communications

Tab 1: Communications Coordinator

Tab 2: Radio Channel Assignments (*to be published; available as appropriate*)

Annex 1: Warning Point Operations

Primary Agency

Eastside Fire & Rescue

Support Agencies

City of Carnation

King County Emergency Operations Center

Eastside Communications Center (Bellevue EOC)

Introduction

Purpose

To provide guidance for and dissemination of emergency warning information to key officials, employees, and the general public.

Scope

Annex 1 discusses Warning Point Operations and establishes the duties of the **Warning Point Supervisor**.

Definition

The Warning Point is the Eastside Fire and Rescue Operations Center (EOC). The Center provides 24-hour access to the King County Warning Point. Communication with King County Warning Point is by radio and telephone.

Policies

The Fire Chief for Eastside Fire and Rescue will appoint a **Warning Point Supervisor**.

Situation

Emergency/Disaster Conditions and Hazards

The City of Carnation will periodically experience emergency situations which will require notification of city employees, officials, and the general public. Potential emergency situations include both natural and technologically caused events.

Planning Assumptions

The Emergency Alert System (EAS) is the best means to give initial warning to city employees, officials, and the general public.

Concept of Operations

General

Comprehensive Emergency Management Plan

The 24-hour duty officer of the King County Office of Emergency Management may activate the EAS. The secondary line of EAS activation will be through utilization of the KCFD 10 communications with the Eastside Communications Center (Bellevue EOC). The Warning Point is the Eastside Fire and Rescue Communications Center. The Center provides 24-hour access to the King County Warning Point.

Organization

Carnation/Eastside Fire and Rescue is the lead agency in disseminating Warning Point information to city employees, officials, and the general public.

Procedures

1. The **Warning Point Supervisor** will receive emergency information and:
2. Disseminate warning information to the public (*Tab 1 to this Annex 1*)
3. Disseminate warning information to other designated governmental agencies (*Tab 2 to this Annex 1*)
4. Disseminate warnings to the Director of Emergency Management, and also notify applicable EOC participants/representatives (*Tab 3 to this Annex 1*), when directed.

Responsibilities

Primary Agency – Eastside Fire and Rescue

1. Appoint a Carnation Warning Point Supervisor
2. Operating Warning Point
3. Appointing and training operators
4. Maintaining equipment and records
5. Developing plans and procedures
6. Developing methods of conveying warning to the population of Carnation
7. Disseminating warning to secondary warning points
8. Testing warning systems

Support Agency - City of Carnation

1. Appoint a Director of Emergency Management
2. Maintain an up-to-date emergency number and contact list for the Notification SOP
3. Develop and maintain warning procedures for the City of Carnation in cooperation with the Eastside Fire & Rescue.

Resource Requirements

See Basic ESF -2

References

None

Tabs

Tab 1 - Disseminate warning information to the public

Tab 2 - Disseminate warning information to other designated governmental agencies

Tab 3 - Disseminate warnings to the Disaster Coordinator, and also notify applicable EOC participants City of Carnation

ANNEX 1 TAB 1 - PUBLIC WARNING

The public will be given warning and information as follows:

1. Radio and television announcements authorized and implemented by King County Office of Emergency Management or City of Carnation Emergency Operations Center (EOC).
2. Public address systems contained in KCSO or Eastside Fire & Rescue vehicles and other City vehicles.
3. Person to person contacts.

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4. City's web page (www.carnationwa.gov)
5. City's Facebook/current social media page

ANNEX 1 TAB 2 - FAN OUT WARNING LIST

The following key city representatives are to receive fan out warning information from the Carnation/Eastside Fire and Rescue Warning Point. Warning information will be received on Radio Frequency 3 from King County Office of Emergency Management and will be disseminated as follows:

PRIMARY FAN OUT LIST

	Primary	Alternate
1	Police Chief	Public Works Superintendent
2	City Manager	Designated Acting City Manager
3	Director of Emergency Management	
4	Department Directors – City Clerk	
5	City Council	

Once the department directors receive information, bulletins, or warnings, they will in turn relay information to their respective staff. **(Refer to Emergency Call Back List, Appendix 1, Tab 1)**

In the event the King County Office of Emergency Management is unable to disseminate warning to all Warning Points by using Radio Frequency 3, they will disseminate warning by telephone.

Annex 2 Communications

Primary Agency

Eastside Fire & Rescue

Support Agency

City of Carnation

Introduction

Purpose

To provide for and maintain an effective communications system and plan for emergency operations in the City of Carnation.

Scope

This Annex discusses the use and maintenance of telecommunications systems for emergency management functions within the City of Carnation government during times of disaster. Those systems include voice, data, and radios.

Policies

The primary focal point for City Communications will be Carnation City Hall in normal operation periods and the EOC in the event of disaster operations.

The Assistant Director of Emergency Management will act as the **Communications Coordinator (See Tab 1 to this Annex)**. The **Communications Coordinator** will be the contact/coordination point for all City communications planning. The Coordinator will, on an on-going basis, continue to assess the capabilities and plans to make any recommendations necessary to effectively assure the communication capability of the City.

The non-safety city departments may use these guides to establish secondary communications within their respective divisions for coordination of their own emergency resources. However, coordination through the EOC will be vital and essential for the City's ability to effectively coordinate emergency operations.

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Situation**Emergency/Disaster Conditions and Hazards**

An emergency or disaster may have adverse effects on existing wired and wireless communications systems, including both voice and data. Circuits may be damaged, non-existent, or so over-loaded as to be useless for routine and emergency communications between the Emergency Operations Center, public safety and other necessary government agencies and City departments, between hospitals and health care systems, non-governmental response agencies, field personnel, and the citizens of the City.

There may be significant property damage and damage to infrastructure such that normal day-to-day operations of the City are disrupted, and a need for additional resources is identified.

Planning Assumptions

The City will rely on its own internal communications systems, and public systems to the limits they are available following an emergency incident or disaster. Assistance from outside communications resources - both equipment and personnel, will be utilized as necessary.

Depending on type and scale of the disaster, the requirement for communications, especially mobile communications, will increase as the emergency operation grows.

Concept of Operations**General**

Communications capability must be available for emergency management functions to and from the Emergency Operations Center (EOC).

Organization

During day-to-day operations, the City of Carnation and Eastside Fire & Rescue develop, coordinate, and maintain communications systems independently. When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the **Communications Coordinator** in the EOC.

Procedures

In the event of a citywide emergency or major event, all non-safety City departments with communications capabilities will report to the **Communications Coordinator** as soon as possible for assignment, relocation, or reallocation of communication tools and/or systems.

The **Communications Coordinator** will coordinate all communications information for the City with the public for release through the designated **Public Information Officer** (see *Appendix 2 to the Basic Plan*).

Responsibilities**Primary Agency – Eastside Fire & Rescue**

1. Develop mutual aid agreements and procedures
2. Maintain database of existing communications tools and systems
3. Provide coordination with state and county Emergency Management Departments
4. Coordinate preliminary damage assessment with city and other jurisdictions.

Support Agency - City of Carnation

1. Appoint a **Communications Coordinator** (SEE TAB 1 TO THIS ANNEX 2)
2. Assist in the development of mutual aid agreements, procedures
3. Development of voice and data communications networks
4. Provide technical guidance and assistance
5. Training programs and opportunities
6. Provide communications equipment to EOC (radios, phones, etc.)

Comprehensive Emergency Management Plan

Resource Requirements

The City does not have technical staff to reestablish critical communications abilities. Equipment and supplies should be secured so that basic functions can be established even if transportation routes in the region are compromised. Sharing resources between teams and jurisdictions may be necessary due to failure of transportation and other lifeline infrastructure systems.

Tabs

Tab 1: Communication Coordinator

Tab 2: Radio Channel Assignment (*available as appropriate*)

ANNEX 2 TAB 1 – COMMUNICATIONS COORDINATOR

1. The **Assistant Director of Emergency Management** will act as the Communications Coordinator as necessary to accomplish emergency communications planning recommendations.
2. The **Communications Coordinator** shall:
 - a. Direct all communications support activities of the City
 - b. Advise the Disaster Coordinator of status and capabilities of the emergency communications system.
 - c. Activate SnoVARC when necessary
 - d. Maintain all city directories and radio frequency listings.
 - e. Provide training on radio protocol and procedures as they relate to emergency communications.
3. All **City Department Directors** shall:
 - a. Provide to the Communications Coordinator a list of communication resources to include type, frequency, call signs, numbers, responsible or assigned personnel for radio and cellular telephones.

Emergency Support Function (ESF) #3 - Public Works and Engineering

Primary Agency

Public Works Department

Supporting Agencies

King County Sheriff's Office (KCSO)/Carnation Police Department

Eastside Fire & Rescue

King County Solid Waste Division

Introduction

Purpose

To provide for the effective coordination of the Carnation Public Works Department as the lead agency for the engineering operations and resources during major emergencies and disasters.

Scope

This ESF addresses necessary public works activities including, but not limited to:

1. Damage assessment for public facilities and infrastructure
2. Maintaining emergency transportation routes
3. Debris and wreckage clearance
4. Coordinating with local water purveyors
5. Coordinating with utility companies
6. Temporary repair of essential facilities
7. Inspection of facilities for structural condition and safety
8. Assisting in traffic control by providing barricades and signs
9. Emergency permitting and inspections
10. Demolition of unsafe structures
11. Coordination of heavy equipment resources for emergency operations of City government
12. Related ESF's – Transportation (ESF-1); Building Damage Assessment (ESF 3 Appendix 1)

Policies

- A. It is the policy of the City of Carnation to provide public works services to lands and facilities under City jurisdiction. Other services to private property, such as debris collection or fee adjustments, may be offered at the request of the City Council.
- B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.
- C. The City of Carnation may collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on property needed to protect public health and safety, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs. The collection of these costs and penalties may include billing the owner or placing a lien on the property and withholding further permits to the permittee or property until the penalties are paid.
- D. Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.
- E. It is the policy of City of Carnation to utilize the inspection guidance in the Applied Technology Council (ATC) 20, Procedures for Post-earthquake Safety Evaluation of Buildings, ATC-20-1, the field manual for post-earthquake safety evaluation of buildings and ATC 20-2 (Addendum to ATC 20) to survey damaged public works facilities. (Refer to ESF 3 Appendix 1 for Building Damage Assessment).
- F. PUBLIC WORKS staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures. As communication systems may fail in a major event, PUBLIC WORKS staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

Comprehensive Emergency Management Plan

Situation

Planning Assumptions

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- E. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Aftershocks will require re-evaluation of previously assessed structures and damages.
- H. Activities related to structural evaluation are addressed in ESF 3 Appendix 1, Damage Assessment.

Concept of Operations

Local

Public Works Department

1. **PUBLIC WORKS** is the lead agency for the coordination of Public Works and Engineering activities within the City of Carnation. It will:
 2. Provide damage assessment of Public Works facilities, transportation routes and essential city-owned infrastructure. The department will provide for emergency repair and restoration of city-owned facilities.
 3. Coordinate with local water purveyors as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the Emergency Operations Center and other appropriate agencies.
 4. Coordinate with private utility companies and other private and public organizations responsible for electricity, natural gas, telephone, and solid waste collection services to ensure all response and recovery operations conducted within the city right-of-way are done in as orderly a manner as possible.
 5. Provide engineering services and perform/contract for major recovery work as appropriate for city-owned buildings and Public Works infrastructure.
 6. Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period, including stability of slopes and sensitive areas.
 7. Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e., oil sheen on waterways, diesel spills on roadways and parking lots. Eastside Fire & Rescue will coordinate efforts that are determined to be of an emergency nature (i.e., hazards to life or property).
 8. The Public Works Superintendent or designee will designate Emergency Operations Center representative(s) to coordinate field operations and resources from the Emergency Operations Center when it is activated during recovery efforts. *(Refer to ESF 2, Annex 1, Tab 3, EOC Representative Notification List)*
 9. The Public Works Superintendent or designee will designate a communications operator to operate back-up communication equipment from the Emergency Operations Center when requested by the Emergency Operations Center Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of resources.
10. Assist Building Department in building damage assessment (ESF 3 Appendix 1).
11. Public Works Superintendent serves as Section Lead for Operations under the Incident Command System. (See Basic Plan Appendix 1, Direction and Control)

Comprehensive Emergency Management Plan

Incident Management System (IMS)

1. The Incident Management System will be used by PUBLIC WORKS for coordination of field operations.
2. Command Posts will be established for the coordination of field operations. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
3. The Field Commander shall provide regular status reports and provide timely reports regarding emergency public information to the Emergency Operations Center.
4. Additional resources or public works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center.
5. Communications between the Field Commander and the Emergency Operations Center shall be through established channels. **(See ESF #2 – Communications and Warning)**
6. Public Works Director or designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.

King and Snohomish Counties

Upon request, King and Snohomish Counties may provide coordination of county public work resources to provide support when local jurisdictions have exhausted their resources.

The King County EOC coordinates requests for resources to the state.

State

Washington State Emergency Operations Center alerts appropriate state agencies of the possible requirements for emergency engineering services, coordinates state assets, and requests federal assistance to support local emergency engineering efforts. State departments/agencies that support the emergency engineering effort are identified in *ESF #3 Public Works and Engineering of the Washington State Comprehensive Emergency Management Plan*.

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

Federal

The Federal Response Plan, *ESF #3 - Public Works and Engineering* provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, City of Carnation will coordinate with other local, state, and federal agencies.

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

Responsibilities

Public Works Department

1. Maintain operation of the public water, sewer, storm drain, and street systems.
2. Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to:
 - a. Maintain passable vehicular circulation on priority routes
 - b. Control flooding on public drainage ways or resulting from the failure of public drainage ways
 - c. Mitigate damage to public utilities
 - d. Mitigate damage to any facility, public or private, by the failure of public utilities.
3. Provide for priority restoration of critical facilities.
4. Provide damage assessment, engineering, and contract services management.
5. Provide or contract for major recovery work for Public Works infrastructure.

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6. Coordinate assessment of damage to street, water, sewer, and storm drain facilities and transportation routes and take action to appropriately close or adjust the operation of those deemed unsafe.
7. Utilize volunteer personnel and equipment as required.
8. Establish liaison with Public Works Departments of counties, cities and private organizations involved in mutual aid.
9. Notify King County Health and Washington Department of Ecology of sewer overflows.

Eastside Fire & Rescue

1. Provide support in establishing on-scene command posts.
2. Provide support in evacuation operations of citizens as appropriate.
3. Provide support to Public Works for non-hazardous spills or leaks.

King County Sheriff's Office/Carnation Police Department

1. Provide support in evacuation operations as appropriate.
2. Provide assistance in implementing road closures, traffic control, and detours for roadways.
3. Provide perimeter control due to unsafe conditions.

Building Department

Conduct damage assessment of public and private facilities. (Refer to ESF 3 Appendix 1, Building Damage Assessment)

References

- The National Response Framework - ESF 3
- Washington State Comprehensive Emergency Management Plan, ESF 3 Public Works and Engineering

ESF 3 – Public Works and Engineering Appendix 1 – Building Damage Assessment

(REFER TO ESF 1 FOR TRANSPORTATION ASSESSMENT)

Primary Agency

City Planning with contract to Carnation Building Department

Support Agencies

King County, Office of Emergency Management (KCOEM)
King County Disaster Assistance Council (DAC)
Carnation/ Eastside Fire & Rescue (ESFR)
Federal Emergency Management Agency (FEMA)
All Other City of Carnation Departments

Introduction

Purpose

The purpose of this ESF Appendix is to establish uniform policies for the City of Carnation to:

1. Reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented before, during and after the immediate recovery from a disaster.
2. Manage and administer timely inspections of buildings for damage assessment resulting from natural and technological disasters.
3. Report response and recovery information to state and local emergency management agencies.

Policies

- A. When there is a disaster that affects the structural integrity of buildings, such as an earthquake, the City shall, through the assistance of the Building Official, make it a top priority to determine the safety of "essential facilities", "major buildings", and buildings in areas hardest hit; and to identify safe shelter for those left homeless.
- B. The City of Carnation shall mitigate disasters before, during, and after they occur.

Comprehensive Emergency Management Plan

- C. There shall be clear, concise written procedures in reporting response and recovery information to state and local emergency management agencies should a disaster occur.
- D. Emergency equipment shall be kept in City vehicles at all times.
- E. Personnel and volunteers performing the structural assessment of buildings shall be familiar with "ATC 20 Procedures For Post Earthquake Safety Evaluation of Buildings", "Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures" and the ATC-20-1 Field Manual: Post Earthquake Safety Evaluation Of Buildings". The City's Structural Damage Assessment Teams shall not offer "individual assistance" during the Rapid Impact Assessment and Preliminary Damage Assessment phases.
- F. Essential facilities such as hospitals, police stations, and fire stations should be given Rapid Evaluation and Detailed Evaluations by structural engineers as soon as possible after the event.

Situation

Emergency/Disaster Conditions and Hazards

Disasters cause injury or death to individuals and damage to property, the environment, businesses, nonprofit entities, and to government-owned assets.

The City of Carnation buildings were built over the past 100 years. Many will not comply with the uniform building code due to the age of the structure. There are 4 essential buildings that need to be assessed during the rapid assessment: City Hall; Fire Station 85; Tolt Middle School; and Carnation Elementary School. Of non-essential buildings, there are approximately 650 single-family residences, multi-family complexes, three light industrial buildings, one mobile home park, and 30 commercial buildings in the City of Carnation.

Concept of Operations

General

Rapid Impact Assessment (RIA) is a process that is launched to quickly capture the degree that the event has challenged the community, immediately followed by the **Preliminary Damage Assessment (PDA)**. The PDA is a more quantified damage assessment process to determine eligibility for various forms of disaster aid. ESF 3 Appendix 1 deals with the structural assessment of buildings during a disaster and is part of the PDA.

A **three-level procedure** has been developed for structural assessment of buildings. The Rapid Impact Assessment (RIA) refers to assessments undertaken within the first 8 or 48 hours of an emergency. The purpose is to obtain a rapid and broad picture of the extent of the damage suffered. Rapid evaluation is the actual inspect of the structure to determine the amount of damage. The **first level** is the Rapid Evaluation and is performed simultaneously with the RIA. This process provides the quick determination of whether or not predetermined buildings are safe enough to occupy, and if not, to decide what restrictions to place on their use or entry. Placards will be posted on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe. Those not specifically designated, the so-called gray area buildings, are then designated for a more detailed visual examination by a structural engineer. This inspection, designated the Detailed Evaluation, is the second level of examination and is designed to result in the rating of all buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe. After this evaluation, any further evaluations (**third level**) would normally be done by a structural engineering consultant retained by the owner to prepare an Engineering Evaluation of the building. The City of Carnation's Structural Damage Assessment Teams may perform the Rapid Evaluations and the Detailed Evaluations and shall **not** perform RIAs or the third level of evaluations.

The **primary EOC** location shall be at: Eastside Fire & Rescue's Station 85 in Carnation. The **alternate EOC** location shall be at Carnation City Hall or other appropriate City-owned facility.

Organization

The City of Carnation's **Emergency Building Damage Assessment Coordinator** is responsible for the structural assessment of buildings during the Rapid Evaluation and the Detailed Evaluation within the City of Carnation and shall report and receive directions from the EOC Manager.

The **Emergency Building Damage Assessment Coordinator** is the City of Carnation's:

1. Building Official, or in her/his absence;
2. Building Inspector/Coordinator, or in her/his absence;
3. The Plans Examiner/Inspector, or in her/his absence;

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4. City of Carnation employee knowledgeable in ATC-20 procedures (priority given to licensed engineer)
5. Volunteer with structural knowledge in ATC-20 procedures.

The **Emergency Building Damage Assessment Coordinator** shall be stationed at the EOC, and shall be responsible for organizing the Building Damage Assessment Teams. The Rapid Evaluation team shall have a minimum of two members, ideally consisting of two building inspectors or a building inspector and an engineer. Under more pressing circumstances, a building inspector and an unlicensed engineer might form an acceptable team. The **Detailed Evaluation Team** shall have a minimum of two members, ideally comprised of a building inspector and a structural engineer. An architect, and other specialists may be needed to address specific situations.

Procedures

1. The Rapid Impact Assessment (RIA) for the City of Carnation shall be activated by City of Carnation's EOC Manager following any event where disaster intelligence is needed. Carnation's EOC may solely activate the RIA or it may be activated by the King County Office of Emergency Management (OEM).
2. The order of priority for inspection of buildings shall be:
 - a. Essential buildings - comprised of city hall, fire stations, police stations, public elementary/ junior high/senior high schools, and emergency shelters.
 - b. Major buildings – comprised of grocery stores, rental equipment stores, apartments, and fuel dispensing service stations
 - c. Areas hardest hit
 - d. All other buildings deemed necessary by the City of Carnation***
3. During safety building evaluations for the Rapid Evaluation process, the Building Assessment Teams shall post placards on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe, and complete ATC-20 Rapid Evaluation Safety Assessment forms and ATC-20 Fixed Equipment Checklist forms. The designated placard postings shall be phoned to the Emergency Building Damage Assessment Coordinator upon completion of inspection/posting. The completed ATC forms shall be turned in to the Emergency Building Damage Assessment Coordinator when feasible, who will instruct staff at the alternate EOC to convert the reported percentage losses from the ATC-20 Rapid Evaluation Safety Assessment forms. The converted reported percentage losses will be phoned to the EOC when completed and hard copies of the ATC forms and conversions shall be turned in to the EOC when feasible.
4. Following completion of the Rapid Evaluation as outlined above, the Detailed Evaluation of buildings shall occur in the following priority:
 - a. Essential buildings shall be comprised of city hall, fire station, police station, public elementary/junior high/senior high schools and emergency shelters
 - b. Major buildings shall be grocery stores, rental equipment stores, apartments, and fuel dispensing service stations
 - c. Areas hardest hit
 - d. All other buildings deemed necessary by the City of Carnation***
5. During safety building evaluations of the Detailed Evaluation process, the Building Damage Assessment Teams shall post placards on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe, and complete ATC-20 Detailed Evaluation Safety Assessment forms and ATC-20 Fixed Equipment Checklist forms. The designated placard postings shall be phoned to the Emergency Building Damage Assessment Coordinator upon completion of inspection/posting. The completed ATC forms shall be turned in to the Emergency Building Damage Assessment Coordinator when feasible, who will instruct staff at the alternate EOC to convert the reported percentage losses from the ATC-20 Detailed Evaluation Safety Assessment forms. The converted reported percentage losses will be phoned to the EOC when completed and hard copies of the ATC forms and conversions shall be turned in to the EOC when feasible.
6. Buildings that are posted Unsafe, and areas in restricted use buildings that are specified as restricted, are to be entered only as allowed by the City of Carnation. If there is a dangerous situation that may exist around a building (regardless of building structural classification), another posting category designated "Area Unsafe", which shall be used for primarily defining a barricaded area that is unsafe to enter. The Building Damage Assessment Team shall cordon off the unsafe area with "Do Not Cross Line" tape until the Public Works Department can bring barricades.
7. The procedures contained in the "ATC 20 Procedures For Post Earthquake Safety Evaluation of Buildings", "Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures", and the "ATC 20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings" shall provide guidance and procedures for the City

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during the three levels of evaluation. They shall be kept at the EOC, the alternate EOC (the Permit Center's Building Official's cabinet), in each Permit Center City vehicle, at the City of Snoqualmie, where the City of Carnation contracts for building inspection and plan review services.

***It should be noted that Detailed Evaluation assessment may occur to buildings listed in Priorities a, b & c before the Rapid Evaluation assessment occurs to buildings listed in Priority d.

Mitigation Activities

1. Mitigation activities shall occur before, during and after a disaster. It is acknowledged that there may be new mitigation activities that could occur, and that this ESF 3 Appendix 1 is not meant to limit these mitigating activities.
2. Before a disaster, the mitigating activities would include the City enforcing the adopted building codes and standards; the City Council providing prompt approval of updated International Building Codes and International Fire Codes; City employees attending seminars & classes relating to building structures, emergency management, first aid, and survival techniques; and the Building Official reviewing the ESF 3 Appendix 1 procedures on an annual basis and updating same when necessary. Also, included would be the Building Official maintaining and updating on an annual basis a list of volunteers for the Building Damage Assessment Teams. The City of Carnation has acquired procedures for post emergency safety assessment of buildings – "ATC 20 Procedure For Post Earthquake Safety Evaluation of Buildings", "Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures", and "ATC 20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings". The Emergency Operations Building Damage Assessment Coordinator and the Building Damage Assessment Teams shall be familiar with these written procedures in order to make quick, accurate assessment of damaged facilities of all types that may result from any emergency situation. Pre-determined emergency supplies and emergency equipment shall be kept in all Permit Center vehicles and at EOC and alternate EOC locations at all times.
3. During a disaster, there are many mitigating activities. These range from emergency procedures for processing permits being implemented; standard operating procedures and the ATC-20 Procedures & Addendum and ATC 20-1 being followed; gas, water, and power being shut off where appropriate; and the Building Damage Assessment Teams wearing protective equipment such as gloves, boots, dust masks, and safety goggles during inspections. (This is a very limited protection against some forms of toxic exposure hazards and from flame and explosion hazards during inspections).
4. After a disaster occurs, mitigating procedures will range from Building Damage Assessment Team members assisting other departments with their duties; offering reassurance to property owners/homeowners that their home is safe by inspecting the buildings prior to homeowners obtaining permits for repairs; assisting in finding shelter for people that are homeless; and staff taking steps to relieve some of their stress.

Preparedness Activities

On-going activities and include, but are not limited to:

1. The Emergency Building Damage Assessment Coordinator and the Building Damage Assessment Teams being trained in rapid evaluation and detailed evaluation assessment, first aid and survival techniques.
2. The Emergency Building Damage Assessment Coordinator identifying and establishing up to three (3) structural damage assessment teams of a minimum of two people each for Rapid Evaluation assessment response and Detailed Evaluation assessment response.
3. The Emergency Building Damage Assessment Coordinator and the Building Damage Assessment teams reading and becoming familiar with the ATC-20 manuals listed under "Section VI.E" herein and attending ATC training classes.
4. The Emergency Structural Damage Assessment Coordinator and the Structural Damage Assessment teams performing mock emergency disasters.
5. The **Emergency Structural Damage Assessment Coordinator** identifying and procuring the appropriate supplies (equipment, food, water, first aid) for the Building Damage Assessment Teams.
6. A list of identified "essential buildings" and "major buildings" and a map identifying the RIA route shall be at the EOC, alternate EOC, and in City vehicles. The building plans of the identified "essential" and "major" buildings shall be kept and maintained at the alternate EOC.
7. The City obtaining the names and addresses of businesses that utilize hazardous materials in their operations and maintaining a list at the EOC and alternate EOC.

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8. The City maintaining a list of volunteers that can be called upon during an activation of an EOC, comprised of building inspectors, civil/structural engineers, and architects that live or work in the City of Carnation or nearby. (REFER TO TAB 1 OF THIS APPENDIX)

Response Activities

When a disaster occurs during nonworking hours, Carnation's EOC Manager shall contact the Building Damage Assessment Team personnel and request that they report immediately to the EOC. The Rapid Evaluation shall not be performed while in route to the EOC as it is not safe to perform the Rapid Evaluation without the proper equipment and other team members. Upon arrival at the EOC, they shall report immediately to the Emergency Building Damage Assessment Coordinator for further instructions and directions. If they are the first person at the EOC, they report immediately, by phone or radio, to the EOC Manager to receive further instructions and directions.

Responsibilities

Primary Agency

Emergency Building Damage Assessment Coordinator, (Building Permit Center)

1. Quickly assess the event's impact on the department's personnel and capabilities, equipment and facilities, and continue to assess during and after the disaster.
2. Prioritize safety evaluations of buildings based on access to essential buildings, major buildings, areas hardest hit, and, finally, privately owned structures. Report same to Carnation's EOC Manager.
3. Determine the safety of buildings within City limits and forward information to Carnation's EOC Manager.
4. Compile cost estimates of building damages determined through rapid evaluation and detailed evaluation for inclusion in situation report to Carnation's EOC Manager.
5. Assist Carnation's EOC Manager in the coordination of rapid impact assessment and damage assessment tasks.
6. Provide direction to the Emergency Building Damage Assessment Teams in assessing structural damage of buildings.
7. Assist Carnation's EOC Manager in determining boundaries of the disaster.
8. Assist Public Works in the assessment of transportation routes and status of communication systems.
9. Assist Carnation's EOC Manager with the coordination in the use of ESF 3 Appendix 1 volunteer resources.
10. Maintain file of updated "essential buildings" and "major buildings" plans at Carnation's EOC.
11. Forward requests for additional services (i.e., gas, water, sewer, electricity, shelter) requested by the Building Damage Assessment Teams to Carnation's EOC Manager.

City of Carnation's Building Damage Assessment Teams

1. Determine the safety of building structures within City limits.
2. Perform Rapid Evaluations and Detailed Evaluations in support of the ESF 3 Appendix 1.
3. Assist in compiling cost estimates of structural damages determined through initial assessment for inclusion in situation report to Carnation's EOC Manager.
4. Quickly assess the event's impact on the department's personnel and capabilities, equipment, and facilities.
5. Assist in determining boundaries of the disaster.
6. Assist Public Works in the assessment of transportation routes and the status of communication systems.
7. Assist in evacuating unsafe structures, as necessary.

The Building Damage Assessment Teams shall assess structural damage of buildings under the direction of the Emergency Building Damage Assessment Coordinator. Each team shall have a team leader. The role of the team leader is to ensure that safety procedures are followed, accurate records are completed, and records and statistics are forwarded to the Emergency Building Damage Assessment Coordinator. The team leader must also make the final decision on posting level if disagreements arise.

Additional required services (i.e., gas, water, sewer, electricity, shelter) requested by the Building Damage Assessment Team shall be communicated to the Emergency Building Damage Assessment Coordinator, who will formalize the request to Carnation's EOC Manager. It will be the responsibility of Carnation's EOC Manager to arrange, prioritize, and request the additional services from other agencies.

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Support Agencies

Perform rapid evaluation assessment and detailed evaluation assessment tasks in support of the ESF-3 Appendix 1.

Resource Requirements

Required equipment in City vehicles necessary to maintain/operate a City vehicle during an emergency activation:

1. Eight-foot jumper cable
2. Fire extinguisher
3. Siphon squeeze pump
4. 12 v plug in spotlight
5. Eight-ounce rubber mallet
6. Ten-yard roll of emergency tape (U.L. listed)
7. Reversible screwdriver
8. Six-inch pliers
9. Distress flag
10. Knee/fender pad
11. One-ounce tire sealant and inflator
12. Two 15-minute safety flares (qty 4)
13. Mag Lite with Red Traffic wand & battery (qty 1)
14. Red Warning 12-hour lite sticks (qty 2)
15. Square point shovel (qty 1)
16. Disposable Nontoxic dust masks (qty 20)
17. Polypropylene heavy duty tow strap (qty 1)
18. Duct tape (qty 1)
19. Empty bag (qty 1)
20. Small knife (qty 1)
21. Wrench (qty 1)

Miscellaneous supplies per vehicle:

1. All weather blanket (qty 3)
2. Hard hat (qty 2)
3. Dust Mask (qty 9)
4. Goggles (qty 3)
5. Ear plugs (qty 9)
6. Safety vests orange w/yellow stripes (qty 3)
7. Toilet paper

Identifying/Posting Classification supplies per vehicle:

1. Clip board (qty 1)
2. Waterproof Pen (qty 2)
3. Pencil (qty 2)
4. Tape – Yellow “Do Not Cross Line” tape for “unsafe” areas around buildings (Qty 1 roll each vehicle)
5. Placards – Qty 40 each
 - a. “Inspected” – Lawful occupancy permitted
 - b. “Restricted Use” – Entry, occupancy & lawful use are restricted
 - c. “Unsafe” – Do not enter or occupy
6. Safety Assessment Forms – Qty 50 each
 - a. ATC-20 Rapid Evaluation Safety Assessment Form
 - b. ATC-20 Detailed Evaluation Safety Assessment Form
 - c. ATC-20 Fixed Equipment Checklist
 - d. Log Sheets (building inspections) Qty 20
7. Stapler – open faced hand stapler (qty 1) & staples (qty 1 box)
8. ATC 20 Procedures For Post Earthquake Safety Evaluation Of Buildings
9. ATC-20-2 Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures
10. ATC20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings

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11. List of "essential buildings" and "major buildings"
12. Map of the City of Carnation with "essential buildings" and "major buildings" identified on map.
13. RIA route

Emergency Medical Supply Kit – contains injury-specific packs and step-by-step instruction cards, in addition to the supplies, for injuries relating to breathing, bleeding, shock, head & spine, bone, eye, burn, bites & stings.

Food & Water supply for three people for three days per vehicle.

Communication will occur via cellphone, if service is not affected by the event. In addition, 800 mhz radios will be used in the vehicles. They are already installed in building department trucks.

Transportation

1. Arrive at Alternate EOC to form team & receive assigned City vehicle & equipment.
2. Communicate through Public Works Director for road conditions and routes.

References

- Washington State Comprehensive Emergency Management Plan
- ATC 20 Procedures For Post Earthquake Safety Evaluation Of Buildings
- City of Carnation Emergency Management Plan, Basic Plan
- ATC 20-2, Addendum to ATC-20
- ATC 20-1 Field Manual for Post Earthquake Safety Evaluation of Buildings

Terms and Definitions

Refer to Appendix 3 to the Basic Plan, Definitions

Tabs to ESF 3 Appendix 1

Tab 1: List of Human Resources (inspectors, civil/structural engineers, architects) (to be published; *available as necessary*)

Emergency Support Function (ESF) #4 - Firefighting

Primary Agency

Eastside Fire & Rescue

Support Agencies

King County Office of Emergency Management (KCOEM)
King County Emergency Medical Service
Carnation Emergency Communications Team (SnoVARC Amateur Radio Operators)
U.S. Environmental Protection Agency (EPA)
U.S. Federal Emergency Management Agency (FEMA)
U.S. Fire Administration (USFA)
Washington State Patrol – Fire Protection Division

Introduction

Purpose

Emergency Support Function (ESF) 4 — Firefighting provides direction for detection and suppression of wild land, rural, and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency.

Scope

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires within the City of Carnation and surrounding unincorporated area. It further provides for personnel, equipment, and supplies in support of county, State and other local agencies involved in rural and urban firefighting operations.

Policies

- A. All District personnel, in responding to a major disaster or emergency under the response plan, will follow processes and procedures established in the Carnation Comprehensive Emergency Management Plan, Fire District Operating Standards and mutual aid agreements.
- B. Mutual aid support will be accomplished through local, county and State agreements in place at the time of events.
- C. Coordination with and support of resources and fire suppression organizations will be accomplished through the City/District Emergency Operations Center (EOC), in cooperation with the Fire Chief or the EOC Fire Operations Section Chief under the Incident Command System (ICS).
- D. Priority will be given to saving lives and protecting property and protecting the environment, in that order.
- E. The primary agency for this ESF will be EASTSIDE FIRE & RESCUE at the local level. For operations that involve City or District resources outside the recognized jurisdiction, the District EOC in cooperation with the Zone One Coordinator, the King County Emergency Coordination Center (KCECC) and the State EOC (SEOC) will act as operational lead for firefighting response.

Situation

Disaster Condition

1. The management of a large firefighting operation is complex, often involving large numbers of resources and many different agencies and jurisdictions. Fire resulting from, or independent of but occurring coincidentally with, a major disaster or emergency may place extraordinary demands on available resources and logistics support systems.
2. A major disaster or emergency may result in many urban, rural, and wildland fires. The damage potential from fires in urban areas during and after a major disaster (such as an earthquake) exceeds that of all other causes. Numerous fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Urban fire departments not incapacitated by an earthquake may be totally committed to fires in urban areas. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

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Planning Assumptions

1. Many urban, rural, and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires may be common.
2. At the time of a major disaster or emergency, there may be wildland fires burning elsewhere in the county or State. These fires will draw upon the same resources that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in disaster-related firefighting operations competing for resources through established resource ordering channels.
3. Telephone communications may be interrupted, making radio communications necessary. Early ordering of radio support systems is a high priority.
4. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire location extremely difficult or impossible. Aerial attacks by airtankers, helicopters, and smokejumpers may be essential in these situations. Helicopter availability may be scarce, and damage to airports or runways will cause congestion at usable airports.
5. Agencies that commonly support large fire suppression operations, including the military, may receive urgent requests from non-fire-related agencies for personnel, equipment, and supplies. Many of the resources commonly available for use in fighting large wildland fires will be scarce or unavailable.
6. Wildland firefighting techniques may have to be applied to rural and urban fire situations, particularly where water systems are inoperative. Aerial delivery of fire retardants or water for structural protection may be essential. In the case of multiple fires, firebreaks may be cleared, and burning-out and backfiring techniques may be used.
7. Efficient and effective mutual aid among the various local, County, State and Federal fire suppression agencies requires the use of ICS together with compatible firefighting equipment and communications.

Concept of Operations

General

1. ESF #4 will manage and coordinate firefighting activities. This will be accomplished by mobilizing firefighting resources in support of EOC directed activities. ESF #4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with local Incident Commanders in coordination with the Operations Section at the EOC.
2. Requests for firefighting assistance and resources will be transmitted from the field to the EOC Operations Section. For resources beyond those available within the geographic area, the requests will be sent to the King County ECC (KCECC). KCECC will work through the Fire Reps to coordinate State and Federal resources in the event of national level shortages or unavailability of needed resources.
3. Actual firefighting operations will be managed under ICS. Situation and damage assessment information will be transmitted through established fire suppression intelligence channels and directly between the field units and EOC operations information and planning procedures.

Organization

1. In disaster or major events, the Fire Chief, their designee, or the ranking officer available, coordinates firefighting response support. The Fire Chief has responsibility for establishing and maintaining coordination with regional support agencies and resources placed at the disposal of EASTSIDE FIRE & RESCUE.
2. When the EOC is activated coordination of additional fire resources requested will be directed from that location. The fire operations representative will have representatives available by telephone or pager on a 24-hour basis for the duration necessary.
3. The fire operations representative will be located in the City/District EOC located at EASTSIDE FIRE & RESCUE headquarters during a disaster when ESF #4 support is required. This position is a member of EASTSIDE FIRE & RESCUE and will establish a link with the KCECC for broad policy and coordination support.

Notification

1. In the event of a significant event or upon notification by District or City personnel of a potential or actual event requiring response, the Duty Chief will notify the Fire Chief and all other EASTSIDE FIRE & RESCUE members by telephone or pager.

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2. Any other EASTSIDE FIRE & RESCUE members necessary will be notified by telephone or pager through District communication procedures.

Response Actions

1. Initial Actions

The **Duty Chief** or representative will:

- a. Enact appropriate disaster procedures in accordance with the EASTSIDE FIRE & RESCUE Emergency Operations Plan (EOP). The EOP is available under separate cover and maintained at the EOC.
- b. Establish communication links with all stations, Fire Dispatch, the Fire Chief, and the City's Director of Emergency Management.
- c. Ensure that the EOC is activated and set up. Set up procedures are maintained at the EOC.
- d. Obtain an initial fire and rescue situation and damage assessment through established intelligence procedures.

Recovery Actions

The **Fire Operations Section** representative will:

1. Obtain, maintain, and provide fire situation and damage assessment information through established intelligence procedures.
2. Determine and resolve, as necessary, issues regarding resource shortages and slow processing, interagency conflicts, and policy matters involving fire, rescue, and EMS activities.
3. Maintain close coordination with EOC activities, support agencies, and higher authorities.
4. Maintain a complete log of actions taken, resource orders, records, and reports.

Responsibilities

Primary Agency

CARNATION/ Eastside Fire & Rescue

1. Provide qualified representative to serve as EOC Operations Section Chief.
2. Task support agencies as necessary to accomplish ESF #4 support responsibilities.
3. Provide logistics support through the EOC for mobilizing resources for firefighting.
4. Assume full responsibility for suppression of fires, EMS, and rescue activities.
5. Provide and coordinate firefighting assistance to other local, County, and State fire organizations as requested, under the terms of existing agreements and the response plan.
6. Arrange for direct liaison with fire chiefs in the designated area to coordinate requests for firefighting assistance in structural or industrial fire protection operations.
7. Provide information to the EOC Planning Section as assessments of fire-caused damage are obtained.

Support Agencies

City of Carnation

Provide support where necessary.

King County Office of Emergency Management (OEM)

Support ESF #4 operations coordination with personnel, equipment, and supplies under the terms of the existing laws and interagency agreement, to include the arrangement of liaisons as required. Also provide support for military and other Federal resource requests and needs to obtain heavy equipment and/or demolition services as needed to suppress disaster related fires and respond to rescue situations.

Environmental Protection Agency (USEPA)

Provide technical assistance and advice in the event of fires involving hazardous materials.

Federal Emergency Management Agency (FEMA), U.S. Fire Administration (USFA)

Provide rescue and firefighting advice and assistance in the event of Federal declaration of disaster.

Other Organizations

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State forestry organizations in most States are responsible for wildland firefighting on non-Federal lands. States may assist other States in firefighting operations and may assist Federal agencies through agreement. The Washington State Patrol also assists with firefighting.

References

- RCW 38.52
- WAC 118-04
- King County Emergency Management Plan
- National Response Framework
- National Interagency Mobilization Guide available from NICC.

Terms and Definitions

Incident Command System (ICS)

An on-site incident management system applicable to all types of emergencies. Includes standard organizational structure, agency qualifications, training requirements, procedures, and terminology enabling participating agencies to function together effectively and efficiently.

National Interagency Coordination Center (NICC)

The organization responsible for coordination of national emergency response for wildland fire suppression, located at the National Interagency Fire Center in Boise, ID.

Regional/Area Fire Coordinator

The person primarily responsible for operation of ESF #4 at the regional level.

Emergency Support Function (ESF) #5 – Information and Planning

Primary Agency

Director of Emergency Management

Support Agency

City Manager's Office
All City Departments

Introduction**Purpose**

The purpose of ESF 5 Information and Planning is to describe the framework for coordination of planning, situational assessment and public information and warning before, during and after an incident.

Scope

This ESF describes the use of the Incident Command System (ICS), Emergency Support Functions (ESFs), and regional support for situation assessment, response, and initial recovery missions. This ESF adheres to the five phases of emergency management as they are described in the National Response Framework. Concepts are consistent with the National Incident Management System (NIMS) and the National Recovery Framework (NRF).

Policies

- A. All activities within ESF 5 – Information and Planning 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. ESF# 5 is responsible for establishing the support infrastructure within the City to satisfy the requirements for mitigation, preparedness, response, and recovery efforts.
- C. The City has established Interlocal Agreements (IA) with surrounding cities to allow for direct city-to-city assistance in the event of a disaster. During a disaster, the City will make requests for assistance to cities through established MOUs. In the event additional resources are required, the City will make requests to the King County Emergency Coordination Center (KCECC), and the Washington State Emergency Operations Center (SEOC), if needed. All requests for assistance will be initiated by the EOC based upon information from the field command posts.
- D. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the KCECC, whenever possible.
- E. ESF #5 outlines the coordination of resource allocation. ESF #5 staff identifies and resolves resources allocation issues identified by the incident command post and the Incident Commander (IC).
- F. ESF #5 staff provides the informational link between the City, the KCECC and the SEOC.
- G. ESF #5 provides representatives to staff key positions in the EOC.
- H. ESF # 5 maintains an on-call workforce of trained and skilled reserve employees to provide surge capability to perform essential emergency management functions on short notice and for varied duration.

Concept of Operations**General**

1. ESF #5 provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, Finance and Administration Sections of the EOC.
2. The EOC staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts within the City. In addition, the EOC coordinates operations and situations reports to the KCECC and the SEOC, as appropriate.
3. ESF #5 supports the activation and deployment of first responders within the City during a disaster.

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4. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process, and disseminate situational information.
5. Information will be provided by trained field personnel, responders, volunteers, the public, the media, and others.
6. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
7. Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; effects of weather, smoke, and other environmental factors.

Organization

1. ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS. These functions include:
 - a. Command Support. ESF #5 supports the command functions by providing senior staff, incident action planning capabilities, information, administration, logistics, and financial support functions.
 - b. Operations. EOC staff will serve as the Operations Section Chief and Operations Branch Director positions to coordinate the human resources, infrastructure support, emergency services and mitigation and community recovery branches (various ESFs also provide key staff for these areas); process requests for assistance and initiate and manage the mission assignment and/or the reimbursement agreement.
 - c. Planning. ESF #5 provides the Planning Section Chief to manage and control the collection, evaluation, dissemination, and use of information regarding incident prevention and response actions and the status of resources. The planning section is responsible for coordinating the incident action planning process. This includes preparing and documenting incident priorities; establishing the operational period and tempo; and developing contingency, long-term, and demobilization planning.
 - d. Logistics. ESF #5 provides staff for the Logistics Section Chief to manage the control and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies and services; resource tracking; facility location and operations; transportation coordination; and information technology systems services and other administrative services. The Logistics Section coordinates closely with ESF #7 Resource Support and with the KCECC and the SEOC, as needed.
 - e. Finance/Administration. ESF #5 provides staff for the Finance and Administration Section Chief to monitor funding requirements and incident costs. The Finance/Administration Section is responsible for employee services, including security for personnel, facilities, and assets.

Actions

See Emergency Operations Center Standard Operating Procedures.

Responsibilities

Lead Agency

1. Director of Emergency Management
 - a. Activates and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state, and federal emergency management organizations as needed.
 - b. Coordinates planning activities including immediate, short-term, and long-term planning. The response planning and operations implementation priorities are developed in coordination with the Incident Commander (IC).
 - c. Coordinates the overall staffing of the EOC and field, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the EOC, incident command post, and response personnel.

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Support Agencies

1. Support agencies responsibilities and capabilities are outlined in the CEMP Basic Plan and each of the ESFs. Every ESF has detailed responsibilities of the lead and support agencies for every aspect of response and recovery during a disaster. Every ESF directly relates to the management of an emergency or disaster.
2. Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF #5. All city departments, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each department. Support capabilities of other departments may be used as required and available.
3. All City departments will provide support to the emergency management operations as required.

References

- National Response Framework
- CEMP Basic Plan
- King County Regional Disaster Plan

Appendices

See **Basic Plan** Appendix 1 Tab 4 for Declaration of Local Emergency

See **Basic Plan** Appendix 1 Tab 2 for Emergency Operations Center Structural Chart

Emergency Support Function (ESF) #6 - Mass Care, Emergency Assistance, Housing, and Human Services

Primary Agencies

Finance and Administration Department

Support Agencies

All other City of Carnation Departments
Eastside Fire & Rescue
American Red Cross serving King County (ARC)
King County Disaster Assistance Council (DAC)
Salvation Army
Regional Animal Services of King County

Introduction

Purpose

The purpose of Emergency Support Function (ESF) 6 is to define the City of Carnation's roles and responsibilities in mass care, emergency assistance, housing, and human services. The City, in cooperation with the King County, American Red Cross serving King County (ARC) and other agencies, will develop and coordinate a system to provide mass care for the City of Carnation population that are victims of disasters.

Scope

1. Mass Care in the City of Carnation is a shared responsibility between the City, the County, the American Red Cross serving King County (ARC), and other non-profit agencies. The City Clerk is the lead department for the City in coordinating support for mass care activities and shelters. As an incorporated city in King County, the City of Carnation has the responsibility to coordinate the city's mass care shelters using city assets, or to coordinate with the King County Emergency Operations Center (EOC) in the placement of mutually supported shelters. ESF-11 includes additional details about the provision of food and water, and animal care.
2. Mass Care includes shelters, feeding, emergency first aid, Disaster Welfare Information (DWI), and bulk distribution of emergency relief items.
 - a. Shelter: The provision of emergency shelter for victims includes the use of the designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the use of similar facilities outside the affected area, should an evacuation be necessary. Information about Carnation's plan for sheltering animals is included in ESF - 11.
 - b. Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk food distribution. Such operations will be based on sound nutritional standards and will make an effort to meet dietary requirements of victims with special dietary needs.
 - c. Emergency First Aid: Emergency first aid services will be provided to victims and workers as mass care facilities or at designated sites within the affected areas.
 - d. Disaster Welfare Information (DWI): DWI regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI system. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
 - e. Bulk Distribution of Emergency Relief Items: Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.
3. This ESF will address the provision of shelters and meeting the urgent needs of victims of disaster. Physical and mental health issues are addressed under ESF 8.
4. Primary shelters are the three schools (refer to TAB 1). Shelters are ADA accessible and are under the authority of the American Red Cross serving King County (ARC).

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Policies

- A. It is the policy of the government of the City of Carnation to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Carnation. Additionally, the City will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Carnation will perform emergency management functions within the city's jurisdictional boundaries as mandated by RCW 38.52.070.
- C. Services provided will be determined by the needs of the victims, the situation, and available resources. The disaster encountered will determine the type of shelter required.
- D. Services will be provided without regard to economic status or racial, religious, political, ethnic, citizenship, or other affiliation.
- E. Mass care facilities will receive priority consideration for structural inspection to ensure safety of occupants.
- F. The American Red Cross serving King County (ARC) will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 1988).
- G. The City of Carnation's ESF-6 will be implemented based on the impacts of major natural, technological, or man-made disaster events. The Carnation EOC will make decisions regarding the activation of shelters to be managed by the City Clerk.
- H. Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used as available.
- I. The City's emergency management activities seek to accommodate people with disabilities as listed under the Americans with Disabilities Act (1990 as amended) for warning of imminent danger, sheltering, evacuation, and to accommodate service animals where resources allow.
- J. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. 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 or racial, religious, political, ethnic, or other affiliation.
- K. Mass Care services must incorporate and address the unique needs and circumstances of vulnerable populations that are economically disadvantaged, homeless, undocumented, 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. Therefore, specific measures are taken to ensure that these populations will have accessibility to information and services.
- L. There may be individuals with specific/special needs and issues such as cognitive disabilities, drug and alcohol dependency, 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 sheltering setting, ESF 8 – Public Health and Medical Services will coordinate appropriate care and placement.
- M. Care and consideration for domestic pets and service animals are important social issues during disasters. An effort to accommodate pets and comfort animals for those people making use of public emergency shelters is important. Service animals are always allowed entrance to shelters and everything will be done to accommodate their needs. The general public may view their pet as a family member. Often, domestic animals may escape their homes when disoriented or frightened by severe weather or other emergency conditions. Care of pets in emergencies is governed by the Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308. This subject is covered in more detail under ESF 11.
- N. Disaster Welfare Information (DWI) is provided by the American Red Cross serving King County (see ESF-8, Health, Medical & Mortuary Services). The listing of event related deaths will be limited to officially confirmed fatalities.

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Situation**Emergency/Disaster Conditions and Hazards**

The City of Carnation is vulnerable to natural, technological, and man-made disasters. Historically, disasters 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. There will be a requirement for shelter sites for people that are impacted by the disaster. Many will be separated from their families due to impassible transportation routes and gridlock. Family members may be separated immediately following sudden-impact events, such as children in school and parents at work. Transients, such as tourists, may be involved.

Where conditions in the community may endanger the population, there may be a need for emergency sheltering and feeding locations. While most people will find temporary accommodations with friends, family, or with regional hotels, some may require public shelter locations until their normal residence is habitable. Estimates from other national emergencies suggest 5-10% of the population impacted may require temporary public shelter and feeding. In extreme circumstances, this emergency sheltering may last for weeks, months or longer. Where regional power outages from a damaging earthquake are possible, local severe winter weather has caused power outages in cold and wet conditions for large portions of the population for up to two weeks. Sheltering needs under extreme heat or cold conditions may have a need for warming or cooling shelters that do not require sleeping accommodations. Reasonable resources for the support of the elderly, young, infirmed, disabled, and people with English as a second language may be needed. Public transportation resources may also be part of a sheltering and mass care effort. The provision of food and water is covered in more detail in ESF 11.

Planning Assumptions

1. The local and regional utilities, communications, lifelines, medical and transportation systems, and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
2. Public, private, and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for two weeks. The City of Carnation is recommending that individuals and families have two weeks of supplies for self-sufficiency available. However, the City recognizes that not all individuals and families will be prepared to that level and therefore this ESF assumes three days of preparedness for planning purposes.
3. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
4. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.
5. Resources from Public Health Seattle/King County (PHSKC) and the Carnation-Duvall Citizen Corps Council may be utilized to support Mass Care efforts with emergency food service, disaster welfare information and referrals.
6. The City of Carnation will provide shelters using city staff and resources.
7. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts.
8. Some victims will go to mass shelters, others will find shelter with friends and relatives, and many victims will remain with or near their damaged homes.
9. The magnitude of the event may require the operation of large long-term shelters.
10. Shelter space may be available in public use buildings. Public shelters in the residential areas are usually located in schools, churches, and a few public use buildings.
11. There is no government agency that has the responsibility or authority to coordinate or administer a public shelter program on a day-to-day basis.
12. When the City of Carnation is declared within a disaster area by the Governor, certain emergency welfare services may become available to eligible disaster victims. The emergency welfare services made available by federal and state government as the result of the Governor's disaster declaration are in addition to the welfare

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services provided by volunteer organizations and may include low-interest loans, food stamps, disaster counseling and unemployment benefits.

Concept of Operations**General**

Requests for shelters will be coordinated through the City of Carnation Emergency Operations Center (EOC) following a major disaster impacting the City. Shelter requests will be prioritized and coordinated by the representatives of the Administration and Finance Department in the EOC, King County Emergency Coordination Center (KCECC), American Red Cross (ARC) serving King County (ARC), and selected organizations, as needed. During small local disasters when the KCECC is not activated, the ARC will help provide shelter and mass care services coordinated through the chapter headquarters, as appropriate to their operational capacity. When the KCECC is activated, placement, coordination, operations, and support of shelters will be a cooperative effort between the City, the County, the American Red Cross serving King County and selected social service agencies. The City will designate **shelter managers** to staff the City of Carnation EOC during activations and be the primary contact in the City of Carnation government for mass care. When a mass care shelter is set up during a major disaster event, a team approach will provide needed support:

- a. The City of Carnation EOC representatives will determine location of shelter(s). *(Refer to Tab 1 of this ESF)*
- b. **Shelter Managers** will be chosen by either the ARC or be City staff trained by the ARC in shelter management. Managers will be responsible for opening, managing, and closing shelter sites.
- c. Health inspections will be provided by the King County Department of Public Health.
- d. The King County Sheriff's Office/Carnation Police Department will provide security for shelter facilities, including onsite security, as requested.
- e. Shelter sites will meet accessibility standards required by the Americans With Disabilities Act (ADA).
- f. Food service by ARC, Salvation Army, or other selected organizations.
- g. Crisis Counseling by Department of Health as the lead agency, with the support of the ARC and selected local social service agencies.
- h. Supplies such as water, sanitation, generators, etc., from public agencies and private vendors.
- i. Communications support from amateur radio organizations.
- j. Public information will be disseminated by the Public Information Officer *(Refer to ESF-15: Public Information)*

Organization

The Carnation EOC, Logistics Section, will coordinate the placement, opening, and support of shelters and mass care activities with the ARC. The City Clerk serves as the default Section Lead for the Logistics Section. *(Refer to Basic Plan: Concept of Operations)*

Procedures

The ARC maintains procedures for the opening and management of shelters. Standard Operating Procedures for identifying local facilities that can be used for shelters are maintained by the City Clerk and provided at the EOC. All shelters opened and managed by the City will be in accordance with ARC standards. All procedures for support of shelters are maintained by the appropriate support agencies.

Responsibility**Primary Agency**

1. Administration and Finance Department is responsible for providing mass care that comprises shelters, feeding, and emergency first aid. Partnerships will be utilized between the City, King County Office of Emergency Management (KCOEM), and other incorporated cities when appropriate. The Administration and Finance Department will provide representatives in the City of Carnation EOC to lead the Mass Care team (ARC, Salvation Army, and personnel designated to set up and manage shelters).
2. Director of Emergency Management has responsibility to:
 - a. Alert the King County Emergency Coordination Center (KCECC), advise of the situation and request activation of shelters.
 - b. Coordinate with other jurisdictions for combined shelters or if residents of Carnation need to be relocated.

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- c. Work with State and Federal agencies to find adequate facilities to open a Disaster Application Center, if needed.
3. City Clerk has the responsibility to:
 - a. Obtain the required training through the ARC or require training of department staff.
 - b. Provide for emergency sheltering of City staff during disaster activities.
 - c. Supervise ARC activities within the City of Carnation.
 - d. Control available shelter supplies and arrange for re-supply requirements.
 - e. Plan and direct any remedial sheltering activities such as relocation.
 - f. Distribute and utilize standardized registration forms at all shelter locations.
4. KCSO have the responsibility to:
 - a. Establish security, maintain law, and prevent crimes at public shelters and/or congregate care facilities.
 - b. Provide crowd and traffic control at public shelters and/or congregate care facilities.
 - c. Assist in providing emergency communications between public shelters and/or congregate care facilities and the EOC.
 - d. Assist in identifying safe routes of travel to and from shelter sites.
5. Public Information Officer has responsibility to coordinate dissemination of information concerning sheltering services.
6. Eastside Fire & Rescue has responsibility to:
 - a. Provide emergency medical services and fire suppression at shelters, as needed.
 - b. Provide mobile medical support and basic and advanced life support services at public shelters and/or congregate care facilities.
7. Director of Public Works has responsibility to:
 - a. Coordinate the disposal of solid waste from shelter sites.
 - b. Assist in emergency repairs at shelters as needed.
 - c. Assist in crowd control operations through signage and barricades
 - d. Coordinate the use of city facilities and parks sites for use as reception centers, staging area, or shelters.
 - e. Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.

Support Agencies

1. The American Red Cross serving King County (ARC) support may include:
 - a. Representatives in the Carnation EOC for coordination of shelter requests.
 - b. Mass care for small emergencies or localized events not requiring activation of the EOC.
 - c. Initial resources (staff, supplies, locations) to provide mass care shelters, feeding, and emergency first aid during large disaster events.
2. The Salvation Army may provide resources and staff for emergency food service supporting shelters and responders.
3. All City departments are responsible for supporting the Administration and Finance Department with specialty resources for shelters as needed. Requests will be coordinated through the EOC.
4. Public Health Seattle-King County (PHSKC) has responsibility to:
 - a. Provide for emergency environmental and public health services and programs at public shelters and/or congregate care facilities.
 - b. Establish emergency environmental health controls for public shelters and/or congregate care facilities to include sanitation, waste disposal, lighting, noise, heating/ventilation, water quality.
 - c. Provide information and referral service to inform disaster victims of government services available.
5. Carnation-Duvall Citizen Corps Council
 - a. Community Emergency Response Teams (CERT) Teams
 - b. Medical Reserve Corps

Resource Requirements

Each participating organization will provide personnel for 24-hour operations when the EOC is activated. Shelter supplies are normally coordinated by the ARC. Any additional supplies needed will be coordinated by the EOC Health and Human Services Group.

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References

- Washington State Comprehensive Emergency Management Plan
- American Red Cross serving King County Regulations 3000, 3030
- City of Carnation Comprehensive Emergency Management Plan (CEMP), Basic Plan

Appendices

- Appendix 1, Temporary Shelter Checklist
- Appendix 2, ARC Facility Shelter Opening-Closing Inspection Form

Tabs

Tab 1: Potential Shelter Locations

Tab 2: Religious and Volunteer Groups (**to be published**)

APPENDIX 1

TEMPORARY SHELTER CHECKLIST – emergency, temporary, and recovery periods likely to be led by the ARC

PRE-PLANNING

1. ____ Develop plans for coordinating a temporary emergency shelter.
2. ____ Identify possible shelter locations.
3. ____ Coordinate with King County Office of Emergency Management and American Red Cross serving King County.

EMERGENCY PERIOD

1. ____ Alert key personnel.
2. ____ Coordinate with Incident Commander to determine shelter needs.
3. ____ Determine:
 - a. Situation
 - b. Hazards
 - c. Possible numbers to be sheltered
 - d. Locations
 - e. Expected duration
4. ____ Call King County Office of Emergency Management to request shelter support.
 - a. KCOEM will contact the American Red Cross serving King County.
5. ____ The American Red Cross serving King County will activate the shelter(s).
6. ____ Provide staff, supplies, equipment, and facilities to support shelter activities.
7. ____ Coordinate with the Communications and Marketing Manager/Public Information Officer to direct citizens to shelter locations.

TEMPORARY SHELTER

1. ____ If the ARC cannot respond immediately, determine shelter locations from list and coordinate with owners.
2. ____ Activate personnel to open a temporary shelter, including Parks and Recreation Department and Personnel Division.
3. ____ Use ARC Shelter Operations Participant's Workbook for Standard Operating Procedures to open shelter.
4. ____ Emergency public health services will be provided by the Public Health – Seattle & King County.

RECOVERY PERIOD

4. ____ Assist in closing of shelter and mass feeding operations.
5. ____ Assist in restoring facility to normal use.
6. ____ Complete documentation and reports.

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APPENDIX 2

ARC FACILITY SHELTER OPENING-CLOSING FORM – *(available on request)*

Tab 1: Potential Shelter Locations

Name	Address	Phone	Email
Carnation Elementary School (Riverview School District)	4950 Tolt Avenue, Carnation, WA 98014	425-844-4550	
Tolt Middle School (Riverview School District)	3740 Tolt Avenue, Carnation, WA 98014	425-844-4600	
Stillwater Elementary School (Riverview School District)	11530 320 th Avenue NE, Carnation, WA 98014	425-844-4680	
Sno-Valley Senior Center	4610 Stephens Avenue, PO Box 96, Carnation, WA 98014	425-333-4152	svsc@soundgenerations.org

Note: Use of shelter locations will likely require a facility use agreement.

Tab 2: Religious and Volunteer Groups

(To be published)

Emergency Support Function (ESF) #7 - Logistics Management and Resource Support

Primary Agency

All City of Carnation Departments

Supporting Agencies

Eastside Fire & Rescue
King County Disaster Assistance Council (DAC)
Volunteer Organizations

Introduction

Purpose

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster. This ESF also provides for the effective utilization, prioritization, and conservation of available local resources in the City of Carnation.

Scope

Resource support involves the provision of services, personnel, commodities, and facilities to City departments and contract agencies during the response and recovery phases of an emergency or disaster.

Policies

- A. During and directly following a disaster, emergency services will become the major users of resources. Resource needs will be coordinated through the City EOC. Needs for resources will be submitted and coordinated with County and State Emergency Management organizations, in accordance with their resource management plans. The City of Carnation may request assistance from King County once local resources are exhausted and the Mayor has made a Proclamation of Local Emergency.
- B. When government resource management is required, voluntary controls will be encouraged. It is the policy of the City of Carnation that controls will only be placed when necessary and will be removed as soon as possible. The public, through extensive public information programs, will be encouraged to cooperate with emergency resource management measures imposed by the City.
- C. Responsibilities for administering individual resource programs will be assigned to existing departments within City government, with the utilization of private business if appropriate. The Finance Department may operate under existing authorities and regulations for the procurement of resources.
- D. RCW 38.52.070 gives "each political subdivision, in which any disaster occurs, the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers... without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publications of notices, provisions pertaining to the performance of public works, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

Situation

Emergency/ Disaster Conditions and Hazards

In natural and technological disasters, City and County governments are responsible for the management of available local resources necessary to health and safety. A significant emergency or disaster may severely damage and limit access to the resource infrastructure.

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Planning Assumptions

1. The City's response to the emergency or disaster event may be severely impacted. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Carnation will make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.
2. The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers. A significant emergency or disaster may severely damage infrastructure and limit access to the resource. Similarly, resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to re-supply City departments.
3. Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and hand tools may be needed. The City of Carnation does not have sufficient supplies and equipment on hand for long-term use. Disaster recovery may be limited by the inability of the general citizenry to be self-sufficient for more than two weeks without additional supplies of food, water, medical and shelter resources.
4. There are no medical facilities or medical personnel available in Carnation except for volunteers.
5. The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster. Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, seaports, and other means of transportation.
6. It is assumed that volunteers will be available during any such disaster. When possible, volunteers will be assigned to duty by the EOC. Appropriate personal information will be obtained from volunteers for the purpose of documenting his/her activities, and to meet state law concerning emergency workers (RCW 38.52). Standard Operating Procedures (SOPs) will address emergency worker recruitment and registration.

Concept of Operations**General**

The Director of Emergency Management or his/her designee will be the authority for decisions on resource utilization, prioritization, conservation, and distribution. In order to carry out its resource support responsibilities effectively, the City of Carnation will make provisions for the development and administration of policies, programs, and measures for the management of resources under its jurisdiction in times of emergency.

Emergency management of any resource will involve the following functions:

- a. Evaluating the supply and the need for a particular resource.
- b. Determining the current and long-term needs of available resources.
- c. Taking actions necessary to channel resources for use in essential activities.
- d. Ensuring the most effective use of existing and potential supplies of the resource, while considering the future supply.
- e. Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions.

When the Carnation EOC is activated for emergencies or disasters, it will be the focal point for resource management for City government. The EOC may provide support for special purpose districts (i.e., fire, school). Department representatives in the EOC serve as specialists and advisors for their respective departments and organizations. They will assist in the coordination, management, distribution and conservation of supplies and resources necessary for City government emergency operations.

Whenever possible, City representatives will operate under standard operating procedures for normal purchase of supplies, equipment, and services. The City will consider adopting procedures to address emergency fiscal policies. All departments will also maintain vendor and supply lists of the most critical supplies, equipment, and services that enable them to operate under disaster situations. Copies of these lists will be kept at the EOC. When resource requests exceed the capability of Carnation government, the Director of Emergency Management will request supplemental supplies and/or equipment from the King County Emergency Coordination Center (KCECC).

Organization

The **Director of Emergency Management (City Manager or designee)** is responsible for overall resource coordination and utilization, including the management of donated goods and services. When necessary, the Director of Emergency Management will designate the Treasurer with responsibility for managing all emergency or

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disaster procurement and contracting issues. The head of each City department determines quantities and use of equipment and supplies based on need.

The **Director** is responsible for managing personnel resources for all emergency or disaster operations, including EOC staffing, King County search and rescue support, and volunteers.

Procedures

City departments will make resource requests to the Carnation EOC. The basic measures of economic stabilization available to the **Director of Emergency Management** achieves two basic purposes: controlling the use of resources and maintaining the supply of resources. The basic measures include:

Indirect: Voluntary and indirect control measures include special financial arrangements to encourage expanded function, and training and information through public information to solicit voluntary cooperation from the public and from industry.

Direct: Mandatory direct control measures include priority systems of distribution, allocation systems, production directives, conservation measures, consumer rationing, anti-hoarding measures and restriction directives.

Anti-hoarding: The authority to prohibit the accumulation and hoarding for business, personal or home consumption.

Priority: The authority to require that performance under contracts and orders deemed necessary to promote stability after a disaster would take priority over any other contract or order.

Allocation: The authority whereby a scarce and critical item, material, commodity, or product could be assigned or reserved for exclusive use.

Requisitioning: The authority whereby, in certain urgent circumstances and under certain specified conditions, the City may obtain the use of any equipment, materials, supplies, components or facilities and other real property needed, provided just compensation is made.

Responsibilities

Primary Agency

Director of each City department and office has responsibility to:

1. Develop department procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
2. Provide resources (supplies, equipment, services, and vendor information) from department stocks as coordinated by the EOC.
3. Prepare and maintain lists of available essential supplies and equipment. (**Refer to Tab 2 to this ESF, Resource List, to be developed**)
4. Determine additional supplies and equipment required by the department for conducting essential operations, i.e., food, fuel, batteries, tires, etc.
5. Establish emergency procedures for the distribution, conservation, and use of essential supplies for the department.
6. Establish and maintain a liaison with private sector and government resource providers.
7. Request all emergency procurement of supplies and equipment through the **Director of Emergency Management**.
8. Be responsible for the inventory, allocation, utilization, and conservation of resources used in emergency response and recovery.

Director of Emergency Management, upon declaration of a disaster by the City Council of the City of Carnation has responsibility to:

1. Authorize economic stabilization measures, such as the coordinated rationing of food, petroleum, and other essential items, and by the stabilization of prices and rents.
2. Appoint, ration, price control, and establish rent boards, and any sub-boards, which are required for the City of Carnation.

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3. Authorize the ration of use levels for all categories of consumer-rationed items and other essential survival items for the local community. At such times as county, state or national consumer use levels are established, adjust local levels accordingly.
4. If necessary, select business, industry, and government representatives to serve as liaison between the private sector resource providers and the EOC and to act as advisors on production, distribution, and use of resources.

Carnation City Council has responsibility to:

- a. Make policy,
- b. Adopt and enact ordinances and motions to place economic controls in effect.

Director of Emergency Management has responsibility to:

- a. Supervise and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
- b. Request emergency supplies and equipment not available through the City government from the King County Emergency Coordination Center (KCECC). Resource requests will be made using appropriate resource typing terminology.
- c. Assist in coordinating procurement of supplies and equipment not available through normal channels.
- d. Establish specific priorities in the assignment and use of all resources - including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services under the jurisdictional control of City of Carnation government.
- e. Provide the required administrative support for emergency resource management and economic stabilization programs.
- f. Provide KCECC with periodic situation reports including supply requirements.
- g. Establish staging areas in support of resource management.
- h. Establish procedures for managing volunteers.
- i. Provide guidance for City officials on the relative urgency of essential activities.

Treasurer has responsibility to:

- a. Establish procedures for procurement of emergency supplies, equipment and contracting not covered in existing procedures, including any new procedures needed for projecting and anticipating costs.
- b. Develop procedures for documenting resources utilized during times of emergency. This information will assist in later reimbursement for these resources.
- c. Utilize forms available for requesting and providing assistance. Ensure adequate stock and availability of these forms.
- d. When directed, manage all disaster procurement and contracting responsibilities for the city.

City Clerk has responsibility to:

- a. Coordinate the registration and credentialing of emergency workers and volunteers, including spontaneous volunteers, under the provisions of RCW 38.52 and WAC 118-04. These provisions do not include employees of the City.
- b. Manage donations provided to the community.
- c. Develop Standard Operating Procedures for emergency worker registration and recruitment.

King County Sheriff's Office (KCSO)/Carnation Police Department has responsibility to:

- a. Provide the necessary security to ensure that stockpiled and/or stored materials and supplies are secured from looting or vandalism.
- b. Provide crowd control during distribution of resources.

Volunteer organizations are to support response and recovery activities.

Resource Requirements

Resources required by this ESF may be established in coordination with support agencies

References

Refer to Appendix 2 to the Basic Plan, References



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Tabs

Tab 1: Donated Goods Management Plan/Policy *(to be published)*

Tab 2: Resource list *(to be published)*

Tab 3: Human Resources Resource List *(to be published)*

Emergency Support Function (ESF) #8 - Public Health and Medical Services

Primary Agency

Eastside Fire & Rescue

Support Agencies

PHSKC Medic One/ Emergency Medical Service (EMS)
Evergreen Healthcare (King County Public Hospital District #2)
American Red Cross serving King County (ARC)
Washington State Department of Health (WSDOH)
King County Office of Emergency Management (KCOEM)
Federal Emergency Management Agency (FEMA)
U.S. Department of Justice (USDOJ)
U.S. Environmental Protection Agency (USEPA)
U.S. Department of Transportation (USDOT)
Public Health – Seattle & King County (Medical Examiner, Health Department East Region, and Mental Health)
King County Sheriff's Office (KCSO)/Carnation Police Department

Introduction

Purpose

Emergency Support Function (ESF) #8 — Public Health and Medical Services provides coordinated assistance in response to public health and medical care needs following a major disaster or emergency, or during a developing potential medical situation. Assistance provided under ESF #8 is directed by Eastside Fire & Rescue through the Fire Chief or his/her designee. Resources will be furnished when public health and/or medical assistance is requested due to overwhelming circumstances or upon request from the Emergency Operations Center (EOC).

Scope

ESF #8 involves assistance in identifying and meeting the health and medical needs of victims of a major disaster, emergency, or terrorist attack. This support is categorized in the following functional areas:

1. Assessment of health/medical needs
2. Medical response
3. Health surveillance
4. Medical care personnel
5. Health/medical equipment and supplies
6. Patient evacuation
7. Pre/In-hospital care
8. Food/drug/medical device safety
9. Worker health/safety
10. Radiological/chemical/biological hazards consultation
11. Mental health care
12. Public health information
13. Potable water/wastewater and solid waste disposal
14. Victim identification/mortuary services; and
15. Veterinary services.

Eastside Fire & Rescue, in its primary agency role for ESF #8, coordinates the health and medical assistance to fulfill the requirements identified by the EOC and local authorities. Included in ESF #8 are overall public health response; triage, treatment, and transportation of victims of the disaster; and evacuation of patients out of the disaster area, as needed, into a network of hospitals, medical centers and aid stations identified by the EOC located in the affected areas.

ESF #8 will utilize resources primarily available from within Eastside Fire & Rescue and support agencies including: King County EMS, private providers, and local volunteers.

Also utilized by ESF #8 is a medical mutual aid network between Eastside Fire & Rescue and other local, County and State sectors that includes medical response, patient evacuation, and definitive medical care. At the county level, it is a partnership between Public Health - Seattle & King County, King County EMS, and KCOEM.

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Specific non-local sources such as major pharmaceutical suppliers, hospital supply vendors, the National Foundation for Mortuary Care, certain international disaster response organizations and international health organizations are also available through higher emergency management channels.

Policies

- A. ESF #8 will be implemented upon the appropriate request for assistance following the occurrence of a major disaster or emergency and after determination has been made by the EOC that a large scale coordinated response is warranted.
- B. The EOC is responsible for activating and coordinating the activities of ESF #8. The lead official for ESF #8 is the Fire Chief or the Operations section Chief of the EOC. The lead official is responsible for coordinating the implementation of ESF #8 and providing staff support to the EOC.
- C. EASTSIDE FIRE & RESCUE will provide liaison between the EOC and appropriate regional officials in the response structure for the coordination of medical assistance to meet the requirements of the situation. The EOC will coordinate and facilitate the overall ESF #8 response.
- D. In accordance with assignment of responsibilities in ESF #8, and further tasking by the primary agency, each support agency will contribute to the overall response but will retain full control over its own resources and personnel.
- E. ESF #8 is the primary source of public health and medical response/information for all officials involved in response operations.

Situation

Emergency/Disaster Hazards and Conditions

- 1. A significant natural disaster or man-made event that overwhelms the affected jurisdiction necessitates public health and medical care assistance. Pharmacies may be severely structurally damaged or destroyed.
- 2. There are very limited medical supplies available on a regular basis, only what is available in the pharmacies. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will probably be in short supply. Disruptions in local communications and transportation systems could also prevent timely re-supply.
- 3. Uninjured persons who require daily or frequent medications such as insulin, antihypertensive drugs, digitalis, and dialysis may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations and general shortages within the disaster area.
- 4. In certain other disasters, there could be a noticeable emphasis on relocation, shelters, area control, and returning water, wastewater, and solid waste facilities to operation.

Planning Assumptions

- 1. No medical facilities or supplies are located in the City other than those on hand at Eastside Fire & Rescue's fire station. Eastside Fire & Rescue maintains a staff of three Emergency Medical Technicians on duty at the Carnation Fire Station which provide basic life support level care. Advanced life support (paramedic) response is provided from the Redmond and/or Bellevue Fire Department medic units stationed on the Woodinville/Duvall Road (Station 35), downtown Redmond (Station 11) or Issaquah Highlands (Station 73), and may have an extended response time during times of disaster.
- 2. Resources within the affected disaster area will be inadequate to clear casualties from the scene. Additional mobilized capabilities will be urgently needed to assist local agencies to triage and treat casualties in the disaster area and then transport them to the closest appropriate hospital or other health care facility. Additionally, medical re-supply will be needed throughout the disaster area. In a major disaster, operational necessity may require the further transportation by air of patients to the nearest metropolitan areas with sufficient concentrations of available hospital beds, where patient needs can be matched with the necessary definitive medical care.
- 3. A terrorist release of weapons of mass destruction; damage to chemical and industrial plants, sewer lines, and water distribution systems; and secondary hazards such as fires will result in toxic environmental and public health hazards to the surviving population and response personnel. This type of event includes exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and food products.

Comprehensive Emergency Management Plan

Concept of Operations**General**

1. Upon notification of a major disaster or emergency, Eastside Fire & Rescue (as primary agency) will activate the EOC. The agency coordinators and staff will be notified. Pre-identified personnel will be alerted to meet requirements for representing ESF #8.
2. Any necessary support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to support the EOC and to carry out the activities tasked to its agency on a continuous basis. Individuals representing agencies that are staffing the EOC will have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during the activation. These agencies will provide communications support to the EOC to facilitate direct communications.
3. The responsible official for ESF-8 will coordinate with the appropriate county and State medical and public health officials and organizations to determine current medical and public health assistance requirements.
4. ESF #8 will utilize locally available health and medical resources to the extent possible to meet the needs identified. The only health and medical resources available will be volunteers.
5. During the response period, the responsible official for ESF #8 will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. ESF #8 will maintain accurate and extensive logs to support after-action reports and other documentation of the disaster conditions.
6. ESF #8 will develop and provide medical and public health situation reports through the primary JIC. Organizations with a need for recurring reports of specific types of information including other ESFs, Federal agencies, county and the State will be provided information upon request. Information will be disseminated by all available means including fax, telephone, radio, memoranda, display charts and maps, and verbal reports at meetings and briefings.

Organization**1. Response Structure:**

- a. ESF #8 response will be activated and directed by Eastside Fire & Rescue through the EOC. The EOC will consist of a core of agencies that will be supplemented by other organizations, governmental and private, as the situation dictates. During the initial activation, the principal core staff will consist of EASTSIDE FIRE & RESCUE staff and representatives.
- b. Additional supporting agencies and organizations will be alerted and will be tasked either to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications (telephone, fax, conference calls, etc.) to provide support.
- c. Coordination of ESF #8 will be centralized at the EOC.
- d. Special advisory groups of health/medical subject matter experts will be assembled and consulted as needed.

2. Notification:

- a. Upon the occurrence of a potential major disaster or emergency Eastside Fire & Rescue will notify the Fire Chief (or designee) and the city of ESF #8 action. Notification can be made via telephone, fax, or digital pagers. Such notification could be to advise of the potential disaster, convene the staff, establish the EOC at Eastside Fire & Rescue headquarters, or pass a request from regional or State officials seeking activation. Upon notification ESF #8 members will report to the EOC.
- b. The EOC staff also will notify all other appropriate ESF #8 members by the most expeditious communications method.

Response Actions

Until the EOC becomes operational, the collection, analysis, and dissemination of requests for medical and public health assistance will be the responsibility of first responders, with the assistance of any and all local resources public and private. Upon EOC activation, the major responsibilities for requests for medical and public health assistance will be transferred to the EOC.

The EOC will conduct the following actions while bringing ESF #8 to a fully operational status:

Initiate action immediately to identify and report the potential need for health and medical support to the affected disaster area in the following functional areas:

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1. **Assessment of Health/Medical Needs:** determining specific health/medical needs and priorities.
2. **Health Surveillance:** assist in establishing surveillance systems to monitor the general population and special high-risk population segments; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance and consultations on disease and injury prevention and precautions.
3. **Medical Care Personnel:** If there are volunteer medical personnel available, their role is to provide an area for injured persons until they can be evacuated to locations where they can receive definitive medical care.
4. **Patient Evacuation:** provide for movement of seriously ill or injured patients from the area affected by a major disaster or emergency to locations where definitive medical care is available.
5. **Food/Drug/Medical Device Safety:** assist to ensure the safety and efficacy of regulated foods, drugs, biologic products, and medical devices following a major disaster or emergency. Arrange for seizure, removal, and/or destruction of contaminated or unsafe products.
6. **Worker Health/Safety:** assist in monitoring health and well-being of emergency workers; perform field investigations and studies addressing worker health and safety issues; and provide technical assistance and consultation on worker health and safety measures and precautions.
7. **Public Health Information:** assist by providing public health and disease and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected by a major disaster or emergency.
8. **Potable Water/Wastewater and Solid Waste Disposal:** assist in assessing potable water and wastewater/solid waste disposal issues; conduct field investigations, provide water purification assistance and wastewater/solid waste disposal equipment and supplies; and provide technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

Continuing Actions**1. Situation Assessment**

- a. The ESF #8 staff will continuously acquire and assess information about the disaster situation. The staff will continue to attempt to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
- b. Because of the potential complexity of the health and medical response issues/situations, conditions may require special advisory groups of subject matter experts to be assembled to review health/medical intelligence information and advice on specific strategies to most appropriately manage and respond to a specific situation.

2. Coordination of Requests for Medical Transportation

- a. Arrangements for medical transportation should be made at the lowest levels possible.
- b. Normally, local transportation requirements are to be handled by local authorities. If it is determined that local or regional resources are inadequate to meet the requirements, a request for medical transportation assistance will be made to county emergency management.

3. Coordination of Requests for Medical Facilities

Arrangements for medical facilities are primarily a local function. Requests for additional assistance should first be referred to local authorities. Requests by local officials for county aid for hospital support should be routed through the EOC. The EOC will verify the request and refer it to the county EOC representatives.

4. Coordination of Requests for Aeromedical Evacuation of Patients from the Disaster Area

- a. The requirement for aeromedical evacuation (AE) is communicated through the EOC. The ESF #8 EOC representative will coordinate with the appropriate commands. The agency contacted will then coordinate with the appropriate supporting command to obtain the needed support.
- b. The concept of operation is for local authorities to operate Casualty Collection Points (CCPs). ESF #8 will coordinate the hand-off of patients into the patient evacuation system.
- c. Patient regulating is the responsibility of ESF #8. Because the movement of patients is based upon the availability of hospital beds, ESF #8 will receive patient requirements and regulate patients to destination reception areas that report available beds.

5. Information Requests

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Requests for information may be received at ESF #8 from various sources, such as the media and the general public, and they will be referred to the appropriate agency or Joint Information Center (JIC) for response.

6. After-Action Reports

The EOC ESF #8 representative will, upon completion of the emergency, prepare a summary after-action report. The after-action report, which summarizes the major activities of ESF #8, will identify key problems, indicate how they were solved, and make recommendations for improving response operations in subsequent activations. Support agencies will assist in the preparation of the after-action report and endorse the final report.

Responsibilities**Primary Agency****Eastside Fire and Rescue**

1. Provide leadership in directing, coordinating, and integrating overall efforts to provide medical and public health assistance to the affected area.
2. Direct the activation and the staffing of the EOC as necessary to support the emergency response operations,
3. Direct the activation and deployment of volunteer health/medical personnel in response to requests for health/medical assistance.
5. Coordinate the evacuation of patients from the disaster area when evacuation is deemed appropriate.
6. Provide human services assistance under the direction of the EOC.

Support Agencies**1. King County Emergency Medical Service (EMS)**

- a. Provide logistical support to health/medical response operations.
- b. Provide medical units for casualty clearing/staging and other missions as needed.
- c. Provide support for the coordination of medical supplies available in King County.

2. Evergreen Healthcare (King County Public Hospital District #2)

- a. Provide logistical support over the telephone and/or radio to health/medical response operations.
- b. Coordinate patient reception and management at Evergreen Hospital.

3. U.S. Department of Justice

- a. Assist in victim identification, coordinated through the Federal Bureau of Investigation (FBI) Headquarters in Washington, DC
- b. Provide State and local governments with legal advice concerning the identification of the dead

4. U.S. Department of Transportation

- a. Assist in identifying and arranging for all types of transportation, such as air, rail, marine, and motor vehicle
- b. Assist in identifying and arranging for utilization of U.S. Coast Guard (USCG) aircraft in providing urgent airlift support
- c. Provide casualty distribution assistance
- d. Coordinate with the Federal Aviation Administration for air traffic control support for priority missions.

5. American Red Cross serving King County (ARC)

- a. Provide emergency first aid, supportive counseling, health care for minor illnesses and injuries to disaster victims in mass care shelters, DFOs, selected disaster cleanup areas, and other sites deemed necessary by the primary agency
- b. Provide available medical supplies for distribution to mass care centers and medical care locations being operated for disaster victims
- c. Assist community health personnel subject to the availability of staff
- d. Provide supportive counseling for the family members of the dead and injured
- e. Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes
- f. Acquaint families with available health resources and services, and make appropriate referrals
- g. Provide blood and blood products through regional blood centers at the request of the appropriate agency
- h. Provide coordination for uploading appropriate casualty/patient information from ESF #8

6. U.S. Environmental Protection Agency

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- a. Provide technical assistance and environmental information for the assessment of the health/medical aspects of situations involving hazardous materials.
- 7. Federal Emergency Management Agency**
 - a. Assist in establishing priorities for application of health and medical support through the National Disaster Medical System (NDMS)
 - b. Assist in providing NDMS communications support
 - c. Assist in providing information/liaison with emergency management officials
 - d. Provide logistics support as appropriate.
- 8. Public Health – Seattle & King County (Health Department)**
The responsibilities assigned to the Public Health – Seattle & King County is divided into separate divisions.
 - a. The **King County Medical Examiner** is responsible for the coordination of mortuary services with the County.
 - 1) Compile data on the official death toll attributed to the disaster situation
 - 2) Issue all death certificates associated with the disaster
 - 3) Coordinate with local morticians to expand mortuary services as appropriate.
 - 4) Coordinate morgue services including body identification and disposition of unclaimed bodies.
 - 5) Maintain a record of information on all unexpected and violent deaths resulting from the disaster.
 - 6) Investigate and determine the cause of sudden death, unexpected, violent and non-natural deaths.
 - 7) Coordinate the notification of victims' relatives.
 - b. **King County Health Department East Region** is responsible for advising Carnation and its citizens on public health issues such as the transmission of communicable diseases.
 - 1) Organize and mobilize public health services during an emergency
 - 2) Monitor potential causes of communicable diseases.
 - 3) Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate. Provide information to the public on safeguarding these resources.
 - 4) Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease and food borne illness outbreaks.
 - 5) Coordinate with ARC EOC representatives to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers.
 - 6) Coordinate county-wide surveillance to determine: sewage disposal system failures, health risk due to environmental factors; natural gas leaks; extent of food contamination and spoilage; and inspection of food service establishments and provision of public information on food safety.
 - 7) Coordinate operations for general or mass emergency immunizations or quarantine procedures.
 - 8) Coordinate and provide laboratory services for identification required to support emergency health and emergency medical services.
 - c. The **Mental Health Division** will coordinate with the King County Department of Community and Human Services and the ARC to provide crisis response and mental health services for persons who suffer from reactions to the disaster.
- 9. King County Sheriff's Office (KCSO)/Carnation Police Department**
 - a. Provide security to field morgue operations and facilities.
 - b. Provide perimeter control at incident scenes when requested.

References

- Eastside Fire and Rescue Emergency Operations Plan (*current version*)
- King County Emergency Management Plan (*current version*)
- King County EMS Mass Casualty Incident Plan (*current version*)
- Washington State Mobilization Plan (*current version*)
- Meeting with Evergreen Healthcare Staff, April 2004
- DOD Directive 6010.22, National Disaster Medical System, January 21, 2003.
- Public Health Service Disaster Response Guides, May 1987.
- Facts on the National Disaster Medical System, February 1995.
- National Disaster Medical System — Concept of Operations, January 1991.
- National Disaster Medical System — Operations Support Center Manual, April 1991.
- National Disaster Medical System — Federal Coordinating Center Guide, April 2014.
- National Disaster Medical System — Disaster Medical Assistance Team Organization Guide, May 1992.

Emergency Support Function (ESF) #9 - Search and Rescue

Primary Agency

King County Sheriff's Office (KCSO)/Carnation Police Department

Support Agencies

Eastside Fire & Rescue
King County Office of Emergency Management (OEM)
U.S. Federal Emergency Management Agency (FEMA)
U.S. Department of Defense – Washington Military Department
U.S. Department of Health and Human Services
U.S. Department of Justice

Introduction

Purpose

Emergency Support Function (ESF) #9 — Urban Search and Rescue (US&R) rapidly deploys resources to provide specialized lifesaving assistance to local authorities in the event of a major disaster or emergency. US&R operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Scope

The national system is built around a core of task forces prepared to deploy immediately and initiate US&R operations on implementation of ESF #9 of FEMA's National Response Framework (NRF). Primarily local fire department and emergency service personnel who are experienced and trained in collapsed structure search and rescue operations staff these task forces. On activation by FEMA any ESF #9 US&R task forces become Federal assets.

IMTs (Incident Management Teams) provide coordination and logistical support to US&R task forces during emergency operations. They also conduct needs assessments and provide technical advice and assistance to local, county and State emergency managers. Teams are formed with personnel from US&R task forces; Federal, State, and local government emergency response organizations; and private sector organizations.

Technical specialists provide expertise in various US&R disciplines. They are mobilized as needed from around the region through local mutual aid agreements.

At times there may be a need for search & rescue that is not disaster related. Incidents that entail lost children, assisted living walk-aways, missing swimmers, missing boaters, bicyclists, hikers and the like are referred to the King County Sheriff through the E-911 program. The KCSO has the authority and the responsibility for search and rescue in and around the City of Carnation.

Policies

- A. The National US&R Response System assists and augments State and local US&R capabilities. Local personnel assigned to task forces of the National US&R Response System are highly trained and possess specialized expertise and equipment.
- B. As primary agency for ESF #9, King County Sheriff's Office (KCSO) will coordinate with the County EOC for US&R resources.

Situation

Disaster Condition

Disasters and emergencies vary widely in scope, degree of devastation, and threat to human life. For example:

1. In situations that entail structural collapse, large numbers of people may require rescue and medical care.
2. Because the mortality rate among trapped victims rises dramatically after 72 hours, US&R must be initiated without delay.

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3. In the course of response, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and unrefrigerated food.
4. Following an earthquake, aftershocks, secondary events, and/or other hazards (such as fires, tsunamis, landslides, flooding, and hazardous materials releases) may compound problems and threaten both disaster victims and rescue personnel.
5. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.
6. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.

Planning Assumptions

In a major disaster requiring US&R assistance:

1. There is no US&R personnel in Carnation. Local US&R organizations in other areas may be overwhelmed and not be able to respond to all requirements.
2. Local residents, workers, and/or converging volunteers may initiate search and rescue efforts, but will usually lack specialized equipment and training. Spontaneous volunteers will require coordination and direction within the local incident command structure.
3. Access to damaged areas will be limited. Some sites may be initially accessible only by air or water.
4. Following an earthquake, both disaster victims and rescue personnel may be threatened by aftershocks, secondary events, and/or other environmental disturbances.

Concept of Operations

General

King County Sheriff's Office, as primary agency for ESF #9, will activate the US&R response system for any incident or anticipated incident that is determined likely to result in collapsed structures. The likelihood of activation depends on the nature and magnitude of the event, the suddenness of onset, and the existence of US&R resources in the affected area. Activation of the US&R system is notifying other agencies of the need for such resources.

Organization

Local Response Structure

The local US&R response system consists of local fire, police, other public/private agencies, and technical specialists, none of which are located in Carnation. At the core of the system are the first response agencies in the region with functional capabilities in management, search, rescue, medical, and technical search and with around-the-clock operations. Local response agencies also provide:

- Comprehensive US&R needs assessment
- Technical US&R assistance, support, and advice to local officials
- US&R management and coordination assistance and expertise to the ESF #9 Leader
- Coordination of the operations of multiple task forces in the field
- Coordination and logistical support of deployed task forces beyond their initial 72-hour period of self-sufficiency

US&R resources may be supplemented with technical specialists in various US&R disciplines. When needed, technical specialists are mobilized by EOC.

Regional-Level Response Structure

Initial field response to incidents that may require Federal US&R assistance. This usually begins at the EOC level. Extended US&R operations may require supplemental staffing and deployment of national-level resources by FEMA Headquarters.

Notification

EOC To King County Sheriff's Office Headquarters

- a. Notification of incidents with the potential for structural collapse may be received by EOC personnel from a number of sources, including field units, national or local news media, county, State or local government, and US&R members.
- b. Upon notification of an incident, EOC staff will immediately notify KCSO deputy or other authority personnel of a potential need for US&R response and notify the KC ECC of such needs.
- c. As soon as the need for US&R assets has been established, **EOC Operations Section staff** will develop recommendations for management on the type and quantity of resources required. This may involve the

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enactment of mutual aid agreements or other specialized response mechanisms. They shall coordinate the call for US&R assets through the Zone Fire Resource Coordinator, in accordance w/ the *Regional Catastrophic Preparedness Plan – Structural Collapse Rescue Annex*.

- d. During the initial response period, recommendations on US&R resources to be alerted or activated will be coordinated with the Fire Chief or designee.

Response Actions

Initial Actions

- 1) Immediately following initiation of operations, the Sheriff or designee will establish and maintain a chronological log of US&R events and information obtained from the field. During the initial stages of the disaster or emergency, KCSO will serve as the single point of contact for responding forces and members for situation information and response status of US&R resources.
- 2) Initial staff in the EOC will develop commitment documents and activate support agreements for supplemental staffing. The level of staffing will depend on the nature and magnitude of the incident and the response actions already underway.
- 3) When EOC activation orders are issued, EOC staff will develop commitment documents to ensure that response costs are recorded in accordance with memorandums of agreement and support agreements for the reimbursement of members.
- 4) EOC Operations Section staff will collect assessment information from damage assessment teams, US&R members, and county State government officials for inclusion in situation reports and for decision making regarding the need for US&R resources.
- 5) At the onset of the disaster or emergency, officials will designate an initial point of contact for ESF #9. This individual will generally be part of KCSO. While US&R task forces are activated at the local level, the ESF #9 contact has a critical role in providing information on the need for US&R resources. This ESF #9 contact has the lead role in processing requests to higher authority for Federal US&R assistance.

Continuing Actions

- 1) Based on recommendations developed by the ESF #9 representative and field commanders, decisions will be made on the deployment of additional US&R resources. EOC staff will issue additional Advisories and Alert and Activation Orders as required.
- 2) In the event that the disaster requires the utilization of all national-level US&R assets, the EOC will be responsible for developing strategies for providing additional US&R support.
- 3) The EOC will act on unmet requirements for equipment and supplies that have been forwarded from the ESF #9 representative. The EOC will forward issues involving competing requirements and scarce resource allocation to the county EOC as appropriate.
- 4) The ESF #9 representative in the EOC will coordinate with field representatives of ESF #8 — Health, Medical and Mortuary Services to develop procedures for the transfer of victims extricated from collapsed structures to definitive medical care locations.
- 5) The EOC will develop a mechanism for re-supply of US&R forces operating in the affected area. The ESF #9 representative will pass unmet or competing requirements to higher authority for further action.
- 6) The ESF #9 representative will continually monitor the situation and develop recommendations on additional resources needed, as well as demobilization of existing resources. The EOC will develop a demobilization plan for the concurrence of the ESF #9 representative. The demobilization plan will include recommended guidelines on personnel and equipment rehabilitation allowances for US&R assets.

Responsibilities

Primary Agency:

King County Sheriff's Office

- a. Serve as ESF #9 Coordinator.
- b. Request US&R assets as needed.
- c. Develop policies and procedures for the effective use and coordination of US&R assets.
- d. Provide status reports on US&R operations throughout the affected area.

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Support Agencies

State Emergency Operations Center (SEOC)

U.S. Department of Defense (USDOD)

1. Serve as primary source for the following assistance:
 - a. Fixed-wing transportation of US&R task forces from base locations to mobilization centers or Base Support Installations
 - b. Rotary-wing transportation of US&R task forces to and from isolated, surface-inaccessible, or other limited-access locations
 - c. Through the U.S. Army Corps of Engineers, provide trained Structures Specialists and System to Locate Survivors (STOLS) teams to supplement resources of US&R task forces
 - d. Through the U.S. Army Corps of Engineers, provide pre-disaster training for US&R task force and IST (Incident Support Team) Structures Specialists
2. Serve as secondary source for the following assistance:
 - a. Ground transportation of US&R task forces within the affected area
 - b. Mobile feeding units for US&R task force personnel
 - c. Portable shelter (i.e., tents) for use by US&R task force and IST personnel for eating, sleeping, and working.

U.S. Department of Health and Human Services

Provide administrative support to US&R task force medical teams to:

- a. Ensure that medical team personnel have appropriate and valid licenses to practice
- b. Provide operational support to US&R members, as requested by the ESF #9 representative, to provide liaisons; medical supplies, equipment, and pharmaceuticals; supporting personnel and veterinary support.
- b. Provide NDMS patient evacuation and continuing care after entrapped victims are removed from collapsed structures by US&R personnel.

U.S. Department of Justice

- a. Provide assistance with the development and maintenance of tort liability claims coverage for US&R task force personnel while they are engaged in mobilization, deployment, and field operations.
- b. Provide Federal Tort Claims Act guidance and claims resolution services in support of field deployments.

References

- Washington State Comprehensive Emergency Management Plan – ESF 9 (*current version*)
- King County Emergency Management Plan (*current version*)
- King County EMS Mass Casualty Incident Plan (*current version*)
- Washington State Mobilization Plan (*current version*)

Emergency Support Function (ESF) #10 - Hazardous Materials

Primary Agency

Eastside Fire & Rescue

Support Agencies

Public Works Department
Eastside HAZMAT Consortium (EHMC)
Washington State Patrol
U.S. Environmental Protection Agency
U.S. Coast Guard (USCG)
U.S. Department of Agriculture
U.S. Department of Commerce
National Oceanic and Atmospheric Administration (NOAA)
U.S. Department of Defense
U.S. Department of Energy
U.S. Department of Health and Human Services
U.S. Department of Justice
U.S. Department of Labor (OSHA)
U.S. Department of Transportation
Nuclear Regulatory Commission

Introduction

Purpose

Emergency Support Function (ESF) #10 — Hazardous Materials - provides support to local governments in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency. As an element of the response plan, ESF #10 may be activated under one of the following conditions:

1. In response to a disaster for which the President (through the Federal Emergency Management Agency (FEMA) determines that assistance is required, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act; or
2. In anticipation of a major disaster or emergency that is expected to result in a declaration under the Stafford Act, a presidential declaration does not automatically activate ESF #10. The ESF #10 representative will determine, in consultation with affected agencies or areas if appropriate, if such activation is required. As primary agency for the ESF, Eastside Fire & Rescue also will be consulted in such cases.
3. Within the context of this ESF, the term "hazardous materials" is defined broadly to include oil, hazardous substances and pollutants under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended. Contaminants defined under Section 101(33) of CERCLA, and certain chemical, biological, and other weapons of mass destruction (WMD). Federal response to releases of "hazardous materials" is carried out under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 CFR 300).
4. Eastside Fire & Rescue will serve as the lead agency for activation of ESF #10 activities.
5. Washington State Patrol will serve as the lead agency for traffic incident and traffic management on the State Highway (SR 203).

Scope

1. ESF #10 provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials by placing the response mechanisms of Eastside Fire & Rescue and the Eastside HAZMAT Consortium (EHMC) within the response plan coordination structure that ensures the most efficient and effective use of resources. The ESF includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents.

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2. This ESF establishes the lead coordination roles, the division and specification of responsibilities among agencies, and the on-site response organization that may be brought to bear in response actions. This ESF is applicable to all city/district departments and agencies with responsibilities and assets to support local response to actual or potential discharges and/or releases of hazardous materials.
3. Response to oil discharges and hazardous substance releases will be carried out in accordance with the Eastside Fire & Rescue and other accepted protocols in Response Plans (RP). The RP effectuates the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and the authorities established by section 311 of the Clean Water Act (CWA), as amended by the Oil Pollution Act (OPA). Under the RP, an **On-Scene Coordinator (OSC)**, designated by EPA, the USCG, Department of Defense (DOD), or Department of Energy (DOE), would undertake response actions. Appropriate response actions under the RP include efforts to detect, identify, contain, clean up, or dispose of released hazardous materials. The actions can include stabilization of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to mitigate its effects; drainage controls; fences, warning signs, or other security or site control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain hazardous substances; and other measures as deemed necessary.
4. In addition, ESF #10 may respond to actual or threatened releases of hazardous materials not typically responded to under the RP but that, as a result of the disaster or emergency, pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such hazardous materials incidents include, but are not limited to, household hazardous waste collection, permitting and monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

Relation to Existing Response under the RP

1. Coordination of response actions carried out under this ESF are in accordance and do not conflict with the RP duties and responsibilities of Eastside Fire & Rescue and the EHMC response as carried out through the existing mutual aid agreements and mutual response actions. The EHMC is a highly organized network of agencies, programs, and resources with authorities and responsibilities in hazardous materials response. Agencies participate in the EHMC at the regional level.
2. The EHMC is composed of local agencies with major environmental and public health responsibilities for oil and hazardous substance releases. **Eastside Fire & Rescue or the EOC Operations Section Chief** are the primary vehicle for coordinating agency activities. At the EOC level, activities under this ESF provide a bridge between the EHMC and the EOC planning group. The EHMC participates in response plan activation activities under this ESF and is expected to be closely involved in response activities if this ESF is activated.
3. For disasters that occur where the USCG has jurisdiction, the USCG is the representative of ESF #10.
4. Eastside Fire & Rescue provides coordination and advice to the EOC. Eastside Fire & Rescue participates in preparedness activities under this ESF and is expected to be closely involved in response activities if this ESF is activated. At the regional level, activities under this ESF provide a bridge between the on-site response and the overall RP disaster response activities. The ESF representative will carry out their responsibilities under the RP to coordinate, integrate, and manage the effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances, or prevent, mitigate, or minimize the threat of potential releases. Their efforts will be coordinated under the direction of the EOC.
5. If the RP is invoked and there are hazardous materials releases necessitating the activation of this ESF, Eastside Fire & Rescue first response units would carry out their duties and responsibilities as put forth in the district operating procedures. Those efforts will focus largely on specific oil and hazardous substance releases that may occur throughout the affected geographic area. There is a need, however, for a single coordination mechanism for the response as provided through this ESF because:
 - a. It is likely that there will be several releases occurring simultaneously, making heavy demands on response resources. In order to make the best use of limited resources and to ensure the most efficient overall response, damage information must be gathered quickly, analyzed, and response priorities established as soon as possible.
 - b. Information on response activities must be provided to the ESF representative and the EOC on a continuous basis. In some cases, this information could be coming in from more than one agency or region. To avoid confusion, this information should flow from the response site to the ESF #10 representative.

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- c. Many of the agencies represented on the EHMC also will be involved in responding to the disaster; hence, there may be conflicting demands on their agency resources. There may be heavy and conflicting demands on resources. Any resource conflicts affecting ESF #10 will be resolved at the EOC with the ESF representative.
- d. Eastside Fire & Rescue will carry out the overall management of preparedness and response coordination activities for this ESF. The USCG, in coordination with EPA, will carry out the management of preparedness and response coordination activities for this ESF in those affected areas where the USCG has jurisdiction.

Policies

Contingency Plan

The EHMC and Eastside Fire & Rescue operating procedures serve as the basis for planning and utilization of resources for responding to releases or threats of releases of oil or hazardous substances. Response actions under this ESF will follow the policies, procedures, directives, and guidance developed to carry out provisions by those agencies plans.

Support Agencies

To the extent possible at both the EOC and regional levels, support agency representatives to this ESF should be those personnel also assigned to the EHMC or who have substantial training in Hazmat concerns. Where such dual assignments are not possible, each ESF representative is to maintain close coordination with the agency's EHMC representative.

Multiple Response Actions

When, because of multiple response actions, more than one agency is involved in implementing response, the ESF will be the mechanism through which close coordination will be maintained among all agencies. The representative of this ESF will ensure that response actions within its jurisdiction are properly coordinated and carried out. In cases where more than one district falls within an EPA region, the ESF representative in the EOC will ensure that response actions within USCG jurisdiction are properly coordinated and carried out.

Terrorism Incidents

If the Terrorism Incident Annex to the RP is activated, ESF #10 will provide assistance during both the crisis management and consequence management phases as specified in the annex.

Situation

Disaster Condition

A natural or other disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems. Disaster recovery procedures could generate hazardous materials threats to the public health or welfare or to the environment. Terrorism incidents could occur involving WMD.

Planning Assumptions

1. Localities may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, clean up, and dispose of hazardous materials released into the environment.
2. There will be numerous incidents occurring simultaneously in separate locations, both inland and along coastal waters.
3. Standard communications equipment and practices (phone lines, radio, etc.) will be disrupted or destroyed.
5. Response personnel, cleanup crews, and response equipment will have difficulty reaching the site of a hazardous material release because of the damage sustained by the transportation infrastructure (roads, rails, bridges, airports, etc.).

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6. Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
7. Even if the disaster does not cause an actual release, there will be considerable concern about facilities that are located in or near the affected area. These facilities will need to be assessed and monitored by ESF #10. Information submitted in compliance with Title III of the Superfund Amendments and Reauthorization Act (SARA), the Clean Air Act Amendments of 1990, the Oil Pollution Act of 1990, and the Hazardous Materials Transportation Uniform Safety Act of 1990 will be useful in identifying such facilities.
8. Laboratories responsible for analyzing hazardous materials samples may be damaged or destroyed.
9. Air transportation will be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.
10. Emergency exemptions will be needed for disposal of contaminated material.
11. ESF #10 responders should expect to be self-sufficient in the early days of the response.
12. Incidents involving WMD will require additional coordination procedures and the need to follow specialized response actions. A WMD response might begin as a routine response action and then later be determined a Weapons for Mass Destruction (WMD) incident.
13. When a discharge or release involves radioactive material, the Federal response will be consistent with the Federal Radiological Emergency Response Plan (FRERP) or the National Contingency Plan as deemed appropriate by the lead agency. The FRERP response is coordinated by the Local Emergency Planning Agency (LEPA), which is the agency that owns, authorizes, regulates, or is otherwise responsible for the source, facility, or radiological activity causing the emergency, and for responding to that emergency.

Concept of Operations**General**

1. Eastside Fire & Rescue will serve as the lead agency for activation of ESF #10, with close coordination with the USCG in geographic locations under USCG jurisdiction. EPA will also be considered a primary support agency for the ESF #10 EOC representative in preparedness and for activation in response to disasters or emergencies affecting areas under EPA jurisdiction. The USCG will be the ESF #10 Regional Incident Chair for a disaster or emergency affecting only areas under USCG jurisdiction.
2. The operational response prescribed in the RP and any agency implementing procedures that contribute to response will be coordinated through this ESF. This ESF will promote an efficient, coordinated, and effective response to discharges or releases of hazardous materials that threaten human health, welfare, or the environment. In conjunction with the county and State, the ESF will coordinate the provision of support and the overall management to the various response sites to ensure actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impact of the incidents. The ESF promotes close coordination with county, State, Federal, and local officials to establish priorities for response support.
3. This ESF requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.
4. Upon activation of ESF #10, one or more Eastside Fire & Rescue representatives will coordinate and direct oil and hazardous substance removal actions. Depending on the location of the incident(s), the representative may be provided by additional assistance from a variety of agencies. The representative of this ESF is responsible for coordinating the best use of response resources and to avoid gaps or overlaps in response actions.

Organization**Response Support Structure**

1. This ESF will be implemented under the direction of **the Fire Chief, Duty Officer or designee**. This ESF will also be implemented under the coordinated direction between the Chief, City officials and WSP officials consistent with local agreements and applicable RCW.
2. Following an initial situation assessment, the ESF representative (in consultation with EOC personnel if appropriate) will determine which agencies will be required to continue to provide representatives to the ESF on a 24-hour basis (either by phone or in person) during the emergency response period. ESF #10 responses will operate from the EOC or other command location as deemed appropriate. ESF support agencies will have representatives available immediately by phone on a 24-hour basis.

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3. Where the United States Coast Guard (USCG) has jurisdiction, the USCG will operate from the USCG Headquarters Office of Response.
4. Policies and procedures in the RP will be adhered to in carrying out an oil/hazardous substance response. In certain circumstances, some administrative procedures in the RP can be streamlined during the immediate response phase. The ESF representative will consult with the EOC manager for advice and assistance in carrying out activities under this ESF.
5. In some cases, ESF #10 may respond to releases or threatened releases of hazardous materials not typically responded to under the RP. Applicable policies and procedures in the RP will be adhered to in carrying out these hazardous materials responses.
6. When the Terrorism Incident Annex is activated, the ESF representative will ensure that ESF #10 response activities are fully integrated and coordinated with the Federal Bureau of Investigation's Joint Operations Center.
7. The ESF representative will support Federal responses provided by EPA for discharges and releases into or threatening areas under EPA jurisdiction, the USCG for discharges or releases into or threatening areas of USCG jurisdiction, DOD for hazardous substance releases from DOD facilities and vessels, or DOE for hazardous substance releases from DOE facilities.
8. The county or State EOC directs oil and hazardous substance response efforts and coordinates all other Federal efforts at the scene of a discharge or release. Specific response efforts are noted in the RP and include actions taken as soon as possible to prevent, minimize, or mitigate a threat to public health or welfare, or the environment.
9. The County/State EOC is supported by a Federal emergency response network that includes special forces and teams (e.g., National Strike Force, Environmental Response Team, Scientific Support Coordinators, District Response Groups, Radiological Emergency Response Teams, and Supervisor of Salvage and Diving (SUPSALV — Department of the Navy)), which can provide technical assistance, advice, services and additional support for cleanup and disposal of released material.
10. The County/State EOC should consult as needed with the ESF representative in carrying out response activities and keep the ESF representative informed of response actions. To the extent possible, the ESF representative also will be the city/district representative to this level ESF.

Notification

1. Eastside Fire & Rescue will notify the City and an ESF representative of a potential or actual ESF #10 activation.
2. The ESF representative is responsible for notification of the National Response Center of a potential or actual ESF #10 activation. The NRC will notify the FEMA Headquarters and Regional Chairs of this ESF and other appropriate Federal and State personnel or their designees. Alternatively, the EPA Region and/or USCG District may be notified of an alert of a potential ESF #10 activation by their corresponding FEMA region.
3. In cases where other Federal assets are initially notified of an incident, they are responsible for contacting the National Response Center and FEMA Headquarters directly.
4. Upon notification, Eastside Fire & Rescue and the ESF representative will contact appropriate agencies, remain in 24-hour phone contact and be prepared to report conditions and situations at the affected locations as required.

Response Actions

Initial Actions. The **representative of this ESF** will convene appropriate agency representatives to develop a plan for providing the technical support required. This can be conducted via emergency conference call or by physically locating as appropriate. **ESF 10 Representative** will focus initially on the following actions:

- a. Confirm that members of ESF staff have been notified.
- b. Ensure that the EPA EOC or USCG EOC is notified if their respective jurisdiction that are or have the potential of being affected.
- c. Establish communications with the affected regional response agencies.
- d. Establish communications with designated backup regions and with other appropriate regional, county and State elements.
- e. Coordinate with other ESFs, especially ESF #5 – Information Analysis.
- f. Identify extent of hazardous materials incidents.

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- g. Identify initial resource requirements.
- h. For terrorism incidents, provide support as required during the crisis management and consequence management phases while continuing to carry out RP response actions.
- i. Coordinate and communicate with the County and State EOC ESF component when activated
- j. Establish communications with EPA backup regions.
- k. Where the USCG has jurisdiction, establish communications with primary pre-designated USCG backup districts.
- l. Assess the situation, including the nature, amount, and locations of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health and welfare, and the environment.
- m. Upon identification of releases or potential releases of oil and hazardous substances, the ESF representative will coordinate closely with the County/State EOC ESFs to develop and implement a response strategy.

Continuing Actions

Upon becoming fully operational and throughout the response period, the ESF representative will coordinate with agencies to meet ESF needs and carry out ESF actions. The ESF Representative will:

- a. Receive damage information from reconnaissance teams, other ESFs, county, State, Federal and local agencies.
- b. In coordination with local agencies, identify support requirements and establish response priorities.
- c. Validate priorities and identify resources required.
- d. Work with county, State, Federal and local governments to maximize use of available regional assets and identify resources required from outside the region; and initiate actions to locate and move resources into the disaster area (transport of resources to be coordinated with ESF #1 — Transportation).
- e. Continue to coordinate on-scene response operations including stabilization of berms, dikes, or impoundments; capping of contaminated soil or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects (e.g., safety fences); drainage controls to ensure proper drainage; fences, warning signs, or other security or site control precautions; removal of highly contaminated soil from drainage or other areas; and removal of drums, barrels, tanks, or other bulk containers that contain hazardous materials.
- f. Because of the potential for response to numerous simultaneous events, the **ESF Representative** will, as time permits, coordinate all significant actions with the regional EOC ESFs. Significant actions are considered those that relate to competition for and commitment of resources not under their control, recommendations to State officials as to protective actions, or the impact on other response activities or priorities
- g. Maintain close coordination with the county/State EOC to share information and ensure effective response to requests for assistance. The regional ESFs will provide written situation reports on a regular basis as specified at the time of response (at a minimum, every shift change)
- h. For terrorism incidents, provide support as required during crisis management and consequence management while continuing to carry out ESF #10 response actions.

Responsibilities

Primary Agency

Eastside Fire & Rescue

- 1. Maintain close coordination between the EOC and the affected region or agency.
- 2. Provide damage reports and assessments to support.
- 3. Facilitate resolution of any conflicting demands for hazardous materials response resources. Coordinate (through the EOC) the program of backup support from other regions to the affected area.
- 4. Provide technical, coordination, and administrative support and personnel, facilities, and communications for this ESF.
- 5. Coordinate, integrate, and manage the overall effort to detect, identify, contain, clean up, dispose of or minimize releases of oil or hazardous substances. Also, prevent, mitigate, or minimize the threat of potential releases.
- 6. Provide expertise on environmental effects of oil discharges or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques.
- 7. Provide representatives for County/State EOC as necessary.

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Support Agencies

During the planning or implementation of a response, the Federal agencies listed are prepared to provide the following assistance in their respective areas of expertise. The assistance provided by each agency that is consistent with its capability and legal authority.

U.S. Department of Agriculture

1. Ensure the purity and wholesomeness of meat and meat products, poultry and poultry products, and egg products.
2. Prevent the distribution of contaminated meat and meat products, poultry and poultry products, and egg products.
3. Measure, evaluate, and monitor the impact of the emergency incident on natural resources under the Department of Agriculture's jurisdiction.
4. Provide predictions of the effects of pollutants on soil and their movements over and through soil.
5. Assist in developing protective measures and damage assessments.
6. Assist in providing livestock feed.
7. Assist in the disposition of livestock and poultry affected by radiation.
8. Assist, in coordination with HHS, EPA, and USCG, in the production, processing, and distribution of food.
9. Provide information and assistance to farmers.

Department of Commerce, National Oceanic and Atmospheric Administration

1. Acquire and disseminate weather data, forecasts, and emergency information.
2. Provide expertise on natural resources and coastal habitat, the environmental effects of oil and hazardous substances, and appropriate cleanup and restoration alternatives
3. Coordinate scientific support for responses in coastal and marine areas, including assessments of the hazards that may be involved
4. Predict pollutant movement, dispersion, and characteristics (atmospheric or marine) over time
5. Provide information on meteorological, hydrological, ice, and oceanographic conditions for marine, coastal, and inland waters
6. Provide charts and maps for coastal and territorial waters

U.S. Department of Defense

1. Direct response actions for releases of hazardous substances from its vessels, facilities, and vehicles
2. Provide personnel and equipment to other Federal organizations and State and local governments (such as SUPSALV), as requested, if consistent with DOD operational requirements.

U.S. Department of Energy

1. Direct response actions for releases of hazardous substances from its vessels, facilities, and vehicles.
2. Provide advice in identifying the source and extent of radioactive releases relevant to the RP, and in the removal and disposal of radioactive contamination.

U.S. Department of Health and Human Services

1. Provide assistance on all matters related to the assessment of health hazards at a response and protection of both response workers and the public health.
2. Determine whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous substance.
3. Establish disease/exposure registries and conduct appropriate testing.
4. Develop, maintain, and provide information on the health effects of toxic substances.

U.S. Department of Justice

Provide expert advice on complicated legal questions arising from the Federal response.

Department of Labor, Occupational Safety and Health Administration:

Provide advice and consultation to EPA and other EHMC agencies, as well as to the EOC, regarding hazards to persons engaged in response activities. The Occupational Safety and Health Administration (OSHA) also may

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take any other action necessary to ensure that employees are properly protected. Any questions about occupational safety and health at these sites may be referred to the OSHA Regional Office.

U.S. Department of Transportation

Provide expertise on all modes of transporting oil and hazardous substances, including information on the requirements for packaging, handling, and transporting regulated hazardous materials.

U.S. Coast Guard (USCG)

- a. Assist ESF #10 in preparedness and response coordination activities for ESF #10. Such assistance may include responsibility as ESF representative during preparedness and during response
- b. Provide the coordination for response to oil and hazardous substance events occurring within its jurisdiction.
- c. Within its jurisdiction, coordinate, integrate, and manage the overall effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances; prevent, mitigate, or minimize the threat of potential releases.
- d. To provide technical advice, assistance, and communications support for response actions within their jurisdictions.
- e. Offer expertise in domestic and international port safety and security, maritime law enforcement, ship navigation, and the manning, operation, and safety of vessels and marine facilities.
- f. Maintain continuously staffed facilities that can be used for command, control, and surveillance of oil discharges and hazardous substance releases occurring within its jurisdiction.

Nuclear Regulatory Commission

Coordinate the effort to mitigate the radiological consequences of an emergency involving a facility licensed by the Nuclear Regulatory Commission or an Agreement State in accordance with the FRERP. The Nuclear Regulatory Commission and EPA will coordinate their responses to an emergency involving both a radiological and chemical release in accordance with joint Nuclear Regulatory Commission/EPA implementing procedures.

Washington State Patrol

Primary responsibility for the Hazmat response on all state highways.

Other Agencies

Other local, county, State and Federal agencies may be called upon to provide advice and assistance as needed.

References

- Eastside Fire & Rescue Emergency Operations Plans
- Eastside HAZMAT Consortium Agreement (*current version*)
- King County Hazardous Material Response Plan (*current version*)
- **All RCW and WAC codes and requirements as applicable**
- Comprehensive Environmental Response, Compensation, and Liability Act, as amended,
- 42 U.S.C. 9601, *et seq.* (CERCLA — more popularly known as “Superfund”).
- Clean Water Act, as amended, 33 U.S.C. 1321.
- Oil Pollution Act of 1990, 33 U.S.C. 1321.
- Clean Air Act, as amended, 42 U.S.C. 7401.
- Transportation of Hazardous Material, 49 U.S.C. 5101.
- National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR 300.
- Executive Order 12580, Superfund Implementation.
- Executive Order 11735, Assignment of Functions under Section 311 of the Federal Water Pollution Control Act, as amended.
- U.S./Canada Joint Marine Pollution Contingency Plan, September 1983, revised 1986.
- Canada/U.S. Joint Inland Pollution Contingency Plan, July 1994.
- Superfund Amendments and Reauthorization Act of 1986, including the Emergency
- Planning and Community Right-to-Know Act (SARA Title III) of 1986.

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Terms and Definitions**Comprehensive Environmental Response, Compensation, and Liability Act, as amended (CERCLA).**

More popularly known as "Superfund," CERCLA was passed to provide the needed general authority for Federal and State governments to respond directly to hazardous substances incidents.

Environmental Response Team

Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the EOC ESFs for both planning and response to discharges and releases of oil and hazardous substances into or threatening the environment.

Hazardous Materials

Under this ESF, hazardous materials are defined broadly to include oil, CERCLA hazardous substances, pollutants and contaminants as defined in CERCLA section 101(33), and certain chemical and biological WMD. Federal response to hazardous materials is carried out under the RP.

Hazardous Substances

Under this ESF, hazardous substances are defined by section 101(14) of CERCLA.

National Oil and Hazardous Substances Pollution Contingency Plan (NCP)

The NCP (40 CFR 300) administers the response powers and capabilities authorized by CERCLA and section 311 of the Clean Water Act. The NCP applies to all Federal agencies and provides for efficient, coordinated, and effective response to discharges of oil and releases of hazardous substances, pollutants, and contaminants.

National Response Center (NRC)

A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substance releases to the appropriate Federal agency. The 24-hour number is 1 (800) 424-8802, or in Washington, DC, (202) 267-2675.

National Response Team (NRT)

The NRT, composed of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair (Director, Chemical Emergency Preparedness and Prevention Office), and the USCG serves as Vice-Chair.

National Strike Force

The National Strike Force consists of three Strike Teams established by the USCG on the Pacific, Atlantic, and Gulf coasts. The Strike Teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

On-Scene Coordinator (OSC)

The Federal official pre-designated to coordinate and direct hazardous substance removal actions. Depending upon the location of the incident, the OSC may be provided either by EPA, USCG, DOD, or DOE. OSCs from DOD and DOE will be used to coordinate and direct actions at their respective agency facilities.

Radiological Emergency Response Teams

EPA's Office of Indoor Air and Radiation provides Radiological Emergency Response Teams (RERTs) to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory supports during a response.

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Regional Response Teams (RRTs)

Regional counterparts to the NRT, the RRTs are made up of regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response and provide coordination and advice to the Federal OSC during response actions.

Scientific Support Coordinator (SSC)

Under the direction of the Federal OSC, a Scientific Support Coordinator leads a team of scientists that provides scientific support for response operational decisions and for coordinating on-scene scientific activity. Generally, a Scientific Support Coordinator is provided by NOAA in coastal zones and by EPA in the inland zone.

Emergency Support Function (ESF) #11 - Agriculture and Natural Resources

Primary Agency

Finance and Administration Department

Support Agencies

All Other City Departments
American Red Cross (ARC)
Public Health – Seattle & King County
Salvation Army
Regional Animal Services of King County

Introduction**Purpose**

The purpose of this ESF is to control, coordinate, supervise and manage the procurement, distribution and conservation of food and water supply resources available during times of disaster. It is also to maintain awareness of disaster impacts on natural, cultural, and historic resources, mitigating impacts, where possible, for the preservation of such resources. Finally, it is to clarify the City's role in pet sheltering and responding to animal health events.

Policies

- A. When required to implement emergency control of food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately addressed.
- B. The City will coordinate with the County and State for the protection of natural, cultural, and historical resources prior to, during and/or after an incident.

Situation**Emergency/ Disaster Conditions and Hazards**

Contamination of food and/or water supplies could occur, requiring the rationing of safe products until a time when additional resources could be provided. Food and/or water supply resources could be depleted as a secondary hazard of other hazards affecting the City of Carnation. Following disaster events, infrastructure damage could restrict the amount of food and water available to City residents. During such times the City of Carnation would need to properly manage these and other resources that are in short supply.

Planning Assumptions

1. Citizens will be able to provide for themselves for the first three days.
2. When the magnitude of the disaster is such that the City of Carnation cannot support emergency operations logistically from local resources, the **Director of Emergency Management** will coordinate requests for supplemental supplies, food, and water through the King County Emergency Coordination Center (KCECC).
3. The following are considered infrastructure most vital to the resource capabilities of Carnation:
 - a. City of Carnation
 - b. Eastside Fire & Rescue Fire Station 85
 - c. Puget Sound Energy Infrastructure

Concept of Operations**General**

1. The **City Clerk** is the coordinator of food and water supplies for the City of Carnation. The Clerk/designee will work from the Emergency Operations Center where priorities for food and water resources will be established. Procurement of needed supplies will also be conducted by the Finance Department, through the EOC.

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2. The **Public Works Department** is responsible for determining if the City water supply is potable. If not, the Public Works Department will work with the Public Information Officer (PIO) to inform the public of acceptable uses or treatment of the City supply. Whenever possible, the City of Carnation will rely on local disaster assistance organizations to distribute food and water resources. This distribution will occur at shelter locations or specially designated distribution centers for people remaining in their homes.

Organization

1. The City's designated **Public Information Officer** will inform the public as to the status of food, water and other supplies that may be needed, the location where distribution will take place, and the time or times when such distribution will take place.
2. The **Director of Emergency Management** will coordinate requests for supplemental supplies of food and water through the King County Emergency Coordination Center (KCECC). The Seattle- King County Department of Health is responsible for ensuring the safety of these supplies prior to distribution.
4. The Carnation EOC, in conjunction with the King County Office of Emergency Management (KCOEM), will coordinate County, State, and Federal services needed for providing food and water to Carnation residents on a long-term basis.
5. The Seattle-King County Department of Public Health shall be called upon to assist the City in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster.
6. 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.

Responsibilities

The City Clerk has responsibility to:

1. Coordinate, supervise and manage the procurement, distribution and conservation of food and water supplies required to meet the basic needs of the staff and citizens of the City of Carnation.
2. Appoint an **Emergency Food Coordinator** who is responsible for identifying and managing the distribution of food and water during emergencies.
3. Coordinate with City departments and relief agencies regarding transportation and distribution for the provision and distribution of food to disaster victims or food service organizations.
4. Assist in the procurement of supplies and equipment, as required by the type of disaster.
5. Act as the central point of contact with private and public sector suppliers for procurement of emergency supplies.
6. Establish procedures, as necessary, for the procurement of emergency supplies and equipment not covered in normal City policies and procedures.

Emergency Food Coordinator

1. Alert local volunteer organizations about the disaster and damage
2. Coordinate the donation or purchase of food and water through pre-identified sources.
3. Develop plans and select sites for the distribution of food and water to City of Carnation residents and City staff.

Public Health – Seattle & King County has responsibility to:

1. Provide for the safety of food and water supplies entering the area from outside suppliers.
2. Analyze water samples from sources suspected of contamination and make appropriate recommendations.
3. Establish procedures for the protection of food and water supplies within King County for use during disaster events.
4. Develop procedures to notify residents of the City how to treat contaminated food and water.
5. Inspect (if available) donated goods with the residents of the Department of Agriculture.
6. Oversee the safe distribution of food, water, and donated goods.

The Public Works Department has the responsibility to:

1. Determine the safety of the City water supply following any event that could contaminate the supply.

Comprehensive Emergency Management Plan

2. Work with the Public Information Officer to inform the public of possible hazards, if the water supply is not potable.

King County Sheriff's Office (KCSO)/Carnation Police Department has responsibility to:

1. Ensure the safety of food, water, and other emergency supplies in transit.
2. Implement crowd control measures at distribution sites.

The Director of Emergency Management has responsibility to:

Provide for the procurement of food supplies that cannot be obtained through local sources and therefore must be requested through County or State government.

All City Departments have responsibility to:

1. Request all emergency procurement needs through the Finance Department, except as provided by policies and/or specific procedures issued.
2. Make all emergency procurement requests not available through the Finance Department to the Director of Emergency Management/City Manager (who will make requests of the King County ECC).
3. Provide necessary support to the Finance Department for coordinating, documenting, and managing the procurement of emergency supplies.
4. Prepare and maintain lists of available critical supplies and equipment.
5. City employees may assist in the transportation of food and water to distribution sites as directed through the EOC.

American Red Cross (ARC)

1. Whenever possible, the ARC may assist the City to provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical/nursing care, and assist the City to meet other urgent immediate needs.
2. Will maintain a list of ARC shelters within the City and surrounding communities and will open shelters in or around the area, as needed.
3. May certify additional shelters, as needed, during a disaster depending on the size and significance of the disaster.
4. Assess and maintain ARC equipment and supplies staged within the City.
5. Possible training related to mass care and sheltering to City employees and citizens.
6. Provide a liaison to KCECC during disasters and exercises, whenever possible.

Regional Animal Services of King County

1. Designate and approve local volunteer animal care groups to staff the King County ECC and will be the primary King County agency for animal rescue, mass care, sheltering and logistical support.
2. If needed, request assistance from other organizations, such as the Humane Society of the US.

Salvation Army

1. May provide mobile canteen services, as resources allow.
2. May provide emergency feeding services, as resources allow.
3. Whenever possible, will coordinate with ARC and the City's EOC to collect and distribute food, clothing, and other supplies.
4. Maintain a resource listing of equipment, supplies, and facilities and their availability.
5. Provide a copy of the resource listing to City's EOC, upon request.
6. Assess equipment and training needs.
7. Coordinate activities with the City EOC.

Washington State Emergency Management

1. Request the assistance of State agencies and private organizations having emergency mass care capabilities when requested by local governments.
2. Provide overall logistical support of nationally donated goods by managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

Washington State Department of Health

1. Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

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2. If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

Other State Agencies

Responsibilities are identified in the Washington State Comprehensive Emergency Management Plan.

U.S. Department of Agriculture

Tabs

Tab 1: Locations of food and water storage facilities *(to be published)*

Tab 2: Locations of possible distribution sites *(to be published)*

Tab 3: Supplies and Equipment list *(to be published)*

Emergency Support Function (ESF) #12 - Energy

Primary Agency

Public Works Department

Support Agencies

Solid Waste – Waste Management
Electric Power – Puget Sound Energy (PSE)
Natural Gas – Puget Sound Energy
Telephone (fixed location and mobile/cellular)
CenturyTel, Verizon, AT&T Wireless
Television/Cable - Comcast

Introduction

Purpose

To provide for effective coordination and operation of utilities providing services within the City of Carnation, required to meet essential needs during major emergencies and disasters, and to provide for the orderly restoration of utilities affected by disaster.

Scope

The scope of this ESF includes:

1. Assessing energy systems and utilities damage, supply, demand, and requirements to restore such systems.
2. Helping the City of Carnation departments and support agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.
3. Helping energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.
4. Participation in mitigation and preparedness activities.
5. Participation in needs and damage assessments and coordination of resources during the response phase immediately following a disaster or emergency.
6. Restoration and temporary repair of critical utility systems during the recovery phase from an emergency or disaster.

Policies

- A. It is the policy of the government of the City of Carnation to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Carnation. Additionally, the City will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Carnation will perform emergency management functions within the City's jurisdictional boundaries as mandated by RCW 38.52.070.
- C. WAC 194-22, Washington State Curtailment Plan for Electric Energy, establishes the process by which the State of Washington and Washington state utilities will initiate and implement state wide electric load curtailment when there is an insufficient supply of electrical energy.
- D. The majority of the City of Carnation receives its electricity and natural gas from Puget Sound Energy (PSE). Private companies that provide electricity service are regulated by the Washington Utilities and Transportation Commission.
- E. It is the policy of Puget Sound Energy service personnel to respond to gas leaks or other problems associated with distribution of gas within one (1) hour of notification.

Situation

Emergency/Disaster Conditions and Hazards

The City of Carnation is vulnerable to natural, technological, and human-caused disaster events. Historically, disasters 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.

Comprehensive Emergency Management Plan

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.

Emergencies or disasters may disrupt portions of the City's utilities system. The City utilities include electric power and natural gas provided by Puget Sound Energy, telecommunications provided by CenturyTel, sewer services and water supply provided by the City of Carnation.

Planning Assumptions

1. The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
2. Most electrical power lines are above ground, making them susceptible to high winds and interference from trees and vegetation.
3. Public, private and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
4. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
5. A partnership approach will be needed between public, private, and volunteer agencies to provide sheltering for large-scale disaster events.
6. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts.
7. Water pressure may be low, hampering firefighting and impairing sewer system function.
8. Most homes in the City of Carnation use gas heat. Citizens and businesses are expected to leave the gas on unless it is detected inside a structure.

Concept of Operations

- A. Responding to energy disruptions or shortages and their effects is necessary for preservation of public health, safety, and the general welfare of our citizens.
- B. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.
 1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities, which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.
 2. Water supply systems within the City are either publicly or privately owned and are organized at municipal or local private levels. Since these systems are not normally interconnected, emergency planning for water utilities is concerned with restoration efforts.
 3. Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
- C. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
- D. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
- E. Priorities for restoration of services are determined by the responsible utility. Utilities must first repair major infrastructure such as transmission lines, sub-stations, and major feeder lines (often located along highways and major thoroughfares). Repairs to individual feeders would be prioritized following these repairs. Restoration of services is usually done in two phases. The first phase is a temporary restoration done as quickly as possible and is often disorderly. The second phase includes returning to these temporary fixes to solidify the repairs.
- F. Power companies maintain records of retirement communities and residences with medical equipment requiring electricity. Efforts are made to contact these high-risk consumers if an extended outage is expected.
- G. PSE organizes restoration processes through the 18 districts within their service area. Each district will be assigned crews, equipment and support to restore power within their area.

Comprehensive Emergency Management Plan

- H. The basic responsibility for coordination of the emergency energy and utility services for City government is assigned to the City of Carnation Department of Public Works. The Public Works Superintendent shall be the **Utilities and Energy Coordinator** for the City of Carnation.
- I. Puget Sound Energy's emergency operations center is located in the City of Redmond. This is where decisions will be made on the priorities for service restoration.

Responsibility

Primary Agency

1. Public Works Superintendent has responsibility to act as the Utilities Energy Coordinator. The Department must be familiar with the facilities in the community that provide utility services delivery. The Department must also advise utilities of essential emergency services needed to protect life and property. The Department of Public Works will prepare SOP's that will enable the coordinator to provide status reports, specific requirements and useful recommendations to the City Manager and the Director of Emergency Management in times of emergency. The Department will provide the Public Information Officer with necessary information to keep the public and other utilities informed of service availability, restrictions, and requirements. The Department will also manage and coordinate resources provided by the utility systems. Management and coordination will be within State and Federal guidelines and policies.
2. The **Director of Emergency Management** shall submit all requests for resources and support that cannot be met locally to the King County Emergency Coordination Center (ECC).
3. The **Public Works Director** shall ensure utilities are in compliance with State Statutes, Federal Law and Local Codes through inspections, review of designs, and construction management, to the extent possible during emergency situations.

Support Agencies

1. Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or State assistance.
2. Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
3. In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
4. Provide information necessary for compiling damage and operational capability reports.

References

- The National Response Framework, ESF #12 – Energy (*current version*)
- Washington State Comprehensive Emergency Management Plan (*current version*)

Emergency Support Function (ESF) #13 - Public Safety and Security

Primary Agency

King County Sheriff's Office (KCSO)/Carnation Police Department

Support Agencies

Eastside Fire & Rescue

Introduction

The City of Carnation contracts with the King County Sheriff's Office (KCSO) for police services. KCSO is authorized to act as the City's Police Department.

Purpose

This document coordinates public safety and security capabilities, and resources, to support the full range of incident management activities associated with a potential or actual natural, technological, or man-made disaster.

Scope

This ESF addresses the coordination and provision of law enforcement and public safety related activities during a disaster or emergency. Those activities may include but are not limited to the following:

1. Warning and evacuation
2. Damage assessment
3. Crime scene control
4. Search and rescue
5. Emergency Operations Center (EOC) representation and coordination
6. Emergency transportation
7. Emergency communications
8. Control of disaster site access
9. Looting control
10. Crowd control
11. Emergency traffic control

Policies

- A. All activities within ESF #13 – Public Safety and Security 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. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the King County Emergency Coordination Center (KCECC), whenever possible.
- C. Local authorities have primary responsibility for public safety and security within the City and are typically the first line of response and support in these activities.
- D. The King County Sheriff's Office (KCSO) will coordinate activities within ESF #13. It is anticipated that the City will retain primary authority and responsibility for law enforcement activities, utilizing the Incident Command System (ICS) for all response and recovery activities.
- E. Law enforcement units supplied by other levels of government will remain under the command of that agency but will operate under the direction and control of the KCSO while operating within the City.

Concept of Operations

General

1. The KCSO is the lead agency for the coordination of public safety, law enforcement, and security activities within the City.
2. The ICS will be used by KCSO for all field operations. The Incident Commander (IC) will report information and requests to the EOC Manager.

Comprehensive Emergency Management Plan

3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. In addition to maintaining 24-hour operational capabilities, the KCSO has two-way radio communications on the 800 MHz system and cell phones. Each officer has a handheld radio and mobile radio. In addition, the KCSO has a portable satellite phone and has access to a fixed one installed in the KCSO EOC and an additional fixed one in the City's EOC located at the Carnation Fire Department Headquarters. (See ESF #2 Communications).
5. KCSO units, with the use of their sirens and public address systems, will be used to disseminate warning and emergency information.
6. The Sheriff or designee may designate a communications officer to operate backup communications equipment from the EOC when requested by the EOC manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of city resources.
7. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
8. The alert system utilized to mobilize KCSO personnel shall be the call out system established with critical incident standard operating procedures. As communication systems may fail in a major event, KCSO staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.
9. Mutual aid agreements exist with all Washington law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

Organization

1. The KCSO or successor will designate an EOC representative to coordinate field operations and resources from the EOC when it is activated.
2. The KCSO will follow all departmental policies and procedures relating to chain of command and on-scene management and will utilize the ICS.
3. A unified command structure will normally be established when law enforcement agencies from outside the City are assisting with operational activities within the City.
4. In the event military support is utilized within the City, the Sheriff or designee will coordinate activities with the military commander.
5. Communications between the EOC and the IC will be through established channels.

Actions

See KCSO Standard Operating Procedures.

Responsibilities

Primary Agency

King County Sheriff's Office (KCSO)/Carnation Police Department

- a. Provide support to the Director of Emergency Management in the dissemination of emergency warning information to the public and in the operation of the EOC. (See ESF #2)
- b. Provide command and control for field operations through established command posts, as appropriate.
- c. Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.
- d. Provide security and perimeter control at incident scenes and the EOC during activation, when appropriate.
- e. Provide emergency traffic control.
- f. Assist and support Public Works Department in determining satisfactory evacuation routes. (See ESF #13, App 1 Evacuation)
- g. Provide direction and control for evacuation efforts, as appropriate. (See ESF #13, App. 1 - Evacuation)
- h. Provide direction and control for urban search and rescue activities. (See ESF # 9 Search and Rescue)

Comprehensive Emergency Management Plan

- i. Work with the Fire Department in locating and setting up possible temporary morgue sites and provide site security. (See ESF #8 Public Health and Medical Services)
- j. Provide windshield survey and initial citywide damage assessment in coordination with the Eastside Fire & Rescue and the City's Customer Response Team, as appropriate.
- k. Document costs and activities.
- l. Develop emergency and evacuation plans for facilities under department management.
- m. Provide for the identification and preservation of essential department records.
- n. Develop and maintain resource lists for equipment, personnel, and supply sources.
- o. Develop and maintain departmental plans and standard operating procedures for emergency operations.
- p. Coordinate with Eastside Fire & Rescue to develop and maintain a public warning system for the City (see ESF #2 Communications).

Support Agencies

Emergency Operations Center

- a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b. Coordinate information between various departments within the City to ensure efficient and accurate communication.
- c. Submit and coordinate requests for additional resources to the King County Emergency Coordination Center (KCECC) or the State Emergency Operations Center (SEOC).

Fire Department

Eastside Fire & Rescue will assist and support KCSO, as needed, with activities within this ESF.

911 Center(s)

NORCOM will provide for the continuation of day-to-day emergency communication, whenever possible. They have back-up contingencies in place if their 911 lines are not operational.

King County Sheriff's Office (KCSO)/Carnation Police Department

Zone 1 Emergency Management Coordinator

- a. Communicate and coordinate with jurisdictions within Zone 1 and the King County KCECC.
- b. Submit and coordinate requests for assistance from Zone 1 jurisdictions to the KCECC to ensure proper distribution of resources.

King County Emergency Coordination Center (KCECC)

- a. Communicate with zones 1, 3, and 5, the County's cities, SEOC and all related agencies regarding law enforcement activities.
- b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.

Washington State Emergency Operations Center (SEOC)

- a. Provide coordination of State resources to provide support, as appropriate, when all local, regional and county resources have been expended.
- b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
- c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

Washington State Patrol (WSP)

- a. Assist the KCSO/Carnation Police Department in law enforcement operations, when requested and as available.
- b. Coordinate and maintain liaison with the appropriate state departments, as identified in the Washington State Comprehensive Emergency Management Plan.

Comprehensive Emergency Management Plan

- c. Provide warning and communications support.

References

- Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7 [1])
- Washington State Comprehensive Emergency Management Plan
- King County Regional Disaster Plan For Public and Private Entities
- National Response Framework

Appendices

1. Evacuation and Movement of People (In progress)
2. King County Sheriff's Office Disaster Incident Checklist (to be published)
3. Warning/Evacuation Notification Instructions (to be published)

Emergency Support Function (ESF) #14 - Long Term Community Recovery

Primary Agency

Director of Emergency Management
City Manager's Office

Support Agencies

All City of Carnation Departments
King County Emergency Coordination Center
Washington State Emergency Operations Center

Introduction**Purpose**

The purpose of this ESF is to provide guidance for the implementation of federal, state, county, local, and private resources to enable the long-term recovery of the community and to reduce or eliminate risk from future incidents, whenever possible.

Scope

This ESF applies to organizations and agencies that may be involved in the long-term recovery of the City of Carnation (City) and the mitigation of future disasters.

Policies

1. All activities within ESF 14 – Long Term Community Recovery will be conducted in accordance with the National Disaster Recovery Framework (NDRF).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the King County Emergency Coordination Center (KCECC), whenever possible.
3. Long-term community recovery and mitigation efforts are forward looking, and market based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, whenever possible.
4. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
5. ESF 14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure.
6. The long-term recovery efforts for the City will be coordinated through the Emergency Operations Center (EOC) until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the City Manager's Office until all recovery and mitigation activities have been concluded.
7. The Director of Emergency Management in conjunction with the Finance Director and other department directors, as applicable, will apply for and coordinate the receipt of state and federal recovery funds.

Concept of Operations**General**

1. The Incident Command System (ICS) will be used by all organizations operating within this ESF.
2. The City Manager's Office will advise the City Council on the long-term recovery implications of response activities and will coordinate the transition from response to long-term recovery.
3. The City will conduct assessments of the social and economic consequences of the disaster within the City to better understand the requirements needed to develop an effective long-term recovery plan.
4. The City will determine/identify responsibilities for long-term recovery activities within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

Comprehensive Emergency Management Plan

Organization

1. The City Manager's Office will serve as the lead agency for the coordination of long-term recovery and mitigation activities within the City.
2. The Director of Emergency Management will coordinate the long-term recovery and mitigation activities with all of the applicable City departments.
3. All City departments will participate in post-incident coordination activities to ensure an effective long-term recovery process.

Actions

See the City Manager's Office Standard Operating Procedures.

Responsibilities

Primary Agency

City Manager's Office

- a. Coordinate the development of ESF 14 operational procedures.
- b. Lead long-term recovery efforts within the City.
- c. Coordinate the post-incident assistance efforts within the City.
- d. Coordinate with the EOC for the transition from response activities to long-term recovery activities.
- e. Coordinate with federal, state, county, local and private organizations involved in the long-term recovery activities.

Support Agencies

All City Departments

- a. Document all costs associated with long-term recovery and mitigation.
- b. Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.
- c. Assist with the development of a citywide long-term recovery plan and operational procedures.
- d. Train departmental personnel in the implementation of the recovery plan and operational procedures.

King County Emergency Coordination Center (KCECC)

Coordinate county, state, and federal long term recovery assistance with communities within King County to ensure equitable distribution of resources.

Washington State Emergency Operations Center (SEOC)

Support local long-term recovery and mitigation activities. This support will be contingent upon the resources available.

References

- National Disaster Recovery Framework
- Washington Comprehensive Emergency Management Plan
- King County Regional Disaster Plan For Public and Private Entities

Emergency Support Function (ESF) #15 - External Affairs

Primary Agency

City of Carnation
City Manager's Office

Support Agencies

All City of Carnation Departments
American Red Cross (ARC)
King County Departments and Divisions
Riverview School District
Washington State Departments and Divisions
Carnation/KCFD10 (Eastside Fire & Rescue)
King County Joint Information System
Evergreen Hospital District

Introduction

Purpose

The purpose of this ESF is to provide for, and maintain a program that prepares, and distributes emergency information and instructions to the public before, during, and after emergencies, using all available communications media. Further, it is to establish uniform policies for the effective development, coordination, and dissemination of information to the public, media, key City officials and City employees in case of a natural or technological emergency or disaster. This ESF has been prepared to be consistent with the Washington State Comprehensive Emergency Management Plan and the National Response Framework format for emergencies and disasters.

The objectives of emergency public information are:

- To warn the public of disaster dangers, their effects and proper countermeasures.
- To coordinate the City's release of public information to the media.
- To instruct the public on survival and recovery measures.
- To increase the public's capability to survive and recover.
- To control rumors and reassure the public.
- To train personnel in proper emergency public information responsibilities.
- To instruct the public on disaster assistance and recovery services and procedures.

Scope

The City of Carnation emergency public information actions before, during and following any emergency will be determined by the severity of the emergency as determined by the Emergency Operations Center (EOC). A significant emergency public information response may involve city departments, King County, the State of Washington, the Federal government, and other emergency services organizations. This ESF describes those agencies and their responsibilities and relationships.

Policies

Authorities. See Basic Plan.

Public Information Policies for the City of Carnation.

During disasters the flow of public information and facts concerning the event and government's response to save lives and property must be consolidated. The descriptions provided to the public must reflect the best information available. The City of Carnation's EOC will be staffed by one Public Information Officer (PIO) to coordinate a single access point for information. All information and press releases provided by the PIO must be approved by the Director of Emergency Management.

Situation

Comprehensive Emergency Management Plan

Emergency/Disaster Conditions and Hazards

The City of Carnation will periodically experience emergency situations that require the dissemination of critical information to the public news media. Potential emergency situations include both natural and technological events. Public information is critical for alerting citizens to an impending emergency, directing and informing them during the emergency, and assisting them during recovery.

Planning Assumptions

1. The Emergency Alert Systems (EAS) [Refer to ESF-2 Communications] is the best means to give an initial warning to the public. It will be used in time sensitive situations when the public must be warned immediately of an impending emergency or disaster.
2. The EAS provides specific procedures for the broadcast media to disseminate emergency information and warning to the general public. Public opinions and actions will be influenced by the general news and by official statements. As a crisis intensifies, public interest in emergency information, specifically on personal protective measures, will arise.
3. Once the initial warning is accomplished, the Public Information Officer(s) (PIOs) have the task of keeping the public informed of what to do to prevent injury or property damage, and what actions the City is taking.
4. Normal means of communication in the affected areas may be either destroyed, or largely incapacitated; therefore, only limited or incomplete information is anticipated from the disaster area until communications are restored. Non-traditional means of communicating with the public must be established and utilized.
5. Depending on the nature and magnitude of the emergency, different levels of emergency public information response will be required. Public information may in fact be the primary function occurring during an emergency. This may happen when, because of media coverage, the public perceives there to be a bigger set of issues than the situation in reality.
6. Rumors or misinformation can cause unnecessary distress among citizens, provide counterproductive public actions, and impede response and recovery efforts. PIOs must focus on stopping rumors and providing accurate and timely information.
7. Demands for information from media outside the affected area will be significantly increased.
8. In a disaster, the State and King County emergency management divisions may establish a Joint Information Center (JIC) to coordinate federal, state and local information.

Concept of Operations

General Organization

- a. During normal, non-emergency periods and possibly during small events, information relating to emergency preparedness will be disseminated by the Director and/or Assistant Director of Emergency Management to the general public, City officials and staff.
- b. During larger emergency periods, the Mayor, or other City Council members, may be designated by the Director of Emergency Management as the Public Information Officer (PIO). The PIO may or may not be a city employee.
- c. When the situation warrants, the PIO may appoint an Assistant PIO.
- d. The PIO will work out of the EOC and may participate in a Joint Information Center (JIC) with County and State officials. The purpose of a Joint Information Center (JIC) is not to control the activities of other jurisdictions, but to provide a forum of the sharing of information between jurisdictions and a central point for the media to get information.

Procedures

1. The Incident Commander will gather accurate details of the incident and conduct regular briefings with key EOC personnel, including the PIO.
2. The media will be contacted and informed on how information will be disseminated during emergencies.
3. Attempts will be made to coordinate the release of emergency public information with King County and the State of Washington, along with other cities and counties to ensure that no conflicting information or instructions are released.

Comprehensive Emergency Management Plan

4. Radio station KIRO, 710 AM, Seattle, is the primary EAS station for Seattle and King County. This and other stations will broadcast emergency information as detailed in the Central Puget Sound Area Emergency Alert System (EAS) Local Area Plan.
5. The decision to activate the EAS for weather related incidents is generally the responsibility of the National Weather Service. EAS activation for other emergencies will be the responsibility of the King County Office of Emergency Management or the King County Sheriff's Office Communications Center (as an alternate).
6. Radio and television broadcast stations will be used to maintain contact with the public and to provide last-minute directions on disaster area operations.
7. To ensure credibility and response, a wide variety of information will be distributed through all of the media forms available: radio, television, social media, newspaper and direct distribution of printed materials. Additional sources of emergency information provided by the City of Carnation are cable Channel 61 and the City's web page.
8. The PIO will provide emergency information to the media via press releases, news conferences and media telephone inquiries.
9. Additional means of providing information to the public may include public meetings, public postings, pre-recorded messages on the City's phone system, releases to shelters and special need facilities and other methods as appropriate (i.e. runners/messengers).
10. The emergency information program will continue, as needed, through the recovery period, providing information and instructions about city, county, state and federal emergency operations, future plans for restoration of disaster-affected areas, and instructions on how to apply for federal disaster assistance programs.

Responsibilities

Director of Emergency Management

1. Act as or appoint a Public Information Officer to coordinate the dissemination of information. The following individuals may be designated to serve as Public Information Officer and should report to the EOC upon learning of a disaster or emergency affecting Carnation:
 - Director or Assistant Director of Emergency Management
 - Mayor, Deputy Mayor, or another member of the City Council
 - Police Chief, King County Sheriff's Office (KCSO)/Carnation Police Department
 - Fire Chief, Eastside Fire & Rescue
 - Public Information Officer/Public Educator, Eastside Fire & Rescue
 - Communications Director, Riverview School District
2. Disseminate emergency information during non-emergency periods.
3. Develop procedures to meet the requirements listed in the City's Comprehensive Emergency Management Plan (CEMP) and this Appendix.
4. Support the PIO in coordinating Emergency Alert System releases. Such requests are forwarded to the King County Office of Emergency Management (KCOEM).
5. Initiate contact with KCOEM to request inclusion of Carnation-related information to the EAS.
6. Advise City officials and staff on the emergency public information program and operations.
7. Maintain News Media Contact lists. (TAB 3 – MEDIA CONTACT LIST)

Public Information Officer

1. Coordinate with KCOEM and other local jurisdictions when information is to be released on the EAS.
2. Collect and coordinate emergency public information for timely release to the public.
3. Notify appropriate agencies to assist in the dissemination of emergency public information.
4. Give regular information briefings to City officials, news media and the public.
5. Maintain and provide information records for post-event actions and debriefings.
6. Utilize PIO Checklist (TAB 1 – PUBLIC INFORMATION OFFICER CHECKLIST)
7. Appoint an Assistant PIO as necessary.

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8. Use standard format for Press Releases. (TAB 2 – PRESS RELEASE WORKSHEET & CHECKLIST)

Any or all of the following methods may be utilized to relay emergency information to the public:

- Print, radio, and television media.
- Printed education/information materials.
- Amateur radio systems.
- Public address systems.
- KIRO AM 710.
- Carnation's web site (www.carnationwa.gov).
- Carnation's social media streams (Facebook & Twitter)
- Emergency Alert System.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.

Tabs

- Tab 1: PIO Checklist
- Tab 2: Press Release Worksheet & Checklist
- Tab 3: News Conference Notes and Questions
- Tab 4: Interview Checklist
- Tab 5: Media Contact List

TAB 1 PIO Checklist

In a disaster or major event, when communications may have been disrupted, pre-designated PIOs should report to the EOC, if activated, or City Hall as soon as possible.

Prior To Your Arrival

1. When possible, determine as much information regarding the event as possible.
2. Determine if the EOC is activated, who is the event or EOC director, and where they want you located.
3. Advise directors how long it will take for you to reach your assigned location.

After Your Arrival At Your Assigned Area

1. Meet with the EOC Manager or the Director of Emergency Management or their designee, to **get an update** as to the situation and any specific concerns.
2. Establish your **work area** and an area for the media to be briefed. The media area should be a distance away from the EOC and primary operations so there is no interruption in work of the EOC.
3. Set up the needed communications **network** to have access to the information you need.
4. Ensure field personnel know you are in place and will be doing releases.
5. Establish **briefing times** for update and release parameters. Try to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available. (Refer to **Tab 4, News Conference Checklist** for guidelines in conducting a press conference.)
6. Try to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available. (Refer to **Tab 4, News Conference Checklist** for guidelines in conducting a press conference.)
7. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
8. Take a proactive stance. Develop plans for possible situations that may occur.
 - a. Street closures
 - b. Evacuations
 - c. Shelter locations and instructions
 - d. Information sheets on purifying water
 - e. Guidelines for items to bring if evacuated
 - f. Other
9. Appoint assistants as necessary.
10. Be sure you know where key city staff and council members are located. You may need them to make statements to the public/media. Keep them briefed on the situation.

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During The Emergency

1. Establish an Event Journal to log the emergency events and activities of the PIO function. This PIO event journal will be of value to track activities during the event and to evaluate activities after the emergency is over.
2. Establish a Press Release binder or folder. Keep copies of all press releases in chronological order. (Refer to **Tab 2, Press Release Worksheet & Checklist**)
3. Have regular briefings with the EOC Manager to assure that you have timely information and the facts.
4. Make extra copies of all press releases. This will allow you to update late arriving media without needing to recreate a release or to spend time giving the data verbally.
5. To prepare for interviews, refer to **Tab 5, Interview Checklist**

Demobilization

1. Assure all "loose ends" are taken care of and that there is someone available to handle all late-coming inquiries.
2. Make sure that the PIO event journal is up to date and covers all activities of your office.
3. Assure any information the public needs to access is released to the media and to those who will be contacts after the EOC is deactivated.

TAB 2 Public Information Officer (PIO) Press Release Worksheet and Checklist

Public Information Officer Press Release Worksheet

DATE:	TIME:
GENERAL SITUATION:	
WHO:	
WHAT:	
WHEN:	
WHERE:	
WHY:	
HOW:	
RELEASING INDIVIDUAL:	
RELEASE TYPE: (i.e., general, emergency workers, etc.)	

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PRESS RELEASE CHECKLIST

	Cover the Who, What, When, Where, Why and How portions of information as soon as you can in the release.
	Double-space with two-inch margins. Print only on one side of the paper.
	Releases should be numbered for tracking purposes.
	Releases should be dated. Also include the time of release.
	Make sure releases include a contact person -- "For more information...."
	Insert "For Immediate Release" unless the release is of a preparedness or awareness nature and needs to be dated.
	Multi-paged releases need to have numbered pages.
	Insert "more" at the bottom of continued pages.
	Insert "end" after the last paragraph.
	Get the release out as soon as possible -- make sure your system for signing off on releases is smooth and quick.
	Follow-up releases should contain new information!
	Keep a file on all released information so you can refer back to them when needed.
	Make sure everyone who needs to know about the release is informed ahead of time -- don't catch your boss off guard!
	Remember media deadlines -- write them down.
	Use of fax machines can help you meet deadlines.
	Remember that releases may generate requests for phone interviews, video, and audio tape sessions, and news conferences. Be prepared!
	Clearly identify all quotes by name and title in the release. Keep the quotes short and avoid any technical jargon.
	Develop a comprehensive mailing list for the releases.
	Have all background information related to the release prepared so you are ready when questions arise!

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TAB 3 News Conference Notes and Questions

Prepare Speakers

- Select appropriate speakers.
- Select strong speakers who are charismatic, articulate, and authoritative.
- Brief speakers carefully on the main message of the event.
- Prepare speakers in advance on how to answer difficult questions.
- Try to hold a meeting to brief all speakers before the event.
- Ideally, each speaker should present for only three or four minutes.
- Have each speaker make different points, while still focusing on the main message.
- Make sure that each speaker makes one or two important points.
- Keep speeches short and simple, aimed at a general audience and avoid technical jargon.
- Select a moderator who will manage questions from the floor after the presentation.
- Encourage lots of questions. Keep answers short. Reiterate main messages and do not introduce new issues.
- For emergencies, having various speakers lined up, so they are all visible, behind the main speaker is a good approach.

Possible Materials

- News release.
- List of news conference participants.
- Executive summary of report.
- Case studies and stories.
- Fact sheets and graphs.
- Biography and photos of speakers, and copies of speeches.
- Consider putting all the printed materials together into one “press kit”.
- Do you plan to make photos for reporters who did not attend your press conference for whatever reason?
- If your news is the result of a complex topic, do you have a brief summary to make it easy to read for nonprofessionals in the subject?

Location and Set-up

- A central well-known location, convenient for journalists, and appropriate to the event.
- Avoid large rooms that give the appearance that few people attended.
- Make sure the noise level of the room is low.
- Reserve space at the back of the room for television cameras, possibly on a raised platform.
- Ensure light and sound systems are in working order.
- If possible, have phone and e-mail at hand and Wi-Fi connection available.
- Consider displaying large visuals, such as graphs, logos or charts.
- Prepare a “sign-in” sheet for journalists.
- Determine if you wish to serve coffee, cool drinks, or light snacks, following the event.
- Do you have enough space to accommodate all the invited people?
- What if not everyone shows up? Do you have a smaller room available so you don’t have five people in an auditorium?
- Does your chosen place suit and accommodate the media’s equipment needs (TV cameras, electrical outlets, microphones etc.)?
- Does it all work? Did you check it? (The easiest way to check it is to ask the members of the media about their needs.)

Timing

- Hold events in the morning of a workday so reporters can meet deadlines.
- Check that you are not competing with other important news events on the same day.
- Start the event on time — avoid keeping journalists waiting.
- If you distribute material prior to a news event, use an embargo to prevent journalists from publishing before the event.
- Are the date, time, and place convenient for the media and guests?

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Inviting Journalists

- Keep an up-to-date mailing list or database of journalists.
- Focus on getting the most influential media to attend.
- How many people do you expect?
- Did you invite everyone you want there?
- Are there members of your group whom the media can reach to follow up?
- Did media people who did not come to the press conference receive a press kit?

TAB 4 Interview Checklist

- Be Yourself. It establishes your credibility.
- Be Prepared. Anticipate questions and develop answers that clearly state the key ideas you want to express.
- Be Enthusiastic. It comes across as conviction.
- Be Specific. Use short answers and avoid jargon.
- Be Correct. Don't guess at answers. It's OK to say "Let me get that answer for you." or "I'll get back to you with the information."
- Be Anecdotal. Anecdotes help fix a point in the listener's mind.
- Be a Listener. How well you listen to questions is as important as how well you talk.
- Be Cool. Hostile questions do not demand hostile answers.
- Don't let the reporter put words in your mouth. Some reporters have a tendency to say, "So in other words...". Correct inaccuracies. Don't allow the reporter's errors to slip by. Keep your corrections to the point.
- Formulate your response for the public. The public, not the press, is your real audience.
- Set a goal. Develop two or three key messages you want to convey to the reporter. Repeat important points you wish to make.
- Ask the reporter questions. You can often tell from his or her answers whether your remarks have been understood.
- Don't say anything that you would not want to see in print. "Off the record" can mean different things to different people. The interview is never "over" until you and the reporter have parted company.

Preparation

- Find out what the interview will be about. Don't ask for a list of questions, but know what the point is and where it will lead. If the journalist goes in a new direction you don't like, remind them of what you agreed to talk about.
- If you need to, brush up on the latest developments on the subject.
- Have your resources handy. They can help you explain or you can tell the journalist where to find them.
- Write down three key points you want to make. This saves you from rambling and giving unrehearsed "good quotes" you don't want to see.
- Write down a couple concepts you want in the article or video. These could be as short as the correct name for a condition or how people should respond. It could be the name of a practice or clinic. Repeat these. This will convey their importance and keep you on message.
- Tell the journalist how they can double-check facts with you.

Tips for being on video. Even first-timers can steer interviews:

- Choose key message points, just two or three for a short interview. Repeat them in different ways during the interview to increase the chance they'll get used. Make them tight and interesting. Show your enthusiasm.
- Ask what the questions will be. Suggest some about key points.
- Practice answers ahead of time.
- Avoid one-word answers. Treat such questions as opportunities to restate key points.
- Avoid long answers. They might be cut or edited.
- Relax. Videos usually don't take long and only bits are used. Unless this is live TV, you can ask for a do-over. To relax before the recording starts, shake out the nerves by loosening up shoulders, arms and neck.
- Think before you answer. Resist the pressure to talk before you are ready. Producers hate "dead air" and will cut long silences.
- Speak s-l-o-w-l-y. Cameras make us want to talk at chipmunk speed.
- Follow your mental script. If you wander off your key points, they are less likely to be used.
- Sit still. Swiveling or rocking can be distracting. If your hands will be in the shot, use them for emphasis or keep them still.
- If someone wants to do a Skype interview, "set the scene" by sitting in front of a professional background without clutter or bright lights or sunny windows. Have light on your face. Look at the scene on your computer in advance.



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TAB 5 Contact Lists

TAB 5a – City of Carnation Employee Contact List

NOT FOR PUBLIC DISCLOSURE

TAB 5b - Media Contact List

Available upon request