



SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, August 31, 2015
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<p><i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i></p>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Business Meeting of July 27, 2015	<u>7a1-1</u>	
Minutes of Special Meeting of August 3, 2015	<u>7a2-1</u>	
(b) Approval of the 2015-2019 Updated Comprehensive Emergency Management Plan	<u>7b-1</u>	
(c) Authorize the City Manager to Execute a Contract with Innova Architects to Prepare Plans, Specifications and Estimate for the Shoreline Pool Major Maintenance Project	<u>7c-1</u>	
8. ACTION ITEMS		
(a) Public Hearing and Adoption of Community Development Block Grant (CDBG) Funding Allocation	<u>8a-1</u>	7:20
<p><i>Public hearings are held to receive public comment on important matters before the Council. Persons wishing to speak should sign in on the form provided. After being recognized by the Mayor, speakers should approach the lectern and provide their name and city of residence. Individuals may speak for three minutes, or five minutes when presenting the official position of a State registered non-profit organization, agency, or City-recognized organization. Public hearings should commence at approximately 7:20 p.m.</i></p>		
9. STUDY ITEMS		
(a) Motion to Approve the Sound Transit Light Rail Station Design Review Public Process	<u>9a-1</u>	8:05

10. ADJOURNMENT

8:35

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, July 27, 2015
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Winstead, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Winstead led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

(a) Proclamation of National Night Out Against Crime

Mayor Winstead read a proclamation declaring August 4, 2015 as National Night Out (NNO) in the City of Shoreline. Sargent Don Ellis, Shoreline Police, and Jeanne Monger, Echo Lake Neighborhood Association, accepted the proclamation. Ms. Monger thanked the City for participating in NNO and encouraged residents' participation and to use it as an opportunity to discuss crime prevention and emergency planning. Mayor Winstead acknowledged Ms. Monger 18 years of service as neighborhood watch block captain.

REPORT OF CITY MANAGER

Debby Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Mayor Winstead reported that Councilmembers toured Capital Improvement Projects and stated she was pleased to observe Shoreline citizens' tax dollars performing great work throughout the City.

5. PUBLIC COMMENT

Tom McCormick, Shoreline resident, commented on the 2015 State Legislative Outcomes and the \$16 Billion Transportation Package. He mentioned new legislation now allows the Transportation Benefit District to increase vehicle license fees without a vote of the citizens and suggested that there are other ways to raise money. He said tolling Richmond Beach Road would raise more funds, place the financial burden on those who damage the road, and should be considered before doubling the license fee. He talked about the Point Well Draft EIS and commented on the anticipated increase in usage of the road by tanker trucks and recommended tolling those operations as they expand. He pointed out that there is a financial impact study regarding the annexation of Point Wells and said the same study should be done that considers the impact of tolling.

Mike Thyng and John Sweeney, Shoreline Elks, invited Council to the grand opening of their Lodge on Saturday October 10, 2015. Mr. Thyng stated hours of operations are noon - 11:00 p.m. and said there will be music, dancing, and food.

Tom Jaimeson, Shoreline resident, commented on the issuance of a revenue bond to fund the Surface Water Management (SWM) Utility. He expressed concern over the authorization to combine sewer, garbage, and SWM utilities, and Ronald Wastewater financially carrying the City. He talked about the \$3.5 million general obligation bond issued in 2013 to fund an Operation Maintenance Facility in anticipation of the purchase of Seattle Public Utilities. He commented that SWM rate payers are repaying the bond and loaning money to other tenants of the Facility. He commented that Ronald Wastewater has no debt and recalled previous Council discussions about combining sewer, garbage and stormwater utilities, and using Ronald Wastewater funds as collateral. He talked about Council's recommendation to write off casino debt, questioned their judgment on that matter and on a combined utility system.

Debbie Tarry, City Manager, thanked Elks Lodgemembers for attending the meeting and said she will schedule their grand opening on the City's calendar. She explained that the Bond Counsel and Financial Advisor will address public comment regarding the language in the Bond Ordinance and commented that a combined utility will allow the City to acquire lower interest rates. She clarified that at no time will funds from one utility be used to pay for another. She added that the Operation Maintenance Facility will serve surface water, sewer, streets and potentially the Parks division, and that multiple funding sources will be used for bond repayment.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember Hall, seconded by Councilmember McGlashan and unanimously carried, the following Consent Calendar items were approved:

(a) Minutes of Special Minutes of June 22, 2015

(b) Approval of expenses and payroll as of July 10, 2015 in the amount of \$5,275,217.45

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
6/7/15-6/20/15	6/26/2015	61499-61712	13871-13916	60394-60401	\$589,186.66
					<u>\$589,186.66</u>

Accounts Payable Claims:

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
7/1/2015	60402	60409	\$65,071.51
7/1/2015	60410	60421	\$5,889.26
7/1/2015	60422	60438	\$90,352.57
7/6/2015	60439	60439	\$2,440.00
7/8/2015	60440	60447	\$26,857.06
7/8/2015	60448	60474	\$4,322,845.72
7/8/2015	60475	60506	\$172,574.67
			<u>\$4,686,030.79</u>

8. ACTIONS ITEMS

(a) Motion to Authorize the City Manager to Write Off Debt

Patti Rader, Finance Manager, recalled previous Council discussions on the City’s Debt Policy and explained the process to determine when debt is no longer collectible. She identified Parkers Casino/Slam Dunk Entertainment and Echo Lake Tavern/Gloria Kalitovic as two outstanding debts deemed uncollectible resulting from unpaid gambling taxes, and requested Council’s authorization to write off these debts.

Councilmember McGlashan moved to authorize the City Manager to Write of Debt in the amounts of \$149,528 owed by Slam Dunk Entertainment and \$11,629 owed by Gloria Kalitovic. The motion was seconded by Councilmember McConnell.

Councilmember McGlashan said these debts have been problematic for some time and asked about the status of other casinos. Ms. Rader responded that Shays Restaurant entered into a promissory note with the City for outstanding taxes and stated that the Gambling Commission discovered they were under reporting revenue. She said Shays has made payments but she anticipates they will go into delinquency and advised Councilmembers that they are being monitored. She stated that all other operations are current.

Deputy Mayor Eggen asked if any lessons have been learned with these operators or if anything could have been done earlier to collect the debt. Ms. Rader responded that the amount of debt equated to one quarterly tax payment, explained the immediate action taken by the City Attorney's Office to address the debt, and shared the lessons learned. She shared the City was previously working under an incorrect assumption that a lien could be placed on a property and explained the City now pursues a promissory note. Ms. Tarry concurred with Ms. Rader and added that it is a challenge to collect debt when you do not have collateral to attach the debt to.

The motion passed unanimously.

9. STUDY ITEMS

(a) Discussion of Surface Water Revenue Bond Issuance

Sara Lane, Administrative Services Director, introduced Bond Council Hugh Spitzer of Foster Pepper, PLLC and Financial Advisor Fred Eoff, Public Financial Management, Inc. She provided background on Council's authorization of the use of debt to fund surface water maintenance improvements in the 2015-2020 Surface Water Utility Capital Improvement Plan. She updated Council on the bid for the storm water pipe replacement request for proposals and informed them that no bids were received for the project.

Mr. Eoff explained that the 2015 Utility Revenue Bonds are being issued to fund the following improvements:

- Stormwater pipe and culvert repair
- NE 25th flood reduction project
- Hidden Lake Dam removal
- Infrastructure improvements
- Surface water planning and other capital projects described in the CIP

Mr. Eoff reviewed the competitive solicitation financing proposal and timeline. Mr. Spitzer reviewed the proposed Bond Ordinance and shared that this is the City's first revenue bond ordinance. He explained what a revenue bond is and then reviewed the proposed Bond Ordinance, delegation methodology, and issue parameters. He summarized bondholder security provisions, and explained pledge net revenues, rate covenants, additional bond tests, and debt service reserve accounts.

Mr. Spitzer advised that combining utilities for bonding purposes has been around since the 1960's. He explained that a combined utility system enables cities to join their water, sewer, stormwater and solid waste utilities for purposes of borrowing, increases the rate base and security to investors, and reduces interest rates. Mr. Eoff commented that most combined utilities are managed separately, and have control revenues and operations costs for each individual utility. He added that investors are looking for greater revenue diversity to offset risks and they perceive a combined system to be a better credit. Mr. Spitzer explained the language in the proposed Ordinance does not mandate a combined utility system but provides an option to combine utilities in the future. He then reviewed bond provisions and covenants.

Mr. Eoff provided an overview of the financial plan, identified sources and use of funds to issue \$2.2 million in debt, and summarized the Utility Operations. He stated the Utility's net income easily covers the annual \$177,520 proposed series debt.

Councilmembers discussed combining utilities for the purpose of debt services, requested language written in the Ordinance prohibiting utility subsidies, and recommended referring the discussion to the Ronald Wastewater Committee of Elected Officials. They asked if a combined utility system will attract more investors and impact interest rates. They stated that they want to ensure the public is aware that this Ordinance does not promote subsidizing utilities and that revenue from one utility cannot be used to pay for the operation costs of another. Mr. Eoff responded that the language in the proposed Ordinance notifies investors that the City is reserving the option to create a combined utility system in the future and clarified that Interfund loans can be used for utility subsidies. He explained that a combined system is more likely to attract investors and stated that it does not impact interest rates. Mr. Spitzer added that the State would not look favorably on a long term subsidy. He advised that the proposed Ordinance does not prevent a subsidy but stated Council could embed policy in the Ordinance to address combined utilities, or they could address the issue when there is a proposal to combined utilities.

Councilmembers asked about the legality of transferring money between utilities and the consequences of defaulting on repayments. Mr. Spitzer explained that it is a legal requirement that a utility rate is developed to accurately reflect the cost of servicing customers. He reiterated that the proposed Ordinance is restricted to combining utilities for bond purposes only, and recommended crafting detailed language regarding subsidy parameters in a combined utilities ordinance.

Margaret King, City Attorney, clarified that the Ronald Wastewater Assumption has nothing to do with the bond issuance and combining utilities, and that Council will have to take separate action to combine a utility. She explained that bond issuance for a combined system requires the allocation of a portion of the bond to the various utilities in order to extrapolate individual utility rates to determine each utility's operational cost as required by the State Auditor.

Ms. Tarry confirmed that the proposed Ordinance will come back, as drafted, for adoption on August 17, 2015.

At 8:21 p.m., Mayor Winstead called for a 5 minute recess and at 8:26 p.m. she reconvened the meeting.

(b) Discussion and Update of the 2015 State Legislative Outcomes

Scott MacColl, Intergovernmental Program Manager, announced that the 2015 Legislature passed a \$38 Billion State Budget, Marijuana Regulations, a Transportation Package, and shared that the net result was good for cities and Shoreline. He stated that \$1.3 Billion was added for basic education but said it is likely not enough to fully fund education as mandated by the Supreme Court. He said Initiative I-1351 (Class Size Initiative) was suspended, and higher education tuition was reduced by 20%. He explained the consolidation of medical and

recreational marijuana regulations and stated the collective garden system will be phased out by July 1, 2016. He shared that the \$16 Billion Transportation Package is being funded from an increase in gas tax; authorizes the Transportation Benefit District (TBD) to increase vehicle license fees; allows the TBD to be absorbed into the City Council; and secures \$25 million for 145th Street Corridor Project. He stated that a portion of liquor revenue sharing is being reinstated to cities along with a small portion of marijuana revenue. He summarized that water sewer statues remain relatively unchanged; marijuana statues were clarified; and that statewide human services funding remain relatively unchanged.

Councilmembers acknowledged Mr. MacColl's hard work and asked about the status of funding for Ronald Commons. They commented on the Governor's action on the carbon fuel tax and asked if it would affect funds secured for the 145th Street Corridor Project. Mr. MacColl responded that he will find out how much funding Ronald Commons received and report back to Council. He explained the Transportation Package amendment would convert bike-pedestrian multi-modal projects to funding for roads, if the Governor implements carbon fuel standards. He said the amendment is currently being evaluated by the Governor, and that it would not affect funding secured for the 145th Street Corridor Project.

Councilmembers asked how the Legislature would respond if the Court rules that education is not sufficiently funded and how long the classroom limit mandate can be suspended. Mr. MacColl responded that he is not sure of the Court's authority, it could potentially result in individual legislators being fined, or the Court could possibly take over the budget. He shared that everyone is hopeful that education will be fully funded by 2018, and said the classroom limit mandate can be suspended for two years.

Councilmembers discussed merging the TBD and the Council, questioned its governance, and shared that a merger of the two entities makes sense. Ms. King responded that the Council, by resolution or ordinance, would agree to assume the TBD, and take on the duties, responsibilities, and liabilities of the TBD.

Councilmembers asked where the State found money to support a \$38 billion budget. Mr. MacColl explained the State emptied the Public Works Trust Fund, used dollars from other programs, discontinued tax breaks, and commented that the most recent fiscal forecasts allowed them to shape the current budget.

Deputy Mayor Eggen pointed out that School Board Members have noted they have not noticed their share of funds. Mr. MacColl responded that it takes a while for education funding to be noticed and that the first flow of funds will go to underfunded schools.

10. ADJOURNMENT

At 8:51 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, August 3, 2015

Conference Room 104 - Shoreline City Hall
17500 Midvale Avenue North

5:45 p.m.

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: None

STAFF: John Norris, Assistant City Manager; Jessica Simulcik-Smith, City Clerk; and Bonita Roznos, Deputy City Clerk

GUESTS: None

At 5:47 p.m., the meeting was called to order by Mayor Winstead.

Councilmembers discussed the following Council Operations items:

1. Council iPad/Phone Replacements

John Norris, Assistant City Manager, recounted discussions about the City's intent to transition away from Apple Computer products to a Microsoft Window-based Tablet and Android Smart Phone. He stated that while researching the Microsoft product it was discovered that the current legislative agenda software is not compatible with the Microsoft Surface Tablet. He asked Councilmembers if they have concerns with the functionality, applications and data storage of the current iPad, and recommended delaying the upgrade to a new tablet until compatible agenda software is identified.

Councilmembers discussed using the "Docs to go" feature on the iPad and shared that they utilize it primarily to view documents. They talked about the challenge of creating a new document on the iPad, and asked if incoming Councilmembers will receive new equipment. Mr. Norris responded that Microsoft Office 365 may assist with document creation and is currently being testing on the City Manager's iPad. He explained the iPads of exiting Councilmembers will be wiped clean and reissued to incoming Councilmembers when transition occurs on the Council. He said USB drives will be offered again to Councilmembers that haven't already received one to store city documents.

Mr. Norris shared that Android cell phones will be issued to Council in the next two months and explained that they have the option of upgrading the cell phone at their expense.

Councilmember Roberts asked how often the Council voicemail system is used and said that he would like to have a discussion regarding discontinuing the system, and making use of Councilmember's individual city cell phones. Mr. Norris stated that he will add this item to the next Council Operations discussion.

2. Potential Council Town Hall Meeting

Councilmembers discussed holding a town hall meeting to provide citizens an opportunity to engage in dialog with Councilmembers. They discussed the format of the meeting, if it should be topic specific, appropriate timing, recommended using a facilitator, and asked for examples of models used by other cities. They suggested that comments and expressions to the public should reflect adopted council policy and positions, and that while Council will be on hand to address policy matter, staff should be available to address specific details. Councilmembers discussed having the 145th Station Subarea Planning as a topic.

Mr. Norris stated that he will research models and formats on how other cities conduct Town Hall meetings and report back to Council.

3. 2015 Celebrate Shoreline Festival and Main Stage Concert Update

Mr. Norris shared that Celebrate Shoreline is scheduled for August 15, 2015 and explained the event will also acknowledge the 20th birthday of the City. He extended an invitation to Councilmembers to participate in the City sponsored information booth, and requested that they arrange times with Eric Bratton, Communication Program Coordinator. He explained that the event is similar to last year's with the addition of a main stage concert featuring bands playing original music. He stated that the event is being advertised on KEXP-FM radio. He commented on moving forward with future Celebrate Shoreline events and including it in the budget planning process.

Councilmembers discussed attracting people who do not live in Shoreline to attend the event and agreed that music is big part of festivals. Councilmembers asked about parking, food trucks, and discussed appropriate parking signage locations.

Mr. Norris responded that there will be A-frame signs directing people to parking and said that he anticipates that there will be some parking in neighborhoods. He stated that logistics have been coordinated with police, fire and emergency management, and that police officers will be on hand until 10:00 p.m. He said that they will be assisting with traffic and ensuring orderly conduct at the concert. He shared that additional food trucks have been added.

4. Council Regional Committee Update

Councilmembers reviewed the Council External Committee Assignment sheet and identified committee vacancies. They commented that it is important for City of Shoreline officials to be represented on the Puget Sound Regional Council Transportation Policy Board, King County Regional Transit Committee, and the SeaShore Transportation Forum to ensure Shoreline's active participation in transportation issues in light of Light Rail Station planning. Mayor

Winstead asked Councilmembers to think about what committees they would like to serve on and identify who is applying to which committee by the end of September 2015. They discussed that a newly elected official can be appointed to a Committee but may be prohibited from serving in the capacity of Boardmember.

At 6:52 p.m. the meeting was adjourned.

Bonita Roznos, Deputy City Clerk

DRAFT

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of the 2015-2019 Comprehensive Emergency Management Plan Update
DEPARTMENT:	Community Services Division
PRESENTED BY:	Gail Harris, Emergency Management Coordinator Rob Beem, Community Services Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City is required to develop and maintain a Comprehensive Emergency Management Plan (CEMP) that meets the statutory guidelines set forth in RCW 38.52.070. The CEMP describes the mechanism and structure by which the City mobilizes resources and conducts activities to respond and address the consequences of a major disaster or emergency within the boundaries of the City of Shoreline. The CEMP has to be updated and submitted to the State for review and approval every four years. The City's CEMP was last submitted to the State in 2011 and will expire November 2015.

The 2015-2019 CEMP is the fourth update to the City's emergency plan. Since 2011 there have been no significant changes mandated by the State or the Federal Government that impacted the CEMP. Most of the changes in this update were due to staff position or department changes that needed to be incorporated into the CEMP.

RESOURCE/FINANCIAL IMPACT:

There is no additional financial impact by approving the CEMP.

RECOMMENDATION

Staff recommends that Council move to adopt the 2015 – 2019 Comprehensive Emergency Management Plan.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Cities in the State of Washington have the primary responsibility for disaster mitigation and emergency preparedness, response, and recovery activities within their boundaries. As per state law (RCW 38.32), each city must develop, adopt and maintain a Comprehensive Emergency Management Plan (CEMP). The City's last plan was approved by Council in October 2011 and final approval by the State of Washington was received in November 2011. Staff has been working for the last year to develop an update to this 2011 CEMP. The 2015-2019 CEMP update (Attachment A) is needed to meet statutory mandates and provides planning tools that give staff direction during times of emergencies.

DISCUSSION

The City's CEMP is designed to emulate the National Response Framework, Washington State Comprehensive Emergency Management Plan, and King County Regional Disaster Plan. It establishes the structure for an organized and effective response to emergencies and disasters that occur within the City so that staff can implement a coordinated response that is both effective locally and one that supports the City's ability to be well coordinated with partners in the region.

The 2015-2019 CEMP describes the mechanism and structure by which the City of Shoreline mobilizes resources and conducts activities to address the consequences of any major disaster or emergency within its boundaries. In the event of an emergency, City staff and volunteers, the Shoreline Fire Department and others come together to operate as a unified organization working out of the City's Emergency Operations Center (EOC) under the direction of the City Manager acting as the City's Emergency Management Director. Existing staff form a response organization with functions defined in the CEMP. The EOC roles and organization are similar, but not identical, to the City's daily operations. The EOC roles and responsibilities are spelled out in the 16 Essential Support Functions that are outlined in the CEMP.

The CEMP consists of two parts:

- The Basic Plan gives an overview of the "Concept of Operations" and "Roles and Responsibilities" of the City Council, City staff and partners, such as Shoreline Fire, utility providers, and community agencies.
- The Essential Support Functions (ESFs) address specific areas of activity and responsibility such as transportation, communication, mass care, and evacuation. ESFs provide a road map to how each function will be carried out during an emergency response including the major tasks to be performed and identifying who is responsible for coordinating the function. Attachment B to this staff report provides a matrix of the ESFs, including the coordinating or lead agency responsible for the ESF and its purpose.

The 2015-2019 CEMP was sent to the State of Washington in May of this year for their approval. Washington State Emergency Management Director Robert Ezelle has advised staff that the City's plan has been approved by his division, as it meets or exceeds Federal, State, and County mandates.

STAKEHOLDER OUTREACH

This plan was made available for review and input to the City of Shoreline's Emergency Management Council, which consists of representatives of community partners. The plan was also posted on the City's website for public comment. Each section that pertains to a community partner was also reviewed by that applicable partner (e.g., King County Public Health reviewed the mass care section and the Shoreline Fire Department reviewed all sections in which they are assigned to lead).

RESOURCE/FINANCIAL IMPACT

There is no financial impact by approving this plan.

RECOMMENDATION

Staff recommends that Council move to adopt the 2015 – 2019 Comprehensive Emergency Management Plan.

ATTACHMENTS

Attachment A: 2015 – 2019 Comprehensive Emergency Management Plan
Attachment B: Essential Support Functions Description Matrix

**Comprehensive Emergency
Management Plan
(CEMP)**



July 2015

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

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- VI. Ongoing Plan Management and Maintenance**
 - Coordination
 - Plan Maintenance
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Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendices

- A. Definitions
- B. Acronyms
- C. Authorities and References
- D. Training, Drills, and Exercises
- E. Distribution List
- F. Record of Changes

Emergency Support Function Annexes

ESF #1 – Transportation

- Appendix A Transportation Resource Staging Areas
- Appendix B King County Transportation Recovery Plan

ESF #2 – Communications, Information Systems, and Warning

- Appendix A Shoreline Auxiliary Communications Service
- Appendix B Radio Guidelines

ESF #3 – Public Works and Engineering

- Appendix A Public Works Checklist
- Appendix B Utility Emergency Contact Information
- Appendix C Disaster and Situation Information Checklist
- Appendix D Damage Assessment
- Annex 1 Rapid Damage Assessment Forms & Routes

ESF #4 – Firefighting

- Appendix A Mutual Aid Resources

ESF #5 – Emergency Management

- Appendix A 1 Proclamation of Local Emergency
- Appendix A 2 Proclamation of Local Emergency
- Appendix B Emergency Operation Center Handbook
- Appendix C Emergency Operations Center Activation Manual
- Appendix D Lines of Succession
- Appendix E Emergency Staffing Plan

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

- Appendix A Standard Operating Procedure for Temporary Shelters
- Appendix B King County CEMP Regional Shelter Operations Incident Annex
- Appendix C Puget Sound Region Evacuation and Sheltering Plan

ESF #7 – Resource Support

- Appendix A Volunteer Emergency Worker Registration Guidelines

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

Appendix B Volunteer Emergency Worker Registration Card
Appendix C Volunteer Emergency Worker Identification Card
Appendix D Form EMD-078 Volunteer Emergency Worker Daily Activity Report
Appendix E Volunteer Management Plan
Appendix F Donation Management Plan
Appendix G Finance Handbook

ESF #8 – Public Health and Medical Services
Appendix A King County All Hazards Mass Fatality Management Plan
Appendix B King County Mass Causality Incident Plan
Appendix C Puget Sound Region Pre-Hospital Emergency Triage and Treatment
Appendix D King County Long Term Care Facilities Mutual Aid Plan
Appendix E Mass Fatality Management Deaths Occurring Out of a Healthcare Facility
Appendix F Catastrophic Fatality Management Guidelines for Cites
Appendix G Decedent Tracking Information

ESF #9 – Urban Search and Rescue
Appendix A Urban Search and Rescue Volunteer Emergency Workers Guidelines

ESF #10 – Hazardous Materials Response
Appendix A Vulnerability to Hazardous Materials and Waste
Appendix B ... Hazardous Material Incident Response Levels and Action Classifications

ESF #11 – Agriculture and Natural Resources
Appendix A Points of Distribution/Staging Areas

ESF #12 – Energy
Appendix A Energy Services Emergency Contact Information

ESF #13 – Public Safety, Law Enforcement, and Security
Appendix A Police Department Disaster Incident Checklist

ESF #14 – Long-Term Community Recovery and Mitigation

ESF #15 – Public Affairs
Appendix A Public Information Emergency Checklist
Appendix B Public Information Officer Press Release Worksheet
Appendix C Media Contact List
Appendix D Public Information Media Strategies

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

ESF # 16 – Evacuation

Appendix A Evacuation routes and Maps

Appendix B Standard Operating Procedures

Incident Annex's

Cyber Attack Incident Annex

I. INTRODUCTION**A. Mission**

To provide an emergency management organization that meets or exceeds Federal, State and County requirements and to provide resources to minimize loss of life; protect property and natural resources; and restore the proper operation of the City of Shoreline (City) in the event of a major natural or man-made disaster.

B. Purpose

This Comprehensive Emergency Management Plan (CEMP) has been designed to emulate the National Response Framework, Washington State Comprehensive Emergency Management Plan, and King County Comprehensive Emergency Management Plan and establish the structure for an organized and effective response to emergencies and disasters that occur within the city. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organization and government agencies. Through the 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 the City.

C. Scope and Applicability

It is the policy of the City, in order to protect lives, property and environment, and in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and manmade emergencies and disasters, and coordinate the recovery efforts for such events.

The plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization.

All directions contained in this plan apply to preparedness and emergency response activities, undertaken by the City and supporting organizations, necessary to minimize the effects of a disaster and facilitate recovery activities.

The City's CEMP supports and is compatible with the King County Comprehensive Emergency Management Plan, and the emergency plans of the State of Washington and the Federal government. This document provides

Shoreline Comprehensive Emergency Management Plan (CEMP)
Basic Plan

support to other plans required by the State and Federal governments. Any conflicts will be handled on a case by case basis.

City government has the primary responsibility for disaster mitigation, prevention, preparedness, response, and recovery activities within the City. The City will plan for disasters, direct operations, mobilize and control resources, and mitigate the impact of disasters in the city within the limits of available resources and capabilities.

No guarantee as to the completeness of preparedness and response activities is expressed or implied by this plan or any part therein. The City government assets and resources are vulnerable to disasters. In addition, the City is severely limited in the extent of its resources for coping with a major disaster. Fire, Police, and utilities are provided by special purpose jurisdictions, under contract, or by King County. These services may be unavailable during a disaster and resources from the State and Federal governments may also be unavailable or delayed. The City will respond to the extent possible, given the situation, available information and resources.

The City will make a reasonable effort, but cannot guarantee, to meet the requirements of the Americans with Disabilities Act (ADA) during emergency preparedness, response, recovery, and mitigation.

D. Organizational Structure

1. 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 City Council hires a professionally trained manager to oversee the delivery of public services. The City Manager is the only employee hired by the City Council. The City Manager implements the City Council's policies and oversees all City departments.

The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW

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42.14 provides for filling vacancies of elected and appointed officials in the City. (See ESF # 5 - Emergency Management and the City of Shoreline Continuity of Government Plan).

Shoreline Municipal Code 2.50 established the emergency management organization. The City Manager serves as the appointed Director of Emergency Management and delegates the responsibility of coordinating emergency preparedness and management activities within the City.

The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan.

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.

2. Other Agencies & Jurisdictions

a. King County Office of Emergency Management

The King County Office of Emergency Management (OEM) may provide guidance, as appropriate, to the City's CEMP development and ongoing maintenance and related emergency management activities within the city. The King County OEM 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 is also provided to the City for Preliminary Damage Assessment (PDA) processes moving into the recovery phase of a disaster.

b. Zone 1 Regional Emergency Coordination

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The Zone 1 Regional Emergency Coordination is provided by the Zone 1 Emergency Management Coordinator as provided for by Washington State Homeland Security Program funds. Zone 1 is one of three regional coordination zones established in King County. The Zone 1 Coordinator will be utilized to coordinate a broad range of disaster functions within the geographical area as outlined as Zone 1 in the King County Regional Disaster Framework. The King County ECC (KCECC) will serve as an information clearinghouse among the zones and oversee resource management county-wide.

II. POLICIES

A. Authorities

The City's CEMP has been developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 38.52, 36.30, 39.34; 35.33.081, 35.33.101, 42.14
2. Washington Administrative Codes 118 and 296-62-3112
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
4. King County Charter and County Code 1.28, 2.16, 2.56, 12.52
5. Shoreline Municipal Code 2.50

B. 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 National Incident Management System (NIMS). This includes but is not limited to: disaster and emergency responsibilities and procedures, training, and community education activities.

The CEMP, 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.

Emergency Contracts and Mutual Aid Agreements should include a clause that both parties agree to make a reasonable effort to meet the requirements of Title II of the American with Disabilities Act (ADA).

c. Limitations

The City understands that during an emergency or disaster event, there are certain limitations the City will be faced with. The City may not have access to all of its staff or equipment due to the nature of the event, when the event occurs, where staff is coming from and the day to day condition of the City's equipment. The City may need to rely on Mutual Aid from neighboring cities that have not been impacted.

The City is a signatory of the King County Regional Disaster Framework and can request support through that plan. If the event is beyond that capacity the City will utilize the Washington Mutual Aid System (WAMAS) to request assistance coordination of Washington State Emergency Management Operations Center, through the King County Office of Emergency Management.

III. SITUATION**A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS**

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 both natural and man-made hazards as outlined in the City of Shoreline Hazard Mitigation Plan. The City recognizes the hazards identified within the Washington State Hazard Identification and Vulnerability Assessment (HIVA) and King County HIVA. These hazards include, but are not limited to: wind, rain, snow storms, earthquakes, flooding, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbance, terrorist activities, explosion, structural collapses, hazardous material incidents, major fires, and major emergency and/or utility systems failure.

The City has a separate Hazard Mitigation Plan that addresses the hazards specific to Shoreline and the mitigation strategies that the City is working on to minimize the impacts of our risks. This information, which was developed with community input, is utilized in the City's Comprehensive Emergency Management Plan as staff developed the Essential Support Functions and their supporting appendixes and annexes. (Refer to the City of Shoreline Hazard Mitigation Plan for detailed information on the process utilized to do the HIVA and the specific mitigation strategies staff is currently working on completing).

B. PLANNING ASSUMPTIONS & CONSIDERATIONS

This plan recognizes that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services. These

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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 72 hours 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. The City will however seek support, if possible, through mutual aid, the King County Regional Disaster Framework, and WAMAS.

Shoreline may also be requested to provide support to other jurisdictions with staffing, resources, points of distributions, sheltering and a variety of other tasks during emergencies and disasters if unaffected.

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.

III. ROLES AND RESPONSIBILITIES

The City government has the primary responsibility for disaster mitigation, prevention preparedness, response, and recovery activities with the jurisdiction. The City will plan for disasters, direct operations, mobilize and coordinate resources, and mitigate the impact of disasters within the limits of available resources and capabilities. It is the responsibility of residents to educate themselves on preparedness activities and ensure that they have the supplies and resources to sustain themselves for at least three days; however, the City recommends a week (seven days).

A. Mayor / City Council

1. Provide policy direction through the City Manager/Director of Emergency Management.
2. Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules and regulation as are necessary to implement emergency plans and agreements.

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3. Approve, at the earliest practical time after issuance, rules and regulations reasonably related to the protection of life and property, such rules and regulations having been made and issued by the Emergency Management Director.
4. Approve proclamation of emergency as requested by the Emergency Management Director.
5. Responsible for assuring that emergency preparedness, mitigation, response and recovery activities are carried out within the City, through the CEMP.
6. Provide visible leadership to the community.
7. Recognized by the governor as the Director of the City for purposes of military law.
8. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

B. Director of Emergency Management/City Manager

1. Serve as Chief Executive Officer of the City.
2. Serve as the Director of Emergency Management and manage City staff in their emergency management duties.
3. Prepare Proclamations of Local Emergency.
4. Issue notices of evacuation as appropriate.
5. Appoint an Emergency Management Coordinator.
6. Appoint an Incident Commander, if applicable.
7. Enforce and administer provisions, laws, and ordinances governing the City.
8. Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.
9. Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.

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10. Advise the City Council regarding emergency policies for the City.
11. Represent the City regarding the coordination of emergency response, mutual aid agreements, inter-local agreements, disaster recovery, etc.
12. Oversee the development, implementation, and maintenance of continuity of government plans.
13. Interact with county-wide Mayors/City Managers to make joint decisions on issues that impact the region.
14. Appoint a Recovery Task Force Coordinator to lead the City's Recovery Task Force efforts.
15. May amend the CEMP as needed.
16. Ensures the City's Continuity of Operations Plan (COOP) is maintained and updated as needed.

C. Assistant City Manager

1. Assume the duties of the City Manager in his/her absence.
2. Assist in intergovernmental coordination of emergency response and recovery.
3. Assist in recovery planning and operations and continuity of government planning.
4. May be appointed lead for ESF # 14, Long Term Community Recovery and Mitigation.

D. Community Services Division (CSD) Manager (Oversight of: Emergency Management, Customer Response Team, Human Services and Office of Neighborhoods)

1. Oversight of the Emergency Management Coordinator and the emergency management function.
2. Monitor disaster-related budget expenditures; oversee emergency contracting procedures.

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3. Services as the primary back up to the EMC during and EOC activation or exercise.
4. Oversees all coordination of emergency management activities with the various city departments and functions.

E. Emergency Management Coordinator/Office of Emergency Management

1. Reports to the CSD Manager
2. Manage the operations of the EOC during a disaster and serves as the EOC Manager at the EOC.
3. Provide expert technical assistance and information to the Director and City Departments regarding emergency management, disaster response operations, and recovery.
4. Assure that the CEMP and supporting procedures are reviewed at least annually and updated as needed.
5. Coordinate with FEMA, State of Washington Emergency Management Department, King County and neighboring jurisdictions regarding emergency management and planning.
6. Locate, configure, and equip an EOC and ensure the EOC is operationally ready.
7. Develop procedures for activating, operating, and managing the EOC.
8. Assist in developing and implementing a training program in emergency management tasks for City employees and volunteers and maintaining the Emergency Management Training Guide.
9. Ensures and authorizes by authorizing their worker identification cards that all emergency management volunteers are registered by the City as emergency workers.
10. Develop and conduct periodic emergency management exercises.
11. Prepare a post-disaster After Action Review Plan that includes plan for improvement for the Director and submit it to the Washington State Office of Emergency Management.

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12. Develop and coordinate a Community Education and Preparedness Program.
13. Draft a Disaster Proclamation for signature and promulgation by the City Manager.
14. Chair the City's Emergency Management Council.
15. Coordinate King County regional planning efforts and Zone 1 activities.
16. Act as liaison to enact the King County Regional Disaster Framework coordinator.
17. Coordinate mitigation and preparedness activities through the City's Hazard Mitigation Plan.
18. Lead for ESF 5 – Emergency Management

F. Customer Response Team Supervisor

1. Provide emergency response for routine City problems.
2. Ensure customer requests and services are tracked on the Hansen system.
3. Coordinate with other departments for emergency/disaster service delivery.
4. Coordinate disaster information handling.

G. Neighborhood and City Volunteer Coordinator(s)

1. During an emergency serve in the Logistic Section of the EOC as the Volunteer Management liaison.
2. When appropriate oversee the activation of a Volunteer Coordination Center.
3. Assist in mobilizing and managing volunteers through the neighborhood associations and other liaisons.

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4. Assist in implementing a Family and Neighborhood Preparedness Program.

H. Human Services/Community Services Manager

1. Coordinate the implementation of social services programs, as appropriate, during emergency operations.
2. Coordinate with social service organizations, relief agencies, faith-based organizations, non-profits, and the Red Cross, as needed.
3. Maintain liaison with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who do not speak English to identify ways to meet their needs during an emergency.
4. Assists the Human Resource and Parks Director in identifying volunteers, who can assist with language barriers or people with special needs.
5. Assist Park's Department with ESF #6, Mass Care and Human Services, if special needs are identified.

I. City Clerk

1. Serve as custodian of official records and perform official certification.
2. Supervise Records Management Program for the City.
 - a. Identify critical documents and essential records;
 - b. Assist departments in identifying, managing, and storing essential records;
 - c. Develop and implement a disaster recovery program for essential records.
3. Oversee the preparation and publishing of official legal notices.
4. Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.
5. The City Clerk serves as the Documentation Unit Lead in the Planning Section in the EOC when it is activated.

J. City Attorney

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1. Serve as chief legal advisor to the City.
2. Provide legal advice to the City Council, City Manager, and department directors regarding emergency response and recovery operations.
3. Interpret laws, rulings, and regulations and issue legal opinions.
4. Prepare ordinances, resolutions, contracts, and other documents relating to emergency operations.

K. Communications Coordinator – City Manager’s Office

1. Serve as the Public Information Officer when the EOC is activated by preparing and disseminating emergency public information to include establishing and coordination of the Joint Information Center or participating in one formed by another cooperating agency.
2. Set up/coordinate press conferences that the city may choose to utilize to inform citizens.
3. Ensure the city’s WEB Site, Cable TV, and mass communication capabilities are utilized, if available, to maximize the ability to communicate current information to the community.
4. Support emergency messaging by utilizing the City’s Social Media sources and the Regional Public Information Network, RPIN.
5. Working with the EMC and the Registered Disaster Workers, set up points throughout the city to disseminate information during times when there are power outages.
6. Lead for ESF 15 Public Affairs and assist Fire with ESF # 8 and Parks with ESF # 11.

L. Management Analyst - City Manager's Office

1. Serve as the back-up PIO for the city and performs all associated tasks as identified above.

M. Intergovernmental Program Manager & Economic Development Manager

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1. Provide for the coordination of information from representatives from other jurisdictions, governments, and from the private sector. Examples of these are Utilities, Metro, School District, and business owners whose property we may need to access or have been impacted.
2. Serve as the Liaison Officer in the EOC.
3. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
4. Interview agency representatives concerning resources and capabilities, and restrictions on use and provide this information at planning meetings.
5. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

N. Administrative Services Director

1. Supervise the City's records, finance and informational technology staff and functions of the City.
2. Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures.
3. Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
4. Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
5. Establish a unique project number for each disaster for all disaster-related expenses.
6. Prepare and report data for recovery of disaster relief funds.
7. Establish provisions for emergency signature authority for City checks during an emergency.

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8. Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
9. Gather, interpret, and report information on emergency costs and expenditures.
10. Project the costs of various disaster recovery options; prepare fiscal plans and projected budgets for disaster recovery.
11. Maintain databases on emergency resource providers (equipment and material).
12. Manage the City's Risk Management functions.
13. Serve as the Administrative/Finance Section Chief in the EOC, when it is activated
14. Support the City's continuity of government planning
15. Oversee any donation management function that may be activated during a disaster.
16. Lead with HR on ESF #7 – Resource Support

O. Human Resources Director

1. Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
2. Maintain master personnel files, to include current employee emergency notification information, that are accessible during an emergency, ensuring confidentiality of materials in accordance with state and federal laws.
3. Assist with reviewing and registering all spontaneous unaffiliated emergency management volunteers as emergency workers.
4. Is the Human Resource Unit Lead of the Planning Section in the EOC and as such will ensure there are check-in activities in place, maintain the status of all incident human resources, ensure staff are assigned to any task have the knowledge, skills, and abilities to do the task, ensure work place safety, to include hours worked, and assist in identifying needed staff for upcoming operational period.

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5. Develop and implement an educational program in emergency management tasks for all City employees and volunteers.
6. Develop a program to support the safety and well being of City employees' families during a disaster.
7. Lead with Administrative Services Department on ESF # 7 – Resource Support

P. Information Technology Manager

1. Develop and maintain a program for protection and recovery of the City's data processing resources during/after a disaster.
2. Oversee the restoration and support of City technology services during a disaster.
3. Provide software, hardware, maps, and administrative support for the Geographical Information System.
4. Ensure daily backup and secure storage of centrally-managed/cloud based data.
5. Control data security as defined in City policies.
6. Provide computer assistance to City staff, network backup, and maintenance of the local area network.
7. Support and ensure operational readiness of all technologies that support the activation of the EOC.

Q. Police Chief

Police Services are provided under contract by the King County Sheriff's Office. The Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident. While the Chief may serve in the EOC as part of the policy group, police functions and responsibilities also include:

1. General Law enforcement duties
2. Traffic and crowd control

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3. Staging and perimeter security
4. Explosive ordinance disposal
5. Protection of critical facilities (including the EOC and shelters)
6. Evacuation management
7. Crime scene control
8. Search and rescue management
9. Coordination of investigation of acts of terrorism

Lead on ESF's # 2 Communications, # 9 Urban Search and Rescue, # 13 Public Safety, Law Enforcement, and Security, and # 16 Evacuation

R. Fire Chief

Fire Services are provided by the Shoreline Fire Department. The Fire Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident. Fire functions and responsibilities include:

1. Fire prevention
2. Fire suppression
3. Emergency Medical Services
4. Emergency rescue
5. Damage assessment
6. Hazardous Materials preparedness and response
7. Evacuation management
8. Lead on ESF's # 4 Fire Fighting, # 8 Public Health and Medical Services, # 10 Hazardous Materials Response

S. Planning and Community Development Director

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1. Serve as the Planning Section Chief when the EOC is activated and organize and carry out both short-term and long-range planning during emergency operations and recovery.
2. Manage the gathering, analyzing, interpreting, and reporting of disaster-related information, including disaster damage and assessment reporting, response capabilities, regional disaster conditions, so as to be able to prepare situation reports and an Incident Action Plan for the next operational period.
3. Ensure that City ordinances, codes, and regulations are followed as much as possible in disaster response and recovery; recommend necessary and appropriate revisions to meet disaster conditions.
4. Ensure compliance with the Growth Management Act, zoning requirements, Critical Area Ordinance, State Environmental Policy Act, and State Emergency Management requirements.
5. Maintain and manage planning and development assets.
6. Manage, coordinate and perform building and structural inspections of residential and commercial buildings for safety and habitability following a disaster. Close facilities or restrict occupancy/use as required.
7. Coordinate inspections and recommendations with utility districts, FHA and other government entities. Provide enforcement of codes, occupancy policies, and other site safety and demolition as appropriate.
8. Assist Public Works in the coordination of damage assessment and reporting.
9. Review building plans for code compliance and manage the inspection of construction activities.
10. Manage and maintain the permit tracking and database system.
11. Assist Public Works as lead department with ESF #3

T. Parks, Recreation, and Cultural Services Director

1. Serve as the Logistic Section Chief when the EOC is activated.

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2. Coordinate and manage the use of the community centers and other appropriate facilities as emergency shelters as necessary.
3. Oversee all Logistical support for emergency/disaster event that supports the response to the event. To include staffing, equipment, resources, and coordination with King County ECC or Washington State Emergency Operations Center for resources we do not have and with the Finance Section for procuring what is needed from outside vendors.
4. Oversee the Shelter/Mass Care and Volunteers Functions during an emergency.
5. Identify parks and other open areas that could be used for emergency debris deposit sites, staging areas, and Points of Distributions (PODs).
6. Maintain and manage parks assets.
7. Lead department for ESF's # 6 Mass Care and #11 Agriculture and Natural Resources

U. Public Works Director

1. May serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident of why the EOC is activated.
2. Maintain and manage public works' assets.
3. Provide technical assistance to Emergency Management Leadership Team and City staff during disaster response and recovery operations.
4. Oversee the operations of contractors, service providers, and emergency response agencies regarding public works projects and assets.
5. Maintain master files of public works' projects, development construction records, street operations and maintenance, and other relevant documents.
6. Advise the Director of Emergency Management regarding codes, policies, and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
7. Provide oversight for Public Works crews, to include CRT operations staff and Park Maintenance Staff; and liaison with other agencies, like utilities, that are engaged in emergency response and recovery activities. This

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includes coordinating with those agencies that the city has signed Interlocal Agreements and/or contracts with like the Fire Department, King County Public Works and all of the agencies providing utilities within the city, to assist them in responding to and recovering from emergencies. Examples of these needs are: repair of water mains, pumps, motors, valves, fire hydrants, storage tanks, etc.; operating and servicing heavy road and construction equipment and vehicles; cleaning and repairing ditches, culverts, and catch basins; traffic control; repairing streets; repairing traffic control signs and signals; clearing ice, snow, or debris from streets.

8. Oversight of damage assessment and reporting.
9. Provide periodic response and recovery work progress reports to the EOC.
10. Provide on-site direction and guidance to City employees and emergency volunteer workers during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.
11. Maintain liaisons with all utility providers within the city to allow for ease of working relationships during emergency situations.
12. Lead Department for ESF's #1 Transportation, #3 Public Works, and #12 Energy.

IV. CONCEPT OF OPERATIONS

A. General

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, mitigation, 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).

1. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in accordance with the National

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Incident Management System (NIMS) in an effort to minimize the effects of a major emergency or disaster.

2. It is the policy of the City to utilize ICS as the incident management system in all operational field activities. An Incident Commander for an event and the operational period will be named. In some cases this will be done through Unified Command with Police and Fire.
3. The City utilizes the concepts of ICS to structure the city's EOC. An EOC organization chart assigns staff to their positions in the EOC and is updated as personnel change.
4. The City adopts the NIMS recommendations for ICS training for those staff both assigned to the EOC and those assigned to operations duties in the field to ensure we work to have good situational awareness and work for a common operation picture between those working in the field and those working to support them in the EOC. Those training requirements include at a minimal the following IS and ICS training for staff and for their seconds if they are in a leadership/supervisor position:
 - a. ICS 400 all operations Incident Commanders, Emergency Management Director, EOC Manager, Command Staff (Liaison Officers and PIO) and General Staff (Section Chiefs of Operations, Planning, Logistics, and Finance/Administration).
 - b. ICS 300 all operations lead staff, EOC Unit, Team, or Group Leaders.
 - c. ICS 200, 100, IS 700 for all applicable field and EOC staff that may have a role in supporting an emergency response for the City.
 - d. In addition to these training, specific positions are required to take additional emergency management training as identified in the Emergency Management Training guide maintained managed by the Office of Emergency Management.
5. The City has a primary and an alternate Emergency Operations Center where emergency management activities will be conducted. These Centers are referenced in ESF 5.
6. It is the policy of the City that each department will take an active role in emergency planning and develop policies, procedures, or standard operating guidelines (SOGs), if identified to ensure operational readiness

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and continuity of service. It is the responsibility of the Director of each City department to:

- a. To actively participate in the preparation and maintenance of the City's CEMP.
 - b. Establish a departmental line of succession to activate and carry out emergency disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
 - d. Ensure City staff receives the appropriate level of training in National Incident Management System (NIMS) and Incident Command System (ICS) and other related training that is commensurate to their job function and responsibilities.
7. City government, acting from the City EOC if activated, will be the focal point of the emergency management organization of the City. Mitigation and preparedness actions will be developed and implemented by the appropriate City personnel prior to any event and as an on-going nature of their city work assignment. During and after a disaster, the City's emergency management organization will act from the EOC to mobilize and coordinate City personnel and resources to respond and recover from disaster effects. (For longer term Recovery activities refer to City of Shoreline Recovery Plan and ESF 14).
8. It is the policy of the City that all departments will make staff and resources available at the request of the Director of Emergency Management for training activities and emergency operations assignments.
9. Immediately following any emergency or disaster, all City departments will notify the EOC of their status including, level of readiness, availability of resources, resource requirements and any other pertinent information. All departments are to provide this information to the EOC immediately following a head count and preliminary building inspection. The City may use their Mass Notification system to help assist in this accountability. The City also maintains a 24 hour employee telephone hotline that, if operable, will give directions to staff and take messages of staff status.

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10. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:
 - a. Account for personnel.
 - b. Report to the pre-determined site to manage department operations.
 - c. Assess personnel and resources available.
 - d. Assess damages to facilities.
 - e. Assess problems and needs.
 - f. Report situation, damages and capabilities to the Emergency Operations Center through approved channels.
 - g. Send designated representatives to the Emergency Operations Center to participate as members of the EOC staff.
 - h. Carry out departmental responsibilities and assigned tasks.
 - i. Continue assessment of department resources, needs, and actions.
 - j. Continue reports to the EOC regarding actions, problems, needs, damages, etc.
 - k. Keep detailed and accurate records, document actions, costs, situations, etc.
 - l. Conduct operations utilizing the National Incident Management System.

11. Activation of the EOC may be done by the following: the City Manager/ Director of Emergency Management, Assistant City Manager, Emergency Management Coordinator, Community Services Manager or any city department Director or designee when the level of operations requires it. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC and its staff may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster. (See ESF #5 Appendix B Emergency Operations Center Handbook for activation criteria and checklists).

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12. The EOC staff, in consultation with field operations, shall be responsible for evaluating the situation to determine if a Proclamation of Local Emergency is necessary. This request is authorized through the Director of Emergency Management/City Manager.
13. City departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Director of Emergency Management/City Manager and EOC staff will work to provide overall coordination and resource support to those responding to the disaster and maintain situational awareness to ensure effective decision making.
14. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damage and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of Local Emergency the deployment of resources will normally be coordinated through the City's EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.
15. In the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid; the Director of Emergency Management may request assistance from the King County Emergency Coordination Center (KCECC), utilize the King County Regional Framework and/ or the WAMAS, through the Washington State Emergency Operations Center, via the State Duty Officer.
16. During a disaster, common communication tools such as cellular phones and 800 MHz radios may fail. This failure would prevent incident command posts throughout the city from communicating with the EOC. To reestablish communication, all alternative communication resources will be used, including but not limited to, satellite phones, email, VHF radio, utilizing the City of Shoreline Auxiliary Communications Systems Team, SMMs, and employee/volunteer runners.
17. The registration of permanent emergency workers and other volunteers will be coordinated through Emergency Management Coordinator prior to an event. Primarily these will be the members of the Shoreline Auxiliary Communications Services (ACS) Team and the Shoreline Community Emergency Response Team (CERT). Temporary emergency

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workers will be assessed and, if qualified, registered through the City's Volunteer Coordinator and the Human Resources Department.

B. Overall Coordination of Incident Management Activities

In order to minimize the effects of a disaster, provide emergency response capabilities and facilitate recovery efforts, the various elements of Shoreline's emergency management organization and City departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

1. Mitigation Phase - Mitigation consists of actions taken prior to a disaster to prevent the occurrence of a disaster or to reduce the effects of a disaster should it occur. Mitigation activities taken by the City may include, but are not limited to the following (Refer to the City of Shoreline Hazard Mitigation Plan for further detail):
 - a. Develop a mitigation plan that complies with Federal and State regulations.
 - b. Pursue risk management and insurance programs
 - c. Conduct structural and non-structural mitigation programs, as appropriate.
 - d. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
 - e. Conduct mitigation activities to protect City supplies, services and properties as funding and circumstances allow.
 - f. Conduct public education to enhance citizen self sufficiency and inform of possible hazards and the affects of such events.
2. Preparedness Phase - Preparedness activities are necessary to the extent that mitigation measures cannot fully prevent disasters or eliminate their effects. Organizations develop plans and procedures to save lives and minimize damage by enhancing disaster response actions. Preparedness actions taken by the City may include, but are not limited to:
 - a. Develop and maintain the City's CEMP.
 - b. Develop appropriate contingency plans and standard operating guidelines in support of the CEMP.

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- c. Implement and maintain the City's Hazard Mitigation Plan
 - d. Facilitate inter-local agreements, mutual aid agreements, and contracts for emergency management assistance, as appropriate.
 - e. Coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
 - f. Obtain and maintain City resources and equipment
 - g. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
 - h. Conduct training and exercise activities to enhance response capabilities.
 - i. Conduct educational outreach with identified vulnerable populations that reside in Shoreline.
 - j. Pre-register Volunteer Disaster Workers; typically there are members of the Shoreline CERT, Amateur Radio members from the Shoreline Auxiliary Communications Services, and the Shoreline Police Volunteers.
 - k. Provide Public Education to community members to enhance the readiness of individuals, neighborhoods, business, schools, and all community partners so they have the knowledge, skills, and equipment to take care of them during a prolonged disaster.
3. Response - Response activities following a disaster include providing assistance for casualties, seeking to reduce the occurrence of secondary damage, and enhancing the speed of recovery operations. Response actions taken by the City may include, but are not limited to:
- a. Make appropriate notifications and initiate actions to place emergency plans into effect.
 - b. Activate and staff the EOC as required for the situation.
 - c. Disseminate public information and emergency warnings as appropriate.

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- d. Initiate actions necessary to preserve life, the environment, and property utilizing any and all available resources.
 - e. Utilize the ICS as established in the NIMS.
 - f. Carry out initial damage assessment and evaluate overall situation.
 - g. Restore essential services and facilities
 - h. Coordinate response and support functions with outside agencies and volunteer organizations.
 - i. Coordinate operations, logistics, and planning functions.
 - j. Compile event status information and report to appropriate agencies.
 - k. Prepare and maintain detailed documentation of events and activities.
 - l. Prepare Proclamation of Local Emergency as appropriate.
 - m. Initiate when resources allow outreach to known identified vulnerable populations to ensure what their unmet needs are.
 - n. Deploy Registered Disaster Workers as needed to support the response.
4. Recovery Phase – Recovery activities taken by the City are detailed in the City of Shoreline’s Disaster Recovery Plan. Broad areas include, but are not limited to (Refer to the City of Shoreline Disaster Recovery Plan for further detail):
- a. Appoint a Recovery Task Force Coordinator and task force members.
 - b. Carry out damage assessment functions and assess community needs.
 - b. Prioritize recovery projects and assign functions accordingly.
 - c. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

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- d. Prepare documentation of the event, including event log, cost analysis and estimated recovery costs.
- f. Assess special community needs and provide information and assistance where appropriate.
- g. If needed, facilitate the establishment of Federal and State disaster assistance offices to assist private business and citizens with individual recovery.
- h. Evaluate and modify as needed, local zoning and building codes, development standards, permit requirements, etc.
- i. Review and update all plans and documents associated with emergency preparedness and response in accordance with information obtained from the actual disaster, including hazard analysis, CEMP, SOGs, etc.

C. Concurrent Implementation of Other Plans

The City utilizes this CEMP, which has been developed to emulate the Federal, State, and King County emergency plans, for all major disasters. All plans will be implemented simultaneously depending on the severity of the incident. The City's plan supersedes all other plans during operations within the City's boundaries. Any conflicts between plans will be reviewed on a case-by-case basis.

D. Principal Incident Management Organizational Elements

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.

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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 Management. 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.

E. Emergency Response and Support Teams (Field Level)

Specialized teams, such as the Seattle Fire Hazardous Materials 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 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 the Washington Mutual Aid System and the King County Regional Disaster Framework and can be activated or requested either directly from the agency or through the King County ECC or facilitated by the Ste of Washington. Resource teams from outside Zone 1 may be requested King County ECC or directly from the Washington Emergency Management Department (EMD).

F. Defense Support of Civil Authorities

All defense related support will be coordinated through the KC ECC and the Washington EMD to access the Washington National Guard. Activation of the Washington National Guard requires 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 Washington EMD. DOD resources can only be utilized within the United States for incidents of national significance.

G. Law Enforcement Assistance

Law enforcement assistance may be available from the King County Sheriff's Office (KCSO). Requests for assistance will be submitted to the Shoreline Police Department for coordination with the KCSO. Mutual Aid can be requested of area Police Departments. The Washington State Patrol may also be available to assist the City's Police Department and should be coordinated through the Washington EMD or through the statewide mutual aid compact.

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.

V. INCIDENT MANAGEMENT ACTIONS**A. 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.

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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 Local 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.

B. 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, King County Emergency Coordination Center (KC ECC), Washington State Patrol and the Washington EMD, 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.

C. Activation

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Once the City is made aware of a threat or potential threat, the City Manager, 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 Local Emergency.

Designated staff will 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.

D. 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 mutual aid agreement and mutual orders of understanding. In the event of a Proclamation of Local 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. If resources are not available within Zone 1, the request can be made to KC ECC and/or the Washington EMD.

E. 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:

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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 Seattle-King County Public Health Department.

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.

F. 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

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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. The use of mutual aid, the King County Regional Disaster Framework, and WAMAS are all additional ways to garner resources for response activities.

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.

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 Local 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.

G. Recovery Actions

All recovery actions within the city will be coordinated as outlined in the City of Shoreline Disaster Recovery Plan. The City Manager will appoint a Recovery Coordinator to manage the City's recovery process prior to deactivation of the City's EOC. The EOC staff will prioritize recovery actions based on damage assessments and other information provided from the incident command posts throughout the city.

After the EOC is deactivated the City Manager will appoint a Recovery Task Force to assist the Recovery Coordinator with managing the ongoing aspects of recovery. The Task Force will be made up of key City staff people and

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representatives from key organizations and community groups who have vested interest in the community's recovery. The task Force duties are outlined in the City of Shoreline's Disaster Recovery Plan.

The City recognizes recovery as the development, coordination and execution of services, 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 King County Office of Emergency Management, Washington EMD, 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.

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.

H. 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 Washington EMD. In the event of a large scale disaster, the City will coordinate with the 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 Washington EMD to provide public assistance programs to the residents of Shoreline. If the disaster qualifies for a Presidential Disaster Declaration, 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;

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- 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.

In addition, City officials and the EOC staff will work with King County OEM and the Washington EMD to develop a long-term recovery strategy for the City.

I. Demobilization

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.

VI. Ongoing Plan Management and Maintenance

A. 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, and other preparedness requirements related to the CEMP.

B. Plan Maintenance

The Emergency Management Coordinator, under the direction of the Director of Emergency Management, will serve as the key person for the coordination of plan management and maintenance. The CEMP will be reviewed and updated

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periodically as required to incorporate new Presidential directives, legislative changes and procedural changes based on lessons learned from exercises and actual events, but at a minimum of every four years as specified in RCW 38.52. 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 ordinance 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 EMC will coordinate proposed modifications with primary and support departments and other stakeholders, as required. The EMC will coordinate review and approval for proposed modifications by the Director of Emergency Management, and submit revised/updated CEMP to WSEMD for review and filing.

C. 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.

VII. Appendices

A. Definitions

B. Acronyms

C. Authorities and References

D. Training, Drills and Exercises

E. Distribution List

F. Record of Changes

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Appendix A - 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).

ADJUTANT GENERAL – TAG or Adjutant General is the senior military officer and de facto commander of a state's military forces. In WA State they are the commander of all Washington Army and Air National Guard forces and Director of the state's Emergency Management and Enhanced 911 programs.

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

AERIAL RADIOLOGICAL MONITOR - A radiological monitor who utilizes aircraft and specialized aerial radiological instruments to acquire radiation exposure rate data on large areas at or between locations of special interest.

AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which 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 RCC definition).

AIR SEARCH AND RESCUE - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (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 incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

AMERICAN RED CROSS - Non-Profit organization that can provide Mass Care in disasters and/or emergencies. Also called Red Cross.

AMBULANCE STAGING: Designated parking area for patient transport vehicles. Operators and attendants will not leave their vehicles.

ANAEROBIC - Pertaining to a microorganism that can live and grow in the absence of oxygen.

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Appendix A - Definition

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

ALTERNATE CARE FACILITY: Location, preexisting or created, that serves to expand the capacity of a hospital in order to accommodate or care for patients when an incident overwhelms local hospital capacity. In an MCI, patients will be triaged and transported to the hospital not the ACF for definitive care.

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

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

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

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

BASE: Designated parking area for apparatus that are assigned a task or function during an incident.

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

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Appendix A - Definition

BIOLOGICAL WARFARE - The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

BLISTER AGENT (vesicants) - Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may produce lethalties, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

BLOOD AGENT - Cyanide-containing compounds that are absorbed into the body primarily by breathing. They poison the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA). All are highly volatile and therefore non-persistent even at low temperatures.

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

CATASTROPHE - An expected or unexpected event 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 disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

CACHE - A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

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

CENTRAL NERVOUS SYSTEM DEPRESSANTS - Compounds that have the predominant effect of depressing or blocking the activity of the central nervous system. The primary mental effects include the disruption of the ability to think, sedation, and lack of motivation.

CENTRAL NERVOUS SYSTEM STIMULANTS - Compounds that have the predominant effect of flooding the brain with too much information. The primary mental effect is loss of concentration, causing indecisiveness and the inability to act in a sustained, purposeful manner.

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Appendix A - Definition

CHAIN OF COMMAND - A series of command, control, executive, or management positions in hierarchical order of authority.

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN - A plan that spells out how an Army installation will handle chemical material events. This on-post plan must be integrated with off-post plans.

CHEMICAL AGENT - A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP) - The congressionally mandated program that requires the Army to dispose of all its unitary chemical agents by the year 2004. The preferred mode of disposition is on-post incineration.

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP) – A federally-funded program established by Congress in 1988 to provide the “maximum possible protection” for citizens near the nation’s eight chemical weapons storage sites, including the Umatilla Army Depot. This protection is provided through emergency planning, early warning systems and public education.

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

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

COLORED FLAGGING: A color coded identification system used to designate medical priority of patients during a Multiple Casualty Incident.

- Red Flagging (immediate)
- Yellow Flagging (delayed)
- Green Flagging (minor)
- Striped (black/white) Flagging (deceased)
- White Flagging (decontaminated/clean patient)

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

COMMUNITY PICK-UP POINT – Location where government transportation dependent evacuees congregate in their local or neighborhood areas to access short haul transportation to convey them to the embarkation site.

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COMPANION ANIMAL - not a legally defined, but is accepted as another term for pet.

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

CONFINED SPACE - Space large enough for a body to work with limited entry and egress. Not designed for continuous habitation.

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.

CONSEQUENCE MANAGEMENT - Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses and individuals.

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

COORDINATE - To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

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

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

CUTANEOUS - Pertaining to the skin.

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

DEBARKATION SITE – Site designated to receive government transportation dependent evacuees. A debarkation site may be designated as air, rail, bus or maritime, as required. Evacuee's arrival at the debarkation site may be noted in the tracking system being used for the evacuation.

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DEFENSE COORDINATING OFFICER (DCO) - 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.

DEFENSE SUPPORT OF CIVIL AUTHORITIES – DSCA is the process by which United States military assets and personnel can be used to assist in missions normally carried out by civil authorities.

DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION

CENTER - Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

DEPARTMENT OF NATURAL RESOURCES EMERGENCY OPERATIONS ADMINISTRATOR - The individual with the primary responsibility for the operations of the Department of Natural Resources Emergency Coordination Center and the mobilization of department assets.

DEPLETED URANIUM AD-38 - Uranium with a concentration of Uranium-235 smaller than that found in nature (0.711 percent). It is largely a byproduct ("tails") of the Uranium enrichment process. This material is essentially not harmful to human health. It is often found in aircraft as counterweights and in boats as ballast material. It is also used in anti-tank or armor-piercing ammunition to enhance penetration.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER - An event 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.

DISASTER MEDICAL CONTROL CENTER - The DMCC (also known as Hospital Control) is the Hospital responsible for providing Transport with a coordinated distribution of patients to area hospitals based on patient needs and the hospitals capabilities. For the purpose of this plan, Harborview Medical Center will be the primary DMCC for King County with Overlake Hospital as the backup.

DISASTER RECOVERY CENTER (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief

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organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

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

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 Federal Emergency Management Agency.

DOSIMETER - A radiation detection device that can measure accumulated radiation dose. The device could be a film badge, thermo luminescent dosimeter (TLD), or an electrostatic pocket dosimeter. Different dosimeter designs are required to measure gamma radiation, neutron radiation, etc.

ECONOMIC RECOVERY - Involves economic impact assessment to the City and the business community, support to small businesses from federal and other sources, and economic revitalization planning;

EMBARKATION SITE – Evacuation support location providing reception, mass care (nourishment and hydration), sanitation (including accessible restrooms), first aid, processing, and vehicle staging and boarding areas. In addition, there must be a pet processing area, outdoor pet recreation and sanitation areas, and separate areas within the facility for household pets and their owners.

EMERGENCY - An expected or unexpected event involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.

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.

EMERGENCY MANAGEMENT or COMPREHENSIVE 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, prepare for, respond to, and recover

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from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY MEDICAL SERVICES - This term refers to medical treatment and care that may be rendered at the scene or any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility, including ambulance transportation between medical facilities. (RCW 70.168.015)

EMERGENCY PLANNING ZONES (EPZs) - The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the event of a radiological or chemical emergency. In Washington State the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are associated with nuclear and chemical storage facilities.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENDOGENOUS - Produced or originating from within the cell or organism. Concerning spore formation within the bacterial cell.

ENGINEER - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

ENRICHED URANIUM - Uranium in which the abundance of the Uranium-235 isotope has been increased above the natural amount (0.711 percent), Uranium-235.

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EVACUATION COORDINATION TEAM – The mission of the Evacuation Coordination Team is to provide for the protection of life or property by removing endangered persons and property from potential or actual disaster areas of less danger through the successful execution of evacuation procedures. (NIMS)

EVACUATION LIAISON TEAM – Provides support in State and local emergency response efforts by compiling, analyzing, and disseminating traffic-related information that can be used to facilitate the rapid, efficient, and safe evacuation of threatened populations. Primarily operates in the State or local EOC as an extension of ESF #1 – Transportation. (NIMS)

EVACUATION - Evacuation can be defined as the removal of persons from the area at risk prior to, during, or after an emergency's impact.

EVACUEE – A member of a region or area that has been advised to leave a threatened or affected area.

EVIDENCE SEARCH - An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

EXOTIC ANIMAL - any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope, anteaters, kangaroos, water buffalo, and species of foreign domestic cattle such as Ankole, Gayal, and Yak.

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

EXTRACTION: The process of moving patients out of the hot zone to the treatment and transport areas.

EXTRICATION: The process of removing a patient from an entrapment.

FALLOUT PROTECTION FACTOR (FPF) - Fallout Protection Factor is a numerical factor (ratio) of gamma radiation exposure at an unprotected location to exposure at a protected location. It is a calculated value suitable as an indicator of relative protection.

FEDERAL COORDINATING OFFICER (FCO) - 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.

FARM ANIMAL - any domestic species of cattle, sheep, swine, goats, llamas, or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management,

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production efficiency, or for improving the quality of food or fiber. This term also includes animals such as rabbits, mink, and chinchilla when they are used solely for purposes of meat or fur, and animals such as horses and llamas when used solely as work and pack animals.

FEDERAL - Of or pertaining to the Federal Government of the United States of America.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency 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 MANAGEMENT AGENCY-STATE AGREEMENT - A formal legal document between Federal Emergency Management Agency and the affected state that describes the understandings, commitments, and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the Federal Emergency Management Agency Regional Director and the Governor. The agreement establishes the disaster incident period, the state and local jurisdiction commitment, and the financial grant requirements as administered by Federal Emergency Management Agency through the state.

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

FEDERAL INFORMATION PROCESSING STANDARD (FIPS) - Pre-assigned numbers by the Federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but

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affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FIELD 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.

FIELD TREATMENT SITE: Area designated or created by emergency officials for the congregation, triage, medical treatment, holding, and/or evacuation of casualties following a multiple casualty incident.

FIELD TRIAGE: The process of rapidly categorizing a large number of patients according to their severity of injury in order to prioritize their extrication and/or extraction to the treatment area. Various forms of triage used to determine the severity of a patients injuries and condition. Examples are:

- **ABC Field Triage:** An algorithm which allows for the rapid categorization of patients dependant on the assessment of Awake, Breathing, and Circulation.
- **RPM Triage:** A form of triage that has the first responders evaluate a patient's status based on Respirations, Pulse, and Mentation.
- **Sacco Triage:** Triage system which incorporates the Injury Severity Score to define patients according to surgery survivability, not just their basic vital signs.
- **Sick/ Not Sick:** The Sick/Not Sick approach to triage utilizes the EMT's knowledge and experience to rapidly evaluate a patient's physiological status. The sick patient is categorized as Red. The not sick patient is considered Green if they are able to get up and walk on their own, and Yellow if they have injuries preventing moving themselves. (Seattle/ King County 2010 EMT Patient Care Guidelines) It is understood that the Sick/Not Sick model encompasses the ABC, START, RPM, and other triage systems used to determine the patient's severity and transport priority.
- **START Triage:** An acronym for **Simple Triage and Rapid Treatment**, and is defined as being a method that first responders use to effectively and efficiently evaluate all of the victims during a mass casualty incident

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

FIRE SERVICES DEFENSE REGIONS - One of nine regions within the state responsible to the development and maintenance of Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) consistent with local plans and with WSFSRMP, CEMP, and ICS. Administers the WSFSRMP as it applies within the region, maintains local liaisons, and maintains inventories of equipment.

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FIRESET - The system of components in a nuclear weapon that converts (if necessary), stores, and releases electrical or chemical energy to detonate weapon when commanded by the fusing system.

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

FISSILE MATERIAL - An isotope that readily fissions after absorbing a neutron of any energy, either fast or slow. Fissile materials are Uranium-235, Uranium-233, Plutonium-239 and Plutonium-241. Uranium-235 is the only naturally occurring fissile isotope.

FISSION - The splitting of the nucleus of a heavy atom into two lighter nuclei. It is accompanied by the release of neutrons, X-rays, gamma rays, and kinetic energy of the fission products.

FISSION WEAPON - A nuclear warhead whose material is Uranium or Plutonium that is brought to a critical mass under pressure from a chemical explosive detonation to create an explosion that produces blast, thermal radiation, and nuclear radiation through fission. The complete fission of one pound of fissionable materials has a yield equivalent to 8,000 tons of TNT.

FOOD ACCESS CONTROL POINT (FACP) - An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

FOREST FIRE - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

FORMALIN - A watery solution of 37 percent formaldehyde.

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 - Activities 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.

FUNCTIONAL NEEDS SUPPORT SERVICES – Defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes:

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- Reasonable modification to policies, practices, and procedures
- Durable medical equipment (DME)
- Consumable medical supplies (CMS)
- Personal assistance services (PAS)
- Other goods and services as needed
- Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment.

FUSION - The opposite of fission, in which two light nuclei atoms deuterium and/or tritium combine to form a heavier nucleus with the release of a substantial amount of energy. Extremely high temperatures, resulting in highly energetic, fast moving nuclei, are required to initiate fusion reactions,

FUSION WEAPON - Two stage nuclear warhead containing fusion materials, such as Deuterium and Tritium, that are brought to critical density and temperature conditions by use of a primary fission reaction in order to initiate and sustain a rapid fusion process. This process in turn creates an explosion that produces blast, thermal radiation, and nuclear radiation. This type of device is commonly known as hydrogen bomb and thermonuclear weapon.

GAMMA RADIATION - High-energy electromagnetic radiation emitted by nuclei during nuclear reactions or radioactive decay. These rays have high energy and a short wave length. Shielding against gamma radiation requires thick layers of dense materials, such as lead. Gamma rays or radiation are potentially lethal to humans, depending of the intensity of the flux.

GOVERNMENT TRANSPORTATION DEPENDENT EVACUEE – A member of a region or area who has been advised to leave a threatened or affected area and who, by choice or other reasons, is not able to provide their own transportation for evacuation and must rely upon government provided transportation to exit the danger zone.

GOVERNOR’S AUTHORIZED REPRESENTATIVE (GAR) - The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

GREEN PATIENT AREA - An area dedicated for congregation, treatment, and care of patients with minor injuries. Designated as a separate area from Treatment due to the large number of potential patients and the special considerations they may need such as shelter, food and restroom facilities. Depending on the type of incident they may also be considered witness/suspects and require police presence.

G-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1930’s. Examples are tabun (GA), sarin (GB), soman (GD), and GF.

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GUN-TYPE WEAPON - A gun-barrel-shaped device in which two or more pieces of fissionable material, each less than a critical mass, are brought together very rapidly so as to form a supercritical mass that can explode as the result of a rapidly expanding fission chain reaction.

HAZARD - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

HANFORD SITE - A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

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.

HEMORRHAGIC - Pertaining to or marked by an abnormal, severe internal or external discharge of blood.

HEMORRHAGIC FEVER - Any of a diverse group of diseases characterized by a sudden onset of fever, aching, bleeding in the internal organs, petechiae, and shock. They include Ebola, Lassa, and Marburg viruses.

HIGH (LOW) ANGLE RESCUE - Using rope and other associated rescue devices in above- and below grade situations.

HIGH-LEVEL WASTE (HLW) - Nuclear power plant waste that is very radioactive. This waste is usually (1) irradiated (spent) reactor fuel; (2) liquid waste resulting from the operation of the first cycle solvent extraction system and the concentration wastes from subsequent extraction cycles, in a facility for reprocessing irradiated reactor fuel; and (3) solids into which such liquid wastes have been converted. Most HLW in the United States is spent fuel discharged from commercial nuclear power reactors, but there is some reprocessed HLW from defense activities and a small quantity of reprocessed commercial HLW.

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

HOST DURATION – Short term – up to two weeks; intermediate – two to 12 weeks; indefinite – 12 weeks to a year or more.

HOST STATE – A state that, by agreement with an impact-State or FEMA, is providing evacuation and sheltering support to individuals from another State that has received a Presidential emergency or major disaster declaration due to an incident.

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HOUSEHOLD PET – A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is typically kept in the home for companionship rather than commercial purposes, can travel in commercial carriers, and be sheltered in temporary facilities.

HUMAN NEEDS RECOVERY - Encompasses disaster-related community outreach, long-term housing, health (physical and mental), human services, assistance to non-profit agencies, and problem-solving to address unusual circumstances generated by the disaster for which no existing programs provide assistance.

IMMEDIATE RESPONSE ZONE (IRZ) – The planning zone immediately surrounds each Army CSEPP installation. Generally, it extends to about 6 miles from the installation's chemical storage area. At some installations it extends to about 9 miles.

IMPLOSION WEAPON - A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure has its volume suddenly reduced by compression - a step accomplished by using chemical explosives - so that it becomes supercritical, producing a nuclear explosion.

INCAPACITATING AGENTS - Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, such treatment does speed recovery.

INCIDENCE – Frequency of disease occurrence.

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 COMMAND SYSTEM (ICS)

- a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).
- b. An equivalent and compatible all-hazards, on-scene, functional management system.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

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

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

INDUSTRIAL AGENTS - Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured, primarily, for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chlorine, chloropicrin, and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

INFRASTRUCTURE RECOVERY - Includes repair and reconstruction of the physical plant – facilities, infrastructure, utilities, communications and other life-line services;

INFECTIOUS - Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

INGESTION - The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

INGESTION EXPOSURE PATHWAY - When human beings are exposed to radioactive or hazardous materials from a facility through consumption of water and foodstuffs, including dairy products. Emergency planning and protective actions are designed in part to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility.

INGESTION PLANNING ZONE (IPZ) – Per Integrated Plan it is the Ingestion Exposure Pathway Emergency Planning Zone. Ingestion exposure pathway is the potential pathway of radioactive materials to the public through consumption of radiological contaminated water, food crops, or dairy products. This planning zone extends 50 miles in radius from the nuclear power plant.

INHALATION - The act of drawing breath, vapor, or gas into the lungs.

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

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

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

IMPACT STATE – A state that has received a Presidential emergency or major disaster declaration.

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.

IRRADIATION - Exposure to neutrons in a nuclear reactor or more generally, exposure to any source of radiation.

JOINT FIELD OFFICE (JFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Joint Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and the State Coordinating Officer (SCO) and support staff.

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

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

JURISDICTION: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

LAND SEARCH AND RESCUE - See SEARCH AND RESCUE.

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

LESION - An injury or wound. A single infected patch in a skin disease.

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LIQUID AGENT - A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

LOCAL DIRECTOR - The director or designee of a county or municipal emergency management agency jurisdiction.

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

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

LONG TERM RECOVERY - There can be no definitive time period for short or long-term recovery as the process is dictated by the type and scope of event. Typically a moderate incident may require 6 - 12 months to bring circumstances back to normal functionality. Long-term recovery involves

1. permanent repair and reconstruction of infrastructure, facilities, or property,
2. area specific or city-wide redevelopment planning,
3. economic and business recovery, and
4. Social/community restoration.

LYMPHATIC - Of or pertaining to the alkaline fluid found in the lymphatic vessels

MASS CASUALTY INCIDENT - Sometimes called a Multiple Casualty Incident, an MCI is an event resulting from man-made or natural causes which results in illness and/or injuries which exceed the Emergency Medical Services (EMS) capabilities of a locality, jurisdiction and/or region.

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, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance... in alleviating the damage, loss, hardship, or suffering caused thereby.

MARINE MAMMAL - any mammal which (A) is morphologically adapted to the marine environment (including sea otters and members of the orders Sirenia, Pinnipedia and Cetacea), or (B) primarily inhabits the marine environment (such as the polar bear); and, for the purposes of this chapter, includes any part of any such marine mammal, including its raw, dressed, or dyed fur or skin. Under the Marine Mammal Protection Act of 1972 (as amended in 1994).

MCI RESPONSE - Varied level of resources dispatched to an incident dependent upon the nature of the incident, the number of patients, and their severity of injury.

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MCI UNIT - A mobile unit, which contains large quantities of medical supplies that can be dispatched to a scene of an MCI. MCI units typically treat 50 or more patients.

MEDICAL CONTROL - Will be provided by county pre-hospital patient care protocols. "Pre-hospital patient care protocols" means the written procedures adopted by the county Medical Program Director (MPD) which direct the out-of-hospital emergency care of the emergency patient. These procedures shall be based upon the assessment of the patient's medical needs and what treatment will be provided for emergency conditions.

MULTIPLE CASUALTY INCIDENT - An incident resulting from man-made or natural causes with associated illness or injury to a large number of people. The effect is that patient care cannot be provided immediately to all and resources must be managed.

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

MEDICAL NEEDS SHELTERING - These are shelters or components of shelters for individuals who require sustained assistance (or supervision) for medical needs, but do not have an acute condition requiring hospitalization. This is a subset of access and functional needs populations.

MEDICAL STAGING - An area established to maintain medical supplies, personnel and equipment. The Medical Staging Area will not be necessary at all incidents. When it is indicated, Medical will assign a Medical Staging Manager

MILITARY DEPARTMENT - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

MILITARY ASSISTANCE TO SAFETY AND TRAFFIC - MAST or Military Assistance to Safety and Traffic is a cooperative program of the Department of Defense, the Department of Transportation and the Department of Health, Education and Welfare. MAST provides military helicopter ambulance to transport civilian medical emergencies. MAST is a supplement to your local emergency medical service system and is used only when there is a life-threatening situation in which time is a major factor to save a life. Fort Campbell will not compete with any civilian organization. If a mission can be completed by a civilian organization, the mission must be turned down by that organization before MAST is called.

MILITARY SUPPORT OF CIVIL AUTHORITIES - Those activities and measures taken by the DOD Components to foster mutual assistance and support between the Department of Defense and any civil government agency in planning or preparedness for, or in the application of resources for response to, the consequences of civil emergencies or attacks, including national security emergencies.

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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 occur under the direction and control of an authorized official.

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

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

MORTALITY - The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

NATIONAL CONTINGENCY PLAN (NCP) - "The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

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

NATIONAL INTERAGENCY COORDINATION CENTER (NICC) - The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

NATIONAL INCIDENT MANAGEMENT SYSTEM – A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources

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(including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

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

NATIONAL RESPONSE FRAMEWORK - Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

NATIONAL RESPONSE PLAN (NRP) - Renamed National Response Framework (NRF).

NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC) - Advisory committee that reviews 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) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

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

NATURAL URANIUM - Uranium as found in nature, containing about 0.711 percent of Uranium-235, 99.283 percent of Uranium-238, and a trace (0.0006 percent) of Uranium-234. It is mined as an ore in various regions of the world and is relatively inexpensive.

NEBULIZER - A device for producing a fine spray or aerosol.

NEUROLOGIC - Adjective relating to the branch of medicine that deals with the nervous system and its diseases.

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NEUROMUSCULAR - Concerning both nerves and muscles

NEUROTOXIN - A substance that attacks nerve cells.

NERVE AGENT - Organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD), and VX.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - The provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NON-PERSISTENT AGENT - An agent that, upon release, loses its ability to cause casualties after 10-to-15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

NUCLEAR EMERGENCY SEARCH TEAM (NEST) - A U.S. 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.

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.

ORGANOPHOSPHOROUS COMPOUND - A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (Malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

PATIENT CARE PROCEDURES - The written operating guidelines adopted by the regional emergency medical services and trauma care council, in consultation with the local emergency medical services and trauma care councils, emergency communication centers, and the emergency medical services medical program director, in accordance with statewide minimum standards. The patient care procedures shall identify the level of medical care personnel to be

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dispatched to an emergency scene, procedures for triage of patients, the level of trauma care facility to first receive the patient, and the name and location of other trauma care facilities to receive the patient should an interfacility transfer be necessary. Procedures on interfacility transfer of patients shall be consistent with the transfer procedures in chapter [70.170](#) RCW.

PUGET SOUND REGION - For the purposes of this plan, the Puget Sound region is defined as the Seattle Urban Area (UA)/Combined Statistical Area (CSA), which includes the eight Puget Sound counties (Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish, Thurston) and selects major cities located therein.

PATHOGEN - Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

PATHOGENIC AGENTS - Biological agents capable of causing serious disease.

PERSISTENT AGENT - An agent that upon release retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

PET ANIMAL - any animal that has commonly been kept as a pet in family households in the United States such as dogs, cats, guinea pigs, rabbits, and hamsters. This term excludes exotic animals and wild animals.

PLAGUE - A disease caused by *Yersinia pestis*, which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the later being the most common result of a bioterrorist event. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue; muscle aches and coughs progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

PLUME - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

POINT-OF-DISTRIBUTION SYSTEM (PODS) - Points of Distribution are centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities usually include shelf stable food and water

POINT-SOURCE DELIVERY SYSTEM - A delivery system in which the biological agent is dispersed from a stationary position. This delivery method results in coverage over a smaller area than with the line-source system. (See also "Line-Source Deliver System.")

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POP-UP SHELTER – A spontaneous shelter with no pre-established resources or trained volunteers.

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 PDA is documented through surveys, photographs, and other written information.

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

PRE-HOSPITAL - Means emergency medical care and transportation rendered to patients prior to hospital admission or during interfacility transfer by licensed ambulance or aid service under chapter 18.73 RCW, by personnel certified to provide emergency medical care under chapters 18.71 and 18.73 RCW or by facilities providing Level V trauma care services as provided for in this chapter. (RCW 70.168.015)

PRE-HOSPITAL PATIENT CARE PROTOCOLS - The written procedures adopted by the emergency medical services medical program director which direct the out-of-hospital emergency care of the emergency patient, which includes the trauma patient. These procedures shall be based upon the assessment of the patient's medical needs and what treatment will be provided for emergency conditions. These protocols shall meet or exceed statewide minimum standards developed by the department in rule as authorized in chapter 70.168 RCW.

PRE-HOSPITAL TRAUMA CARE SERVICES - means agencies that are verified to provide pre-hospital trauma care. (WAC 246-976-010)

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

PRESIDENTIAL DECLARATION - 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 Federal Emergency Management Agency preliminary damage assessments.

PRIMARY AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

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PRIVATE BRANCH EXCHANGE (PBX) - A telephone switch system owned and operated by the user.

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

PROJECT WORKSHEET 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 Project Worksheets. Used in conjunction with Presidential Disaster Declaration.

PROPHYLAXIS - Observance of rules necessary to prevent disease. Protective treatment for or prevention of disease.

PROTECTION - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

PROTECTIVE ACTION DECISION (PAD) - An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

PROTECTIVE ACTION RECOMMENDATION (PAR) - A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

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

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

PULMONARY - Concerning or involving the lungs.

Q FEVER - A disease caused by the rickettsia *Coxiella burnetii* that is characterized by fever, malaise, and muscular pains. The average incubation period is 2 to 3 weeks but may be less depending on the dose. Q-fever is rarely transmitted from person to person. Antibiotics are necessary for treatment.

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

RADIOGRAPHIC - Adjective relating to the process of producing an image on a radiosensitive surface like photographic film with radiation other than visible light, especially by x-rays passed through an object.

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RADIOLOGICAL CALIBRATION - A procedure utilizing radioactive sources for establishing the accuracy of radiological instruments.

RADIOLOGICAL CONTAMINATION - Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

RADIOLOGICAL COUNTERMEASURES - Protective actions to reduce the effects of any nuclear incident, including fallout, upon the population. Example: decontamination.

RADIOLOGICAL PROFILE (RADPRO) - A microcomputer-based file containing records from each of the local jurisdictions that have a radiological defense system. Each record has 38 data fields containing specific information about the jurisdiction. The file is maintained by the state Radiation Safety Officer.

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 an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up 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.

RECOVERY

- a. 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, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
- b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

RECOVERY and 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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RECOVERY RESOURCE GROUP (RRG) – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state, and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

REGIONAL DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY (RD) - The individual in the federal government who responds to the Governor's request for a Presidential declaration by organizing and coordinating the preliminary damage assessment, makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

REGIONAL – For this plan, 'regional' refers to the eight county region whose footprint this plan covers - Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish, and Thurston counties, and the tribal jurisdictions and cities and towns within those counties.

REGIONAL CATASTROPHIC AGREEMENT - An inter-jurisdictional agreement that is made between governments or organizations, either public or private, to provide aid and assistance during emergency situations where resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

REGIONAL RESPONSE REGIONS - The Washington State homeland security planning and coordination structure is divided into nine (9) regions. These regions mirror the State's public health regions. The regions are made up of one or more counties that include cities, towns, and tribal nations within regional geographical boundaries. This regional configuration was implemented to distribute Federal grant funds, develop emergency responder equipment priority lists, plan and execute training and exercise programs, create regionally based mutual aid plans, and develop volunteer infrastructure to support citizens' involvement in homeland security initiatives. Operations and physical resources are maintained at the local jurisdiction (county, city, and tribal) level, and coordination and planning are facilitated at the regional level.

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

RECEPTION PROCESSING SITE – Site established to track and process government transportation dependent evacuees; provide mass care services; assign evacuees to congregate care facilities; provide for health screening; provide for the general support of other needs. Reception Processing Sites may or may not be co-located with a Point of Debarkation.

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REPROCESSED URANIUM - Uranium that has been recovered from spent fuel rods. It typically contains small amounts of Uranium-234 and Uranium-236 in addition to Uranium-235 and Uranium-238.

RESCUE COORDINATION CENTER (RCC)

- a. (Federal) - A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).
- b. (State) - An extension of the state Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state, and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

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

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) - The act that 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 state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

ROENTGEN MAN EQUIVALENT (REM) - The unit of exposure expressed as dose equivalent. The amount of ionizing radiation needed to produce the same biological effect as one roentgen of high-penetration x-rays.

ROUTE OF EXPOSURE (Entry) - The path by which a person comes into contact with an agent or organism; for example, through breathing, digestion, or skin contact.

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. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

SELF-EVACUEE – A member of a region or area who has been directed to leave a threatened or affected area and is able to provide their own transportation for evacuation without requesting government transportation assistance.

SELF-PROTECTION MONITORING - A capability that provides for the personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recovery operations.

SERVICE ANIMAL - any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can do this work. (American with Disabilities Act, 1990)

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

SHORT-TERM RECOVERY - Involves

1. immediate restoration of services and government functions as well as
2. Assistance to residents in resuming essential life activities.

Activities may include: sheltering, debris clearance, damage/impact assessment, temporary service provision, and traffic control, temporary space for displaced government/business/community functions, public information, inspections and permitting for repairs, volunteer and donations management, and initiation of state/federal assistance programs. Immediate mental health, public health or other community issues may also be addressed.

SITUATIONAL ASSESSMENT REPORT - Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

SITUATIONAL AWARENESS - The ability to identify, process, and comprehend the critical elements of information about an incident.

SMALLPOX - An acute, highly contagious, sometimes fatal, disease caused by Variola Major Virus. Symptoms include a high fever and successive stages of severe widespread skin eruptions (papules) that eventually blister, suppurate, and form pockmarks. Smallpox can be spread by direct contact or through the airborne route.

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SOCIAL ANIMAL - often animals that did not complete service animal/service dog training due to health, disposition, trainability, or other factors, and are made available as pets for people who have disabilities. These animals might or might not meet the definition of service animals. There is no legal definition.

SPILL RESPONSE - All actions taken in carrying out the Washington State 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.

SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

STAFFORD ACT - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist incidents.

STAGING - Location where incident personnel and equipment are assigned on an immediately available status.

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 efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

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

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STRUCTURAL COLLAPSE - Structures whose ability to remain self-supporting have been compromised.

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.

SURGE/INCREASED READINESS - A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, Civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during, and after the initiation of a civil defense surge and may be part of it. Surge may be thought of as a federally supported enhanced form of increased readiness.

SURVIVABLE CRISIS MANAGEMENT (SCM) - The operational capability to survive a catastrophic disaster and be able to direct, control, and coordinate emergency operations within the state and in coordination and cooperation with other states and the federal government.

SYNDROME - A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological, or biochemical peculiarity. Provides a frame of reference for investigating an illness.

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.

TEAR (riot control agents) - Produce irritating or disabling effects that rapidly disappear within minutes after exposure ceases

TERRORISM - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

THERAPY ANIMAL - not legally defined by federal law, but some states have laws defining therapy animals. They provide people with constant contact with animals but are not limited to working with people who have disabilities. They are usually the personal pets of their handlers and work with their handlers to provide services to others. Federal laws have no provisions for people to be accompanied by therapy animals in places of public accommodation that have "no pets" policies. Therapy animals are not usually service animals.

THERMONUCLEAR WEAPON - A nuclear weapon (also referred to as a hydrogen bomb) in which the main contribution to the explosive energy results from fusion of light nuclei such as

Deuterium and Tritium. The high temperatures required for such fusion reactions are obtained by means of an initial fission explosion.

THREAT - An indication of possible violence, harm, or danger.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. 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.

TOXICITY - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

TOXINS - A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae, and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation. Some examples of toxins include:

BOTULINUM TOXIN - Produced by the bacterium *Clostridium botulinum* and is one of the most lethal compounds known. There are three forms of botulism – food borne (the classic form), wound, and intestinal (infant and adult) botulism. The site of toxin production is different for each of the forms but all share the flaccid descending paralysis. In its natural form, botulism toxin is most often found in improperly canned or undercooked foods. Ventilatory assistance is required for recovery and if available administration of the botulism antitoxin can aid treatment.

RICIN - A toxin made from the processing of Castor beans for oil. Symptoms of ricin poisoning would result about 3 hours after exposure through inhaling, ingesting or injecting and would cause cough, tightness of the chest, difficulty breathing, nausea and muscle aches. This could progress to death within 36-48 hours from respiratory or circulatory collapse. No vaccine or anti-toxins are available, only supportive treatment.

SAXITOXIN - A potent neurotoxin produced by certain dinoflagellates that accumulate in shellfish feeding on these organisms and consequently causes paralytic shellfish poisoning in human beings who eat the contaminated shellfish. Development of this illness is extremely rapid with initial symptoms such as numbness or tingling in the lips, tongue and fingertips followed by a general lack of muscle coordination. At high doses death from respiratory paralysis may occur within less than 15 minutes.

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix A - Definition

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

TREATMENT AREA: The designated area for the collection and treatment of patients.

- Red: an area where patients require immediate assistance
- Yellow: an area where patient injuries are serious (delayed) but not life-threatening
- Green: an area where patients with minor injuries are kept

TRANSFER POINT – A location used to change vehicle operators and/or transfer evacuees and luggage from one vehicle or mode of transportation to another. A transfer point incorporates all necessary logistical support.

TRAUMA - A major single or multisystem injury requiring immediate medical or surgical intervention or treatment to prevent death or permanent disability. (RCW 70.168.015)

TRENCH RESCUE - Narrow excavation below the surface of the earth where the depth is greater than the width at the bottom.

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

TRIBAL GOVERNMENT (TRIBES) - Authorized representatives of Federally Recognized Tribes that are sovereign governments within the United States. Within Washington State, Tribes interface with the State during disasters in a very similar manner as other types of local government with respect to seeking supplemental response and recovery support.

TRIGGER LIST - A list of sensitive items to which export controls are to be applied. The Zangger Committee (INFCIRC 209) and the Nuclear Supplier Group (INFCIRC 254) each have trigger lists.

TULAREMIA - A disease caused by the bacterium *Francisella tularensis* that is characterized by an abrupt onset of fever, chills, headaches, muscle aches and non-productive cough. The average incubation period is 3 to 5 days but can range from 1 to 21 days. Tularemia is usually transmitted occupationally to humans through infected animals, animal products or tick bites. Tularemia is not transmitted from person to person. Antibiotics are necessary for treatment.

UMATILLA CHEMICAL DEPOT (UMCD) - A United States Army ordnance storage facility located in northeastern Oregon formerly known as Umatilla Depot Activity (UMDA). The Depot has been operated since 1942 as a storage site for conventional Army ammunition, bombs, artillery shells, and landmines. It is now a storage site for unitary and binary chemical weapons and agents.

UNIQUE IDENTIFIER NUMBER: Number preprinted on a band or bracelet to assist in tracking patient throughout the incident from initial entry to final disposition

UNPROTECTED LANDS - Lands that are not protected by any fire suppression agency. (There is private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.)

URANIUM DIOXIDE - The chemical form of Uranium that is most commonly used in power reactors. Also known as "Brown Oxide," even though it is nearly black when pressed into pellets.

URANIUM OXIDE - The generic name for a group of uranium compounds that includes Uranium Dioxide (UO_2 , Brown Cycle), Uranium Trioxide (UO_3 , Orange Cycle), Uranus-Uranium Oxide (U_3O_8 , Black Cycle), and Uranium Peroxide ($UO_4 \cdot 2H_2O$).

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

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

URBAN SEARCH AND RESCUE TASK FORCE - A 62 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.

V-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1950s. They are generally persistent. Examples are VE, VG, VM, VS, and VX.

VACCINE - A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

VAPOR AGENT - A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air the cloud will rise and disperse more quickly.

VENEZUELAN EQUINE ENCEPHALITIS (VEE) - VEE is a mosquito-borne arbovirus. In nature, VEE is infects animals and is transmitted to humans through mosquitoes that have fed on the infected animals. The disease is characterized by sudden onset of headache, chills and fever, nausea and vomiting, muscle and bone aches, and encephalitis occurring in a very small portion of cases.

VENOM - A poison produced in the glands of some animals such as snakes, scorpions, and bees.

Shoreline Comprehensive Emergency Management Plan (CEMP)

Basic Plan

Appendix A - Definition

VESICLE - A blister-like, small elevation on the skin containing fluid or a small sac or bladder containing fluid. Vesicles may vary in diameter from a few millimeters to a centimeter. They may be round, transparent, opaque, or dark elevations of the skin.

VIRUS - An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell. Some examples include:

VITRIFICATION - The solidification process to bind hazardous waste indefinitely. Hazardous waste is melted with a mixture of sand and reground fusing materials (a frit) to form a glass for ease of handling and storage.

VOLATILITY - A measure of how readily a substance will vaporize.

VOMITING AGENTS - Produce nausea and vomiting effects can also cause coughing sneezing, pain in the nose and throat, nasal discharge, and tears.

WASHINGTON PUBLIC POWER SUPPLY SYSTEM (Name changed to Energy Northwest in 1999) - A public corporation planning the construction and operation of three nuclear facilities in the state of Washington. Two facilities (WNP-1 and WNP-2 – Name changed to Columbia Generating Station) are located on land leased from the United States Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. Columbia Generating Station is the sole operating plant.

WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) - State level emergency public information may be established, provided to media and public, and Managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

WATER RESCUE - Locating and removing persons from moving or standing bodies of water (to include ice, salt and fresh) both surface and subsurface.

WEAPONS GRADE MATERIAL - Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent Uranium-235 or Plutonium with greater than about 90 percent Plutonium-239.

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

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Appendix A - Definition

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

WILDLAND - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

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

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

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

YELLOWCAKE - A concentrated form of Uranium ore known as Uranium Diuranate.

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix B - Acronyms

AAR	After-Action Review
ACF	Alternate Care Facility
ACS	Auxiliary Communications Services
ADMIN	Administrative Services Department
ALS	Advanced Life Support
AMR	American Medical Response
APHIS	Animal and Plant Health Inspection Service
ARC	American Red Cross (Also called Red Cross)
BLS	Basic Life Support
CAN	Coordinated Assistance Network
CB	Citizens Band Radio
CBO	Community-Based Organization
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CRT	Community Response Team
CFO	Chief Financial Officer
CI/KR	Critical Infrastructure/Key Resources
CISD	Critical Incident Stress De-briefing
CMC	Crisis Management Coordinator
CMO	City Manager's Office
CNMI	Commonwealth of the Northern Mariana Islands
CONPLAN	U.S. Government Interagency Domestic Terrorism Concept of Operations Plan
CSG	Counterterrorism Security Group
CW	Continuous Wave (Also known as Morse Code)
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DEST	Domestic Emergency Support Team
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMC	Disaster Medical Control
DMP	Donation Management Plan
DML	Donations Management Leader
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix B - Acronyms

DOS	Department of State
DOT	Department of Transportation
DPA	Defense Production Act
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSCA	Defense Support of Civil Authorities
DTRIM	Domestic Threat Reduction and Incident Management
EAS	Emergency Assistance Personnel or Emergency Alert System
ECC	Emergency Coordination Centers
EOC	Emergency Operations Center
EMAC	Emergency Management Assistance Compact
EMTALA	Emergency Medical Treatment and Labor Act
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPLO	Emergency Preparedness Liaison Officer
EPR	Emergency Preparedness and Response
ERL	Environmental Research Laboratories
ERT	Environmental Response Team (EPA)
ERT-A	Emergency Response Team—Advance Element
ERT-N	National Emergency Response Team
ESF	Emergency Support Function
ESFLG	Emergency Support Function Leaders Group
EST	Emergency Support Team
FAS	Freely Associated States
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FDOC	Fire Department Operation Center
FEMA	Federal Emergency Management Agency
FIRST	Federal Incident Response Support Team
FLSA	Fair Labor Standards Act
FMC	Federal Mobilization Center
FNS	Food and Nutrition Service
FOC	FEMA Operations Center
FOG	Field Operations Guide
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
FTS	Field Treatment Site
GAR	Governor’s Authorized Representative
GIS	Geographical Information System
GSA	General Services Administration
HHS	Department of Health and Human Services
HIPPA	Health Insurance Portability and Accountability Act
HMC	Harborview Medical Center

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix B - Acronyms

HMP	Hazard Mitigation Plan
HQ	Headquarters
HR	Human Resources Department
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IAIP	Information Analysis and Infrastructure Protection
IA	Interlocal Agreements
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
INRP	Initial National Response Plan
IOF	Interim Operating Facility
ISAO	Information-Sharing and Analysis Organization
ISDN	Integrated Services Digital Networking
IT	Information Technology
IWN	Integrated Wireless Network
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
LTC-MAP	Long Term Care Mutual Aid Plan
KCECC	King County Emergency Coordination Center
KCDOT	King County Department of Transportation
KCOEM	King County Office of Emergency Management
KCSO	King County Sheriff's Office
MAA	Mutual Aid Agreements
MAC Entity	Multiagency Coordinating Entity
MACC	Multiagency Command Center
MARS	Mutual Aid Radio System
MAST	Military Assistance to Safety and Traffic
MERS	Mobile Emergency Response Support
MOA	Memorandum of Agreement
MMRS	Metropolitan Medical Response System
MOU	Memorandum of Understanding
MSCA	Military Support of Civil Authorities
NAHERC	National Animal Health Emergency Response Corps
NASA	National Aeronautics and Space Administration
NAWAS	National Warning System

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix B - Acronyms

NCH	Natural and Cultural Resources and Historic Properties
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NCR	National Capital Region
NCS	National Communications System
NCTC	National Counterterrorism Center
NDMN	National Donations Management Network
NDMS	National Disaster Medical System
NEP	National Exercise Program
NGO	Nongovernmental Organization
NICC	National Infrastructure Coordinating Center
NICC	National Interagency Coordination Center
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIRT	Nuclear Incident Response Team
NJTTF	National Joint Terrorism Task Force
NMRT	National Medical Response Team
NOC	Integra Network Operation Center
NOAA	National Oceanic and Atmospheric Administration
NORCOM	North East King County Regional Public Safety Communications Agency
NRC	Nuclear Regulatory Commission
NRCC	National Response Coordination Center
NRCS	Natural Resources Conservation Service
NRF	National Response Framework
NRT	National Response Team
NSC	National Security Council
NSP	National Search and Rescue Plan
NSSE	National Special Security Event
NVOAD	National Voluntary Organizations Active in Disaster
NWCG	National Wildland Coordinating Group
OEM	Office of Emergency Management
OIA	Office of the Assistant Secretary for Information Analysis
OSC	On-Scene Coordinator 76 National Response Plan December 2004
OSHA	Occupational Safety and Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness
PADS	Planning and Development Service, also known as PDS
PCC	Policy Coordination Committee
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDS	Planning and Development Services also known as PADS
PFO	Principal Federal Official
PIO	Public Information Officer
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix B - Acronyms

PRI	Primary Rate Interface
PW	Public Works
RA	Reimbursable Agreement
RACES	Radio Amateur Civil Emergency Services
RAMP	Remedial Action Management Program
RCP	Regional Contingency Plan
RCPGP	Puget Sound Regional Catastrophic Preparedness Grant Program
RCW	Revised Code of Washington
RDP	Regional Disaster Plan
RRCS	Parks, Recreation and Cultural Services
RVRC	Regional Volunteer Reception Center
RCRA	Resource Conservation and Recovery Act
REPLO	Regional Emergency Preparedness Liaison Officer
RFI	Request for Information
RISC	Regional Interagency Steering Committee
RRCC	Regional Response Coordination Center
RRT	Regional Response Team
ROC	Regional Operations Center
SAC	Special Agent-in-Charge
SAR	Search and Rescue
SCC	Secretary's Command Center (HHS)
SCO	State Coordinating Officer
SDOT	Seattle Department of Transportation
SERS	Snohomish Emergency Radio System
SFLEO	Senior Federal Law Enforcement Official
SFO	Senior Federal Official
SIOC	Strategic Information and Operations Center
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SPU	Seattle Public Utilities
START	Scientific and Technical Advisory and Response Team
TAG	Adjutant General (WA National Guard)
TSA	Transportation Security Administration
TSC	Terrorist Screening Center
TRIS	Tri-County Radio Interoperability System
TTU	Text Telephone
US&R	Urban Search and Rescue
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USSS	U.S. Secret Service
UHF	Ultra High Frequency
VEW	Volunteer Emergency Workers
VHF	Very High Frequency

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix B - Acronyms

VMAT	Veterinarian Medical Assistance Team
WAC	Washington Administrative Code
WMP	Volunteer Management Program
VMS	Volunteer Management Supervisor
VMU	Volunteer Management Unit
VOIP	Voice Over Internet Protocol
VRC	Volunteer Reception Center
WAMAS	Washington Mutual Aid System
WAVOAD	Washington Association of Volunteer Organizations Active in Disasters
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction
WNG	Washington National Guard
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol
Z1 EC	Zone 1 Emergency Coordinator

Shoreline Comprehensive Emergency Management Plan (CEMP)

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Appendix C – Authorities and References

This Plan was developed and is maintained pursuant to, but not limited to, the following state and federal statutes and regulations, and existing plan documents. This appendix is a compilation of references used in the completion of this version of the Shoreline Comprehensive Emergency Management Plan. References include: Federal, State, and local codes and regulations as well as texts, plans and widely used standards.

National Response Framework

Department of Defense Directive 3025.1

Washington State Comprehensive Emergency Management Plan, 2011

Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Title 47 USC 151, 303,524,606 as related to FCC Rules and Regulations, Emergency Alert System
11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System

Homeland Security Presidential Directives (HSPD) #1-8

National Incident Management System, 2004

Incident Command System, 2004

Revised Code of Washington 38.52, Emergency Management

Revised Code of Washington 70.102, Hazardous Substances Incidents

Revised Code of Washington 70.136, Hazardous Materials Incidents

Revised Code of Washington 4.2.4.314, Hazardous Materials - Responsible Party

Washington State Administrative Code 118.30 Emergency Management

Washington State Administrative Code 118.40 Community Right to Know Act

Washington State Administrative Code 118-04 Emergency Workers

Washington State Hazard Identification Vulnerability Analysis (HIVA 2000)

Washington State Fire Mobilization Plan

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

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Appendix C – Authorities and References

Hazardous Materials Emergency Resource Plan, Draft, King County LEPC, 2002

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

Endangered Species Act (ESA) King County Policy Guidance document (2001)

American Red Cross of King-Kitsap County Weapons Mass Destruction

Seattle-King County Mass Casualty Incident Plan (MCI)

King County Comprehensive Emergency Operations Plan

King County Regional Disaster Framework

Disaster Assistance for Local Government, June 1996

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

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

Public Assistance Policy Digest (FEMA 1998)

Public Assistance Debris Management Guide (FEMA 1999)

Article 80 Uniform Fire Code, 2000

City of Shoreline Municipal Code 2.50 Emergency Management

King County CEMP Regional Shelter Operations Incident Annex (2010)

Puget Sound Region Evacuation and Sheltering Plan

Shelter Operations Participant's Workbook, American Red Cross

WA State Good Samaritan law

City of Shoreline Disaster Recovery Plan, 2010

City of Shoreline Hazard Mitigation Plan, 2009

City of Shoreline Continuity of Government Plan, 2009

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Appendix C – Authorities and References

City of Shoreline Debris Management Plan, 2010

King County Mass Fatality Incident Plan

King County Medical Examiner’s Office Multiple Fatality Incident Guidelines

King County for Pre-Hospital Catastrophic Emergency Triage and Treatment Plan

King County Long Term Care Facilities Mutual Aid Evacuation Plan

Emergency Medical Treatment and Labor Act

Cross-Border Ambulance Reciprocity (#05-01), Washington State Department of Health, Office of Emergency Medical Services and Trauma System, Effective November 30, 2003.

W A Public Health Mutual Aid Plan Standard Operating Procedures (SOPs) of the Inter-jurisdictional Public Health Mutual Aid Agreement (MAA) (January 2009)

Act 58-4-1905 American National American Red Cross Statement of Understanding, Dec. 30, 1985

Mennonite Disaster Services Agreement with Federal Disaster Assistance Administration (FDAA).

Washington State Intrastate Mutual Aid Compact

Superfund Amendments and Re-authorization Act (SARA Title III)

PRIMARY AGENCY: Community Services Division

SUPPORT AGENCIES: All City Departments, Shoreline Police, and Shoreline Fire

The City relies on the Emergency Management Coordinator to train, facilitate, monitor and advise on all emergency management training for City staff to ensure compliance for National Incident Management System requirements and to develop competencies for their assignments in the EOC, for field operations during events, or to assist with issues like shelter operations, debris management, and recovery. The EMC relies on training resources from King County OEM, Washington State DEM, community partners, and the Federal government.

The City participates at least once a year in an exercise with community and/or regional partners. This can be in the form on a table top, functional or full scale exercise. The staff assigned to the Emergency Management function participates in at least 3 exercises every year within the region or state.

Shoreline Emergency Management will make a reasonable effort to include people with disabilities and/or organizations with expertise in disability issues, to participating in Training, Drills, and Exercises.

Shoreline Comprehensive Emergency Management Plan (CEMP)
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Appendix E – Distribution List

Hardcover

City Clerks
CMO
CSD
EMC
EOC
PW Admin
PW Ops
Finance
HR
Police
PADS
Parks
Fire
Shoreline Schools
Shoreline CC
ACES Team

CD Distribution

State of Washington
Fire Department
Police Department
Shoreline Water
Ronald Wastewater
CRISTA
ZONE 1

Intranets

City, Police & Fire

Internet

City of Shoreline Web site

Shoreline Comprehensive Emergency Management Plan (CEMP)
Appendix F – Record of Changes

Distribution of revised versions will be the responsibility of the Emergency Management Coordinator.

Outdated versions of this plan should be destroyed when a new version is published so that only the most recent version is in circulation.

RECORD OF CHANGES

In future revisions, this page will provide a record of major changes made since the date of publishing the first draft, to keep the plan consistent with current policies.

Change	Number	Date of Change	Part	Attachment Changed Posted By

ATTACHMENT B: Brief description of the Essential Support Functions

ESF NUMBER	COORDINATOR/LEAD AGENCY	PURPOSE
ESF 1 – Transportation	PW Director/PW Dept.	Provide for the mitigation, preparedness, recovery, restoration, safety and security of the transportation system in Shoreline.
ESF 2 – Communications, Information Systems, and Warning	King County Sheriff’s Dispatch Communications Center/Police Department	Organize, establish and maintain the communications and information systems capabilities necessary to meet the operational requirements to respond to disasters and emergencies and to provide guidance regarding the dissemination of warning information.
ESF 3 – Public Works and Engineering	PW Director/PW Department, Dept. of Planning and Community Development	Provide coordination and organization of capabilities and resources to ensure the delivery of services, technical assistance and evaluation, engineering expertise, construction management, coordination with utility providers for emergency repair of water and wastewater treatment facilities, in consultation with SPU, distribution for emergency potable water and ice, debris removal, emergency power and other support to prevent, prepare for, respond to and recover from natural and manmade disasters within the City.
ESF 4 – Firefighting	Fire Chief/Fire Department	Provide guidance to qualified personnel for activities including; firefighting, rescue, and emergency medical services and to effectively coordinate fire response resources within the City.
ESF 5 – Emergency Management	EMC/CMO	Responsible for supporting overall activities of the City relating to large scale incident management. The City’s emergency management organization provides the core management and administrative functions in support of the EOC and the City’s CEMP.
ESF 6 – Mass Care, Housing & Human Services	Recreation Superintendent/PRCS and CSD Manager	Coordinate the efforts to address non-medical mass care, housing and human services needs
ESF 7 – Resource Support	ASD Director/ ASD Division	Assist the City, EOC, City Departments, and other organizations requiring administrative resource support prior to, during and/or after a disaster or emergency situation.

ATTACHMENT B: Brief description of the Essential Support Functions

ESF NUMBER	COORDINATOR/LEAD AGENCY	PURPOSE
ESF 8 – Public Health and Medical Services	Deputy Fire Chief/Fire Dept.	Coordinate the organization and mobilization of medical, health and mortuary services for emergency management activities within the City which may include veterinary and/or animal health issues when appropriate.
ESF 9 – Urban Search and Rescue	Shoreline Police Captain/Police and Fire Dept.	Provide guidance for urban search and rescue operations during or following natural or manmade disasters.
ESF 10 – Hazardous Materials Response	HazMat Team Leader/Fire Dept.	Provide response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (hazmat) during a disaster within the City.
ESF 11 – Agriculture and Natural Resources	PRCS Director/PRCS Dept.	Coordinate efforts to provide nutrition assistance; control and eradicate an outbreak of highly contagious or economically devastating animal/zoonotic or plant disease or plant pest infestation; assure food safety and security; and protect natural and cultural resources and historic properties prior to, during, and after a disaster
ESF 12 – Energy	PW Director/PW Dept. Seattle City Light, Puget Sound Energy	Coordinate efforts to restore damaged energy systems and components during a potential or actual disaster and to provide for the effective utilization of available electric power and natural gas, as required, to meet essential needs in the City during a disaster. This ESF provides for electricity and natural gas systems only.
ESF 13 – Public Safety, Law Enforcement, and Security	Police Chief/Police Dept.	Coordinate public safety and security capabilities and resources to support the full range of incident management activities associated with a potential or actual natural or man-made disaster.
ESF 14 – Long-Term Community Recovery and Mitigation	EMC/CMO	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. This may include economic, infrastructure and human services needs recovery.

ATTACHMENT B: Brief description of the Essential Support Functions

ESF NUMBER	COORDINATOR/LEAD AGENCY	PURPOSE
ESF 15 – Public Affairs	City PIO/ Management Analyst, Media Liaison, CMO	Provide guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the citizens of the City, City personnel and their families, government and public agencies, the media and the private sector.
ESF 16 – Evacuation	Police Chief/Police Dept.	Provide guidance to the City to affect an evacuation should a major disaster threaten or occur within the City. Evacuations may result from naturally occurring events such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, terrorism or illegal activities like drug labs and waste dumping. The City may evacuate all or part of the City, including certain population groups, in order to protect the general safety and welfare of its citizens.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute an Agreement with Innova Architects in the Amount of \$71,500 for the Shoreline Pool Long Term Maintenance Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute an agreement with Innova Architects in the amount of \$71,500 to provide design services for the Shoreline Pool Long Term Maintenance project.

RESOURCE/FINANCIAL IMPACT:

The cost of this contract will be paid based on the following funding:

EXPENDITURES

Design:		
Staff		\$10,000
Professional Services		\$71,500
Permitting		\$6,600
Total Design		\$88,100
Construction:		
Staff and other Direct Expenses		\$36,000
Special Inspection		\$5,000
Construction Contract		\$522,812
Contingency		\$98,088
Total Construction		\$661,900
Total Project Cost		\$750,000

REVENUE

Facilities Major Maintenance Capital Fund		\$750,000
Total Funding		\$750,000

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an agreement with Innova Architects for \$71,500 to provide design services for the Shoreline Pool Long Term Maintenance project.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

The current Shoreline Pool was constructed in 1971 and funded by the King County Forward Thrust Bond issue. In June 2013, the City replaced the pool boiler when it failed to operate after 47 years of service. In September 2013, the City entered into an agreement with ORB Architects (now Innova Architects) to complete a full assessment of the building, its systems and pool operation. The assessment was completed in 2014. It provided a complete report of the pool's condition that identified recommended repairs and their estimated cost. The assessment was subsequently employed to guide the City's development of a capital repair and replacement budget, and a maintenance schedule, to avoid future emergency repairs and replacements.

In April 2015, the City entered into a second contract with Innova Architects to provide an addendum to the Shoreline Pool Repair and Replacement Needs Assessment. The addendum provided recommendations that identified repair and replacement work for the following two scenarios:

1. Work that would be required to keep the pool operational until the year 2022.
2. Work that would be required to keep the pool operational until the year 2035.

On June 22, 2015, Council discussed the current condition of the pool and the future of the pool and recreation center. Based on that discussion, staff is proceeding with the design of the pool upgrades. The staff report for this June 22nd discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport062215-8a.pdf>.

DISCUSSION

As noted above, in 2013, ORB Architects was selected through a formal Request for Qualifications process (RFQ 7039) for the Shoreline Pool Repair and Needs Assessment. As part of this process, ORB was selected out of two responses to be the best qualified for the scope of work. As a result of staff's desire and recommendation to continue with the same team for design work that also conducted the pool assessment, staff submitted a Request for A&E Services Waiver from the RFQ Process for City Manager approval. The alternative to this waiver process would be to issue a new RFQ and go through a new selection process for this design contract. As this alternative would have significantly impacted the schedule and limited the ability to perform this work in 2016, and given ORB's qualifications, the City Manager approved this waiver.

The scope of work for this agreement includes design for the repair and replacement work that was identified to keep the pool operational until the year 2022. Elements of this scope of work for this professional services agreement include:

- Pool deck replacement
- Re-plastering the pool
- Mechanical upgrades required to meet Department of Health regulations
- Americans with Disabilities Act (ADA) accessibility upgrades
- Repairs and replacement to the clearstory wall and windows
- Re-sealing the exterior masonry walls

- Replacement of damaged and deteriorated doors and door frames
- Upgrades to the HVAC system and building commissioning
- Replacement of natatorium lighting

RESOURCE/FINANCIAL IMPACT

The cost of this contract will be paid based on the following funding:

EXPENDITURES

Design:		
Staff	\$10,000	
Professional Services	\$71,500	
Permitting	\$6,600	
Total Design		\$88,100
Construction:		
Staff and other Direct Expenses	\$36,000	
Special Inspection	\$5,000	
Construction Contract	\$522,812	
Contingency	\$98,088	
Total Construction		\$661,900
Total Project Cost		\$750,000

REVENUE

Facilities Major Maintenance Capital Fund	\$750,000	
Total Funding		\$750,000

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an agreement with Innova Architects for \$71,500 to provide design services for the Shoreline Pool Long Term Maintenance project.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Public Hearing and Adoption on the Proposed Use of 2016 Community Development Block Grant Funds
DEPARTMENT:	Community Services Division
PRESENTED BY:	Rob Beem, Community Services Division Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline contracts with 15 human service agencies to deliver services to Shoreline residents. To fund these services the City allocates both General Fund and Community Development Block Grant (CDBG) funds. The City's biennial Human Services Allocation Plan specifies how this will be done. While the City adopts a two-year spending plan for human services funding, it must make or review decisions about the use of CDBG funds annually.

For 2016 the City Manager recommends use of CDBG funds to support continued operation of the Interlocal Agreement with King County for administration of our grants and continued support to the Minor Home Repair Program, Ronald Commons Housing/Services Center and the Shoreline-Lake Forest Park Senior Center.

FINANCIAL IMPACT:

Staff recommends that Council hold a public hearing and adopt the 2016 Community Development Block Grant Funding and Contingency Plan and authorize the City Manager to execute agreements for implementing the funded projects.

RECOMMENDATION

Staff recommends that Council hold a public hearing and adopt the 2016 CDBG Funding and Contingency Plan and authorize the City Manager to execute agreements for implementing the funded projects.

Approved By: City Manager **DT** City Attorney **MK**

INTRODUCTION

The City financially supports Human Services delivery by non-profit agencies using General Fund and CDBG funds. Each year, the Council must hold a public hearing on the proposed use of CDBG funds and take action to adopt the allocation. CDBG funding is proposed to be used for housing repair, public services and capital projects as well as for planning and administration. This is outlined in the 2016 Community Development Block Grant Funding and Contingency Plan (Attachment A).

BACKGROUND

Biannual Human Services Funding Plan

Biennially the City develops a Human Services Funding Plan to specify how it will allocate funds to address residents' human service needs. The current plan, adopted in 2014, funds 26 separate programs serving an estimated 4,700 Shoreline residents annually. See Attachment B for a list of agencies and the amounts of funding allocated to each agency in 2015.

All activities are targeted to address the needs of low and moderate income households and individuals. The plan is funded with a combination of federal, state, and local revenues. Local general funds account for \$349,680 of the funding plan and federal CDBG revenues account for \$116,346. State shared revenues equal \$33,774 (which includes an estimated \$19,560 in domestic violence criminal justice funds and \$14,214 in the 2% Distribution of Liquor Board Profits).

While the City develops a two-year plan for human service allocations, a separate action is required to adopt the CDBG allocation plan each year. Federal regulations require that the City Council hold an annual public hearing before adopting the annual CDBG allocation plan.

CDBG Program

The Federal CDBG Program is one of the most enduring programs providing federal support to local jurisdictions. It was created under Title I of the Housing and Community Development Act of 1974. The primary objective of the CDBG program is the development of viable urban communities, by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. CDBG funds can serve households with incomes up to 80% of the King County median income (\$52,650 for a two person household). CDBG funds can be used for the following activities: acquisition and rehabilitation of housing for low-income and special needs populations; housing repair for homeowners and renters; acquisition and rehabilitation of community facilities; public infrastructure improvements; delivery of human services; historic preservation; planning; CDBG program administration; and economic development.

The City has an Inter-local Agreement with King County for the administration and management of the City's CDBG grant. This agreement calls for the City's annual CDBG Plan to allocate 53% of the available revenues to local projects. These typically include human services and capital projects. The balance of the CDBG funds is allocated to the delivery of regional programs which serve Shoreline residents, and to

program planning and administration of the grant funding. Regional programs include a homeless prevention program (5%) and the King County Major Home Repair program (20%). Planning and administrative costs are agreed to be 10% for the City and 12% for the County.

DISCUSSION

The total amount of new CDBG funding that is available to support services to Shoreline residents in 2016 is projected to be \$259,298. In addition, the City will receive \$24,157 in CDBG program income for 2016. The CDBG Interlocal Agreement between King County and the City of Shoreline specifies the percentages of funding for regional projects. The City uses the maximum allowable (10%) to support direct services, or \$28,346, and the balance of 43%, or \$121,884, for capital projects. The following chart specifies how the full amount of CDBG revenue is allocated.

2016 Estimated CDBG Funding Totals by Source	2016
Share of 2016 Entitlement Grant Allocation	259,298
Program Income**	24,157
Total CDBG Revenue	\$283,455
Local Delivery of Regional Programs	
King County Housing Stability Project (5%)*	14,173
King County Major Home Repair (20%)*	56,691
Public Services	
Shoreline/LFP Senior Center (10%)	28,346
Capital Projects	
Shoreline Capital Projects (\$88,000 – Minor Home Repair and \$33,884 – Ronald Commons)	121,884
King County Capital Project Administration (2%)*	5,669
Program Administration and Planning	
King County (10%)*	28,346
City of Shoreline (10%)*	28,346
Total CDBG Expenditures	\$283,455

**Percentage set in the Interlocal Agreement*

***Fluctuates depending on loan repayments each year*

2016 CDBG Capital Allocation Process

CDBG regulations allow cities to develop a funding plan in a variety of ways. During the development of the two year funding plan, the City solicits applications from agencies providing services to Shoreline. In the past applications have been reviewed by staff alone and by staff and a citizens committee. In years when the City considers capital applications only and there is much more limited funding; the process has been more streamlined. In 2016 it is projected that the City will have \$121,844 to allocate for capital projects.

In preparing for this year's allocation process staff identified just two projects that were likely to be able to submit viable and fundable applications for CDBG capital dollars:

Minor Home Repair and the Ronald Commons project. Seeing this and given our limited total dollars to allocate, staff streamlined the process further by only requesting applications from these two projects rather than conducting a wide open Request for Proposals (RFP) process, as would be normally required by the City's Purchasing Policies when a contracted service is estimated to be over \$50,000. The City Manager granted a waiver of the City's RFP per the requirements of SMC 2.60.070. However, Council must still approve the agreement (as is necessary for service agreements \$50,000 and greater), regardless of how the service is selected.

Projects Recommended for Capital Funding

Minor Home Repair: \$88,000

This program fills the gap between the major home repair program - targeted to larger planned projects - and emergency repairs and small electrical, carpentry and plumbing repairs needed by home owners on a frequent basis to keep their homes safe and in good repair. In 2014, the program completed 131 repairs at 49 different residences.

The Minor Home Repair program is targeted to income eligible residents and most are older adults and are in households with "very-low" incomes. Home owners pay \$10.00 per hour for the service, plus the cost of materials. The grant pays for personnel costs relating to the program. Given the age of Shoreline's housing stock, the high number of older adults aging in place, and the number of low and moderate income home owners, this program is in high demand. The program is contracted to Senior Services of Seattle/King County and there is no other non-City funding source for this program.

The City has a long and positive history of support for the Minor Home Repair program. The most recent ad-hoc committee which reviewed funding applications in 2013 strongly recommending that the City's support continue and if revenues permitted that support be expanded.

Ronald Commons Project: \$33,884

Ronald Commons is a mixed-use, new construction development that will incorporate 60 units of affordable housing owned and operated by Compass Housing Alliance and a 12,000 square foot Integrated Service Center owned and operated by Hopelink. The land for the project was purchased from Ronald United Methodist Church, who was instrumental in initiating the project and will have an ongoing role in the new Ronald Commons community. The housing will serve individuals and families, many of whom will be coming from homelessness, as well as 12 units specifically for homeless Veteran families and individuals. Thirty of the units will be affordable to households at or below 30% of area median income and 30 units will be affordable to households at or below 50% of area median income.

This project has received financial and policy support from the City of Shoreline. The City allocated \$73,014 in CDBG funding from the 2015 grant. The City's 2015 Legislative Priorities included a statement of support for the project and the City worked actively to assist in securing allocations of funding from both King County and Washington State. This CDBG capital allocation will be credited to the Hopelink portion of the project.

Local Delivery of Regional Programs

Shoreline's Interlocal Agreement with King County allocates City CDBG funds to two regional programs that serve Shoreline residents. The amount of funding to each program is set by formula in the Agreement. The total funding for these regional programs is \$70,864.

The Housing Stability Project: \$14,173

A key strategy towards preventing homelessness involves keeping families in their current housing. The Housing Stability Program makes one-time loans and/or grants to homeowners and tenants in danger of eviction or foreclosure because of short-term financial difficulties. It also provides loans or grants to homeless families and individuals who need assistance moving to permanent housing, and limited assistance for other types of moves. Support for this program is set at 5% of all Consortium Cities' CDBG funding.

Major Home Repair: \$56,691

The King County Housing Repair Program administers the Major Home Repair program on Shoreline's behalf. The allocation to this program for each city is set in the Interlocal Agreement at 25% the City's total CDBG amount. Shoreline has made this service available to its residents since it first chose to participate in the CDBG Consortium. This program provides emergency grants and interest free loans to income eligible homeowners. Loans are recouped as revenue to the program when a home sells; hence the amount available to disperse varies from year to year. In 2014, the program funded four (4) projects. In the first quarter of 2015 seven (7) new applications were filed.

Public Services

The overall 2015- 2016 Human Services Funding Plan provides funding to 26 separate programs. In order to achieve greater administrative efficiency, the CDBG Public Services funds are allocated to one program. As in the past, the 2016 CDBG Plan fully allocates the maximum amount of funding for public services allowed (\$28,346) to the Shoreline/Lake Forest Park Senior Center. The balance of the Senior Center's \$95,708 in City funding is from the City's General Fund.

ALTERNATIVES ANALYZED

After holding a public hearing on the use of CDBG funds, the City Council has two alternatives to consider:

1. Council could approve the proposed use of CDBG funds in 2016 as recommended and authorize the City Manager to take the actions necessary to implement these spending objectives. (Recommended)
2. Council could make changes to the recommended spending plan in response to public testimony or to reflect a change in Council policy objectives.

FINANCIAL IMPACT

The Plan anticipates that the City of Shoreline will have \$283,455 in CDBG funds, including \$24,157 of CDBG Program income. The proposed funding plan would allocate all of these CDBG funds.

RECOMMENDATION

Staff recommends that Council hold a public hearing and adopt the 2016 Community Development Block Grant Funding and Contingency Plan and authorize the City Manager to execute agreements for implementing the funded projects.

ATTACHMENTS

Attachment A: 2016 CDBG Funding and Contingency Plan

Attachment B: 2015-2016 Human Services Allocation Plan

ATTACHMENT A

2016 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING AND CONTINGENCY PLAN

Since the Community Development Block Grant (CDBG) funds for 2016 are an estimate from the federal government, Shoreline must adopt both a funding and a contingency plan to deal with possible variations in the amount available. Plans must be made in case the amount available increases or decreases by up to 10% of the amount currently estimated. In addition, if an applicant later declines funds, the adoption of a contingency plan of action will expedite the process of reallocation.

2016 Recommended CDBG Allocations	
2015 Estimated Entitlement Amount	\$259,298
Program Income	\$24,157
Total CDBG Estimated Revenue	\$283,455
King County Housing Stability Project (5%)*	14,173
King County Major Home Repair Funding (20%)*	\$56,691
Local Delivery of Regional Programs Funding	\$70,864
Shoreline/Lake Forest Park Senior Center (10%)	28,346
Public Service Funding	\$28,346
Senior Services of King County - Minor Home Repair	88,000
Compass Housing Alliance: Ronald Commons	33,884
King County Capital Project Administration (2%)*	5,669
Capital Project Funding	\$127,553
King County (10%)*	28,346
City of Shoreline (10%)*	28,346
Program Administration and Planning Funding	\$56,692
Total CDBG Expenditures	\$283,455

*Percentage set in the Interlocal Agreement

1. If additional funding becomes available:
 - a. **Public Services**
In the event CDBG Public Service funds are increased in 2016, any additional funds would be provided to the Shoreline/Lake Forest Park Senior Center.
 - b. **Capital Projects**
If additional CDBG Capital Project funds become available to the City in 2016, these funds will be provided to the Ronald Commons Project.
 - c. **Planning & Administration**
If additional CDBG Planning & Administration funds become available to the City in 2016 the City will use these funds for planning and administration purposes.

2. If funding reductions are necessary:

a. **Public Services**

In the event CDBG Public Service Funds are reduced in 2016, the funding will be reduced from the Shoreline/Lake Forest Park Senior Center.

b. **Capital Projects**

In the event the City's 2016 CDBG Capital Funds are reduced, Minor Home Repair and Ronald Commons will share equally in the reductions.

c. **Planning & Administration**

If a reduction is necessary in CDBG Planning & Administration funds in 2016, it is recommended that the City reduce the amount to be used for planning and administration purposes.

ATTACHMENT B

2015-2016 CITY OF SHORELINE
HUMAN SERVICES FUNDING RECOMMENDATIONS

Competitive Applications	2015 Awarded	2016 Recommended
Catholic Community Services/ Volunteer Chore	3,728	3,728
Child Care Resources /Resource and Referral	4,958	4,958
Children's Response Center (Harborview)*	5,082	0
Center for Human Services - Counseling/Substance Abuse Programs	58,722	58,722
Center for Human Services - Shoreline and Ballinger Homes Family Support	63,042	63,042
Health Point – Medical	4,958	4,958
Crisis Clinic/ 24 –Hour Crisis Line	3,830	3,830
Crisis Clinic/2-1-1 Community Info Line	3,470	3,470
Crisis Clinic/Teen Link	4,958	4,958
Food Lifeline	5,000	5,000
FOY Healthy Start	9,876	9,876
Compass Housing Alliance/Homestep	4,598	4,598
Hopelink Adult Education	3,000	3,000
Hopelink Emer. Shelter and Trans. Housing	7,208	7,208
Hopelink Family Development Program	7,500	7,500
Hopelink Food Program	16,867	16,867
Hopelink Emergency Services	11,889	11,889
Hopelink Employment	9,762	9,762
KCSARC/Comp. Sexual Assault Service	5,206	10,288
Senior Services – Community Dining	2,975	2,975
Senior Services – Meals On Wheels	4,958	4,958
Senior Services – Shoreline/LFP Senior Center	95,708	95,708
Senior Services – Volunteer Transportation	3,728	3,728
Wonderland Development Center	4,958	4,958
Total	\$345,981	\$345,981

* Children's Response Center funding included in KCSARC

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Sound Transit Light Rail Stations, Garages and Associated Facilities Public Design Review Process
DEPARTMENT:	Planning and Community Development
PRESENTED BY:	Rachael Markle, Planning & Community Development Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff and public review of designs for stations, garages and associated light rail facilities will begin in the first quarter of 2016. Council is being asked to establish by motion a public review process for the Sound Transit Lynnwood Link Extension facilities that will be located in Shoreline. Since this is a public project, but not one managed by the City, staff recommends that Council identify a public process including Council review as the procedure to provide comments to Sound Transit on various aspects of the project in coordination with Sound Transit’s design schedule.

RESOURCE/FINANCIAL IMPACT:

Anticipated costs are related to outreach and hosting one Shoreline sponsored open house and three open houses co-hosted with Sound Transit. These costs would include advertising, printing, video recording, meeting supplies, rentals (space, chairs, childcare for attendees) and staff resources.

RECOMMENDATION

Staff recommends that Council move to approve the “Open House” based public review process for commenting on Sound Transit’s 30%, 60% and 90% designs for Shoreline’s stations, garages and other associated light rail facilities.

Approved By: City Manager **DT** City Attorney **MK**

INTRODUCTION

Sound Transit is expected to begin the final design phase of the Lynnwood Link Extension (LLE) project in early 2016. Sound Transit's process relies on the delivery of plans for the stations, garages and light rail facilities in phases defined by the percentage of the design that is complete: 30%, 60%, 90% and 100%. Comments and ideas provided early in design development have the best chance of being incorporated into the project. Sound Transit conducts public outreach in each city where construction for the light rail facilities will occur. Sound Transit will hold public open houses at key points in coordination with the 30%, 60% and 90% design completion phases. Each open house provides the latest technical design information in a graphic presentation (such as three dimensional views of the station); two dimensional site and floor plans; and sections and elevations as well as design material sample boards.

BACKGROUND

On August 3, 2015, staff presented and Council discussed the creation of a City managed Community Advisory Board (CAB) to review the 30%, 60% and 90% complete Sound Transit plan designs. The CAB would have provided feedback to the Council on the designs as they progress based on Council established criteria. This feedback could then inform a more formal response from the Council to Sound Transit.

Council raised concerns about the success of such a process since it would largely be dependent upon materials to be produced by Sound Transit and creating another process could add to meeting fatigue for the public. Council also expressed concerns that a CAB would allow for limited public participation, as the CAB would have a finite number of members. An alternative approach was suggested by Council to enhance Sound Transit's planned open house events tied to the 30%, 60% and 90% design phases.

Based on this direction and a discussion with Sound Transit staff, staff proposes a revised process for public involvement regarding the design of Sound Transit facilities in Shoreline, including the light rail stations, plazas, 185th and 195th Street bridges, parking garages, and other features. Key components of this proposed process are summarized below.

DISCUSSION

In addition to the CAB process analyzed in the August 3rd staff report, staff analyzed an "Open House"-based public process that culminates with a formal Council response to Sound Transit at the 30%, 60% and 90% design completion phases. Elements of this alternative are noted below:

City Hosted Open House to Kick-off Design Process

The City would host a preliminary open house to introduce the design process to residents and explain how their input could impact design. This would include:

- Staff presenting a summary of comments received about Sound Transit facilities during the City's Visioning and Design Dialogue Workshop events;
- Sound Transit explaining the alignment, the process completed to date, and a timeline for Sound Transit's design process going forward; and
- Sound Transit presenting general information about the light rail system to bring attendees up to speed with what light rail stations include.

Sound Transit would supply materials related to the overall alignment and station locations. Staff would work with Sound Transit staff to understand how best to organize the meeting including how to gather input on design aspects important for Council to hear from Shoreline area residents. Timing of this event would be dependent on Sound Transit's process but would occur before the first design submittal. The meeting would also be coordinated with other City public meetings yet to be scheduled for the 145th (and possibly 185th) Street Corridor Study(ies) and 145th Street Station Subarea Planning. *The Kick-off Open House could potentially happen as early as December 2015.*

Enhanced Involvement in Sound Transit Open Houses

Sound Transit will conduct public open houses at 30%, 60%, and 90% complete design phases. The City would be involved in coordinating with Sound Transit to deliver three open houses in Shoreline. The open houses would include graphic information to explain the current design proposals. The open houses are typically formatted for people to discuss their interests one on one with Sound Transit staff and designers. A presentation will also be given by the design team. City staff could have a table and present information related to the City's efforts. The City could use this opportunity to explain that Council is interested in receiving ideas and concerns regarding the design of the light rail facilities to inform its formal response to Sound Transit's design proposals.

The goal of each open house would be to solicit comments from the public on the project for both Sound Transit and Council. The meetings could include comment cards and other means to collect general and perhaps targeted information regarding the proposed designs of the light rail facilities. (Note: "Targeted information" may include asking the attendees to provide us their opinions on specific design aspects such as the design's inclusion of multi modal connections or reactions to proposed public amenities.) The venue should be able to accommodate large crowd.

Enhanced Notification for Sound Transit Open Houses

City staff would work with Sound Transit to ensure that broad notification is provided, especially to stakeholder groups involved in the light rail station subarea planning process. This should at least include the 185th and 145th Station Citizen Committees, School District, Planning Commission, Parks Board, Senior Services, Mobility Coalition, Thornton Creek Alliance, and Lake Forest Park Arts Council. The City would work with Sound Transit on notification, such as post cards, fliers, *Currents* articles, press releases, etc. Sound Transit currently notifies people in the following ways:

- Mailings - ½ mile radius or greater depending on neighborhood.
- Email Subscription List - subscription list numbers over 3,000 for Lynnwood Link Extension.
- Advertising - place newspaper ads mostly in smaller community papers and with ethnic media to target all populations.
- Sound Transit Reports - The Sound Transit CEO report announces Sound Transit meetings and milestones.
- Media Releases - help spread the news and most often lead to additional media coverage.
- Sound Transit Website - announces public meetings.
- Posters - place posters at community locations (community centers, libraries), and transit centers.
- Partner Newsletters.

Sound Transit Materials Provided on City’s Website

Following open houses, all materials will be available on the Sound Transit website and can be linked to the City’s website, possibly including a digital comment form.

Staff Group Focused on Providing Feedback to Council and Sound Transit

This group would be formed prior to the Kick-Off Open House identified above, so staff participants are involved from the beginning in hearing citizens input. Membership would include land use planners; transportation planners and traffic engineers; stormwater managers; park facility managers, planners, and the arts coordinator; and police. This group would review public input and provide additional feedback to Council and Sound Transit regarding design and safety considerations.

Council Letters to Sound Transit

Following each phase of Sound Transit Open Houses and staff group meetings, City staff would review comments and provide a recap of the Open House and recommended response letter to the Council for their review and approval. The response letters would then be submitted to Sound Transit and the City would request that Sound Transit address these recommendations. The City would also request that Sound Transit address how these recommendations will or will not be integrated into the design during subsequent phases. Sound Transit’s suggests that this “reporting back” step would most logically occur as part of the subsequent Open House.

COUNCIL GOAL(S) ADDRESSED

These projects address Council Goal No. 2: Improve Shoreline's utility, transportation, and environmental infrastructure, and Council Goal No. 3: Prepare for Two Light Rail Stations.

RESOURCE/FINANCIAL IMPACT

Anticipated costs are related to outreach and hosting one Shoreline sponsored open house and three open houses co-hosted with Sound Transit. These costs would include advertising, printing, video recording, meeting supplies, rentals (space, chairs, childcare for attendees) and staff resources.

RECOMMENDATION

Staff recommends that Council move to approve the “Open House”-based public review process for commenting on Sound Transit’s 30%, 60% and 90% designs for Shoreline’s stations, garages and other associated light rail facilities.