

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

<b>AGENDA TITLE:</b>	2012-2016 Comprehensive Emergency Management Plan Update
<b>DEPARTMENT:</b>	Community Services Division
<b>PRESENTED BY:</b>	Gail Harris, Emergency Management Coordinator Rob Beem, Community Services Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" 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 submitted to the State in 2007 and will expire December 2011.

The 2012-2016 CEMP is the third major update to the City's emergency plan. Since 2007 the City has seen new guidance from state agencies and the federal government along with the development of numerous response and recovery plans throughout the Puget Sound region and in Shoreline. These changes have been incorporated into the City's 2012 -2016 CEMP.

**RESOURCE/FINANCIAL IMPACT:**

There is no additional financial impact by approving the CEMP.

**RECOMMENDATION**

No action is required at this time, as the purpose of tonight's presentation is to receive feedback from the City Council. This item is scheduled for adoption on October 11, 2011.

Approved By:

City Manager

City Attorney

## **INTRODUCTION**

Cities in the State of Washington have the primary responsibility for disaster mitigation and emergency preparedness, response, and recovery activities within their boundaries. Each city must develop, adopt and maintain a Comprehensive Emergency Management Plan (CEMP). The City's last plan was approved by Council in October 2007 and approved by the State of Washington in December 2007. Staff has been working for the last year to develop the 2012-2016 CEMP update so that it meets statutory mandates and provides planning tools that give staff direction during times of emergencies.

## **BACKGROUND**

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 City's 2012-2016 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, staff and volunteers, Shoreline Fire and others – come together to operate as a unified organization working out of the 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 17 ESF's.

The CEMP consists of two parts:

- Basic Plan which gives an overview of the "Concept of Operations" and "Roles and Responsibilities" of the City Council, City staff and partners, such as Shoreline Fire, utilities, and community agencies. See Attachment A.
- Essential Support Functions (ESF's). The City's plan has 17 ESF's, which address specific areas of activity and responsibility such as transportation, communication, mass care, and evacuation. ESF's 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. The following table describes each of the ESF's. There is no ESF numbered 17 through 19 within the City's CEMP. The table of contents in Attachment A includes the complete list of the ESF's and the appendixes and annexes that support them. The full plan is available on a CD (one is included with the Council packet), on the City's website at <http://shorelinewa.gov/index.aspx?page=48>, and in the City Clerk's Office.

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.
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.
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. They 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.
ESF #20 – Military Support to Civil Authorities	Police Chief/Police Dept.	Describes the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense can provide military support to civil authorities.

The 2012-2016 update is largely technical in nature. Attachment B is a summary of the additions and enhancements to the 2012-2016 CEMP as compared to the existing CEMP. The updates incorporated into the 2012-2016 CEMP keep the plan in compliance with federal and state mandates and guidelines and incorporates best practices. Given that the plan is more than 1,200 pages, staff has provided Attachment B to highlight the changes, versus a redline/strike-out version of the document for Council. The Council has been provided a full copy of the 2012-2016 plan on CD as part of the Council packet.

The 2012-2016 CEMP is more robust than the City's current plan. The 2012-2016 CEMP provides guidance on emergency issues with a broader scope and reach beyond the City's boundaries. This includes coordination of mass evacuation, planning for loss of major transportation corridors, sheltering to include options for medically fragile, care for vulnerable populations and pets; volunteer and donation management, ADA compliance issues, pre-hospital emergency treatment planning, media strategies, planning for points of distribution of needed items, and cyber attack on information systems.

#### **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 has been reviewed by the applicable partner, i.e. 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 additional financial impact by approving this CEMP.

#### **RECOMMENDATION**

No action is required at this time, as the purpose of tonight's presentation is to receive feedback from the City Council. This item is scheduled for adoption on October 11, 2011.

#### **ATTACHMENTS**

Attachment A – City of Shoreline CEMP Basic Plan

Attachment B – Summary of all major changes incorporated into the 2012-2016 CEMP

A full copy of the CEMP is available on the City's website at the following link:  
<http://shorelinewa.gov/index.aspx?page=48>. The CEMP is also available on CD and in hard copy form at the City Clerk's Office.

ATTACHMENT A

**Comprehensive Emergency  
Management Plan  
(CEMP)**



**07/01/2011**

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## **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 Regional Disaster 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 Regional Disaster Plan, and the emergency plans of the State of Washington and the Federal government. This document provides 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, 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 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 properness, response, recovery, and mitigation.

#### **D. Incident Management Activities**

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

#### **E. 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

## **F. Key Concepts**

This plan details the key concepts utilized by the City in mitigation, preparation, response and recovery efforts relating to emergencies and disasters in accordance with RCW 38.52.070 and the NIMS. This includes but is not limited to: disaster and emergency responsibilities and procedures; and training and community education activities.

The CEMP, 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)

## **II. PLANNING ASSUMPTIONS & CONSIDERATIONS**

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 the 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, and 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.

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

In the event of a widespread disaster, it is unlikely that the City will receive any significant assistance from nearby communities, county, state, or federal agencies, or human services organization for 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.

Shoreline may be requested to provide support to other jurisdictions with both resources and sheltering 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, 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, we recommend a week.

#### **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.
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 declaration 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.

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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 Proclamation of Local Emergency.
4. Issue notice 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.
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.

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14. Appoints 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. 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.
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**

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 as appropriate.



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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.
9. Ensures and authorizes by signing their worker 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.
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 Plan 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**

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

**H. Human Services Planner**

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, 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. Assists in the Documentation Unit of the Planning Section in the EOC when it is activated.

**J. City Attorney**

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. Management Analyst/Media Liaison – 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.

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3. Ensure the city's WEB Site and Cable TV 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. Inter-Government Program Manager**

1. Provide for the coordination of visiting officials from other jurisdictions and levels of government.
2. Serve as the Liaison Officer in the EOC.

**M. 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.

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7. Establish provisions for emergency signature authority for City checks during an emergency.
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. Lead with HR on ESF #7 – Resource Support

**N. 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. Plan to staff the EOC in the Resource Unit of the Planning Section to conduct check-in activities, maintain the status of all incident human resources 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

**O. 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 of City data processing capabilities during a disaster.
3. Provide software, hardware, maps, and administrative support for the Geographical Information System.
4. Provide support to other departments in computer network coordination and administration and in software support.
5. Ensure daily backup and secure storage of centrally-managed data.
6. Control data security as defined in City policies.
7. Provide computer assistance to City staff, network backup, and maintenance of the local area network.
8. Oversee and support the City's voice, wireless, telephone, and audio-visual systems for emergency operations.
9. Support and ensure operational readiness of all technologies that support the activation of the EOC.

**P. 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. Police functions and responsibilities include:

1. General Law enforcement duties

2. Traffic and crowd control
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 # 9 Urban Search and Rescue, # 13 Public Safety, Law Enforcement, and Security, # 16 Evacuation, and # 20 Military Support to Civil Authority

**Q. 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

**R. Planning and Community Development Director**

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 a 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

**S. 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. Develop and maintain a database of personnel trained on Shelter Management and Operations; assist with the registration and training of volunteers.
4. Maintain and manage parks assets.
5. Identify parks and other open areas that could be used for emergency debris deposit sites and or Points of Distributions (PODs).
6. Assist in the mobilization and management of emergency volunteer workers during a disaster.
7. Assist in the development and presentation of emergency volunteer training programs that have to do with emergency shelters, points of distribution set up or evacuation
8. Lead department for ESF's # 6 Mass Care and #11 Agriculture and Natural Resources

**T. 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 in the EOC.
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 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. Assist in 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**

1. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in accordance with the NIMS in an effort to minimize the effects of a major emergency or disaster.
2. It is the policy of the City that each department will take an active role in emergency planning and develop standard operating guidelines (SOGs). It is the responsibility of the Director of each City department to:

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- 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.
  - e. Develop departmental SOGs which include the following:
    - i. Department chain of command.
    - ii. Assign staff to the 12 hour staffing plan
    - iii. Location for managing departmental emergency operations.
    - iv. Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.
    - v. Information needed to manage the department during emergency operations and means of communication for obtaining that information.
    - vi. Coordination of the department with the EOC.
    - vii. Procedures to ensure that all department staff are aware of SOGs and of the concepts of the CEMP.
3. 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. During and after a disaster, the City's emergency management organization will act from the EOC to mobilize and control City personnel and resources to respond and recover from disaster effects.
4. 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.

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5. 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 agencies are to provide this information to the EOC immediately following a head count and preliminary building inspection.
6. 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.
7. 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).

8. The EOC staff 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.
9. 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 act as advisors to the Council in dealing with problems caused by the disaster and in the coordination of the situation.
10. 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.
11. 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) or the Washington Emergency Management Division (EMD).
12. 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, push to talk feature on the Nextel's, email, VHF radio, utilizing the City of Shoreline Auxiliary Communications Systems Team, SMMs, and employee runners.

13. The registration of permanent emergency workers and other volunteers will be coordinated through Emergency Management Coordinator. Temporary emergency 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.

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- b. Develop appropriate contingency plans and standard operating guidelines in support of the CEMP.
  - 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.
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.
  - d. Initiate actions necessary to preserve life, the environment, and property utilizing any and all available resources.

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- 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.
  - 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. Organizational Structure**

##### **1. The City**

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

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

appointed officials in the City. (See ESF # 5 - 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

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 with a broad range of disaster functions within the geographical area as outlined as Zone 1 in the King County Regional Disaster Plan. The King County ECC (KCECC) will serve as an information clearinghouse among the zones and oversee resource management county wide.

#### **E. 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.

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.

**F. 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 Assistance Compact (WAMAC) and the King County Regional Disaster Plan 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).

**G. 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.

**H. 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.

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**

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 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:

**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 provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

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

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 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;
- 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 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**

**Attachment B**  
**City of Shoreline CEMP 2011 Update**  
**Summary of Major Changes**

<b>Plan Section:</b>	<b>Changes</b>	<b>Pages</b>
General Changes	Clarified that mitigation efforts are covered in the Multi-jurisdictional Hazard Mitigation Plan that was adopted by the City Council on May 20, 2009.	
	Clarified that recovery efforts are covered in the Disaster Recovery Plan that was adopted by the City Council on May 24, 2010.	
	Updated titles, division, and department names to reference changes in organizational responsibilities and/or names within the City and region.	
	Incorporated the national standard of using the concept of Points of Distribution (PODS) for resource distribution into various sections of the CEMP.	
	Added language to address the US Department of Justices "ADA Best Practices Tool Kit for State and Local Governments, Chapter 7 Addendum 1: Title II Checklist (Emergency Management)", including language to: Basic Plan Policy Section and Appendix D.	Basic Plan - Page 8 and 14
Basic Plan - Appendix C References	Added additional references to local, regional, and state-wide plans.	Full Appendix
Basic Plan - Appendix D Training	Added language to address the US Department of Justices "ADA Best Practices Tool Kit for State and Local Governments, Chapter 7 Addendum 1: Title II Checklist (Emergency Management)"	Appendix D - Page 1
Basic Plan - Appendix F	Added Basic Plan Record of Changes to track changes that are made to the document, after Council adoption.	Full Appendix
ESF 1 Transportation	Appendix A – Transportation Resources Staging Areas & Points of Distributions (PODS) was renamed to emphasize the national standard of using PODS.	
	Added Appendix B – King County Transportation Recovery Plan	Full Appendix
ESF 2 Communication and Warning	No Changes	
ESF 3 Public Works	Appendix D Annex 1 - Damage Assessment Routes updated to reflect current hazard analysis and changes to the City infrastructure.	Full Appendix
ESF 4 Fire Fighting	No Changes	

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**Summary of Major Changes**

ESF 5 Emergency Management	Added Appendix A 1 – Proclamation of Local Emergency - Including additional options to consider when proclaiming a Local Emergency.	Full Appendix
	Appendix D - Lines of Succession updated to reflect current staffing levels and position titles.	Full Appendix
ESF 6 Mass Care	Added language to address the US Department of Justices “ADA Best Practices Tool Kit for State and Local Governments, Chapter 7 Addendum 1: Title II Checklist (Emergency Management)”	Appendix A - Page 2
	Added ESF 6 Appendix B - King County's CEMP Regional Shelter Operations Incident Annex to include Pet Sheltering options	Full Appendix
	Added ESF 6 Appendix C - Puget Sound Region Evacuation and Sheltering Plan created by Puget Sound Regional Catastrophic Preparedness Grant Plan (RCPGP) Group	Full Appendix
	Addresses using Regional Animal Services of King County and other agencies to assist with Pet Sheltering options.	ESF 6 Page 2, 3, and 15
	Addresses working collaboratively with NGO's and Government Agencies to address at-risk populations, including the elderly, people with disabilities, and people with language barriers.	ESF 6 Page 2, 4, and 7
ESF 7 Resource Support	Added ESF 7 Appendix F – Volunteer Management Plan using regional planning templates.	Full Appendix
	Added ESF 7 Appendix G – Donation Management Plan using regional planning templates.	Full Appendix
ESF 8 Public Health, Medical Services, and Fatality Management	Added ESF 8 Appendix C – King County's Pre-Hospital Catastrophic Emergency Triage and Treatment Plan	Full Appendix
	Added ESF 8 Appendix D – King County's Long Term Care Facilities Mutual Aid Plan	Full Appendix
ESF 9 Urban Search and Rescue	No Changes	
ESF 10 Hazardous Materials Response	No Changes	
ESF 11 Agriculture and Natural Resources	Addresses using the national standard of PODS.	ESF 11 Page 9
ESF 12 Energy	No Changes	

**Attachment B**  
**City of Shoreline CEMP 2011 Update**  
**Summary of Major Changes**

ESF 13 Public Safety, Law Enforcement, and Security	No Changes	
ESF 14 Long-Term Community Recovery and Mitigation	Added language to address the US Department of Justices "ADA Best Practices Tool Kit for State and Local Governments, Chapter 7 Addendum 1: Title II Checklist (Emergency Management)"	ESF 14 - Page 4
ESF 15 Public Affairs	Added ESF 15 Appendix D – Public Information Media Strategies to include efforts to communicate with vulnerable populations	Full Appendix
ESF 16 Evacuation	Created entirely revamped ESF 16 – Evacuation using the King County UASI Evacuation Template. This included adding language to address planning efforts around homeless, tourists, schools, those relying on public transportation systems, people with disabilities, and those with language barriers.	Full Appendix
	Appendix A – Created new evacuation routes for Citizens and First Responders, in consultation with regional partners.	Full Appendix
Military Support to Civil Authorities	No Changes	
Cyber Attack Incident Annex	Added Cyber Attack Incident Annex	Full Appendix
Terrorism Incident Annex	No Changes	

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