

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b> Emergency Management Plan
<b>DEPARTMENT:</b> Police Department
<b>PRESENTED BY:</b> Denise Pentony, Chief of Police

**PROBLEM/ISSUE STATEMENT:**

A status report on the Emergency Operation Plan was presented to Council in January 2003. The Plan has been under revision since July 2002. The Plan was completed at the end of April 2003. Staff will be seeking adoption of the Plan. The Plan was written in accordance with the King County and State of Washington Emergency Management Plans, and follows federal guidelines.

Authority for the Plan is found in Shoreline Municipal Code 2.50; King County Code 1.28, 2.16, 2.56, and 12.52; and the Revised Code of Washington 36.30, 38.52, and 39.34.

It is the mission of the City of Shoreline to provide an emergency management organization and resources to minimize the loss of life; protect property and natural resources; and restore the proper operations of the City in the event of a major disaster.

The purpose of the Plan is to establish policies and procedures that will enhance the ability of City government to restore its operations and to resume normal services during and after a disaster. The Plan identifies appropriate government response and recovery actions, and it identifies the resources that will be available to deal with a disaster.

The scope of the Plan applies to all personnel, offices and functions of City government; to all volunteers who perform emergency management duties under City supervision; to appropriate contract services conducted in response to an emergency; and to all resources expended by the City in dealing with an emergency. The Plan will:

- Identify emergency response and recovery functions conducted by the City of Shoreline
- Identify departments responsible for those functions
- Establish fundamental policies, assumptions, and procedures
- Establish a coordinated concept of operations for City response and recovery

- Identify the relationship between the City of Shoreline, contract service providers, and other public or private agencies

**ALTERNATIVES ANALYZED:**

N/A

**FINANCIAL IMPACT:**

No impact.

**RECOMMENDATION**

No action is required tonight. Staff will bring forward the Emergency Operations Plan for adoption on May 27, 2003.

Approved By:

City Manager  City Attorney 

## **INTRODUCTION**

The purpose of this staff report is to update the Council on the completion of the Emergency Operations Plan. The Plan will be brought forward for adoption on May 27, 2003.

## **BACKGROUND**

The Council adopted Shoreline's Emergency Management Plan on December 14, 1998. Subsequently the Plan was forwarded to the Washington State Department of Emergency Management and accepted as complete. Every two years it is the City's responsibility to review and update the Plan and notify the State. Work has been done on the plan over the past few years by staff and temporary help.

In July 2002 it was determined the Plan needed to be updated and brought into a consistent format with other organizations. It was also determined that the operational details needed to be expanded on and thus the City hired an emergency operations consultant to assist with the project. The consultant's contract began on July 1, 2002 and was in effect until April 30, 2003.

During the development of the Plan several initiatives and committees were organized to complete the work. They are as follows:

### ***EMERGENCY PLANNING TEAM***

- The Emergency Planning Team (EPT) was established. It consists of key City staff and the Shoreline Fire Department. The team has been meeting twice per month and learning the concepts of emergency management while developing the sections of the Emergency Operations Plan for their division/area of responsibility.

*A few key accomplishments to date are:*

- *Establishment of a coordinated windshield survey route for CRT and Fire*
- *Establishment of an evacuation route and shelters in Shoreline*
- *Establishment of a new Emergency Operations Center with equipment*
- *Created greater cooperation amongst City personnel in emergency planning and awareness*

### ***EMERGENCY MANAGEMENT COUNCIL***

- The Emergency Management Council was formed in 2002. It consists of the following organizations at this point: Shoreline Public Schools, Police, Shoreline Fire, Shoreline Community College, Crista Ministries, Shoreline Amateur Radio and Ronald Wastewater District. The purpose of the Council was to create partnerships so that in a disaster, pre-existing plans are in place to effectively respond to and recover from the disaster. To formalize this commitment, an Interlocal Agreement has been developed.

## **KING COUNTY ZONE 1 MEMBER**

- Shoreline has been identified in the County's Regional Disaster Plan in Zone 1. Should a regional disaster or emergency occur, the Emergency Operations Center for Zone 1 will be activated. The Zone 1 EOC is located at the City of Bellevue. Shoreline has been participating in Zone 1 meetings and has identified the Assistant City Manager position to be the Liaison to Zone 1. This would enable the City to have a representative at the Zone 1 EOC to coordinate resource sharing.

## **KING COUNTY EMERGENCY OPERATIONS CENTER COORDINATION**

- Shoreline's Emergency Management Coordinator, Denise Pentony, has been attending meetings and coordinating with the King County Emergency Operations Center in order to discuss the Countywide Emergency Compact and the new federal guidelines for Mitigation Planning.

### **The next steps have been identified as:**

- The DRAFT Washington State Law Enforcement Mobilization Plan was introduced to Council on January 6, 2003. Adoption of the Plan will be forthcoming.
- The DRAFT Shoreline Emergency Operations Interlocal Agreement was introduced to Council on January 6, 2003 and adoption is forthcoming.

### **Once the EOP is adopted the following tasks will occur:**

- City staff will be trained on the Plan.
- The EPT will conduct exercises to test the Plan and to teach staff and emergency partners.
- The EOP Plan will be forwarded to the King County EOC, the State Emergency Management Council and FEMA.
- The Block Watch organizations and the Council of Neighborhoods will be trained on the plan and taught their role in 72-Hour Preparedness.
- Community Emergency Response Training (CERT) training will be provided beginning in May 2003 to the community.

## **DISCUSSION**

Based on statutory requirement, the City of Shoreline updated the Emergency Operations Plan. The Plan will be reviewed and updated every two years.

Stakeholders, interested citizens and organizations, and partners in emergency preparedness will receive training on the plan and / or 72-hour emergency preparedness during 2003.

**RECOMMENDATION**

No action is required tonight. Staff will bring forward the Emergency Operations Plan for adoption on May 27, 2003.

Attachment A: Emergency Operations Plan (distributed to Council under separate cover.) A copy is available in the City Clerk's Office.

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