

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County Agreement
DEPARTMENT:	Community Services Division
PRESENTED BY:	Gail Harris, Emergency Management Coordinator
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 of Shoreline is an active regional partner in emergency planning. Since 2003 the City has been a signatory to what was called the King County Regional Disaster Plan for Public and Private Organizations (Attachment A). As a new updated framework has been developed, staff is requesting Council sign onto this new framework by authorizing the City Manager to execute the Regional Coordination Framework Agreement.

DISCUSSION:

The updated regional coordination framework (Attachment B) and the associated agreement (Attachment C) set forth the general terms, conditions, and protocols for sharing and paying for resources, and for communicating and decision making among public and private entities in King County in the event of a disaster. This agreement allows the City to quickly leverage those partnerships to enhance our ability to respond to and recover from a disaster. This provides us a 'work force multiplier', which for a city with limited resources, is especially beneficial during a disaster.

The regional coordination framework is a voluntary agreement that the City of Shoreline can choose to utilize (or not) in the event it has a need to request to borrow resources during an event. The framework also provides direction on how we coordinate information during an event and if we choose to lend resources during an event. During a disaster in which this type of request may occur it will most likely be a Declared Disaster by the Governor and the President, and as such, we would be looking to recover approximately 75% of expended funds from the Federal Government and another 12.5% from the State of Washington.

The City has two options to request support or to support other agencies' needs during a disaster in King County. One option is to make a request or receive a request from another city or county under the Washington State Intra-State Mutual Aid Law. The second is covered by this agreement, which also includes other public entities, non-profit organizations, and the private sector. This framework's legal agreement addresses the method that the requesting entity and the lending entity will use to be

reimbursed for the staff or equipment that is lent. Once the two entities agree to the terms, a contract will be signed by the two authorizing signatories. Examples of resource requests that may be asked for under this agreement include staff to assist in an agency's Emergency Operations Center, a debris removal team, or staff to assist with shelter operations.

Disasters do not respect jurisdictional boundaries, let alone economic environments. Citizens throughout King County expect the public, private, non-profit and tribal entities to work together in responding to and recovering from a disaster. King County encompasses 2,134 square miles of diverse terrain with over 1.9 million people, 39 cities, over 120 special purpose districts, two tribal nations, and over 700 elected officials. With the county's population density, complex system of governance, and significant hazards, disasters present the need to plan for a coordinated response among governments, non-profit organizations and private sector businesses. Having a coordination agreement in place prior to an event allows for more expedient and efficient sharing of resources and helps with the movement into recovery after a disaster occurs.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact to executing this agreement. As this is a voluntary agreement, there is no financial commitment the City is making by signing onto it.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County Agreement.

ATTACHMENTS:

- Attachment A: 2003 Regional Disaster Plan Agreement
- Attachment B: Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County Document
- Attachment C: Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County Agreement

Approved By: City Manager DT City Attorney IS

Regional Coordination Framework for Disasters and Planned Events

for Public and Private Organizations in King County, Washington



King County

Emergency Management Partners,

As we arrive at another milestone in our regional planning efforts here in King County, we would like to share a brief look back on the cornerstone efforts of the ‘Regional Disaster Plan’ and its notable history.

It is reality that disasters do not respect jurisdictional boundaries, let alone economic environments. Our citizens throughout King County expect the public, private, non-profit and tribal entities to work together in responding to and recovering from a disaster. Geographical King County is 2,134 square miles of diverse terrain with over 1.9 million people, 39 cities, over 120 special purpose districts, two tribal nations, and over 700 elected officials. With our population density, complex system of governance, and significant hazards we face, disasters present the need to plan for a coordinated response among governments, non-profits and businesses.

In 1998, elected officials from Seattle, Suburban Cities and King County passed a motion (#10566) to initiate the planning efforts of a ‘regional response plan and mechanism to share resources.’ That effort was pioneering new territory by establishing a cooperative and voluntary platform linking private businesses, non-profit organizations, government agencies, and special purpose districts. Through collaborative planning and participation, hundreds of entities can behave in a coordinated manner, provide assistance to each other and maintain their authority.

The King County Office of Emergency Management (KCOEM) began the ‘regional planning’ effort in 1999 and formed the Regional Disaster Planning Task Force (now the Regional Disaster Planning Work Group). Any and all partnering disciplines, agencies and organizations were invited to the table and actively participated in taking the ground breaking steps to create the ‘Regional Disaster Plan for Public and Private Organizations in King County.’ Over a two-year period many meetings were held, numerous ideas and concepts discussed and debated, and multitudes of briefings and updates all contributed to a collaborative and transparent regional planning process. Throughout the process the multi-disciplinary groups representing King County Emergency Management Advisory Committee (EMAC) and the King County Regional Policy Committee were briefed and engaged. By early 2001, a Basic Plan and legally vetted ‘Omnibus Legal and Financial Agreement’ were completed, and then... September 11th occurred.

All of us found ourselves in a new era. Our view of the world changed significantly post September 11th and we collectively recognized the need to be even more collaborative in our emergency management efforts. Even the largest of cities would not be able to do it alone. The cumulative efforts of all those engaged partners had moved the regional plan from a concept to the reality of an actual plan ready for signature and implementation. In January 2002, with EMAC endorsement, the EMAC Chair Barb Graff (City of Bellevue Emergency Management) and Co-Chair Bill Wilkinson (Port of Seattle) initiated the inaugural promulgation of the ‘Regional Disaster Plan for Public and Private Organizations in King County.’ By December 2002, 99 cities, fire districts, businesses, schools, water and sewer districts and non-profits were official signatory partners. That same year the 9-11 Commission and the National Association of Counties (NACo) formally awarded and recognized KCOEM for the regional collaboration and planning endeavor – the ‘Regional Disaster Plan.’

The original Regional Disaster Plan was designed using the model of the Federal Response Plan, i.e. a basic plan followed by a series of “Emergency Support Functions,” such as communications and transportation. Through the following years and various Presidential Directives (transitions to the National Response Plan and the National Incident Management System), the Regional Disaster Planning effort continued to engage regional partners from public, private, non-profit and tribes and alternations were made to keep the Plan current. Additional promulgations occurred with Plan updates and more signatory partners joined. With the last official promulgation and signatory process in March 2008, and with continued interest since then, there are currently 145 signatories.

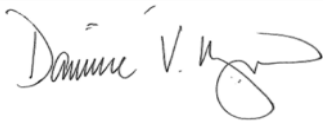
Over time partners and the region have matured with additional focused planning efforts (mass care, evacuation, regional catastrophic, etc.), putting the Regional Disaster Plan in a good position to evolve. After over a year’s work of transformation, the Plan (along with the associated Agreement, which is the legal and financial document addressing sharing of resources; formerly the ‘Omnibus’) are in a new state. Embodying again true regional coordination, the Plan has transitioned to a new format: ‘Regional Coordination Framework for Disasters and Planned Events.’ In a streamlined form, the new Framework (like the former Plan) facilitates a systematic, coordinated, and effective response to multi-agency or multi-jurisdictional disasters or planned events that occur within the geographic boundaries of King County. By leveraging existing plans, the Framework focuses on five key areas of coordination:

- Direction and Coordination
- Information Collection, Analysis and Dissemination
- Public Information
- Communications
- Resource Management

All emergency management partners will be provided the opportunity to review and comment on this new and fresh Framework through an identified process. The goal is to roll out the Framework and Agreement to all partners in January 2014 for official promulgation and signature. Regional Disaster Planning Work Group and EMAC members will be active in informing and promoting the intent and benefits of the Framework and Agreement.

The efforts put forth by the Work Group have been well coordinated, and the EMAC has been kept apprised and has advised as needed. We look forward to your agency and organization officially joining in supporting this Framework. Through this Framework, together we can assist one another in a more coordinated response, which will ultimately assist in the quicker recovery of our communities and economy.

Sincerely,



Dominic Marzano, Chair
City of Kent Emergency Management



Gail Harris, Vice Chair
City of Shoreline Emergency Management

*Emergency Management Advisory Committee (EMAC)
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Log of Changes

Date of Change	Description of Change	Page #
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Introductory Materials

Promulgation

The Regional Coordination Framework (formerly the Regional Disaster Plan) is intended to embody the true essence of regional collaboration and coordination. From its inception in 1998, by King County Motion #10566, this regional plan "... allows for shared resources and cooperation within existing capabilities and is consistent with emergency management priorities established by the governing body of each jurisdiction, special district, organization or appropriate agency." The value of the Framework that is that the organizational networking and administrative workload can be coordinated in advance of a disaster, thus expediting the response capability from partner to partner and throughout the region.

Approval and Implementation

The Regional Disaster Planning Work Group (RDPWG) is the inter-jurisdictional and multi-disciplinary group responsible for developing, enhancing, and maintaining the Regional Coordination Framework. The RDPWG consists of representatives from regional partners and serves as a subcommittee to the King County Emergency Management Advisory Committee (EMAC), which in turn serves as an advisory entity to the King County Executive and the King County Office of Emergency Management (OEM). All emergency management partners are included and encouraged to participate throughout the review and vetting process.

Modifications to the Framework and its related documents are shared and distributed to all partners. Ongoing reviews and feedback shall occur routinely. When Framework modifications have been vetted through the RDPWG and initial review conducted by partners, the RDPWG Chair/Co-Chair will present them to EMAC for review and endorsement. In accordance with King County Motion #10566, "Any draft regional plan proposed by the Emergency Management Advisory Committee (EMAC) should be submitted through each jurisdiction, special district, organization, or appropriate agency governing body for review and comment." Therefore, all updated documentation is presented for 'Open Comment' for at least 30 days. Emergency management partners are responsible for reviewing and vetting through their internal channels for any concerns and/or issues. Those concerns and/or issues that arise may be documented and sent to the King County Office of Emergency Management. All comments will be reviewed and addressed by the RDPWG, which will in turn recommend amendments and/or changes to EMAC for consideration and recommendation.

The RDPWG holds open meetings, keeps all partners apprised of work and products, and provides reports to EMAC. According to King County Motion #10566, the RDPWG in coordination with EMAC, will "...report to the regional policy committee periodically on its progress in developing the plan, and bring forward to the regional policy committee significant policy issues arising in the process."

Distribution

EMAC will formally endorse the Framework and associated Agreement, and through their 'letter of endorsement,' begin encouraging adoption by partners (public, private, non-profit) within their respective jurisdiction, agency and/or organization. The King County Office of Emergency Management will be responsible for collecting, gathering and maintaining the emergency contact information for participating partners as well as the signatory sheets for those partners who are signatory to this Framework's associated Agreement.

In recognition of the expanding nature of this Framework and the partnerships it encourages, a comprehensive distribution list cannot be provided within this document. Please visit the King County Office of Emergency Management website for a full and current listing of partners to the Regional Coordination Framework and signatories to the associated Agreement.

<http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals.aspx>

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I. Purpose, Scope, Situation Overview and Assumptions

Purpose

The Regional Coordination Framework for Disasters and Planned Events facilitates a systematic, coordinated, and effective response to multi-agency or multi-jurisdictional disasters or planned events that occur within the geographic boundaries of King County, Washington. It provides a framework whereby cooperative relationships can be formed among public, private, tribal and non-profit organizations in order to accomplish this common goal. Through the implementation of this framework, the resources and capabilities of the public, private, tribal 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 within King County.

The Regional Coordination Framework is a voluntary guide to regional response and short term recovery actions. Signatory partners are those organizations from the public, private, tribal, and non-profit sectors in geographic King County that are committed to working together in accordance with this framework and have signed the associated Agreement. There is no preferential treatment or priority given to those partners who are signatory to the Agreement versus those who are not. The benefit of being a signatory partner to the RCF and the Agreement is to save time during a disaster by having decision making authority for jurisdictions already in place and on file.

Scope

The RCF applies to any disaster or planned event that concurrently challenges multiple jurisdictions or multiple disciplines within King County or affects a single entity to such a degree that it relies upon external assistance. The Framework and the associated Agreement are intended to be utilized in conjunction with other state and local emergency plans, including but not limited to mutual aid agreements such as the Intra-state Mutual Aid System (within Washington State), the Emergency Management Assistance Compact (state-to-state), other public, non-governmental organization, tribal, or private sector agreements, and the Pacific Northwest Emergency Management Arrangement (States of Alaska, Idaho, Oregon and Washington and the Province of British Columbia).

The Framework addresses strategic response activities and allocation of incoming scarce resources for those disasters or planned events where normal emergency response processes and capabilities become overtaxed, or where there is a need for regional coordination of response operations shared situational awareness and coordinated public information due to the complexity or duration of the disaster(s). The

associated Agreement articulates the financial aspects of voluntarily participating in accordance with the Framework.

Although the focus is on disaster response, the Framework assumes future coordinated efforts to address regional protection, mitigation, preparedness, and recovery issues. Likewise, while relationships with other counties and neighboring jurisdictions are not specifically included in this Framework, they are not precluded from participating as a partner.

The framework describes five key areas of coordination:

- Direction and Coordination
- Information Collection, Analysis and Dissemination
- Public Information
- Communications
- Resource Management

Situation Overview

Disasters and planned events can present unique challenges to the public and private sectors for the efficient and effective use of resources, the protection of lives and property, the protection of the regional economy, and the preservation of the environment or other essential functions. Natural or human-caused hazards may have impacts sufficient to require partners to seek assistance or manage emergency resources and supplies through use of this Framework. Specific information about natural or human-caused hazards may be accessed from emergency management jurisdictions.

Planning Assumptions

- No perfect response is implied by the availability of this framework
- Local, regional, and state resources may not be sufficient to respond to all needs in a timely fashion
- Damages to regional infrastructure may result in unreliable communications and slow delivery or distribution of requested resources
- Impacts to some partners may require assistance from other partners, adjacent counties, the State of Washington, Emergency Management Assistance Compact partners, or the Federal Government and other entities
- Emergencies may require the establishment and/or multi-jurisdictional coordination of emergency actions
- Participation in the Regional Coordination Framework is voluntary

- Acquisition, use, and return of resources as well as the reimbursement for those resources are guided by the associated Agreement
- Regional policy decision-making participants will vary from disaster to disaster
- All partners will comply with federal, state, and local legal obligations
- The King County Office of Emergency Management (KCOEM) will serve as the lead for regional emergency management activities. KCOEM will activate the Regional Communications and Emergency Coordination Center (RCECC) in support of disaster response or planned event coordination, during which the RCECC will be the focal point for information sharing and regional resource coordination
- First responders will continue to be directed by their incident commanders
- Each partner will retain its own internal policies, processes, authorities, and obligations and organize and direct its internal organization continuity

II. Concept of Operations

In the event of a disaster or planned event requiring central coordination at the RCECC, operational authority will remain with partners and local incident commanders. Local procedures will be followed and Emergency Operations Centers or Emergency Coordination Centers (EOCs or ECCs) staffed in accordance with partner plans. Procedures governing internal actions will be maintained by the partner. All necessary decisions affecting response, protective actions, and advisories will be made by those officials under their existing authorities, policies, plans, and procedures. Use of and adherence to the Regional Coordination Framework is voluntary.

The Framework provides a structure for disaster response operations that:

- Uses geographic divisions or zones of the county to:
 - Facilitate coordination of information sharing
 - Assist in the management of resource request processes, prioritization and tracking
- Provides centrally coordinated emergency functions within the region utilizing the King County RCECC
- Provides a mechanism for regional policy decision-making
- Augments existing mutual aid agreements by providing pre-designated legal and financial ground rules for the sharing of resources
- Is consistent with the National Incident Management System (NIMS) and is based on the Incident Command System (ICS)

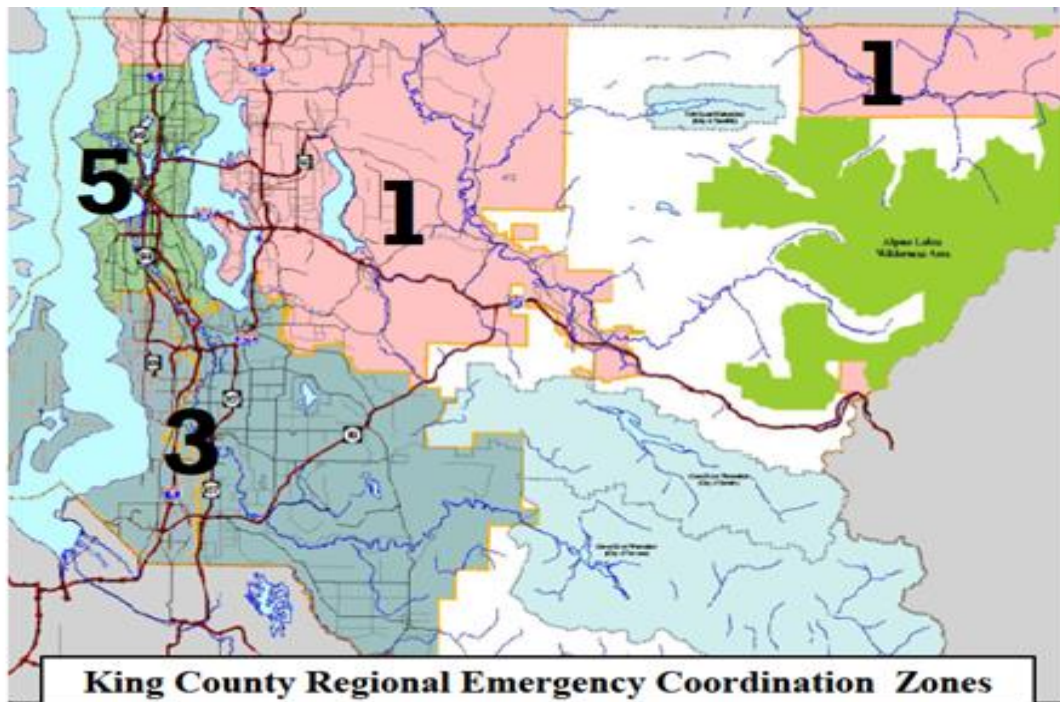


Figure 1: King County Emergency Coordination Zones (2012)

Geographic Divisions

Predetermined geographic divisions of the County have facilitated efficient preplanning efforts as well as the sharing of information and coordination of priorities, operations, and application of resources during a disaster or planned event. The three Regional Emergency Coordination Zones correlate to the existing King County Fire Zones are (see Figure 1):

- Emergency Coordination Zone 1 – North and East King County
- Emergency Coordination Zone 3 – South King County
- Emergency Coordination Zone 5 - the City of Seattle

Each Zone may develop protocols and procedures for carrying out inter- and intra-zone coordination and response functions. During the response to a disaster or planned event, these zone coordination functions may operate through a Zone Coordinator from the King County RCECC or in a decentralized location.

Organizations that provide services throughout geographic King County (“regional service providers”) may not have the resources to coordinate their service delivery and response activities directly with all three Emergency Coordination Zones simultaneously. Instead, these regional service providers may provide a single point of coordination through the King County RCECC. Examples of regional service providers include: public health/medical, banking and finance, energy, transportation, information

and telecommunications, agriculture, emergency services, chemical industry, food, water, etc. Regional service providers may provide a representative directly to the affected zone and/or the King County RCECC.

Central Coordination

Where central coordination of regional emergency actions is needed, the King County RCECC may provide a location from which to coordinate.

In accordance with the National Response Framework, the King County RCECC utilizes a hybrid response organization that embeds subject matter experts into the Incident Command System structure through Emergency Support Functions (ESFs). The ESFs, listed below, represent fifteen broad categories that enable subject matter expertise, like resources, and similar capabilities to be aligned into groups to aid coordination.

- | | |
|--|--|
| ESF 1 – Transportation | ESF 9 – Search & Rescue |
| ESF 2 – Communications | ESF 10 – Oil & Hazardous Materials |
| ESF 3 – Public Works & Engineering | ESF 11 – Agriculture & Natural Resources |
| ESF 4 – Fire Response | ESF 12 – Energy |
| ESF 5 – Emergency Management | ESF 13 – Public Safety & Security |
| ESF 6 – Mass Care, Housing, & Human Services | ESF 14 – Recovery |
| ESF 7 – Resource Management | ESF 15 – External Affairs |
| ESF 8 – Public Health, Medical and Mortuary Services | ESF 20 – Military Support to Civil Authorities |

In its role as an Emergency Coordination Center, the King County RCECC facilitates operational response at the regional level and supports operational response activities that are managed at the local level; the RCECC does not make operational decisions for local jurisdictions or partners unless specifically requested. Rather, the RCECC facilitates regional support activities that have been developed collaboratively amongst the appropriate stakeholders, represented through the ESFs and Zone Coordinators.

When the RCECC has been activated, Zone Coordinators and regional service providers may coordinate their efforts from the King County RCECC, via their respective ESF Coordinator, the EOC/ECC of their local emergency management jurisdiction or most impacted partner. Coordination between regional service providers and partners may be from locations remote to the RCECC by electronic means. Healthcare organizations will coordinate through the Northwest Healthcare Response Network, which will in turn coordinate with emergency management jurisdictions through ESF 8, Public Health, Medical and Mortuary Services.

When the RCECC has not been staffed by ESFs, partners will continue to coordinate with other partners, contractors, or mutual aid partners and will brief their local EOC/ECC or emergency management office (with emergency management jurisdiction as defined in RCW 38.52) and the King County Office of Emergency Management (KCOEM) Duty Officer if appropriate. Partners should establish a relationship with their local emergency management jurisdiction in advance.

Once the RCECC has been activated, the RCECC will be contacted through the main RCECC email, radio talk group, or phone number. Information and resource requests will be directed to the most appropriate combination of zone coordinator(s), logistics, planning, or operations (ESFs) sections for their actions.

The King County RCECC Regional Communications and Emergency Coordination Center (KC RCECC) facility is located at 3511 NE 2nd Street, Renton, Washington, 98056.

Transition from regional response to regional long-term recovery

Response efforts at the RCECC entail the immediate actions needed to protect lives and safety of the population, protect or affect temporary repairs to infrastructure, and protect property or the environment. Long-term recovery includes permanent repair, relocation, or replacement of that infrastructure or property. Long-term recovery may take months or many years depending on the nature of impacts. Long-term recovery and potential federal assistance to tribal nations, the public and private sectors is governed by the Stafford Act and other documents with specific terms including the Code of Federal Regulations and Treaties. A separate document addresses regional long-term recovery.

III. Responsibilities

In accordance with Ordinance 17075, King County Government has the responsibility to foster cooperative planning within regional concepts to its emergency mitigation, preparedness, response, and recovery efforts and to serve as the coordinating entity for cities, county governmental departments and other appropriate agencies during incidents and events of regional significance. In addition, King County shall enter into mutual aid agreements in collaboration with private and public entities in an event too great to be managed without assistance.

When an emergency impacts regional King County, the King County RCECC and local EOCs or ECCs may be staffed to address the consequences of the emergency impacts to the public, government, and regional partners or to support regional first responders.

This section of the framework introduces the concept of a regional coordination process that may be needed to enact emergency powers, suspend or limit civil liberties, coordinate executive decisions, determine strategies for the allocation of scarce resources or transition into long term recovery. The diagram below describes the structure and relationship of regional organizations in response. Also, see Direction and Coordination as well as the Terms and Definitions at the end of this framework.

All Signatory Partners will:

- Identify an Emergency Point of Contact
- Work with their authorized emergency agency in their operations or coordination centers as identified under RCW 38.52.070
- Develop, maintain, and utilize internal emergency plans and procedures
- Direct information and resource communications to their local Emergency Operations or Coordination Center, or the RCECC Section as appropriate
- Equip and train a workforce to sustain emergency operations
- Participate in the development of this framework
- Seek and secure mutual aid documentation
- Abide by the caveats of the this Framework's associated Agreement
- Request regional decision-making on policy issues as needed

The mechanism for regional policy coordination:

- Collaboration on the execution of emergency powers, suspension or limitation of civil liberties
- Collaboration to establish strategic priorities for the allocation of limited resources in support of King County strategic goals and regional objectives
- Communicate with partners and the general public directly or to the public through the RCECC Joint Information Center (JIC)

Elected and Appointed Officials will:

- King County Executive will Serve as the facilitator of the mechanism for regional policy decision-making
- Establish and work through their authorized Emergency Operations or Coordination Centers
- Utilize their established emergency and continuity plans
- Identify Emergency Points of Contact for the jurisdiction with full authority to commit or request resources, personnel, and make decisions on behalf of the jurisdiction

- Work with and through their designated emergency managers for resource needs that cannot be filled within their jurisdiction, mutual aid agreements, available private sector sources, or within the emergency management zone
- Coordinate with private sector partners through their designated EOC or ECC
- Issue emergency proclamations and implement authorized emergency powers
- Coordinate selection and implementation of emergency powers through the mechanism for regional policy decision-making
- Abide by the caveats of the this Framework's associated Agreement

RCECC Incident Manager will:

- Direct RCECC coordination activities
- Recommend formation of and composition of a mechanism for regional policy decision-making
- Keep the those involved with regional policy decision-making informed of policy issues, incident coordination and progress
- Communicate regional policy decisions to the RCECC staff
- Recommend and have drafted a County emergency proclamation as needed
- Work with and direct the Joint Information Center and functional sections of the activated RCECC
- Host Zone Coordinators and regional partners as liaisons to the RCECC
- Establish and adjust regional objectives, identify policy issues, and allocate resources with input from Zone Coordinators and regional service providers
- Facilitate regional situational awareness, Common Operation Picture and information sharing with regional partners and the public
- Facilitate an effective and efficient resource management process

RCECC Joint Information Center will:

- Communicate information to the public and partners that may affect their lives, safety, health, property, or services
- Implement a Joint Information System to assist in coordinating public information

Zone Coordinator(s) may:

- Represent the cities within their designated zone in the RCECC
- Collect and communicate information to the RCECC and the Incident Manager
- Collaborate with the Incident Manager to establish and adjust regional objectives, identify policy issues, and allocate resources
- Direct partner representatives to seek resources within their zone before forwarding requests to the RCECC

- Request regional decision-making on policy issues with notice to the emergency managers
- Maintain situation awareness on needed policy issues and resource requests
- Make limited operational decisions on behalf of their designated zone
- Facilitate information sharing between RCECC and Zone

RCECC Sections will:

- Develop situational awareness and support information sharing throughout the region and up to the state.
- Receive, allocate, track resource issues from county departments and regional partners. Any resources that cannot be provided from within the geographic county shall be attained via contract or forwarded onto the state for action.
- Manage and retain documentation in support of the incident.
- Serve as network control for regional radio communications between regional Emergency Operations or Coordination Centers

Local Authorized EOCs and ECCs will:

- Work within their organization's and zone's resources and capabilities before requesting resources from the RCECC
- Communicate resource requests to the RCECC Logistics Section and their Zone Coordinator in the RCECC when availability within their zone has been exhausted
- Include private sector, non-governmental sector, and tribal nations in local EOC decisions, information sharing and resource management
- Utilize the appropriate mechanism for resource requests to the RCECC
- Support the functions and protocols established in this framework
- Have or can quickly get the authority to commit available equipment, services, and personnel to the (borrowing) organization
- Participate in decision making conference calls or physical meetings as appropriate and conditions allow

Emergency Contact Points will:

- Be in an established line of succession that includes names, addresses, and 24-hour phone numbers for each partner
- Make emergency contact information available to regional partners, King County OEM, and the RCECC when staffed
- Have or can quickly get the authority to commit available equipment, services, and personnel to the (borrowing) organization

- Participate in decision-making conference calls or physical meetings as appropriate and conditions allow

Resource Lenders will:

- Make available such resources as will not deter the Lender of the ability to continue efforts toward its own response objectives
- Abide by the conditions described in the this Framework's associated Agreement

Resource Borrowers will:

- First seek and exhaust access to resources within their organizational authority
- Seek mutual aid and commercial resources within their emergency management zone
- Request resources through the King County RCECC in accordance with the this Framework's associated Agreement

State of Washington will:

- Seek and accept damage reports and situation reports from the King County RCECC
- Accept and process resource requests received from the King County RCECC
- Seek sources of assistance to fill regional King County logistical needs
- Proclaim a state of emergency, if warranted

Federal government will:

- Provide response assistance to the State of Washington as available and requested under a state proclamation of emergency
- Direct appropriate federal agencies to lend assistance to the State of Washington where possible
- As appropriate, declare a state of emergency in support of response and recovery from the impacts of an emergency in Washington State and/or to regional tribal nations

IV. Direction and Coordination

The Regional Coordination Framework does not carry the authority of code. It is a voluntary agreement between partners to the Regional Coordination Framework and the associated Agreement and any annexes that may be crafted for the benefit of the region. King County and each authorized emergency management agency within King

County are required to have, maintain, and implement their own emergency plans in accordance with Revised Code of Washington (RCW) 38.52. Similarly, other public entities, private sector, non-governmental organizations (NGOs), and tribal nations may maintain plans that describe how they will direct and manage emergencies within their scope of authority. The National Incident Management System (NIMS), National Response Framework and King County Ordinance 17075 are the basis for the regional direction and coordination function described here.

Purpose

The purpose of this section is to identify a mechanism for regional policy decision-making, a process for policy coordination and strategies for the allocation of limited resources to regional disasters within established criteria and priorities.

Situation and Scope

Tactical direction and control of resources available to onsite/on scene incident commanders remains within the established organizational direction of the incident commander. See this Framework's associated Agreement.

Loaned employees remain the employees of the lending organization while under the direction of the borrowing organization during their assignment.

Where regional policy decision-making is needed, elected officials may enact emergency powers, suspend or limit civil liberties, coordinate executive decisions, determine strategies for the allocation of scarce resources under proclaimed emergencies. Regional Partners may not be bound by all of the regional decisions made. Decisions may impact regional partners that are not signatories to the Framework's associated Agreement.

All political subdivisions retain the authority to direct requests for assistance to the Washington State Governor's Office and the State Emergency Management EOC.

Establishing Regional Decision-Making

Regional policy decision-making may be informed by the King County Executive, Local Health Officer, the legal representative(s) of cities and tribal nations as required by the disaster and subject matters experts, as necessary. Initial coordination between impacted regional partners may occur through the initiation of a conference call by the King County RCECC, the request for such coordination by one or more Zone Coordinators, or at the request of one or more partners. Subsequent meetings, whether at the RCECC or by conference call will be scheduled and announced to all authorized emergency management agencies in sufficient time to allow maximum participation.

Coordination meetings and call announcements will include representatives from authorized emergency management agencies under RCW 38.52.070 and tribal nations. The interests of private sector and non-governmental organizations should be represented by their most appropriate authorized emergency management agency.

The King County Executive or designee will facilitate the meetings whether virtual or conducted at the RCECC. Partners and representatives participating in regional policy decision-making may vary from disaster to disaster depending on the experienced impacts to the region. All partner representatives must have the authority to represent their organization for consensus decision-making and commitment or request resources. Verification of personnel will be conducted internally through local EOCs or ECCs.

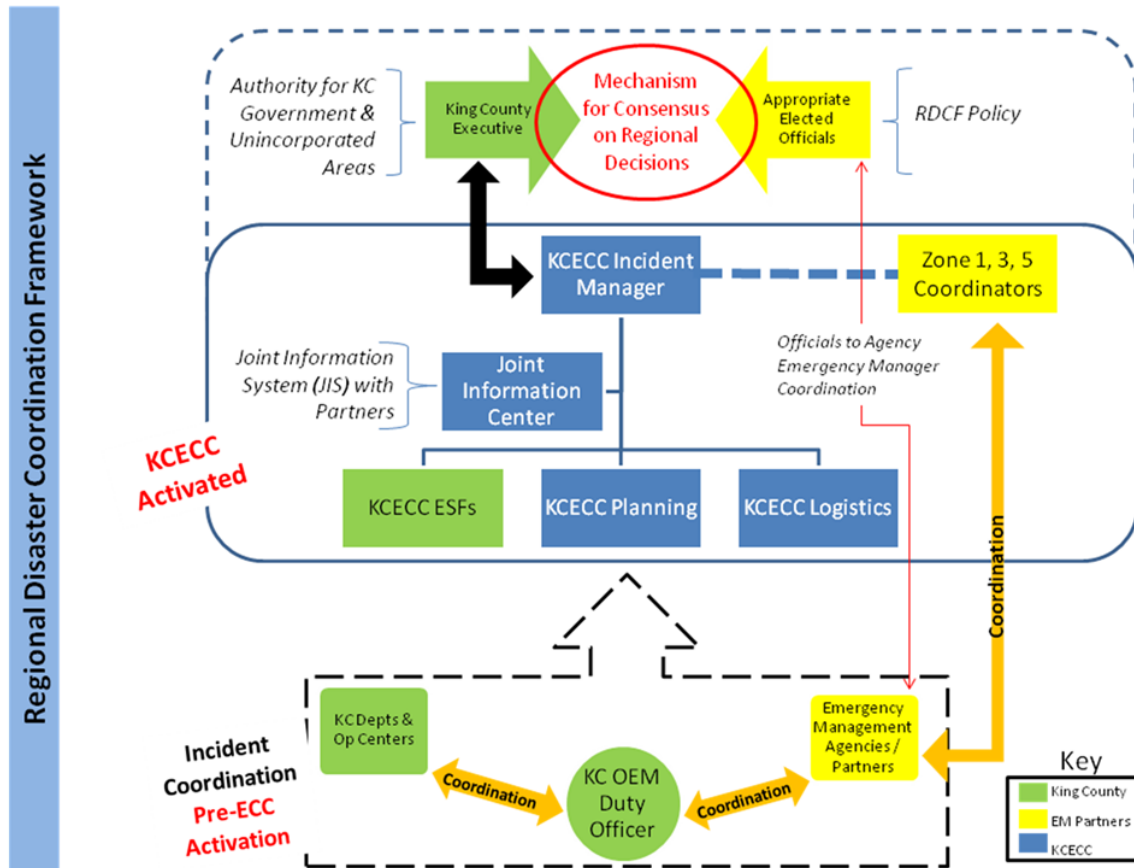


Figure 2: Information and escalation flow for regional policy decisions

Establish regional response priorities, policies, and decisions

Information guiding the decision-making process will be made available to all partners prior to the conference call or physical meeting.

Policy deliberations will occur between the County Executive and whichever cities and tribal nations are needed to participate in regional policy decision-making. When regional decision-making is needed, all attempts will be made to come to consensus on all decisions.

General criteria for policy decisions will include doing the most good possible within each category and may include but is not limited to:

- Preservation of life, safety and preservation of human health
- Caring for vulnerable populations
- Preservation of public infrastructure and property
- Protection of the regional economy
- Protection of the environment
- Preservation of private property

The King County Incident Manager will assign someone to document the announcement of the conference call and/or physical meeting, the participants and attendees, the agenda, decisions, next steps, and known or anticipated future conference calls or meetings times/dates and locations as may apply.

Policy decisions will be communicated through local Emergency Operations and Coordination Centers and disseminated via the Joint Information System.

V. Information Collection, Analysis, and Dissemination

For the purposes of the Regional Coordination Framework, the collection, analysis, and dissemination of information include Situational Awareness and Public Information.

Situational Awareness

Situational awareness is knowing what is going on around the region, understanding what needs to be done in the region, and distributing such information to regional partners.

Purpose

The purpose of this section is to describe the process of how the region establishes and maintains situational awareness during regional incidents and events. This process is critical to effectively create stability, implement response, and undertake recovery within the region. With this process documented, the region will have a major component of its Common Operating Picture (COP) established.

Situation and Scope

Situational awareness is developed by timely and accurate information about the level of impact, resources currently utilized in the response, resources available to support the response, and perceived needs of the jurisdiction, partner and public. Each entity manages the information and needs specific to that entity and its area of responsibility. When entities share their specific situational awareness with each other and partners develop an understanding of each other's impacts and needs, a Common Operating Picture (COP) is created. The development and management of situational awareness and a Common Operating Picture are vital to effective and efficient response and proactive planning on a regional level.

Responsibilities

It is expected that all partners (public entities, tribal nations, private sector, and non-governmental organizations) manage their own situational awareness streams. When disasters occur, impacted partners will consolidate damage and situational information with their most appropriate emergency management jurisdiction EOC or ECC. Local EOCs and ECCs will relay all appropriate information to the King County RCECC. The region's situational awareness and Common Operating Picture are dependent on all streams of information.

The County Zone Coordinators will play a pivotal role by incorporating information from their related geographic areas into the region's COP. The King County RCECC will have the responsibility to collate these streams into a shared situational awareness as part of the region's COP.

Concept of Operations

Information collection, analysis, and dissemination are critical elements that must be maintained before, during, and after a disaster. Through coordination and collaboration, KCOEM and regional partners support a regional information management strategy through all phases of emergency management with a particular emphasis on both preparedness and response to ensure a smooth transition into a response drive information management cycle.

Since situational awareness is part of a larger COP, an information management cycle (often referred as a reporting cycle) will be developed to facilitate regional partners providing their information streams. The cycle will identify when information will be collected and distributed.

The 24 hour cycle of the regional planning clock consists of two operational shifts within the RCECC, beginning at 0700 and 1900 respectively. In general, the RCECC will

compile information and publish it in a situation report every 12 hours. Additionally, snapshots, brief updates to the more complete situation report, may be generated every three hours. Partners are expected to maintain the capability to share and receive information and to actively participate in information sharing within the region.

Recognizing that not every incident will occur on a timetable to easily fit within the 24 hour planning clock established; the King County RCECC may adjust the planning clock as necessary but will always strive to attain a 0700 and 1900 cycle. One benefit of the planning clock is the pre-determined sequence of events that are necessary to best prepare for and inform critical decision making throughout the response coordination. The planning clock recognizes the importance of sequencing events where the collection and analysis of available information is followed by internal briefings, distribution of information to partners and the public, internal and external conference calls, and objective setting for future operational periods. The schedule of these information management steps recognizes the local and national media deadlines for the morning work commute (usually about 0430) and the evening commute deadline (usually about 1500).

Fundamental products of situational awareness such as snapshots, situation reports, etc., are designed to represent the current situation and ultimately project the future status of an incident or event. Essential elements of information will be identified for each disaster or planned event. At a minimum the following essential elements of information will be incorporated within snapshots and situation reports:

- Current situation or situation update
- Availability of regional services
- Local operation and coordination center activation status(es)
- Impact on and response by geographic area (i.e. city or zone) or Emergency Support Function (i.e. transportation, public health, utility, etc)

References

- Zone 1, 3, and 5 Situation Report Templates
- KC RCECC Situation Report and Snapshot Templates
- King County CEMP
- List of Plans-Reference to “Plans Inventory”

VI. Public Information

A cooperative and technically effective use of the media, Internet, social media channels, and community warning systems will provide the best chance of conveying life-safety and public awareness information to large numbers of at-risk people.

Purpose

The purpose of this section is to establish a regional Joint Information System (JIS) that will support emergency response through the effective development, coordination, and dissemination of emergency public information in the event of a wide-spread emergency or disaster within King County. The expected outcomes of this coordinated planning effort are intended to facilitate:

- Coordinating communications between agencies, tribal nations, and organizations with the media and public for accurate and consistent messaging
- Establishing a central point for information distribution on behalf of partners needing public information assistance as well as facilitating regional information coordination
- Expanding the utility of electronic notification systems to include online multi-organizational systems to intentionally enhance information sharing amongst partners
- Establishing and/or utilizing redundant community warning systems to ensure messaging is sent to impacted areas by the most expedient means possible

Situation and Scope

When multiple regional partners recognize a need to coordinate the distribution of emergency information to the public, a Joint Information System may provide a process for consistent messaging. A Joint Information System may include a wide range of public, private, non-governmental, or tribal partners to include partners from beyond the geographic boundaries of King County.

Responsibilities

All partners are invited to contribute to this communication capability. While there are some agencies, prescribed by law or designated authority, that are responsible to enact specific systems, such as the Emergency Alert System and other jurisdictional or community warning systems (i.e. reverse 911 capabilities), it is with the combined and coordinated use of all our collective communication systems that we can reach the broadest number of people with the most accurate information.

Public and Tribal Entities

E911 Centers in King County, The King County RCECC, Public Health - Seattle & King County, cities, special purpose districts, and Tribal EOC's, National Weather Service, Washington State Emergency Management Division, are all

examples of public sector organizations and Tribal Nations with warning and notification capabilities. These organizations use their access to electronic notification systems, websites, web based systems, reverse dialing from 911 database, social media, PIO's, media releases, phone banks, trap lines, and volunteers who hand deliver information to disseminate and receive critical information.

Private Sector

Private partners can aid in warning and notification by coordinating the release of critical information or receiving information through their own internal communication processes and working within the Regional Joint Information System (see below for definition) to disseminate and receive critical information.

Non-Governmental Organizations (NGOs)

Non-government organizational partners also aid in reaching the more vulnerable populations that may not receive warning messages from more traditional means. Ensuring that NGOs support the receipt and dissemination of critical information is critical to meeting the needs of vulnerable community members.

Concept of Operations

This section assumes that regional partners will establish a public information function to provide emergency information and warning to their respective communities and constituent's before, during, and after a disaster or planned event. This emergency information function should include the coordination of information with other affected organizations. For the purposes of the Regional Coordination Framework, we are addressing the need to coordinate for a wide scale disaster with regional impacts.

Notification and Warning

There are multiple warning systems that currently exist throughout all levels of government that provide alert and warning notification to governmental agencies as well as the public. Details on specific systems can be accessed through the appropriate local emergency management jurisdiction. Non-governmental, private and non-profit partners should be familiar with the various systems available through their respective emergency management jurisdiction. All partner organizations should also be familiar with the various systems utilized by partner emergency management jurisdictions to activate support personnel and Emergency Contact Points identified in accordance with this Framework. All partner organizations are encouraged to use their agency's email, social media sites, and phone systems to pass on appropriate warnings to employees and customers.

Joint Information Centers/System (JIC/JIS)

Joint Information Centers (JICs) are physical and centralized locations from which public affairs and critical emergency information responsibilities are performed. JICs facilitate operation of a Joint Information System (JIS) – the mechanism used to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and organizations.

The King County RCECC will activate a regional JIC/JIS as needed to verify and align various streams of information, and release timely messages to the media, key stakeholders, and the general public. This information is issued in cooperation with affected jurisdictions, agencies, and organizations. Regional partners may be asked to send a representative to assist with JIC/JIS operations, either through direct support within the JIC or via remote access (phone, internet, video conferencing). This does not preclude any jurisdiction, agency, organization, or Tribal Nation from issuing information that pertains to them exclusively; however it is highly recommended that the regional JIC/JIS be informed of those communications.

References

- King County CEMP ESF 15
- King County Emergency Coordination Center Operations Manual
- King County Public Information Officers (PIO) Procedures Guidelines
- Regional Joint Information Center (JIC) Manual

VII. Communication

The ability to communicate through a variety of different mediums in order to share timely information and to gain accurate situational awareness is critical during disasters and planned events. During a large scale regional disaster it is paramount to sound decision-making.

Purpose

The purpose of this section is to establish a communication process where regional partners will have the capability to access information “lines” to the King County RCECC, while establishing one central location to collect, prioritize, and disseminate information. These access modalities can generate from several different technologies. Redundant systems are in place for better odds of gaining access during times when many of these communication modes may not be functional.

Situation and Scope

This section of the Framework describes the communications process and systems needed to manage information collection and distribution during a disaster or planned event as the organizational structure expands and contracts within geographic King County.

Responsibilities

It is expected that all partner organizations will endeavor to obtain and maintain a variety of ways to communicate their status and resource needs to their respective emergency management jurisdiction and the King County RCECC during disasters and planned events. The King County Office of Emergency Management will test these internal communication systems on a regular basis to ensure communication connectivity with regional partners. Maintaining communication connectivity is critical to successful response during a disaster. It is expected that regional partners will work with KCOEM to maintain their internal communications systems, test them, and improve upon them as resources allow.

King County RCECC may act as a network control manager for radio frequencies and talk groups used to maintain situation awareness, support decision-making, manage resources, or to continue regional services.

Concept of Operations

To facilitate internal communication for situational awareness, partners have a variety of means at their disposal to give and receive information.

Emergency communications includes tools, processes, interoperability, and redundancy that govern the management of information, warning and notifications, decision-making, and resource management. Survivable infrastructure is an important element of the support needed to ensure continuous communications within and between regional partners. Available tools may include email, regular phone service, cell phones, 800 MHz radios and talk groups, VHF radio frequencies, amateur radio, facsimiles, the internet, social media, reverse 911 programs, or other technology.

King County, in cooperation with other local jurisdictions and organizations, will support regional collaboration and information sharing. The RCECC will serve as the primary information hub for regional communications including a regional Common Operating Picture. Information on operational or policy topics may be posted as available.

References

- King County Communications Plan
- Tactical Interoperable Communications Plan

VIII. Administration, Finance, and Logistics

This section to the Regional Coordination Framework describes the maintenance of the document and the management of resources in response to emergency impacts to geographic King County. The financial management of costs and expenses incurred during an emergency is covered in the associated Agreement to this Framework.

Resource Management

Mutual Aid is considered the pre-agreed sharing of resources between entities to support response activities. During a disaster or planned event, requests for mutual aid within the zone should be the first call for help. During a disaster or when requests for mutual aid cannot be granted, any threatened participating organization can request resources from other participating organizations. This document facilitates the sharing of resources amongst regional partners willing and able to share resources.

The Resources section of the Regional Coordination Framework Agreement addresses resource lending and borrowing protocols. When a disaster is large or complex enough to initiate an emergency proclamation from the city, county or state level; various emergency powers may be enacted to aid and support resource management. Only jurisdictional cities, counties and tribal nations can sign an emergency proclamation. If further support is needed, the chief elected official or their successor/designee of the affected partner will proclaim an emergency, and then contact their designated Zone Coordinator or other Point of Contact and/or the King County RCECC to request further assistance.

Assistance may be requested by using one of the following mechanisms:

- A request or supply of resources under the auspices of this Framework's associated Agreement, or
- A request or supply of resources under the auspices of Intra-State Mutual Aid or Emergency Management Assistance Compact, or
- A request or supply of resources under the auspices of another form of mutual aid or other assistance.

Resource management involves knowing what resources are available to the region or county (inventory), identifying them based on what they are and what they can do (type and kind) and developing procedures and protocols for their use (request, dispatch, demobilization/recall).

Purpose

The purpose of this section is to describe a resource management process which regional partners within King County will follow in a disaster.

Situation and Scope

This section of the Framework describes the processes for management of regional finance and logistics during and after a disaster impacting regional partners to the Regional Coordination Framework and associated Agreement. This Framework expands on those principals described under Intra-State Mutual Aid RCW 38.56 for sharing resources.

Responsibilities

Regional partners will endeavor to obtain the ability identify, inventory, request, deploy, track and recall the critical resources needed to respond to, and recover from, any disaster.

Logistical and resource coordination will be through the three King County Emergency Coordination Zones and the King County Regional Communications and Emergency Coordination Center (RCECC).

The staff of the activated RCECC will coordinate and support regional resource management activities in collaboration with the region's Resource Management Workgroup through all phases of emergency management. Since resource management is critical to a successful resolution during a disaster, it is important that each regional partner commits to establish a process to describe, inventory, request, deploy and track resources within their jurisdictions and to work in a cooperative effort with the King County RCECC.

Equipment, supplies, and personnel needed by partner organizations should be sought first from within their own agency/jurisdictions/organization, other local sources, mutual aid agreements, then within the King County Fire/Emergency Management zone, and then from King County RCECC. Resource needs beyond the capacity of the local level and King County will be forwarded to the State of Washington or through the State to the Federal Government.

Regional Coordination Framework partners will follow the legal and financial guidelines established in the associated Agreement.

In situations where important resources are scarce, the regional decision-making mechanism may be utilized to recommend strategies for resource management. The King County Executive, or designee, still retains the authority for King County government resource priorities and distribution. As noted earlier and also reflected in the Framework's associated Agreement, all entities retain authority over their resources, and respective elected officials retain authority over their government resource priorities and distribution. See Direction and Coordination.

Concept of Operations

King County Office of Emergency Management maintains a 24/7 duty officer capability to assist partners during events when coordination needs arise. When activated for disasters or planned events, the RCECC will be the focal point for resource management for all regional partners within King County, King County government and unincorporated areas.

KC RCECC, in cooperation with other local jurisdictions, will

- Provide technology to assist with the primary tasks associated with resource management
- Manage a process to describe, inventory, request and track resources
- Activate these systems before and during a disaster/event
- Dispatch resources before and during a disaster/event
- Deactivate/demobilize or recall resources during or after a disaster/event

The KC RCECC will accept resource requests utilizing information provided on accepted forms. The resource requests will be accepted by: phone, email, radio, facsimile, hardcopy or any verifiable electronic method. Confirmation of receipt with the requestor will be made as soon as possible.

Requests for resources should be stated in terms of need (i.e. type and kind, mission requirements, etc.) and the particular resource if known. Should clarification of the request be required, follow-up may be conducted by a RCECC Logistics Section staff member, appropriate Zone Coordinator, or appropriate ESF representative.

The KC RCECC will update the resource request status, ensuring full disclosure of where the request is within the process. All requested resources will be tracked through completion of assignment as many resources will be in high demand amongst the many regional partners within King County. Effective and efficient response coordination is

aided by expeditious reassignment of resources from partner to partner rather than having a high demand resource is completely demobilized from the disaster and returned to its parent organization prior to reassignment to another requesting partner.

The borrowing organization will maintain status and resource information for effective and efficient resource use. Resources committed to a disaster will remain available to that incident site until they are released by the on-scene command structure or re-called by their own organization.

When resources are no longer needed, they will be released and demobilized by the on-scene Incident Commander/Manager, the organization that made the initial request, or the RCECC Incident Manager. The requestor must ensure that the resource is in the agreed upon condition prior to returning to the lending agency or vendor. In addition, the requestor must communicate the resource status to the KC RCECC for tracking.

References

- Memorandum of Understanding for Coordinated Policy and Decision Making During an Emergency
- Resource Typing System Governance Document
- King County CEMP ESF 7 Resource Support
- KC RCECC Resource Request Process
- Revised Code of Washington 38.56

IX. Document Development and Maintenance

Planning Limitations

This Framework and associated Agreement forge new territory as a cooperative agreement among public and private organizations, and as such, may not have completely anticipated the issues in public/private cooperation and resource sharing. During simulations, exercises, or real disaster, interactions may occur that illustrate shortcomings in the design that would require modifications or clarifications in this Framework.

In a situation where the King County RCECC cannot perform the duties outlined in this document, those duties could be assumed by the Washington State EOC.

Regional partners to this Framework will make every reasonable effort to prepare for their responsibilities identified within this document in the event of a disaster. However, all resources and systems are vulnerable to natural, technological and human caused

disasters and may be overwhelmed. Regional partners can only attempt to respond based on the situation, information and resources available at the time.

There is no guarantee implied by this Framework that a perfect response to a disaster or planned event will be practical or possible. Regional partners, including their officials and employees, shall not be liable for any claim based upon the exercise of, or failure to exercise or perform a public duty or a discretionary function or duty while carrying out the provisions of this Framework.

Training and Exercises

Training

Training is a vital component to helping all regional partners understand the purpose and scope of the document. Collaboratively, regional partners are responsible for training their organizations to the purpose, scope and operations of the Framework. The King County Office of Emergency Management is responsible for assisting potential partners with training their community or organization. The training effort can be accomplished through presentations to public, private and non-profit organizations on the benefits of working within the auspices of the Regional Coordination Framework.

Exercises

Exercises are conducted to determine if the Framework is operationally sound. Exercises of the Regional Coordination Framework may be conducted collectively as a county region, by zone or by individual partner. Evaluations of exercises will identify strengths and weaknesses encountered during the exercise and may identify necessary changes to the document and components. In conjunction, training may also be identified to facilitate in overall effectiveness of the Framework and its support documents.

Ongoing Document Development and Maintenance

This framework has been developed and will be regularly updated by the Regional Disaster Planning Work Group. The Work Group consists of representatives from regional partners and serves as a subcommittee to the King County Emergency Management Advisory Committee (EMAC), which in turn serves as an advisory entity to the King County Executive and the King County Office of Emergency Management (OEM).

The King County OEM will ensure continuity of the Regional Disaster Planning Work Group, which will coordinate updates to this document. King County OEM will maintain

and publish the Framework and supporting materials on the King County OEM web site at <http://www.kingcounty.gov/prepare>.

Suggested changes will be considered yearly and can be mailed to: King County Office of Emergency Management, 3511 NE 2nd Street, Renton WA 98056. Faxes will be received at (206) 205-4056. Telephone messages can be left at OEM's general number: (206) 296-3830. The King County OEM Plans Manager is the staff person specifically tasked with the maintenance of the Regional Coordination Framework, its associated Agreement and any annexes to the Framework.

Modifications to this Regional Coordination Framework and its associated Agreement will be developed by the Regional Disaster Planning Work Group and then submitted to the Emergency Management Advisory Committee for review and comment. Further vetting with regional partners beyond the membership of EMAC will also be conducted.

X. Terms and Definitions

'Agreement' – refers to identical agreements executed in counterparts which bind the executing signatory partners to its terms and conditions to provide and receive Emergency Assistance. The terms and conditions of the Agreement are all identical and the execution of the Agreement binds a signatory partner to all other signatory partners who have executed identical Agreements in counterparts. To be effective for purposes of receiving Emergency Assistance, this Agreement and the Regional Coordination Framework must be fully executed and received by the King County Office of Emergency Management.

'Borrower' – refers to a signatory partner who has adopted, signed and subscribes to the associated Agreement, and has made a request for emergency assistance and has received commitment(s) to deliver emergency assistance pursuant to the terms of the Agreement.

'Disaster' – refers to but is not limited to, a human-caused or natural event or circumstance within the area of operation of any participating partner causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, act of terrorism or sabotage; said event being or is likely to be beyond the capacity of the affected signatory partner, in terms of personnel, equipment and facilities, thereby requiring emergency assistance.

'Emergency Contact Points' – refers to the persons, in a line of succession, listed on the Emergency Contact Information Form to be submitted to the Zone Coordinator and the King County Office of Emergency Management by each partner. The list includes names, addresses, and 24-hour phone numbers of the Emergency Contact Points of each partner. The people listed as Emergency Contact Points will have (or can quickly get) the authority of the partner to commit available equipment, services, and personnel for the organization. Note: The phone number of a dispatch office staffed 24 hours a day that is capable of contacting the Emergency Contact Point(s) is acceptable.

'Emergency Operations or Coordination Center (EOC/ECC)' – refers to a location from which coordination of emergency response and recovery functions can be hosted.

'Framework' – 'Regional Coordination Framework for Public and Private Organizations in King County' ("Framework") means an all-hazards architecture for collaboration and coordination among jurisdictional, organizational and business entities during emergencies in King County.

'Lender' – refers to a signatory partner who has signed the Agreement and has agreed to deliver Emergency Assistance to another signatory partner pursuant to the terms and conditions of the Agreement.

'Long-term Recovery' – (FEMA description) refers to the phase of recovery that may continue for months or years and addresses complete redevelopment and revitalization of the impacted area.

'National Incident Management System' (NIMS) – (FEMA description) refers to the 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.

'RCECC' – refers to the King County Regional Communications and Emergency Coordination Center; the location from which information and resource management is conducted in support of disasters or planned events.

'Region' – refers to geographic King County and its adjacent jurisdictions.

'Regional Partners' – refers to all public, private, non-governmental, or tribal organizations that may or may not be signatory/subscribing organizations to the Regional Coordination Framework, the associated Agreement and its annexes.

‘Regional Policy Decision-Making’ – refers to the mechanism established to enact emergency powers, suspend or limit civil liberties, coordinate executive decisions, and/or determine strategies for the allocation of scarce resources under proclaimed emergencies.

‘Regional Service Providers’ – refers to those organizations, both public and private, that provide services to the region. These may include but are not limited to: adult and juvenile detention facilities, water and sewer utilities, power companies, transit, food distribution, or other services.

‘Response’ - (FEMA description) refers those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after a disaster has occurred.

‘Short Term Recovery’ – (FEMA description) refers to the phase of recovery which addresses the health and safety needs beyond rescue, the assessment of the scope of damages and needs, the restoration of basic infrastructure and the mobilization of recovery organizations and resources including restarting and/or restoring essential services for recovery decision-making.

‘Signatory Partners’ – refers to those organizations signatory to the associated Agreement of the current Regional Coordination Framework.

‘Zone(s)’ – refers to those geographic areas conforming to the fire response zones in King County and designated Zone 1 (north and northeast county), Zone 3 (south and southeast county to include Vashon Island), and Zone 5 (the City of Seattle).

‘Zone Coordination Function’ – refers to those activities that may include pre-planning, training, or information collection and resource status activities within a particular Zone.

‘Zone Coordinators’ – refers to those individuals who may perform the Zone Coordination Function.

XI. Authorities and References

RCW 38.52.070 (summary)

Incorporated jurisdictions in King County are mandated by RCW 38.52.070 to perform emergency management functions within their jurisdictional boundaries. Although

special purpose jurisdictions and private businesses are not mandated under RCW 38.52, this framework allows such entities to participate in this regional response plan.

RCW 38.56 Intrastate Mutual Aid System (summary)

Code that describes the sharing of resources between political subdivisions of Washington State, documents like mutual aid agreements, and others governing the terms under which resource may be borrowed, loaned, and reimbursement protocols.

King County Ordinance 17075, May 2, 2011

The King County Office of Emergency Management is tasked with regional coordination in disaster preparedness, response, recovery and mitigation by King County ordinance 17075.

Excerpts: “The mission of the office of emergency management shall be to provide for the effective direction, control, and coordination of county government emergency services functional units, to coordinate with other governments and the private, non-governmental sector, in compliance with a state-approved comprehensive emergency management plan, and to serve as the coordinating entity for cities, county governmental departments, and other appropriate agencies during incidents and events of regional significance.

And,

“Foster cooperative planning at all levels to enable a uniform and rational approach to the coordination of multi-agency and multi-jurisdictional actions for all regional mitigation, preparedness, response, and recovery efforts.”

The Washington Mutual Aid Compact (WAMAC)

The Washington Mutual Aid Compact (WAMAC) is the operational implementation of the Intrastate Mutual Aid System and provides for resource sharing between governments in response to a disaster which overwhelms local and mutual aid resources. The elements of this Regional Coordination Framework are designed to work in conjunction with the operational elements of WAMAC.

Mutual Aid Agreements

Any participating organization may enter into separate emergency assistance or mutual aid agreements with any other entity. No such separate agreement shall terminate any responsibility under the Regional Coordination Framework or associated Agreement.



AGREEMENT

Regional Coordination Framework for Disasters and Planned Events

for Public and Private Organizations
in King County, Washington

February 2014

Updating Process of former “Omnibus Legal and Financial Agreement”

As the development of the ‘Regional Disaster Plan’ began in 1999, there was also a need to create a ‘mechanism to share resources.’ The Plan focused on establishing a cooperative and voluntary platform linking private businesses, nonprofit organizations, government agencies, and special purpose districts. A legal document was needed to address emergency assistance covering the legal and financial obligations of partners sharing personnel, equipment materials and/or support during a disaster.

Back in 1999 to 2001, legal advisors from King County Prosecuting Attorney’s Office and several other public and private entities worked together to frame the appropriate legal and liability language forming the ‘Omnibus Legal and Financial Agreement.’ The Agreement withstood the legal review and approval of many public, private and nonprofit organizations that thereafter signed onto the Plan and Omnibus.

As the Plan transitioned and evolved into the ‘Framework,’ the time was also appropriate to revisit the Omnibus. Over the twelve year tenure of the Omnibus, mutual aid methodology and practices had evolved at the regional, State and Federal levels; as well as alterations in the Federal Emergency Management Agency (FEMA) public assistance arena.

In 2012 a subcommittee of the Regional Disaster Planning Work Group began the process to revisit the Omnibus language. The subcommittee consisted of legal advisors from King County, City of Auburn and City of Seattle and emergency managers from King County, Seattle, Bellevue, Zone 1, Zone 3 and Washington State. Through several meetings leveraging the guidance and expertise of the legal and mutual aid subject matter experts involved, the subcommittee finalized the current draft of the ‘*AGREEMENT for Organizations Participating in the Regional Coordination Framework for Disasters and Planned Event for Public and Private Organizations in King County, Washington.*’ A large percentage of the original language has stayed the same with a few language and terminology updates. The key areas of adjustment include:

New Changes
Document re-titled to ‘Agreement’ – simpler title; Replaced ‘Omnibus Legal and Financial Agreement’
Replaced ‘Plan’ wording throughout document with ‘Framework’
Replaced ‘Omnibus’ wording throughout document with ‘Agreement’
Terminology changes made by replacing ‘borrower’ and ‘lender’ with ‘requester’ and ‘responder’
Adjusted language in ‘Article I – Applicability’ to say “...located in King County.”; Replaced “...in and bordering geographic King County.”
Updated verbiage in ‘Article II – Definitions’ on ‘Basic Plan’ and ‘Package’ since it is now a ‘Framework’
Cleaned-up language in ‘Article II – Definitions’ on ‘Emergency’

Regional Coordination Framework AGREEMENT

Cleaned-up language in ‘Article II – Definitions’ on ‘Emergency Contact Points’
Updated respective sections with correct King County Office of Emergency Management address; Former ‘7300 Perimeter Road’ address
Updated verbiage in ‘Article IV – Role of Emergency Contact Point for Signatory Partners
Renaming to and cleaned-up language in ‘Article VI – Payment and Billing’; Formerly titled ‘Article VI – Payment for Services and Assistance’
Cleaned-up language in ‘Article VIII – Requests for Emergency Assistance’
Removed section ‘IX – General Nature of Emergency Assistance’; Repetitive of existing language
Renaming to ‘Article IX – Provision of Equipment’; Formerly ‘Article X – Loans of Equipment’
Renaming to ‘Article X – Provision of Materials and Supplies’; Formerly ‘Article XI – Exchange of Materials and Supplies’
Renaming to ‘Article XI – Provision of Personnel’; Formerly ‘Article XII – Loans of Personnel’
Renaming to and cleaned-up language ‘Article XII – Record Keeping’; Formerly ‘Article XIII – Record keeping’
Renaming to and cleaned-up language ‘Article XIII – Indemnification, Limitation of Liability, and Dispute Resolution’; Formerly ‘Article XIV – Indemnification and Limitation of Liability’
Articles following have been renumbered and renamed appropriately

AGREEMENT

*for organizations participating in the
Regional Coordination Framework for Disasters and Planned Events
for Public and Private Organizations in King County, Washington*

This AGREEMENT (“Agreement”) is entered into by the public and private organizations who become signatories hereto (“Signatory Partners”) to facilitate the provision of Emergency Assistance to each other during times of emergency.

WHEREAS, the Signatory Partners have expressed a mutual interest in the establishment of an Agreement to facilitate and encourage Emergency Assistance among participants; and

WHEREAS, the Signatory Partners do not intend for this Agreement to replace or infringe on the authority granted by any federal, state, or local governments, statutes, ordinances, or regulations; and

WHEREAS, in the event of an emergency, a Signatory Partner may need Emergency Assistance in the form of supplemental personnel, equipment, materials or other support; and

WHEREAS, each Signatory Partner may own and maintain equipment, stocks materials, and employs trained personnel for a variety of services and is willing, under certain conditions, to provide its supplies, equipment and services to other Signatory Partners in the event of an emergency; and

WHEREAS, the proximity of the Signatory Partners to each other enables them to provide Emergency Assistance to each other in emergency situations.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, each Signatory Partner agrees as follows:

Article I - APPLICABILITY.

A private or public organization located in King County, Washington, may become a Signatory Partner by signing this Agreement and becoming bound thereby. This Agreement may be executed in multiple counterparts.

Article II - DEFINITIONS.

- A. 'Assistance Costs' means any direct material costs, equipment costs, equipment rental fees, fuel, and the labor costs that are incurred by the Responder in providing any asset, service, or assistance requested.
- B. 'Emergency' means an event or set of circumstances that qualifies as an emergency under any applicable statute, ordinance, or regulation.
- C. 'Emergency Assistance' means employees, services, equipment, materials, or supplies provided by a Responder in response to a request from a Requester.
- D. 'Emergency Contact Points' means persons designated by each Signatory Partner who will have (or can quickly get) the authority to commit available equipment, services, and personnel for their organization.
- E. 'King County Emergency Management Advisory Committee ("EMAC")' is the Committee established in King County Code 2.36.055.
- F. 'Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County' ("Framework") means an all hazards architecture for collaboration and coordination among jurisdictional, organizational, and business entities during emergencies in King County.
- G. 'Requester' means a Signatory Partner that has made a request for Emergency Assistance.
- H. 'Responder' means a Signatory Partner providing or intending to provide Emergency Assistance to a Requester.
- I. 'Signatory Partner' means any public or private organization in King County, WA, that enters into this Agreement by signature of a person authorized to sign.
- J. 'Termination Date' is the date upon which this agreement terminates pursuant to Article V.

Article III - PARTICIPATION.

Participation in this Agreement, and the provision of personnel or resources, is purely voluntary and at the sole discretion of the requested Responder. Signatory Partners that execute the Agreement are expected to:

- A. Identify and furnish to all other Signatory Partners a list of the Organization's current Emergency Contact Points together with all contact information; and .
- B. Participate in scheduled meetings to coordinate operational and implementation issues to the maximum extent possible.

Article IV - ROLE OF EMERGENCY CONTACT POINT FOR SIGNATORY PARTNERS.

Signatory Partners agree that their Emergency Contact Points or their designees can serve as representatives of the Signatory Partner in any meeting to work out the language or implementation issues of this Agreement.

The Emergency Contact Points of a Signatory Partner shall:

- A. Act as a single point of contact for information about the availability of resources when other Signatory Partners seek assistance.
- B. Maintain a manual containing the Framework, including a master copy of this Agreement (as amended), and a list of Signatory Partners who have executed this Agreement.
- C. Each Signatory Partner will submit its Emergency Contact Information Form to the King County Office of Emergency Management ("KCOEM"). KCOEM will maintain a list showing the succession in all the Signatory Partners. This list will include names, addresses, and 24-hour phone numbers of the Emergency contact points (2-3 deep) of each Signatory Partner. Note: the phone number of a dispatch office staffed 24 hours a day that is capable of contacting the Emergency contact point(s) is acceptable.

Article V - TERM AND TERMINATION.

- A. This Agreement is effective upon execution by a Signatory Partner.

- B. A Signatory Partner may terminate its participation in this Agreement by providing written termination notification to the EMAC, care of the KCOEM, 3211 NE 2nd Street, Renton WA 98056, or by Fax at 206-205-4056. Notice of termination becomes effective upon receipt by EMAC which shall, in turn, notify all Signatory Partners. Any terminating Signatory Partner shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.

Article VI - PAYMENT AND BILLING.

- a. Requester shall pay to Responder all valid and invoiced Assistance Costs within 60 days of receipt of Responder's invoice, for the Emergency Assistance services provided by Responder. Invoices shall include, as applicable, specific details regarding labor costs, including but not limited to the base rate, fringe benefits rate, overhead, and the basis for each element; equipment usage detail and, material cost breakdown.
- b. In the event Responder provides supplies or parts, Responder shall have the option to accept payment of cash or in-kind for the supplies or parts provided.
- c. Reimbursement for use of equipment requested under the terms of this Agreement, such as construction equipment, road barricades, vehicles, and tools, shall be at the rate mutually agreed between Requester and Responder. The rate may reflect the rate approved and adopted by the Responder, a rate set forth in an industry standard publication, or other rate.

Article VII - INDEPENDENT CONTRACTOR.

Responder shall be and operate as an independent contractor of Requester in the performance of any Emergency Assistance. Employees of Responder shall at all times while performing Emergency Assistance continue to be employees of Responder and shall not be deemed employees of Requester for any purpose. Wages, hours, and other terms and conditions of employment of Responder shall remain applicable to all of its employees who perform Emergency Assistance. Responder shall be solely responsible for payment of its employees' wages, any required payroll taxes and any benefits or other compensation. Requester shall not be responsible for paying any wages, benefits, taxes, or other compensation directly to the Responder's employees. The costs associated with requested personnel are subject to the reimbursement process outlined in Article XI. In no event shall Responder or its officers, employees, agents, or representatives be authorized (or

represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of or as agent for Requester under or by virtue of this Agreement.

Article VIII - REQUESTS FOR EMERGENCY ASSISTANCE.

Requests for Emergency Assistance shall be made by a person authorized by the Requester to make such requests and approved by a person authorized by Responder to approve such requests. If this request is verbal, it must be confirmed in writing within thirty days after the date of the request.

Article IX - PROVISION OF EQUIPMENT.

Provision of equipment and tools loans is subject to the following conditions:

1. At the option of Responder, equipment may be provided with an operator. See Article XI for terms and conditions applicable to use of personnel.
2. Provided equipment shall be returned to Responder upon release by Requester, or immediately upon Requester's receipt of an oral or written notice from Responder for the return of the equipment. When notified to return equipment to Responder, Requester shall make every effort to return the equipment to Responder's possession within 24 hours following notification. Equipment shall be returned in the same condition as when it was provided to Requester.
3. During the time the equipment has been provided, Requester shall, at its own expense, supply all fuel, lubrication and maintenance for Responder's equipment. Requester shall take proper precaution in its operation, storage and maintenance of Responder's equipment. Equipment shall be used only by properly trained and supervised operators. Responder shall endeavor to provide equipment in good working order. All equipment is provided "as is", with no representations or warranties as to its condition, fitness for a particular purpose, or merchantability.
4. Responder's cost related to the transportation, handling, and loading/unloading of equipment shall be chargeable to Requester. Responder shall submit copies of invoices from outside sources that perform such services and shall provide accounting of time and hourly costs for Responder's employees who perform such services.

5. Without prejudice to Responder's right to indemnification under Article XIII herein, in the event equipment is lost, stolen or damaged from the point the Requestor has the beneficial use of the equipment, or while in the custody and use of Requester, or until the Requestor no longer has the beneficial use of the equipment, Requester shall reimburse Responder for the reasonable cost of repairing or replacing said damaged equipment. If the equipment cannot be repaired within a time period required by Responder, then Requester shall reimburse Responder for the cost of replacing such equipment with equipment which is of equal condition and capability. Any determinations of what constitutes "equal condition and capability" shall be at the discretion of Responder. If Responder must lease or rent a piece of equipment while Responder's equipment is being repaired or replaced, Requester shall reimburse Responder for such costs. Requester shall have the right of subrogation for all claims against persons other than parties to this Agreement that may be responsible in whole or in part for damage to the equipment. Requester shall not be liable for damage caused by the sole negligence of Responder's operator(s).

Article X - PROVISION OF MATERIALS AND SUPPLIES.

Requester shall reimburse Responder in kind or at Responder's actual replacement cost, plus handling charges, for use of partially consumed, fully consumed, or non-returnable materials and supplies, as mutually agreed between Requester and Responder. Other reusable materials and supplies which are returned to Responder in clean, damage-free condition shall not be charged to the Requester and no rental fee will be charged. Responder shall determine whether returned materials and supplies are "clean and damage-free" and shall treat material and supplies as "partially consumed" or "non-returnable" if found to be damaged.

Article XI - PROVISION OF PERSONNEL.

Responder may, at its option, make such employees as are willing to participate available to Requester at Requester's expense equal to Responder's full cost, including employee's salary or hourly wages, call back or overtime costs, benefits and overhead, and consistent with Responder's personnel union contracts, if any, or other conditions of employment. Costs to feed and house Responder's personnel, if necessary, shall be chargeable to and paid by Requester. Requester is responsible for assuring such arrangements as may be necessary for the safety, housing, meals, and transportation to and from job sites/housing sites (if necessary) for Responder's personnel. Responder shall bill all costs to Requester, who is responsible for paying

all billed costs. Responder may require that its personnel providing Emergency Assistance shall be under the control of their regular leaders, but the organizational units will come under the operational control of the command structure of Requester. Responder's employees may decline to perform any assigned tasks if said employees judge such task to be unsafe. A request for Responder's personnel to direct the activities of others during a particular response operation does not relieve Requester of any responsibility or create any liability on the part of Responder for decisions and/or consequences of the response operation. Responder's personnel may refuse to direct the activities of others. Responder's personnel holding a license, certificate, or other permit evidencing qualification in a professional, mechanical, or other skill, issued by the state of Washington or a political subdivision thereof, is deemed to be licensed, certified, or permitted in any Signatory Partner's jurisdiction for the duration of the emergency, subject to any limitations and conditions the chief executive officer and/or elected and appointed officials of the applicable Signatory Partners jurisdiction may prescribe in writing. When notified to return personnel to Responder, Requester shall make every effort to return the personnel to Responder promptly after notification.

Article XII - RECORD KEEPING.

Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by Responder will be recorded on a shift-by-shift basis by the Responder and will be submitted to Requester as needed. If no personnel are provided, Responder will submit shipping records for materials and equipment, and Requester is responsible for any required documentation of use of material and equipment for state or federal reimbursement. Under all circumstances, Requester remains responsible for ensuring that the amount and quality of all documentation is adequate to enable reimbursement.

Article XIII – INDEMNIFICATION, LIMITATION OF LIABILITY, AND DISPUTE RESOLUTION.

A. INDEMNIFICATION. Except as provided in section B., to the fullest extent permitted by applicable law, Requester releases and shall indemnify, hold harmless and defend each Responder, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with providing, or declining to provide, or not being asked to provide, Emergency Assistance to Requester, whether arising before, during, or after performance of the Emergency Assistance and whether suffered by any of the Signatory Partners or any other person or entity.

Requester agrees that its obligation under this section extends to any claim, demand and/or cause of action brought by or on behalf of any of its employees, or agents. For this purpose, Requester, by mutual negotiation, hereby waives, as respects any indemnitee only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW of the State of Washington and similar laws of other states.

B. **ACTIVITIES IN BAD FAITH OR BEYOND SCOPE.** Any Signatory Partner shall not be required under this Agreement to indemnify, hold harmless and defend any other Signatory Partner from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Signatory Partners' officers, employees, or agents acting in bad faith or performing activities beyond the scope of their duties.

C. **LIABILITY FOR PARTICIPATION.** In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising out of rendering of Emergency Assistance through this Agreement, Requester agrees to indemnify, hold harmless, and defend, to the fullest extent of the law, each Signatory Partner, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Agreement.

D. **DELAY/FAILURE TO RESPOND.** No Signatory Partner shall be liable to another Signatory Partner for, or be considered to be in breach of or default under, this Agreement on account of any delay in or failure to perform any obligation under this Agreement, except to make payment as specified in this Agreement.

E. **MEDIATION AND ARBITRATION.** If a dispute arises under the terms of this Agreement, the Signatory Partners involved in the dispute shall first attempt to resolve the matter by direct negotiation. If the dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation. Thereafter, any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, may be settled by arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

F. **SIGNATORY PARTNERS LITIGATION PROCEDURES.** Each Signatory Partner seeking to be released, indemnified, held harmless or defended under this Article with respect to any claim shall promptly notify Requester of such claim and shall not settle such claim without the prior consent of Requester. Such Signatory Partners shall have the right to

participate in the defense of said claim to the extent of its own interest. Signatory Partners' personnel shall cooperate and participate in legal proceedings if so requested by Requester, and/or required by a court of competent jurisdiction.

Article XIV - SUBROGATION.

A. REQUESTER'S WAIVER. Requester expressly waives any rights of subrogation against Responder, which it may have on account of, or in connection with, Responder providing Emergency Assistance to Requester under this Agreement.

B. RESPONDER'S RESERVATION AND WAIVER. Responder expressly reserves its right to subrogation against Requester to the extent Responder incurs any self-insured, self-insured retention or deductible loss. Responder expressly waives its rights to subrogation for all insured losses only to the extent Responder's insurance policies, then in force, permit such waiver.

Article XV - WORKER'S COMPENSATION AND EMPLOYEE CLAIMS.

Responder's employees, officers or agents, made available to Requester, shall remain the general employees of Responder while engaged in carrying out duties, functions or activities pursuant to this Agreement, and each Signatory Partner shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation, and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each Signatory Partner shall provide worker's compensation in compliance with statutory requirements of the state of residency.

Article XVI - MODIFICATIONS.

Modifications to this Agreement must be in writing and will become effective upon approval by a two-thirds affirmative vote of the Signatory Partners. Modifications must be signed by an authorized representative of each Signatory Partner. EMAC will be the coordinating body for facilitating modifications of this Agreement.

Article XVII- NON-EXCLUSIVENESS AND PRIOR AGREEMENTS.

This Agreement shall not supersede any existing mutual aid agreement or agreements between two or more governmental agencies, and as to assistance requested by a party to such mutual aid agreement within the scope of the mutual aid agreement, such assistance shall be governed by the terms of the mutual aid agreement and not by this Agreement. This Agreement shall, however, apply to all requests for assistance beyond the scope of any mutual aid agreement or agreements in place prior to the event.

Article XVIII - GOVERNMENTAL AUTHORITY.

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or hereafter in effect, of all governmental authorities having jurisdiction over the emergencies covered by this Agreement or the Signatory Partner. Provided that a governmental authority may alter its obligations under this Agreement only as to future obligations, not obligations already incurred.

Article XIX - NO DEDICATION OF FACILITIES.

No undertaking by one Signatory Partner to the other Signatory Partners under any provision of this Agreement shall constitute a dedication of the facilities or assets of such Signatory Partners, or any portion thereof, to the public or to the other Signatory Partners. Nothing in this Agreement shall be construed to give a Signatory Partner any right of ownership, possession, use or control of the facilities or assets of the other Signatory Partners.

Article XX - NO PARTNERSHIP.

This Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Signatory Partners or to impose any partnership obligation or liability upon any Signatory Partner. Further, no Signatory Partner shall have any undertaking for or on behalf of, or to act as or be an agent or representative of, or to otherwise bind any other Signatory Partner.

Article XXI - NO THIRD PARTY BENEFICIARY.

Nothing in this Agreement shall be construed to create any rights in or duties to any third party, nor any liability to or standard of care with reference to any third party. This Agreement shall not confer any right, or remedy upon any person other than the Signatory Partners. This Agreement shall not release or discharge any obligation or liability of any third party to any Signatory Partners.

Article XXII - ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement and supersedes any and all prior agreements of the Parties, with respect to the subject matters hereof.

Article XXIII - SUCCESSORS AND ASSIGNS.

This Agreement is not transferable or assignable, in whole or in part, and any Signatory Partner may terminate its participation in this Agreement subject to Article V.

Article XXIV - GOVERNING LAW.

This Agreement shall be interpreted, construed, and enforced in accordance with the laws of Washington State.

Article XXV - VENUE.

Any action which may arise out of this Agreement shall be brought in Washington State and King County. Provided, that any action against a participating County may be brought in accordance with RCW 36.01.050.

Article XXVI - TORT CLAIMS.

It is not the intention of this Agreement to remove from any of the Signatory Partners any protection provided by any applicable Tort Claims Act. However, between Requester and Responder, Requester retains full liability to Responder for any claims brought against Responder as described in other provisions of this agreement.

Article XXVII - WAIVER OF RIGHTS.

Any waiver at any time by any Signatory Partner of its rights with respect to a default under this Agreement, or with respect to any other matter arising in connection with this Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Agreement. Any delay short of the statutory period of limitations, in asserting or enforcing any right, shall not constitute or be deemed a waiver.

Article XXVIII - INVALID PROVISION.

The invalidity or unenforceability of any provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Article XXIX - NOTICES.

Any notice, demand, information, report, or item otherwise required, authorized, or provided for in this Agreement shall be conveyed and facilitated by EMAC, care of the KCOEM, 3511 NE 2nd Street, Renton WA 98056, Phone: 206-296-3830, Fax: 206-205-4056. Such notices, given in writing, and shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, (iii) transmitted by electronic mail, or (iv) sent by United States Mail, postage prepaid, to the EMAC.

Signatory Documentation Sheet

The Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County, Washington is intended to be adopted as the framework for participating organizations, within King County, to assist each other in disaster situations when their response capabilities have been overloaded. Components, as of January 2014, are the following:

- Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County
- Agreement (legal and financial)

IN WITNESS WHEREOF, the Signatory Partner hereto has caused this Regional Coordination Framework for Disasters and Planned Events to be executed by duly authorized representatives as of the date of their signature:

ORGANIZATION:

ADDRESS:

AUTHORIZED SIGNATURE:

DATE: _____

Please submit this form to the King County Office of Emergency Management
3511 NE 2nd Street
Renton, WA 98056



City Clerk's Office
Receiving #
2096
I-03-001
King County

CITY OF SHORELINE
Clerk's Receiving
No: 2096
Date: 01/09/03

FILED
JAN 14 2003
CITY CLERK
CITY OF SHORELINE

Signatory Documentation Sheet

The Regional Disaster Plan for Public and Private Organizations in King County, Washington is intended to be adopted as the Plan for participating organizations, within King County, to assist each other in disaster situations when their response capabilities have been overloaded. Components of this Regional Disaster Plan, as of January 2002, are the following:

- Basic Plan
- Appendix 1: Direction & Coordination
- Omnibus Legal & Financial Agreement
- ESF-1: Transportation
- ESF-8: Health & Medical Services

IN WITNESS WHEREOF, the Subscribing Organization hereto has caused this Regional Disaster Plan for Emergency Assistance to be executed by duly authorized representatives as of the date of their signature:


ORGANIZATION:

City of Shoreline

ADDRESS:

17544 Midvale Avenue N
Shoreline, WA 98133-4921

AUTHORIZED SIGNATURE:



Steven C. Burkett

City Manager

DATE: January 9, 2003

Regional Disaster Plan

For Public and Private Organizations in King County

Version: May 1, 2001

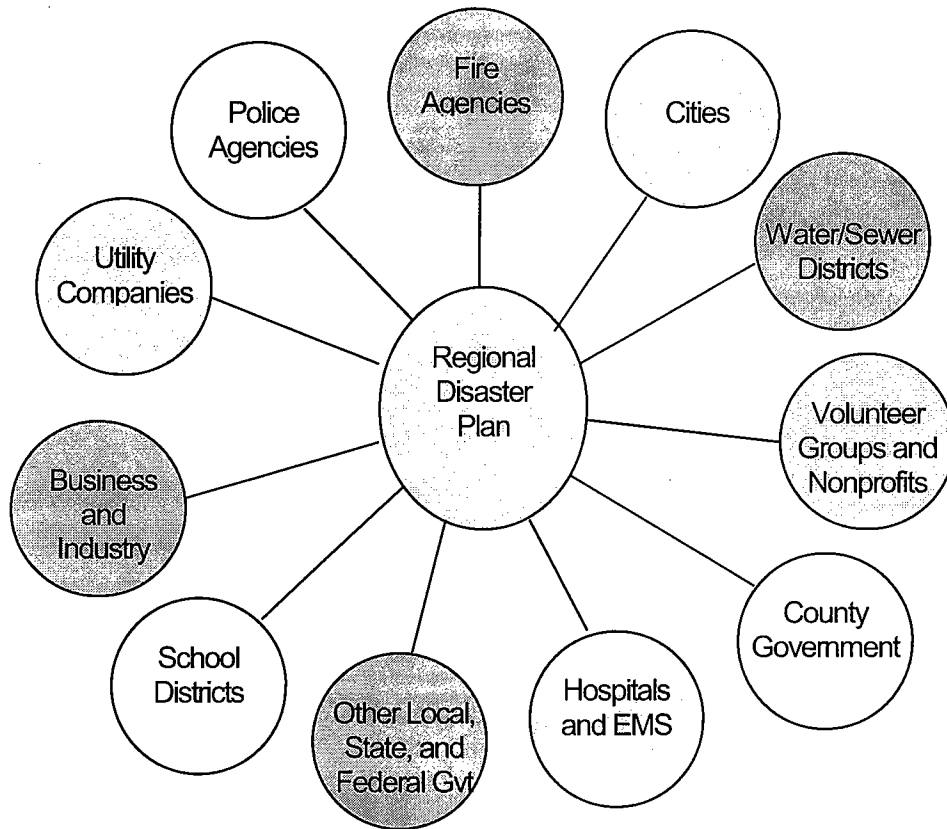


Table of Revisions

Revision	Date	Initial to confirm receipt
Final Draft / "Regional Policy Committee" (RPC)	06/99	
Final Draft / Format Revisions	10/20/99	
Final Draft / RPC "Mayday" Version / Format, Spelling and Schedule Revisions	05/01/00	
Revisions made from September & October Task Force Mtg.	10/31/00	
Revisions made from November Task Force Mtg.	11/27/00	
Revisions made from December Task Force Mtg.	02/01/01	
Edits included to be discussed at the April meeting	2/15/01	
Edits of 2/15/01 approved at April 19, RDPTF meeting	05/01/01	

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Executive Summary

King County is 2,134 square miles of diverse terrain with almost 1.7 million people, 39 cities, over 100 other taxing districts (fire, school, water/sewer, etc.), and over 500 elected officials. The county faces periodic river valley and urban flooding events, earthquakes, severe weather, hazardous materials releases, and transportation accidents, and it has the potential to be affected by volcanic and terrorist activity.

State law requires that cities and counties have emergency programs, but provides only minimal guidance to special purpose districts, businesses, and non-profits. State statutes offer minimal guidance on multi-disciplinary or multi-jurisdictional disaster responses. The population density, complex system of governance, and significant risks we face (for both natural and technological disasters) create the need to plan for a coordinated response among public and private entities in the county.

The Regional Policy Committee of King County, comprised of elected officials from Seattle, Suburban Cities, and King County, passed a motion in October, 1998, that initiated development of a regional disaster plan for King County. This Regional Disaster Plan for Public and Private Organizations in King County provides the framework needed to inter-link the emergency response plans of a wide range of organizations. By conveying “who is going to do what” among all public and private organizations, this plan allows potentially hundreds of entities to behave in a coordinated manner following a severe disruption.

The process for creating this plan involved representatives from local government, specific emergency functions, schools, private sector, hospitals, nonprofits, and other stakeholder groups.

The plan emphasizes collaborative response operations, capitalizing on geographical coordination within the County already utilized by fire and emergency medical services. The goal is to streamline the information necessary to assess countywide impacts of disaster and increase the speed and efficiency of the relief effort.

Activation of this plan may be for an intense, localized event, or a widespread regional or catastrophic event. It is intended to be activated in conjunction with other state and local emergency plans. Mutual Aid Agreements are still the “first line of defense” for plan participants. Because mutual aid (sharing with “like” agencies) may be unavailable during regional disasters, the plan defines the legal and financial ground rules for resource sharing among plan participants.

Regional Disaster Plan for Public and Private Organizations in King County, Washington

The Regional Disaster Plan for Public and Private Organizations in King County is being designed using the model of the Federal Response Plan; i.e. basic plan followed by a series of “Emergency Support Functions” (ESF) such as ESF-2 Communications and ESF-1 Transportation. The Regional Policy Committee has provided its endorsement of the work completed on the Omnibus Legal and Financial Agreement and early drafts of several Emergency Support Functions.

The Regional Disaster Planning Task Force has developed five other documents as part of the initial phase of planning work. This “Basic Plan Package” includes:

- The Omnibus Legal and Financial Agreement,
- The “Basic Plan,”
- The Basic Plan’s Appendix 1: Direction and Coordination,
- Emergency Support Function 1: Transportation, and
- Emergency Support Function 8: Health & Medical Services.

This initial “Basic Plan Package” will be sent to participating organizations for their signatures.

Changes to the Omnibus Agreement, the Basic Plan, the Plan’s Appendices, or any ESFs will be developed by the Task Force and then reviewed and approved by the Emergency Management Advisory Committee prior to being sent to participating organizations for their endorsement.

Following the initial Basic Plan Package, other Emergency Support Functions, or ESFs, for the Regional Plan will be developed. The Task Force has selected five ESFs for their workplan for the next year, 2002:

- *Resource Support*
- *Debris Management*
- *Communications*
- *Mass Care*
- *Damage Assessment*

These ESFs will be submitted to all participating entities for review and approval as they are developed.

Participation in the Regional Disaster Plan is voluntary and its success will be dependent upon widespread endorsement of various cities and organizations throughout the County. The King County Office of Emergency Management will coordinate updates and maintain the plan and its documents. The “Emergency Management Action Committee” (EMAC) will oversee modifications and approve any changes.

I. INTRODUCTION

A. Mission

The mission of the King County Regional Disaster Plan is to provide a framework whereby cooperative relationships can be formed between public, private and non-profit organizations. This plan and the relationships it develops are intended to facilitate the cooperative regional effort of responding to the effects of natural, technological and human caused emergencies.

B. Purpose

This plan, developed in a similar format to the Federal Response Plan, establishes the architecture for a systematic, coordinated, and effective response to multi-agency, multi-jurisdictional emergencies and disasters that occur within the geographic boundaries of King County, Washington. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies and jurisdictions. Through 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 King County.

C. Scope

This plan may apply to all public, private, and non-profit entities in geographic King County. As a cooperative endeavor, any private business, nonprofit organization, government agency or special purpose district can choose to be a signatory and participate with this plan. Because it is an all-hazards response plan, it applies to any event that concurrently challenges multiple jurisdictions or multiple disciplines.

This plan is limited in scope. It addresses response activities in those events where normal emergency response processes and capabilities become overtaxed, or where there is a need for regional coordination of response operations due to the complexity or duration of the event(s).

This “Basic Plan” focuses exclusively on disaster *response*. The plan does, however, provide a framework for future, coordinated efforts to address regional mitigation, preparedness, and recovery issues. Relationships with other counties and neighboring jurisdictions are not specifically included in this plan, though they may be included in future revisions.

D. Organization

Activation of this plan may be for an intense, localized event, or a widespread regional or catastrophic event. It is intended to be activated in conjunction with other state and local emergency plans. Mutual Aid Agreements are still the “first line of defense” for plan participants. Because mutual aid (sharing with “like” agencies) may be unavailable during regional disasters, the plan defines the legal and financial ground rules for resource sharing among plan participants. Incorporated jurisdictions in King County are mandated by RCW 38.52.070 to perform emergency management functions within their jurisdictional boundaries. Although special purpose jurisdictions and private businesses are not mandated under RCW 38.52, this plan allows such entities to participate in this regional response plan.

II. POLICIES

A. Authority

In recognition of the many natural, technological and human caused disasters that could possibly affect King County, this plan is developed under the authority of:

- King County Council Motion #10566 and consistent with those listed in section **VII. References** of this document.

An Omnibus Legal and Financial Agreement has been developed (as a separate document) to provide the legal platform for resource sharing among participating organizations.

The Washington State Fire Resource Mobilization Plan provides for mobilization and mutual use of firefighting resources in response to a fire or other disaster which overwhelms local and mutual aid resources. The elements of this Regional Disaster Plan are designed to work in conjunction with the operational elements of the State Fire Mobilization Plan.

B. Assignment of Responsibilities

Section V of this plan, identifies the basic functional responsibilities of the signatory participants to this Regional Disaster Plan. Specific responsibilities are identified in the section of this plan titled Emergency Support Functions (ESFs). ESFs will be established to designate response activities for specific emergency management functions.

C. Limitations

The Regional Disaster Plan is a voluntary agreement among participating organizations, and as such, no participating organization has “control” or authority over another participating organization except where stated elsewhere in federal, state or local laws.

This agreement pioneers new territory as a cooperative agreement among public and private organizations, and as such, may not have completely anticipated the issues in public/private cooperation and resource sharing. During simulations, exercises, or real disaster, interactions may occur that illustrate shortcomings in the design that would require modifications or clarifications in this plan.

In a situation where the King County EOC cannot perform the duties outlined in this plan, those duties could be assumed by an unaffected Zone or by the Washington State EOC.

This plan is an attempt to create a shared concept for how individual, autonomous private and nonprofit organizations, and government agencies and jurisdictions will work together in times of extreme emergency or disaster. To be effectively implemented, this plan will:

- require the training of key personnel and a program of exercises to test the plan and the participating entities understanding of it,
- outline a voluntary arrangement among public, private and nonprofit organizations and will be a framework for cooperative regional disaster and emergency response,
- not only need to be adopted widely among cities and special purpose districts, but also endorsed and adopted by major employers, the non-profit sector, and utility providers, and
- potentially require the emergency plans of cities, the county, non-profits, businesses, and utility providers to have minor modifications to be appropriately linked with the model presented here.

Signatories to this plan will make every reasonable effort to prepare for their responsibilities of this plan in the event of an emergency or disaster. However, all resources and systems are vulnerable to natural, technological and human caused disaster events and may be overwhelmed. Signatories can only attempt to respond based on the situation, information and resources available at the time.

There is no guarantee implied by this plan that a perfect response to an emergency or disaster incident will be practical or possible. The Signatories of this plan including their officials and employees shall not be liable for any claim based upon the exercise of, or failure to exercise or perform a public duty or a discretionary function or duty while carrying out the provisions of this plan.

Functionality of this plan depends on the internal zone relationships of the participants and their ability to communicate, coordinate, and cooperate both within and across discipline (specific groups such as fire, police, public works) and jurisdictional boundaries.

III. SITUATION

A. Emergency / Disaster Conditions

King County is now the 12th most populous county in the United States, with a population of over 1.7 million residents. The complexity of governance in the King County region presents unique challenges for disaster response. Washington State law allows a very high degree of independence for the cities and individual taxing districts. There are 39 cities and more than 120 special districts in King County with over 500 elected officials. Though many of these public entities, non-profits and major employers have emergency response plans, the degree of coordination among them is minimal.

King County is at risk for a wide-range of natural, technological, and human-caused disasters. Over the last forty years King County has had eighteen (18) presidential declared disasters; most of which were severe weather events. Our region is also at risk for three kinds of earthquakes: shallow, deep (or intra-plate), and subduction (or mega-thrust). We experience deep earthquakes (historically between 6.0 and 7.4 Richter magnitude) roughly every 30 years. The last such event occurred in February 2001.

Mount Rainier, rising just outside the southeast corner of King County, presents a significant risk of volcanic hazards, particularly lahars. We also have the potential for severe weather events including floods, ice, wind, and snowstorms. We have landslide risks, transportation and fixed-site hazardous material issues, and are vulnerable to terrorist activities.

Seattle-Tacoma International Airport and King County International Airport / Boeing Field are both regional airports with significant air traffic and attendant hazards. We also have high capacity rail, seaport, and interstate highway accident risks.

King County has numerous geographic and topographic features that present significant disaster response challenges. Puget Sound borders the county to the west and the Cascade Mountain range to the east. Lake Union is on the north side of downtown Seattle, and Lake Washington, which is over 25 miles long, separates Seattle and the eastside cities. Transportation corridors are very restricted and congested even on good days.

For more information on disaster risk in King County, see the [King County Hazard Identification and Vulnerability Analysis \(HIVA\)](#). The HIVA is available at public libraries and the King County Office of Emergency Management website: www.metrokc.gov/prepare.

B. Planning Assumptions

1. As the [King County Emergency Management Plan](#) deals primarily with internal King County Government functions, there exists no dedicated regional point of disaster coordination in King County, nor a protocol for 'regional' inter-disciplinary cooperation, beyond the voluntary coordination between cities and the King County Emergency Operations Center.
2. Emergency response and basic lifeline resources and services will be limited in the first several days of a regional disaster, while injuries and the need for emergency services will be at an increased level.
3. Provisions for basic human needs (food, water, and supplies for sanitation and shelter) may be in short supply or unavailable.

4. Private employers, nonprofit organizations, government agencies and special districts will commit all available resources to address their internal organizational and jurisdictional challenges before supporting a wider regional response.
5. Unaffected, or minimally affected, groups will be willing – and more available - to help others when disaster strikes.
6. Plans and mechanisms for “back filling” services and resources will encourage the sharing and movement of resources to those who need them most.
7. Certain infrastructure failures are probable during disasters, requiring a reliance on emergency communications, creating a demand for mass care services, and presenting challenges to emergency service delivery.
8. Transportation routes may be blocked for days or weeks.
9. The availability of emergency services will be contingent on the nature and scope of the event.
10. Private businesses, nonprofit organizations, government agencies, and other jurisdictions that have responsibilities under this regional disaster plan will develop appropriate internal plans and capabilities for their own disaster operations (see: “Assignment of Responsibilities” section).

IV. CONCEPT OF OPERATIONS

A. Purpose

This plan provides a structure for disaster response operations that:

- Augments existing mutual aid agreements.
- Uses geographic divisions of the county to facilitate coordinated efforts.
- Is based on tiered levels of response.
- Includes pre-designated legal and financial ground rules.
- Uses the Incident Command System as its operational protocol.

Mutual Aid Agreements

Mutual Aid is considered the pre-agreed sharing of resources between entities to support response activities. During an emergency or disaster, requests for mutual aid within the zone should be the first call for help. During an emergency or when requests for mutual aid can not be granted, any threatened participating organization can request resources from other participating organizations. Mutual aid is assistance within a discipline. This plan facilitates *cross zone* and *cross-discipline sharing* of resources.

Geographic Divisions

Predetermined geographic divisions of the county will facilitate efficient preplanning efforts as well as the sharing of information and coordination of priorities, operations, and resources during an event. The four Regional Emergency Coordination Zones correlate to the existing King County Fire Zones. Former Fire Zones 1 and 2 have been consolidated into Regional Emergency Coordination Zone 1. No Zone 2 currently exists and the City of Seattle is designated Zone 5. (Section IX: Regional Emergency Coordination Zones Map, page 33, shows each zone.)

Each Zone will, through the facilitation of King County Office of Emergency Management and its Zone Emergency Planning Committee, develop protocols and procedures for carrying out inter- and intra- Zone coordination and response functions. During the response to an event, these zone coordination functions may occur through the King County EOC, a dedicated Zone Coordination Center or in a decentralized manner.

Organizations that provide services throughout geographic King County, (“Regional Service Providers”) may not have the resources to coordinate their service delivery and response activities directly with all four Emergency Coordination Zones simultaneously. Instead, these Regional Service Providers may provide a single point of coordination through the King County EOC or the City of Seattle EOC. Examples of Regional Service Providers include: Metro Transit; King County Wastewater Treatment Division; Seattle Public Utilities; American Red Cross Seattle/King County Chapter; AT&T Wireless; and the Washington Trucking Association.

Some Regional Service Providers may provide a representative directly to the affected zone and/or the Seattle and King County EOCs.

The procedures each zone will use (to carry out their functions) will be developed within each zone and outlined in Appendix 1: Direction and Coordination of this plan.

Tiered Levels of Response

In an intense, localized emergency or disaster event participants to this plan will be alerted and may be asked to support those who are affected. The request for support may (or may not) come through established zone coordination efforts.

Where multiple affected sites are involved, inter-zone coordination becomes more important with affected areas requesting appropriate assistance from the unaffected areas.

For catastrophic events, when all participating private and nonprofit organizations and government agencies and jurisdictions are concurrently challenged, participants will focus on sharing damage information, coordinating response activities, and collectively addressing shared priorities.

Regional movement of resources and services will be driven by the needs of the organizations that are part of this regional plan. Any participating government agency or jurisdiction can initiate this plan at the request of the jurisdiction's chief elected officer.

Legal and Financial Ground Rules

The legal and financial ground rules are designed to:

- Ensure that those who risk being overwhelmed have timely access to resources and assistance.
- Encourage a sense of security, so those with available resources feel safe in offering assistance without risking excessive losses or liabilities.
- Establish an accounting/billing process that is congruent with FEMA policies on Federal disaster assistance to encourage appropriate financial recovery.

To this end, participants will be asked to sign a concurrent Omnibus Legal and Financial Agreement that validates and provides more details on the financial and legal concepts presented here.

Any participating organization may enter into separate emergency assistance or mutual aid agreements with any other entity. No such separate agreement shall terminate any responsibility under the Regional Plan or Omnibus Agreement. Participation in this Regional Disaster Plan shall not be interpreted or construed to create an association, joint venture, or partnership among the participating organizations or to impose any partnership obligation or liability upon any participating organizations.

Incident Command System

This Regional Disaster Plan for Public and Private Organizations in King County and the zone coordination efforts will follow the Incident Command System principles as mandated in RCW 38.52.070.

Zone coordination activities will not supercede the authority of, or take over the resources, assets, or personnel of the participating private and nonprofit organizations, government agencies, or jurisdictions. Participating entities that offer available resources and services do so voluntarily, but in the context of working within a coordinated response system.

Resources and services that are loaned to other participating organizations will remain under the operational control of the borrowing entity until recalled or replaced by the lending entity.

V. ASSIGNMENT OF RESPONSIBILITIES

ALL: Participating Agencies and Organizations

In preparation for an event will:

1. Develop a capability to take care of their own employees and internal functions so that they can reliably carry out their critical functions and services.
2. Strive to develop facilities that have a reduced vulnerability to hazards.
3. Acquire and manage appropriate equipment and train personnel to carry out their internal and regional responsibilities.
4. Develop and test internal plans to manage their response as it links to this regional plan.
5. Participate in mutual aid agreements and develop the capability to accommodate incoming resources from those who are assisting.
6. Maintain or develop a mechanism for proclaiming an emergency (governmental jurisdictions only).

7. Participate in further planning efforts in specific functional areas to create Emergency Support Functions (ESFs) which are consistent with existing procedures and support this Basic Plan.
8. Share in collective effort to educate area residents, employees, customers, clients, and the community to disaster preparedness basics.
9. Commit to providing a prompt reply to any request for support within the region.
10. Participate in maintaining a single point of contact for gathering and disseminating damage information, resource requests, and response priorities within the zone, community and/or organization.
11. Sign the Omnibus Agreement, and as new organizations join, they too will be asked to sign on.

ALL: Resource Borrowing Organizations

In response to an event will:

1. First use appropriate internal organizational resources to address the emergency.
2. Request and use any available mutual aid resources.
3. Request a mission number from Washington State Emergency Management Division.
4. Proclaim an emergency before requesting assistance from others (governmental jurisdictions only).
5. Communicate your damage information, resource requests, and response priorities with your zone coordination center or via pre-designated methods for your zone.
6. Commit to utilizing the Incident Command System (whether an agency or organization is in a lead role or has asked for assistance from others) to provide direction for resources being utilized in response to the event.

ALL: Resource Lending Organizations

In response to an event will:

1. Assess internal capabilities and provide a prompt reply to any request for support as provided in zone protocols.
2. Deploy or deliver resources and services in a timely manner once a commitment is made.
3. Document all communications, decisions, activities, deployments, and deliveries.
4. Maintain avenues of communication with employees who have been deployed.
5. Perform field operations or coordinating functions under the guidance of the on-scene Incident Commander.
6. Demobilize and provide timely activity reports and final documentation.

AT&T Wireless Services (AWS)

In preparation for an event:

AWS will participate in regional planning meetings to develop interfaces between AWS and the King County Emergency Operations Center.

In response to an event:

- AWS disaster response and recovery plans will identify infrastructure damage to our network and initiate recovery actions.
- AWS will coordinate regional response and recovery activities with the King County Emergency Operations Center.

American Red Cross (ARC), Seattle-King County Chapter

ARC is a humanitarian organization led by volunteers and guided by its congressional charter and the fundamental principles of the International Red Cross movement. Their mission is to provide relief to victims of disaster and to help people prevent, prepare for, and respond to emergencies. The Seattle/King County Chapter will:

In preparation for an event:

- Develop plans and procedures that are linked with the regional disaster plan concept of operations.
- Send a disaster services representative to those emergency response zone coordination meetings that deal specifically with mass care issues.

In response to an event:

- Local communities have primary responsibility for mass care in their jurisdictions, especially in the initial hours of mobilizing Red Cross services. The Seattle-King County Chapter of the American Red Cross will coordinate the delivery of mass care services with the affected jurisdiction's Emergency Coordination Zone and the King County EOC. This effort will include providing a liaison to the King County EOC.

Boeing Company, The

In preparation for an event will:

- Participate in planning meetings to develop an interface between Boeing and other regional participants.
- Develop reliable communication processes between Boeing and King County Emergency Operations Center.

In response to an event will:

- Interface with Zone Coordination Centers and assist, as appropriate.
- Share company situation data with King County Emergency Operations Center, as appropriate.
- Support County response requirements, as resources permit.

Cities, All

In preparation for an event will:

- Comply with the RCW 38.52 to maintain an emergency management organization, a plan, and a designated emergency manager.
- Participate in scheduled zone coordination meetings to develop protocols for disaster operations.
- As appropriate, make adjustments in the city emergency plan to be linked with the Regional Disaster Plan. The appropriateness of these adjustments is the sole prerogative of each city government.

In response to an event will:

- Coordinate with other disciplines and jurisdictions within the Emergency Coordination Zone to ensure that emergency information is circulated.
- Provide requested resources to other organizations if they are available.
- Coordinate pre-designated disaster response functions within the zone.

Emergency Coordination Zones

Zone 5 (a.k.a. City of Seattle)

In preparation for an event will:

- Ensure the City maintains operational readiness to support the Regional Disaster Plan, to include the ability of the Seattle EOC to function as an Emergency Response Zone Coordination Center.
- Provide City representation from The Disaster Management Committee (DMC) to the Regional Disaster Planning Task Force (RDPTF).
- By City Code, see that all changes made to the Regional Disaster Plan be reviewed by the DMC, which will be responsible for making a recommendation to the Mayor. Where DMC takes issue with a proposed change, it will work with the RDPTF to find a resolution.

In response to an event:

- The Seattle Disaster Readiness and Response Plan accommodates the operational concepts of the Regional Disaster Plan. Whenever assistance is officially requested from the City by a neighboring Zone Coordination Center under the Regional Disaster Plan, City departments will follow guidelines set down in the Seattle Disaster Readiness and Response Plan. For this purpose, the City's EOC will serve as the Zone Coordination Center for a geographical area that includes all of Seattle proper (consistent with King County Fire Zone 5) and becomes the City's central clearinghouse for performing the following functions:
- Receiving requests for inter-jurisdictional support from another Emergency Response Zone Coordination Center, including requests that

may relate to resources possessed by private or non-profit organizations in the city.

- Coordinating with departments or outside City organizations that are capable of furnishing the requested support.
- Obtaining a decision from the Mayor on the provision of support.
- Notifying the requesting Zone Coordination Center of the Mayor's decision and the availability and status of the assistance requested.
- Exchanging necessary information with other Zone Coordination Centers.
- Preparing and transmitting necessary reports. Should events and circumstances in the City warrant, the Mayor is the sole authority who may request activation of the Regional Disaster Plan to seek regional assistance on behalf of the City. The Mayor's request will be transmitted from the City EOC to the King County EOC.

Zone 1, 3, 4

In preparation for an event will:

- Develop protocols (internal to the zone) for: communications; sharing information; and coordinating response activities. These shall include at least: cities; schools; non-profit organizations; hospitals; business and industry; special purpose districts; and emergency medical services.
- Develop standards for the coordination of zone and inter-zone functions.
- Develop protocols for communicating Zone-based situation reports and resource requests to the King County Emergency Operations Center.

In response to an event will:

- Gather damage information from all relevant organizations within the zone, produce timely situation reports and provide the report to internal zone organizations and the King County EOC.
- Consolidate resource requests from all organizations within the zone.
- Coordinate resource requests with resources available within the zone.
- Forward resource requests that are not resolvable within the zone to the King County EOC.
- Provide regular situation reports and ongoing resource coordination within the zones.
- Implement the process of receiving and integrating resources coming from other participating organizations and zones.
- Assess the available resources from organizations within the zone.
- Document and support the deployment of zone resources to the affected area.

Federal Emergency Management Agency (FEMA)

In preparation for an event will:

Determine current situation status with the Washington State Emergency Operations Center and/or local Federal Bureau of Investigation.

In response to an event will:

Determine specific, unmet needs through the Washington State Emergency Operations Center and/or the Federal Bureau of Investigations. If there is a Federal Disaster Declaration, then they will begin to implement the Federal Response Plan and begin FEMA recovery programs and operations.

Fire Agencies, Individual

In preparation for an event will:

Attend zone coordination meetings and support the development of protocols and procedures for zone coordination functions. Develop plans for conveying information to others that may be involved in field response.

In response to an event will:

Share damage information and response priorities using procedures developed for their zone. Coordinate operations with other disciplines involved in the response.

Harborview Medical Center

(Overlake Hospital Medical Center serves as backup for these functions)

In preparation for an event will:

Coordinate collection of bed census information on a regular basis.

In response to an event will:

Serve as patient distribution coordinator for the King County region.

Hospitals, all other

In preparation for an event will:

- Participate in zone coordination meetings to develop procedures and protocols for disaster operations within their zone.
- Participate in monthly Washington State Hospital Association Emergency Preparedness Committee meetings.

In response to an event will:

Coordinate service delivery as requested and as resources allow in the affected jurisdiction and zone. Hospitals will provide situation reports and resource requests via the protocols established for their zone.

King County Government

In preparation for an event will:

- Comply with RCW 38.52 to maintain an emergency management organization, a plan, and a designated emergency manager.
- Adjust King County EOC procedures to facilitate regional coordination.
- Facilitate Zone Emergency Planning Committee meetings as requested.
- Facilitate, in coordination with the zones, the development of discipline communications, coordination and mutual aid plans.
- Develop, coordinate, and deliver, in coordination with the zones, a County-wide training curriculum to support the Regional Disaster Plan in cooperation with Zone Committees.
- Develop, coordinate, and deliver, in coordination with the zones, a County-wide exercise program designed to test the Regional Disaster Plan in cooperation with Zone Committees.
- Facilitate the ongoing development and revisions of the Regional Disaster Plan for Public and Private Organizations in King County.
- Participate in the development of ESFs for the regional plan or other supporting regional planning efforts.
- Coordinate a regional wastewater, conveyance restoration plan with the Washington State Water and Sewer Association, Section 4.

In response to an event will:

- Coordinate the response of King County Government departments through the King County EOC.
- Provide resources to affected jurisdictions, agencies or zones, as available.
- Serve as an information and resource coordination center for the Emergency Coordination Zones, maintaining damage information and a current status of resources and services that have been requested, and those that are available among the zones.
- The King County EOC may serve as an information clearinghouse to the Washington State EOC and appropriate federal agencies, if necessary.

King County Medic One

In preparation for an event will:

Participate in the Regional Disaster Planning Task Force and coordinate with other Medic One, Advanced, and Basic Life Support providers to develop shared disaster response protocols.

In response to an event:

- Deliver emergency medical services requested through Public Safety Answering Points (PSAPs) as resources allow in affected jurisdictions / zones.

- Provide a representative to the King County EOC to coordinate with the zones, the PSAPS, and other Emergency Medical Service providers
- Communicate with the zone coordination centers (or zone functions) to facilitate service delivery based on zone priorities.

Olympic Pipeline

In preparation for an event will:

- Participate in regional/zone planning meetings.
- Review mapping and continue monitoring geologic hazard areas.
- Comply with 40 CFR Parts 194 and 195 and WAC 173.
- Continue open dialog with applicable agencies and the general public.
- Continue to develop Mutual Aid Agreements within the petroleum industry and emergency response organizations.

In response to an event will:

- Visually inspect pipeline facilities to ensure their integrity, minimizing health, safety, and environmental issues.
- Coordinate with agencies for emergency fuel supplies.
- Provide emergency response support with available resources.

Port of Seattle, Aviation and Marine Divisions

In preparation for an event will:

Aviation Division: Participate in Zone 4 coordination meetings to develop procedures and protocols for disaster operations with other organizations and jurisdictions in this zone.

Marine Division: Participate in Zone 5 coordination meetings to develop procedures and protocols for disaster operations with other organizations and jurisdictions in this zone.

In response to an event will:

- Implement SeaTac Airport Emergency Plans to ensure that SeaTac Airport remains a regional air transportation hub.
- Coordinate service delivery as requested and as resources allow in the affected jurisdictions and zones.
- Send appropriate representatives to the zone coordination centers to facilitate service delivery as appropriate.

Private Businesses, Other

In preparation for an event will:

- Maintain an emergency management, response and recovery plan and a designated emergency manager.
- Participate in planning meetings to develop an interface between own organization and other regional participants.

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- Develop reliable communication processes with appropriate Emergency Operations Centers.

In response to an event will:

- Interface with Zone Coordination Centers and assist, as appropriate.
- As appropriate, share company situation information with Emergency Operations Centers.
- Coordinate with other businesses and regional participants to ensure that emergency information is circulated.
- Provide emergency information to employees to facilitate life safety.
- Provide support services to other agencies, as resources are available.

Public Safety Answering Points (PSAPs: 911 Call Receivers and Emergency Service Dispatch Centers)

In preparation for an event will:

Participate in zone coordination meetings to develop procedures and protocols for disaster operations within their zone.

In response to an event will:

Follow disaster protocols established by the individual PSAPs and their respective customers. Coordinate, as necessary, with other King County PSAPs.

Puget Sound Blood Center (PSBC)

In preparation for an event will:

- Maintain a plan that provides for response to emergency events likely to impact PSBC facilities, operations, and business activities.
- Participate in Regional Disaster Plan Task Force meetings.

In response to an event will:

- Activate the PSBC disaster plan and provide blood and blood products to emergency care facilities.
- Coordinate center operations with outside agencies and the Emergency Coordination Zones using the protocols of this Regional Disaster Plan.

Puget Sound Educational Service District (PESD)

In preparation for an event will:

- Communicate the regional disaster plan concept to member schools and related educational organizations representing school constituency groups.
- Encourage the participation of school representatives in appropriate zone coordination meetings to develop procedures and protocols for disaster operations within specific zones.

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- Encourage each school district to appoint an emergency contact person responsible for zone contact, communication, training, and program responsibilities.
- Encourage schools to develop contingency plans if they haven't done so.

In response to an event will:

Send a representative to the King County Emergency Operations Center or the affected zone coordination center (as appropriate) to serve as liaison to schools.

Puget Sound Energy (PSE)

In preparation for an event will:

Participate in regional coordination and planning meetings to develop procedures and protocols and to ensure coordinated disaster response plans.

In response to an event will:

- Identify and prioritize damage to infrastructure.
- Restore gas and electric service in a manner that meets established priorities for public safety, system integrity, and regional coordination and response.
- Provide support services to other agencies, as resources are available.
- Send a representative to the King County Emergency Operations Center and, if possible, any Zone Coordination Center to coordinate response and restoration activities.

School Districts in King County

In preparation for an event will:

Participate in zone coordination meetings to develop procedures and protocols for disaster operations within their zone.

In response to an event will:

Coordinate service delivery as requested (and as resources allow) in the affected jurisdiction or zone.

Seattle-King County Department of Public Health

In preparation for an event will:

- Host planning meetings related to ESF-8 to coordinate regional health issues.
- Develop and maintain readiness to carry out the responsibilities listed in ESF-8: Health and Medical Services of the City of Seattle Disaster Readiness and Response Plan August, 1999 and ESF-8: Health, Medical and Medical Examiner Services June, 1999 of the King County Emergency Management Plan January, 1997.

In response to an event will:

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- Staff the Public Health EOC as needed to provide a central point of coordination, information gathering and dissemination of health-related issues.
- Send representatives to City of Seattle and King County Emergency Operation Centers as needed, and send a liaison or representative to affected zones as resources allow.
- Carry out health department activities as outlined in the ESF-8s of the City of Seattle's and King County's Emergency Management Plans.

Qwest

In preparation for an event will:

- Participate in regional planning meetings to develop interfaces between Qwest and other regional participants.

In response to an event will:

- Identify damage and prioritize repairs to infrastructure
- Coordinate with other agencies through Zone Coordination Centers and/or the King County Emergency Operation Center

United Way Executive Directors Coalition

In preparation for an event will:

- Communicate the regional disaster plan concept to participating United Way supported organizations.
- Encourage the participation of member organizations in appropriate zone coordination meetings.
- Participate in the development of a King County Disaster Assistance Council.
- Educate service delivery personnel in the basics of the Incident Command System and the Regional Disaster Plan concept.

In response to an event will:

Coordinate service delivery as requested and as resources allow in the affected jurisdiction and zone. Send appropriate representatives to the King County EOC and/or the zone coordination centers to facilitate service delivery as appropriate.

US Army Corps of Engineers (USACE)

In preparation for an event will:

Serve as the primary agency for planning, preparedness, and response under the Federal Response Plan (FRP), April 1999, ESF-3: Public Works and Engineering. In addition, USACE is a designated support agency for the ESFs on Transportation, Firefighting, Health and Medical Services, Urban Search and Rescue, Hazardous Materials, and Energy. The purpose of these FRP ESFs is to provide lifesaving or life protecting

assistance to augment efforts of the affected State(s) and local response efforts following a major or catastrophic disaster.

In response to an event:

- To utilize USACE support, zones and the county must identify their requirements for public works and engineering assistance and convey these to the State. If sufficient resources are not available at the State, the requirement will be forwarded to the ESF-3 element in the USACE Disaster Field Office. USACE will assign the mission to one of its offices in or near the disaster area to deliver the required Federal assistance. Public Works and Engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, provision of emergency power, emergency repair of wastewater and solid waste facilities, and real estate support. Some of the activities within the scope of ESF-3 include:
- Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment.
- Temporary construction of emergency access routes, which may include damaged streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel.
- Emergency restoration of critical public services and facilities including the supply of adequate amounts of potable water, temporary restoration of water supply systems, and the provision of water for fire fighting.
- Emergency demolition or stabilization of damaged structures and facilities designated by State or local governments.
- Technical assistance and damage assessment including structural inspections.

Washington State Government

State responses would be made available according to the Washington State Comprehensive Emergency Management Plan.

Washington State Military Dept., Emergency Management Division

(EMD)

In preparation for an event will:

Develop logistical assets to assist regional entities and local governments as they exhaust local resources. Continue to plan with, and provide training and exercise support for, local jurisdictions. Coordinate response plans, communications, and operational protocols with the King County Emergency Coordination Zones, King County Office of Emergency Management and King County Government. Staff the Emergency Operations Center on a “24/7” basis to respond to incidents.

In response to an event will:

Upon activation of a local Emergency Operations Center, the Washington State Emergency Operations Center will: increase its state of alert; function as the State clearinghouse for damage information, resource distribution and allocation; and act as an information conduit among the impacted jurisdictions. State agency representatives will assemble as needed to ensure that the proper resources are brought to bear on the emergency. The EOC will mobilize State and Federal resources through State Emergency Proclamations and Federal Disaster Declaration.

Washington State Sewer and Water Association, Section 4

In preparation for an event will:

Support the individual districts in developing plans that are congruent with the regional disaster plan and continue to support the development of mutual aid agreements and protocols for mutual support.

In response to an event will:

Provide a representative to the King County Emergency Operation Center if one is requested.

Washington State Hospital Association

In preparation for an event will:

Participate in the planning process with Seattle Public Utilities, the Water and Sewer Association and King County Emergency Management to provide potable water to hospitals in disaster conditions.

In response to an event will:

Send a representative to the Seattle/King County Public Health Emergency Operations Center to coordinate hospital-related issues.

Washington State Trucking Association

In preparation for an event will:

Participate in Regional Disaster Planning Task Force meetings.

In response to an event will:

- Serve as a liaison between member organizations and the King County EOC.
- Assist in the coordination of trucking and logistics functions as resources allow.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This plan has been developed and will be regularly updated by the Regional Disaster Planning Task Force (RDPTF). The Task Force consists of representatives from: cities; fire and police chiefs; public works directors; school superintendents; hospitals; financial institutions; transportation providers; construction trade unions; nonprofits; utilities; the contingency planners of our major employers and other stakeholder groups.

The King County Office of Emergency Management (OEM) will coordinate updates to this plan and maintain the “official” plan. Suggested changes can be mailed to: King County Office of Emergency Management, 7300 Perimeter Road S., Room 128, Seattle, WA, 98108-3848. Faxes will be received at (206) 296-3838. Telephone messages can be left at OEM’s general number: (206) 296-3830.

Modifications to this Regional Disaster Plan for Public and Private Organizations in King County, the Emergency Support Functions and the Omnibus Legal and Financial Agreement will be developed by the Regional Disaster Planning Task Force (RDPTF) and then submitted to the Emergency Management Advisory Committee (EMAC) for approval. The governing authority of each participating organization will then be requested to “sign off” on these modifications.

The OEM Regional Planning Coordinator is the staff person specifically tasked with the maintenance of the Omnibus Agreement, the Regional Plan, and ESFs. Suggested changes will be reviewed and approved by the King County Emergency Management Advisory Committee then forwarded to participating agencies for signature.

This plan will be supported by periodic exercises. Initially, orientations and seminars will be conducted to inform the employees of participating entities. Next, some communication functions will be tested on a limited basis. Following these periodic exercises (or real events that lead to an activation of this plan) the Regional Disaster Planning Task Force will meet to review and update this plan.

VII. REFERENCES

1. King County Hazard Identification & Vulnerability Analysis (HIVA), August 1997.
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act / Public Law 93-288, as amended (addresses the role of the Federal Government).
3. Current applicable 44 Code of Federal Regulations (CFR) address policy and guidance for Federal Government disaster response and recovery.
4. Revised Code of Washington (RCW) Chapter 38.52 and Washington Administrative Code (WAC) Chapter 118.30 (address the structure of emergency management organizations and their responsibilities at state and local level).
5. RCW 38.54 (addresses State Fire Services Mobilization).
6. RCW 38.52.070 (1) (directs political subdivisions to establish, or be a member of, a local organization for emergency management).
7. RCW 38.52.070 (1) (also requires that “local comprehensive emergency management plans must specify the use of the incident command system for multi-agency / multi-jurisdiction operations).
8. RCW 38.52.091 (enables and outlines the requirements for mutual aid and interlocal agreements).
9. RCW 10.93.070 (is the Peace Officer Power Act).
10. Washington Association of Sheriffs and Police Chiefs Washington Law Enforcement Mutual Aid Plan.
11. King County Council Motion 10566 (outlines key elements of regional emergency management planning).
12. King County Emergency Management Plan, January 1997
13. Washington State Fire Mobilization Plan (addresses statewide resource sharing for Fire and Emergency Medical Service providers).

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14. Public Law 84-99, Flood and Coastal Storm Emergencies (33 U.S.C. 701n / 69 Stat.186) (One authority for U. S. Army Corps of Engineers (USACE) to provide emergency/disaster assistance. The Chief of Engineers, USACE, acting for the Secretary of the Army, is authorized to undertake activities including: disaster preparedness; advance measures; emergency operations such as Flood Response and Post Flood Response; and the rehabilitation of flood control works.
15. Washington State Comprehensive Plan, 1996.
16. Washington State Department of Transportation plans and procedures:
 - WSDOT Disaster Plan M 54-11
 - WSDOT Northwest Region Disaster Plan
 - Instructional Letter IL 4010.00
 - Emergency Maintenance and Construction Procedures

VIII. GLOSSARY

Assumptions

Things that are assumed, or taken to be true, which help to frame the scope and activities of the plan.

Basic Plan, The

Provides a conceptual overview of the regional response to a large-scale emergency or disaster. It includes a purpose statement, scope, planning assumptions, narrative concept of operations, and a responsibilities section. It explains how the disciplines and jurisdictions should interact and *who does what* among the participating private and nonprofit organizations and government agencies and jurisdictions. The basic plan is supported by the more detailed “emergency functions.”

Command

Those actions that involve directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Concept of Operations

Describes the process(s), which accomplish response activities. Explains what should happen, when, and at whose direction. Provides a sequential look at how these activities start and are managed.

Coordination

Actions that facilitate collaboration and inter-operability of organizations and individuals involved in the preparation for or response to an emergency or disaster event.

Damage Assessment

The process used to appraise or determine the impact of the event on the community, including the status of critical facilities and lifeline routes.

Direction

Providing the authorized supervision of and direction to the resources and response operations that are applied to an incident.

Disciplines

A category of organizations that provides a common function in the community, i.e. police, fire, public works, schools, water/sewer, hospitals.

Drills and Exercises

Drills are designed to test *one function* of a plan. Exercises usually test *several functions* of a plan at the same time, though not always in “real time.” Exercises can be “tabletop discussions,” “functional,” or “full-scale.” Drills and exercises should have pre-identified, measurable objectives to accomplish.

Emergency Operations Center (EOC) / Emergency Coordination Center (ECC)

A dedicated facility for coordinating the information, resources and actions of organizations, departments, and agencies that are potentially involved in an event in support of on-scene responders.

Emergency Support Function

A “chapter” of the plan that addresses one (or several related) emergency functions. The emergency functions support the Basic Plan. Procedures must be developed to support (or describe how) the emergency function will be carried out.

Emergency Coordination Zones (see: “Zones”)

ESF (see: “Emergency Support Function”)

Exercises (see: “Drills and Exercises”)

Incident Command System (ICS)

A system for managing resources, making decisions, directing operations, prioritizing activities and documenting actions. Also referred to as the Incident Management System (IMS). Provides communication and organizational “ground rules” for individuals and organizations involved in emergency response. The National Fire Academy and FEMA set standards.

Mass Care

Providing for the basic needs of people displaced by an event, including food; water; shelter; sanitation; and sleeping arrangements.

Mitigation

Actions taken to reduce the potential danger or damage from a hazard.

PSAPs

Public Safety Answering Points that serve as 911 or E911 call receiving points and emergency service dispatchers.

PSESD

Puget Sound Educational Service District

Recovery

Dealing with infrastructure, emotional/psychological support, and financial actions necessary to return the community to normal or routine following an unusual occurrence.

Regional Service Providers

Organizations which provide service throughout geographic King County. These regional providers may provide a point of coordination only through the King County EOC, not directly with each Zone.

Standing Operating Procedure (SOP)

A pre-determined, standardized set of actions or guidelines that describe *how* to accomplish the response activities identified in the plan.

Unified Command

ICS leadership for all organizations with jurisdictional responsibility at a multi-jurisdictional incident contributing to determining incident objectives, strategies and tactics, and ensuring the maximum use of all assigned resources and that integrated tactical operations are conducted. When the decision-making authority in the Incident Command System rests with representatives of two or more “lead” agency representatives.

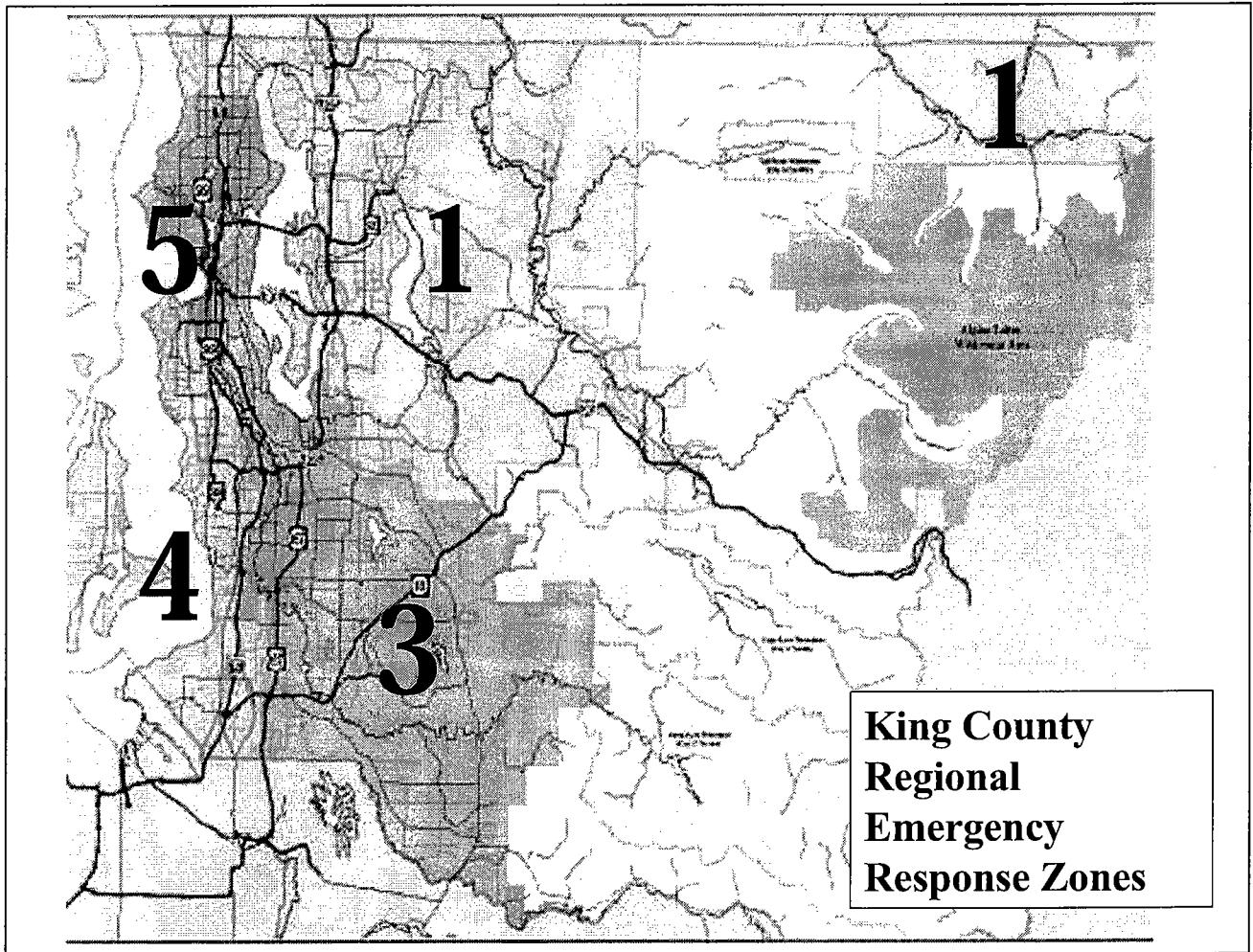
Zones

Geographic divisions of King County that are used for impact assessment and the coordination of services and resources among jurisdictions and disciplines. The zone boundaries are the same as the King County Fire Zones. See: IX. Emergency Coordination Zones Map.

Zone Coordination Functions

Those disaster response functions that will be planned for, and carried out at, the “zone” level.

IX. EMERGENCY COORDINATION ZONES MAP



Emergency Coordination Zones

OMNIBUS LEGAL AND FINANCIAL AGREEMENT

for Organizations Participating in the Regional Disaster Plan for Public and Private Organizations in King County

This OMNIBUS AGREEMENT is made and entered into by certain public and private organizations to enable them to provide Emergency Assistance to each other during times of emergency or disaster.

WHEREAS, the Subscribing Organizations have expressed a mutual interest in the establishment of an Omnibus Agreement to facilitate and encourage Emergency Assistance among participants; and

WHEREAS, in the event of an emergency a Subscribing Organization who has executed this Omnibus Agreement may need Emergency Assistance in the form of supplemental personnel, equipment, materials or other support; and

WHEREAS, each Subscribing Organization may own and maintain equipment, stocks materials and employs trained personnel for a variety of services and is willing, under certain conditions, to lend its supplies, equipment and services to other Subscribing Organizations in the event of an emergency; and

WHEREAS, the proximity of the Subscribing Organizations to each other enables them to provide Emergency Assistance to each other in disaster situations.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the undersigned Subscribing Organization agrees as follows:

Article I - APPLICABILITY.

This Omnibus Agreement is available for execution to all Subscribing Organizations, in and bordering geographic King County. Execution of this Omnibus Agreement by a Subscribing Organization will occur when a Subscribing Organization signs an identical version of this Omnibus Agreement.

Article II - DEFINITIONS.

- A. 'Assistance Costs' means any direct material costs, equipment rental fees, fuel, and the labor costs that are incurred by the Lender in providing any asset, service, or assistance requested. For further information on costs, see section XII.
- B. 'Basic Plan' is the core document of the Regional Disaster Plan for Public and Private Organizations in King County. It provides the architecture for multi-jurisdictional, multi-disciplinary disaster response operations in King County. The Basic Plan will be supported by this Omnibus Legal Agreement and later by Emergency Support Functions, which are chapters on certain functional areas, such as communications, transportation, and resource management. The Basic Plan was developed by the Regional Disaster Planning Task Force, under the direction of the King County Emergency Management Advisory Committee.
- C. 'Basic Plan Package' includes the following core documents that create the framework necessary to implement the concept of operations implied in the Basic Plan. This suite of documents includes:
- the Basic Plan,
 - this Omnibus Legal Agreement,
 - Appendix 1: Direction and Coordination
- D. 'Borrower' means a Subscribing Organization who has adopted, signed and subscribes to this Omnibus Agreement and has made a request for Emergency Assistance and has received commitment(s) to deliver Emergency Assistance pursuant to the terms of this Omnibus Agreement.
- E. 'Emergency' includes, but is not limited to, a human-caused or natural event or circumstance within the area of operation of any participating Subscribing Organization causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, act of terrorism or sabotage; said event being or is likely to be beyond the capacity of the affected Subscribing

Organization or Organizations, in terms of personnel, equipment and facilities, thereby requiring Emergency Assistance.

- F. 'Emergency Assistance' means employees, services, equipment, materials, or supplies offered during an Emergency by the Lender and accepted by the Borrower to assist in maintaining or restoring normal services when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, terrorism/sabotage and other occurrences where Emergency Assistance from other Subscribing Organizations is necessary or advisable, as determined by the requesting Subscribing Organization.
- G. 'Emergency Contact Points' are the persons, in a line of succession, listed on the Emergency Contact Information Form to be submitted to the Zone Emergency Planning Committee by each Subscribing Organization. The list includes names, addresses, and 24-hour phone numbers of the Emergency contact points of each Subscribing Organization. The people listed as Emergency Contact Points will have (or can quickly get) the authority of the Subscribing Organization to commit available equipment, services, and personnel for the organization. Note: The phone number of a dispatch office staffed 24 hours a day that is capable of contacting the Emergency contact point(s) is acceptable.
- H. 'King County Emergency Management Advisory Committee' acts in an advisory capacity to the County Executive, Council and Emergency Management Division on emergency management matters, and facilitate the coordination of regional emergency planning in King County.
- I. 'Lender' means a Subscribing Organization who has signed this Omnibus Agreement and has agreed to deliver Emergency Assistance to another Subscribing Organization pursuant to the terms and conditions of this Omnibus Agreement.
- J. 'Omnibus Agreement' means identical agreements executed in counterparts which bind the executing Subscribing Organization to its terms and conditions to provide and receive Emergency Assistance. The terms and conditions of the Omnibus Agreements are all identical and the execution of an Omnibus Agreement binds a Subscribing Organization to all other Subscribing Organizations who have executed identical Omnibus Agreements in counterparts. To be effective for

purposes of receiving Emergency Assistance, this Omnibus Agreement and the Basic Plan must be fully executed and received by the Zone Emergency Planning Committee.

- K. 'Subscribing Organization' means the executive governing authority of any public or private organization in, or bordering King County, WA, that chooses to subscribe to and sign onto the 'Basic Plan Package' of the Regional Disaster Plan for Public and Private Organizations in King County.
- L. For large and complex organizations like county government, cities, and major employers, all departments and branches of these complex organizations are included as 'Subscribers' under the single executive authority of these organizations.
- M. 'Termination Date' is the date upon which this Agreement terminates pursuant to Article V.

Article III - PARTICIPATION.

It is agreed, acknowledged, and understood that participation in this Omnibus Agreement is purely voluntary and at the sole discretion of the requested lender. No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default under this Omnibus Agreement on account of any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment as specified in this Omnibus Agreement. However, Subscribing Organizations who execute the Omnibus Agreement are expected to:

- A. Ensure that other Subscribing Organizations in the Emergency Response Zone have their Organizations' most current Emergency Contact Points.
- B. Participate in scheduled meetings to coordinate operational and implementation issues to the maximum extent possible.

Article IV - ROLE OF EMERGENCY CONTACT POINT FOR SUBSCRIBING ORGANIZATIONS

Subscribing Organizations agree that their Emergency Contact Points or their designee can serve as representatives of the Subscribing Organizations in any meeting to work out the language or implementation issues of this agreement.

The Emergency Contact Points of a Subscribing Organization shall:

- A. Act as a single point of contact for information about the availability of resources when other Subscribing Organizations or Zones seek assistance.
- B. Participate in Zone Coordination meetings convened on the implementation of this agreement.
- C. Take the initiative to obtain and communicate decisions and discussion items of the meeting.
- D. Maintain a manual containing the Basic Plan package including a master copy of this Omnibus Agreement (as amended) and a list of Subscribing Organizations who have executed this Omnibus Agreement.

Article V - TERM AND TERMINATION.

- A. This Omnibus Agreement is effective upon execution by two or more Subscribing Organizations.
- B. A Subscribing Organization opting to terminate its participation in this Omnibus Agreement, shall provide written termination notification to the King County Emergency Management Advisory Committee, care of the King County Office of Emergency Management, 7300 Perimeter Rd. S., Room 128, Seattle, WA, 98108, or by Fax at (206) 296-3838. Notice of termination becomes effective upon receipt by the King County Emergency Management Advisory Committee who shall, in turn, notify all subscribing organizations. Any terminating Subscribing Organization shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.

Article VI - PAYMENT FOR SERVICES AND ASSISTANCE.

Borrower shall pay to the Lender all valid and invoiced Assistance Costs within 60 days of receipt of the lender's invoice, for either all or part of the Emergency Assistance services provided by the Lender. In the event the Lender provides

supplies or parts, the Lender shall have the option to accept payment of cash or in kind for the supplies or parts provided.

Article VII - INDEPENDENT CONTRACTOR.

Lender shall be and operate as an independent contractor of Borrower in the performance of any Emergency Assistance. Employees of Lender shall at all times while performing Emergency Assistance continue to be employees of Lender and shall not be deemed employees of Borrower for any purpose. Wages, hours, and other terms and conditions of employment of Lender shall remain applicable to all of its employees who perform Emergency Assistance. Lender shall be solely responsible for payment of its employees' wages, any required payroll taxes and any benefits or other compensation. Borrower shall not be responsible for paying any wages, benefits, taxes, or other compensation directly to the Lender's employees. The costs associated with borrowed personnel are subject to the reimbursement process outlined in Article XII. In no event shall Lender or its officers, employees, agents, or representatives be authorized (or represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of or as agent for Borrower under or by virtue of this Omnibus Agreement.

Article VIII - REQUESTS FOR EMERGENCY ASSISTANCE.

Requests for Emergency Assistance shall be directed to the designated Emergency Contact Point(s) on the contact list provided by the Subscribing Organizations and/or directed to and managed by the Zone Coordination function. The extent to which the Lender provides any Emergency Assistance shall be at the Lender's sole discretion. In the event the emergency impacts a large geographical area that activates either Federal or State emergency laws, this Agreement shall remain in effect until or unless this Agreement conflicts with such Federal and State laws.

Article IX - GENERAL NATURE OF EMERGENCY ASSISTANCE.

Emergency Assistance will be in the form of resources, such as equipment, supplies, and personnel or the direct provision of services. The execution of the Omnibus Agreement shall not create any duty to respond on the part of any Subscribing Organization hereto. A Subscribing Organization shall not be held liable for failing to provide Emergency Assistance. A Subscribing Organization has the absolute discretion to decline to provide any requested Emergency Assistance and to withdraw resources it has provided at any time without incurring any liability. Resources are "borrowed" with reimbursement and terms of

exchange varying with the type of resource as defined in Articles X through XII. The Subscribing Organizations recognize that time is critical during an emergency and diligent efforts will be made to respond to a request for resources as rapidly as possible, including any notification(s) that requested resources are not available.

Article X - LOANS OF EQUIPMENT.

Use of equipment, such as construction equipment, road barricades, vehicles, and tools, shall be at the Lender's current equipment rate, or if no written rates have been established, at the hourly operating costs set forth in an **industry standard publication** as selected by the Regional Disaster Planning Task Force, or as mutually agreed between Borrower and Lender. Equipment and tool loans are subject to the following conditions:

1. At the option of the Lender, loaned equipment may be loaned with an operator. See Article XII for terms and conditions applicable to use of borrowed personnel.
2. Loaned equipment shall be returned to the Lender upon release by the Borrower, or immediately upon the Borrower's receipt of an oral or written notice from the Lender for the return of the equipment. When notified to return equipment to a Lender, the Borrower shall make every effort to return the equipment to the Lender's possession within 24 hours following notification.
3. Borrower shall, at its own expense, supply all fuel, lubrication and maintenance for loaned equipment. The Borrower will take proper precaution in its operation, storage and maintenance of Lender's equipment. Equipment shall be used only by properly trained and supervised operators. Lender shall endeavor to provide equipment in good working order. All equipment is provided "as is", with no representations or warranties as to its fitness for particular purpose.
4. Lender's cost related to the transportation, handling, and loading/unloading of equipment shall be chargeable to the Borrower. Lender shall provide copies of invoices for such charges where provided by outside sources and shall provide hourly accounting of charges for Lender's employees who perform such services.

5. Without prejudice to a Lender's right to indemnification under Article XIV herein, in the event loaned equipment is lost or damaged while being dispatched to Borrower, or while in the custody and use of the Borrower, or while being returned to the Lender, Borrower shall reimburse the Lender for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired within a time period indicated by the Lender, then Borrower shall reimburse Lender for the cost of replacing such equipment with equipment, which is of equal condition and capability. Any determinations of what constitutes "equal condition and capability" shall be at the discretion of the Lender. If Lender must lease or rent a piece of equipment while the Lender's equipment is being repaired or replaced, Borrower shall reimburse Lender for such costs. Borrower shall have the right of subrogation for all claims against persons other than parties to this Omnibus Agreement who may be responsible in whole or in part for damage to the equipment. Borrower shall not be liable for damage caused by the sole negligence of Lender's operator(s).

Article XI - EXCHANGE OF MATERIALS AND SUPPLIES.

Borrower shall reimburse Lender in kind or at Lender's actual replacement cost, plus handling charges, for use of partially consumed or non-returnable materials and supplies, as mutually agreed between Borrower and Lender. Other reusable materials and supplies which are returned to Lender in clean, damage-free condition shall not be charged to the Borrower and no rental fee will be charged. Lender shall determine whether items returned are "clean and damage-free" and items shall be treated as partially consumed or non-returnable materials and supplies if item is found to be damaged.

Article XII - LOANS OF PERSONNEL.

Lender may, at its option, make such employees as are willing to participate available to Borrower at Borrower's expense equal to Lender's full cost, including employee's salary or hourly wages, call back or overtime costs, benefits and overhead, and consistent with Lender's personnel union contracts, if any, or other conditions of employment. Costs to feed and house loaned personnel, if necessary, shall be chargeable to and paid by the Borrower. The Borrower is responsible for assuring such arrangements as may be necessary to provide for the safety, housing, meals, and transportation to and from job sites/housing sites (if necessary) for

loaned personnel. The Subscribing Organizations' Emergency Contact Points or their designees shall develop planning details associated with being a Borrower or Lender under the terms of this Omnibus Agreement. Lender personnel providing Emergency Assistance shall be under the control of their regular leaders, but the organizational units will come under the operational control of the command structure of the Borrower. Lender shall not be liable for cessation or slowdown of work if Lender's employees decline or are reluctant to perform any assigned tasks if said employees judge such task to be unsafe. A request for loaned personnel to direct the activities of others during a particular response operation does not relieve the Borrower of any responsibility or create any liability on the part of the Lender for decisions and/or consequences of the response operation. Loaned personnel may refuse to direct the activities of others without creating any liability on the part of the Lender. Any valid licenses issued to Lender personnel by Lender or Lender's state, relating to the skills required for the emergency work, may be recognized by the Borrower during the period of emergency and for purposes related to the emergency. When notified to return personnel to a Lender, the Borrower shall make every effort to return the personnel to the Lender's possession immediately after notification.

Article XIII - RECORD KEEPING.

Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by the Lender will be recorded on a shift by shift basis by the Lender and/or the loaned employee(s) and will be provided to the Borrower as needed. If no personnel are loaned, the Lender will provide shipping records for materials and equipment, and the Borrower is responsible for any required documentation of use of material and equipment for state or federal reimbursement. The documentation will be presented to the Administration/Finance Section of the Incident Management structure. Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate to enable disaster reimbursement.

Article XIV - INDEMNIFICATION AND LIMITATION OF LIABILITY.

- A. INDEMNIFICATION. Except as provided in section B., to the fullest extent permitted by applicable law, the Borrower releases and shall indemnify, hold harmless and defend each Lender, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with providing Emergency Assistance to the Borrower, whether

arising before, during or after performance of the Emergency Assistance and whether suffered by any of the Subscribing Organizations or any other person or entity.

The Borrower agrees that its obligation under this section extends to any claim, demand and/or cause of action brought by or on behalf of any of its employees, or agents. For this purpose, the Borrower, by mutual negotiation, hereby waives, as respects any indemnitee only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW of the State of Washington and similar laws of other states.

- B. **ACTIVITIES IN BAD FAITH OR BEYOND SCOPE.** Any Subscribing Organizations shall not be required under this Omnibus Agreement to indemnify, hold harmless and defend any other Subscribing Organization from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Subscribing Organizations officers, employees, or agents acting in bad faith or performing activities beyond the scope of their duties.
- C. **LIABILITY FOR PARTICIPATION.** In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising out of rendering of Emergency Assistance through this Omnibus Agreement, the Borrower agrees, to indemnify, hold harmless, and defend, to the fullest extent of the law, each signatory to this Omnibus Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Omnibus Agreement.
- D. **DELAY/FAILURE TO RESPOND.** No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default under this Omnibus Agreement on account of any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment as specified in this Omnibus Agreement.
- E. **MEDIATION AND ARBITRATION.** If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation.

Thereafter, any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, may be settled by arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The parties to this Contract may seek to resolve disputes pursuant to mediation or arbitration, but are not required to do so.

- F. **SUBSCRIBING ORGANIZATION LITIGATION PROCEDURES.** Each Subscribing Organization seeking to be released, indemnified, held harmless or defended under this Article with respect to any claim shall promptly notify the Borrower of such claim and shall not settle such claim without the prior consent of Borrower, which consent shall not be unreasonably withheld. Such Subscribing Organization shall have the right to participate in the defense of said claim to the extent of its own interest. Subscribing Organization's personnel shall cooperate and participate in legal proceedings if so requested by the Borrower, and/or required by a court of competent jurisdiction.

Article XV - SUBROGATION.

- A. **BORROWER'S WAIVER.** Borrower expressly waives any rights of subrogation against the Lender, which it may have on account of, or in connection with, the Lender providing Emergency Assistance to the Borrower under this Omnibus Agreement.
- B. **LENDER'S RESERVATION AND WAIVER.** Lender expressly reserves its right to subrogation against the Borrower to the extent the Lender incurs any self-insured, self-insured retention or deductible loss. The Lender expressly waives its rights to subrogation for all insured losses only to the extent the Lender's insurance policies, then in force, permit such waiver.

Article XVI - WORKER'S COMPENSATION AND EMPLOYEE CLAIMS.

Lender's employees, officers or agents, made available to Borrower, shall remain the general employee of Lender while engaged in carrying out duties, functions or activities pursuant to this Omnibus Agreement, and each Subscribing Organization shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own

employees. Likewise, each Subscribing Organization shall provide worker's compensation in compliance with statutory requirements of the state of residency.

Article XVII - MODIFICATIONS.

No provision of this Omnibus Agreement may be modified, altered, or rescinded by any individual Subscribing Organization without two-thirds affirmative concurrence of the Subscribing Organizations. The King County Emergency Management Advisory Committee will be the coordinating body for facilitating modifications of this Omnibus Agreement. Modifications to this Omnibus Agreement must be in writing and will become effective upon approval of the modification by a two-thirds affirmative vote of the Subscribing Organizations. Modifications must be signed by an authorized representative of each Subscribing Organization.

Article XVIII- NON EXCLUSIVENESS AND PRIOR AGREEMENTS.

This Omnibus Agreement is not intended to be exclusive among the Subscribing Organizations. Any Subscribing Organization may enter into separate Emergency Assistance agreements with any other entity. No such separate agreement shall terminate any responsibility under the Omnibus Agreement. To the extent that prior agreements between Parties to this Omnibus Agreement are inconsistent with this Agreement, all prior agreements for Emergency Assistance between the Subscribing Organization hereto are hereby superseded.

Article XIX - GOVERNMENTAL AUTHORITY.

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or hereafter in effect, of all governmental authorities having jurisdiction over the emergencies covered by this Omnibus Agreement, the Subscribing Organization or either of them.

Article XX - NO DEDICATION OF FACILITIES.

No undertaking by one Subscribing Organization to the other Subscribing Organizations under any provision of this Omnibus Agreement shall constitute a dedication of the facilities or assets of such Subscribing Organization, or any portion thereof, to the public or to the other Subscribing Organization. Nothing in this Omnibus Agreement shall be construed to give a Subscribing Organization any right of ownership, possession, use or control of the facilities or assets of the other Subscribing Organization.

Article XXI - NO PARTNERSHIP.

This Omnibus Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Subscribing Organizations or to impose any partnership obligation or liability upon any Subscribing Organization. Further, no Subscribing Organization shall have any undertaking for or on behalf of, or to act as or be an agent or representative of, or to otherwise bind any other Subscribing Organization.

Article XXII - NO THIRD PARTY BENEFICIARY.

Nothing in this Omnibus Agreement shall be construed to create any rights in or duties to any Third Party, nor any liability to or standard of care with reference to any Third Party. This Agreement shall not confer any right, or remedy upon any person other than the Subscribing Organizations. This Omnibus Agreement shall not release or discharge any obligation or liability of any Third Party to any Subscribing Organizations.

Article XXIII - ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement and supersedes any and all prior agreements of the Parties, with respect to the subject matters hereof.

Article XXIV- SUCCESSORS AND ASSIGNS.

This Omnibus Agreement is not transferable or assignable, in whole or in part, and any Subscribing Organization may terminate its participation in this Omnibus Agreement subject to Article V.

Article XXV - GOVERNING LAW.

This Omnibus Agreement shall be interpreted, construed, and enforced in accordance with the laws of Washington State.

Article XXVI - VENUE.

Any action which may arise out of this Omnibus Agreement shall be brought in Washington State and King County.

Article XXVII - TORT CLAIMS.

It is not the intention of this Omnibus Agreement to remove from any of the Subscribing Organizations any protection provided by any applicable Tort Claims Act. However, between Borrower and Lender, the Borrower retains full liability to the Lender for any claims brought against the Lender as described in other provisions of this agreement.

Article XXVIII - WAIVER OF RIGHTS.

Any waiver at any time by any Subscribing Organizations of its rights with respect to a default under this Omnibus Agreement, or with respect to any other matter arising in connection with this Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Agreement. Any delay short of the statutory period of limitations, in asserting or enforcing any right, shall not constitute or be deemed a waiver.

Article XXIX - INVALID PROVISION.

The invalidity or unenforceability of any provisions hereof, and this Omnibus Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Article XXX - NOTICES.

Any notice, demand, information, report, or item otherwise required, authorized, or provided for in this Omnibus Agreement shall be conveyed and facilitated by the King County Emergency Management Advisory Committee, care of the King County Office of Emergency Management, 7300 Perimeter Road S., Room 128, Seattle, WA 98018, Phone: 206-296-3830, Fax: 206-296-3838. Such notices, given in writing, and shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, or (iii) sent by United States Mail, postage prepaid, to the Emergency Management Advisory Committee.

APPENDIX 1 DIRECTION AND COORDINATION

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I. Introduction

A. Purpose

This appendix outlines the roles and responsibilities of participating organizations in providing effective direction and coordination of emergency management activities.

B. Scope

This document does not address the internal direction, control and coordination mechanisms and functions of participating organizations or jurisdictions, which are unique to each organization and beyond the scope of this plan.

This appendix does address the centralized and de-centralized direction, control, and coordination functions of the Regional Disaster Plan. It includes a basic concept of coordination for individual disciplines (police, fire, EMS, schools, public works, health/human services) and the four Emergency Coordination Zones in King County. It outlines the role of the King County EOC and addresses the protocols for inter-operability among organizations participating in this regional plan.

C. Situation

1. The established four county fire coordination zones will also be used in this plan as “emergency coordination zones” to maintain a manageable span of control in disaster operations. Each zone will have pre-coordinated protocols for executing certain disaster functions. The King County Emergency Operations Center serves as an information clearinghouse among the zones.
2. Participating disciplines (police, fire, water/sewer, public works, schools, health/human services, business/industry) will develop mechanisms for sharing information and coordinating activities to support this plan. An emergency planning committee within each zone will develop internal and external coordination protocols and procedures that are included in the Concept of Operations section.
3. This plan is a voluntary, cooperative agreement among public and private organizations. Participating organizations may agree to provide available resources to others and allow their resources to be temporarily directed by another organization or command structure, though each participating organization maintains ultimate control of their own resources and personnel.

4. The participants of the Regional Disaster Plan commit to the principles of the Incident Command System (ICS) for multi-incident, multi-jurisdictional disaster response. Four Emergency Coordination Zones are utilized in coordinating a broad range of disaster functions, while the King County Emergency Operations Center serves as an information clearinghouse among the zones.

D. Limitations

1. Should Zone coordination efforts fail to function for any reason, jurisdictions and organizations within a zone can circumvent the zone process and coordinate directly with the King County Emergency Operations Center or with another Zone Coordination Center.
2. Zone-based emergency coordination has been successful for the fire service, but is new to other participating disciplines. Non-fire participants may require time to develop Zone-based coordination capabilities.

II. Concept of Operations

A. General

1. Response activities will be managed utilizing the Incident Command System.
2. Specific zone coordination procedures are detailed in this Appendix.
3. Some "Regional Service Providers" whose normal operations span multiple emergency response zones may use a single point of coordination provided through either the Seattle or King County EOC (e.g. Metro Transit, Seattle-King County American Red Cross, Seattle Public Utilities, Puget Sound Energy, etc.)
4. In the event of a disaster, local and agency EOCs will activate, and proclaim an emergency if appropriate.
5. Resources that are committed to disaster response operations will be under the immediate direction of the on-scene command structure, which may be led by a single agency, or a unified command structure.
6. Resources recalled by their home agency and engaged in operations may not be immediately released if doing so, in the judgement of the Incident Commander causes a life safety risk. Every effort will be made to release these resources as quickly as possible.

7. Each participating organization has ultimate control of its own resources. Participating organizations can choose to, or not to, provide assistance to those affected by a disaster event.
8. Even if an organization chooses to provide assistance in the form of equipment or personnel, these resources can be recalled from the affected incident site, given a courtesy notice to the on-scene Incident Commander or Logistics Section Chief.

B. Initiating the Plan

1. Any participating organization, at risk of being overwhelmed, will first use appropriate internal resources, then use any available mutual aid or commercially available resources.
2. If further support is needed, the elected official or their designee of the affected organization will proclaim an emergency, then contact their designated Zone Coordination Point of Contact and/or the King County EOC to request further assistance.

C. Role of the King County Emergency Operations Center

1. The King County Emergency Operations Center will serve as a regional information and coordination clearinghouse. It will collect, monitor, and distribute damage information and will find and communicate the status of resources and services that have been requested and those resources and services that are available among the zones.
2. The King County EOC will not provide direction to the Zone Coordination functions but may assist in coordination of the deployment of resources.
3. King County government may be part of Zone Coordination activities and functions when unincorporated areas of the county are affected, or when King County-owned assets are affected in municipal areas.
4. The King County Office of Emergency Management and the Emergency Operations Center may also act as a single point of contact for the activation of this Regional Disaster Plan.

D. Role of State and Federal Governments

1. The State Emergency Operations Centers (EOC) at Camp Murray will be contacted initially by the King County EOC or the affected jurisdictions. As the event unfolds the affected jurisdiction and the King County EOC will send the State EOC regular situation reports with current damage assessments, information about current hazards and life-safety threats, the status of the response operations and incident action plans.

Regional Disaster Plan for Public and Private Organizations in King County, Washington

2. The State EOC will receive requests for resources that have not been found in geographic King County. Should the resource requests be beyond what can be acquired in the State, the State will request appropriate Federal assets and services.
3. Those state-recognized separate emergency management jurisdictions that request assistance from the state may receive resources from a variety of places / providers. In a region-wide event, state and federal resources may be coordinated through the King County EOC and then provided to support of the on-scene command structure.

E. Role of Each Zone

1. Zone 1 will coordinate city-by-city and report to a Zone Coordination center in Bellevue.
2. Zone 3 and 4 will operate through established discipline coordinators who may operate from the King County EOC. Those disciplines include law enforcement, fire, public works, schools, business, cities, water/sewer, hospitals, etc. and will have a "Zone Representative" that coordinates their respective discipline within and among Zone 3 and 4.
3. Zone 5 (City of Seattle) will operate out of its Emergency Operations Center.

III. Responsibilities

See the tabs following this main document for the procedures and protocols of Zone Coordination activities.

All Participating Organizations

In Preparation for an Event:

- Assist in the development of zone procedures.
- Develop a mechanism for proclaiming an emergency.
- Establish internal staff coordination and information reporting procedures.
- Develop basic procedures for any physical locations to be used for coordination.
- Assemble a list of emergency contacts and / or zone coordinators.
- Review relevant emergency plans
- Develop and test procedures for Zone coordination.
- Coordinate and/or review business continuity plans for Zone agencies so that critical services will not be disrupted.
- Coordinate a training program for employees to carry out their internal and regional responsibilities.
- Inventory mutual aid agreements held by Zone agencies.
- Develop plans to accommodate incoming mutual aid (or other) resources.
- Develop a method to either 'activate' a coordination center or 'activate' functional area personnel.
- Each organization maintains an available resource list.

In Response to an Event:

- Proclaim an emergency if appropriate.
- Implement the plan and utilize the Incident Command System to manage response operations.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Contact functional lead and / or jurisdictional leads.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Appropriate zone coordinators make contact with the County; report damage and status information.
- Demobilize and provide an activity report and final documentation in a timely manner.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.

King County Emergency Operations Center

In Preparation for an Event:

- Develop Regional Plan activation procedures.
- Ask County departments to review and update operational and business continuity plans.
- Maintain lists of primary contact phone numbers for county and zones.
- Develop exercises and test procedures for the implementation of the Regional Plan.
- Inventory and manage Operations Center equipment essential to zone and Regional Plan support.
- Provide Zones and other regional private service providers such as utilities, disaster relief agencies, large employers, etc. with technical and coordination assistance

In Response to an Event:

- Proclaim an emergency if appropriate.
- Activate the Emergency Operations Center.
- Make contact with Zones; collect damage and situation reports.
- Coordinate resource requests between Zones.
- Coordinate resource requests beyond County capability with the State EOC.
- Assess Zone capabilities and provide a prompt reply to any request for support.
- Document all communications, decisions, activities, and the deployment of resources.
- Demobilize and provide an activity report and final documentation in a timely manner.
- Provide technical assistance and coordination to Zones and other regional private service providers such as utilities, disaster relief agencies, large employers, etc.

Tab 1: Zone 1 Functions and Protocols

Zone 1 Emergency Planning Committee

In Preparation for an Event:

- Develop a mechanism for proclaiming an emergency.
- Select a Coordination Center site.
- Develop procedures for the Coordination Center.
- Work with each city to identify a point of contact who will gather and disseminate damage information, resource requests, and response priorities.
- Work with each city on their emergency plans; ensure that these plans include operational directions for the “point of contact” concept.
- Ensure that functional areas are represented through city contacts. If not, identify points of contact for functional areas.
- Develop and test procedures for Zone coordination.
- Coordinate and/or review business continuity plans for Zone agencies so that critical services will not be disrupted.
- Coordinate a training program for employees to carry out their internal and regional responsibilities.
- Develop plans to accommodate incoming mutual aid (or other) resources.
- Consult on and/or review educational programs targeted toward the community on disaster preparedness basics.

Zone 1 Coordination Function

In Response to an Event:

- Cities proclaim an emergency if appropriate and obtain state mission number.
- Activate the Coordination Center. Any Zone 1 signatory to the Regional Disaster Plan is authorized to activate the Zone 1 Coordination Center. See activation protocol on page ____.
- Make contact with other cities; determine who will be (physically) staffing the Coordination Center. These representatives must be someone who has authority to commit local resources and who has experience with their local emergency operation center or emergency management team.
- Make contact with the County; report damage and status information.
- Monitor use of Zone 1 community resources.
- Make requests for resources or assistance as needed.
- Assess internal capabilities and provide a prompt reply to any request. Requests may be:
 - internal within Zone 1 needing no King County coordination;
 - from agencies in Zones 3, 4, or 5 which would be coordinated through King County;
 - from Zone 1 to other Zones which would be coordinated through King County
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Non-municipal agencies (such as hospitals, school districts, businesses, non-profit organizations, etc.) make and maintain contact with the government of the City in which they are primarily housed.
- Demobilize and provide an activity report and final documentation in a timely manner.

Tab 2: Zone 3 Functions and Protocols

Zone 3 Emergency Planning Committee

In Preparation for an Event:

- Organizations develop a mechanism for proclaiming an emergency.
- Work with each functional area, e.g., schools, to identify a “Coordinator.”
- Develop procedures for Coordinators to ‘activate’ themselves so that they may gather and disseminate damage information, resource requests, and response priorities.
- Ensure that procedures identify whether and/or when Coordinators will work out of the King County Emergency Operations Center.
- Work with each city on their emergency plans; ensure that these plans include operational directions for using functional Coordinators.
- Develop and test procedures for Zone coordination.
- Coordinate and/or review business continuity plans for Zone agencies so that critical services will not be disrupted.
- Coordinate a training program for employees to carry out their internal and regional responsibilities.
- Inventory mutual aid agreements held by Zone agencies.
- Develop procedures to accommodate incoming mutual aid (or other) resources.
- Inventory and manage response equipment within the Zone.

Zone 3 Coordination Function

In Response to an Event:

- Proclaim an emergency if appropriate and obtain state mission number.
- “Activate” functional Coordinators.
- Make contact with functional areas to get damage reports.
- Make contact with the County; report damage and status information.
- Send functional representatives to work out of the County EOC.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Utilize the Incident Command System to manage response operations.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.
- Demobilize and provide an activity report and final documentation in a timely manner.

Tab 3: Zone 4 Functions and Protocols

Zone 4 Emergency Planning Committee

In Preparation for an Event:

- Develop a mechanism for proclaiming an emergency.
- Identify several sites that may serve as a Coordination Center; agree on a rotating use plan for the sites, e.g., one site per year. Document the agreement.
- Develop procedures to use each of the sites, e.g., site access and emergency equipment.
- Work with each functional area, e.g., schools, to identify a “Coordinator.”
- Develop and maintain a list of Coordinators to leave in the Coordination Center.
- Ask Coordinators to work on a plan for ‘activating’ themselves, e.g., a phone tree, a rotating lead assignment, staffing the (rotating) Coordination Center.
- Develop procedures for contacting the King County Emergency Operations Center.
- Develop procedures to accommodate incoming mutual aid (or other) resources.
- Review and coordinate individual city plans for emergency response and preparedness.

Zone 4 Coordination Function

In Response to an Event:

- Proclaim an emergency if appropriate and obtain state mission number.
- Activate the Coordination Center. (City officials who are hosting the Coordination Center will probably activate.)
- Make contact with functional areas by calling Coordinators; determine who will be (physically) staffing the Coordination Center.
- Make contact with the County; report damage and status information.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Utilize the Incident Command System to manage response operations.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.
- Demobilize and provide an activity report and final documentation in a timely manner.

Tab 4: Zone 5 Functions and Protocols

City of Seattle (Zone 5)

In Preparation for an Event:

- Review operations plan for the Emergency Operations Center.
- Review and update Line of Succession lists and phone numbers.
- Review and update functional areas for operational and business continuity plans.
- Develop and test plans for Zone coordination.
- Review training program for employees to carry out their internal and regional responsibilities.
- Inventory mutual aid agreements.
- Review or develop procedures to accommodate incoming mutual aid (or other) resources.

Zone 5 Coordination Function

In Response to an Event:

- Activate the “Seattle Disaster Readiness and Response Plan” and the Emergency Operations Center.
- Proclaim an emergency if appropriate and obtain state mission number.
- Make contact with the County; report damage and status information.
- Monitor use of internal resources.
- Make mutual aid requests as needed.
- Utilize the Incident Command System to manage response operations.
- Assess internal capabilities and provide a prompt reply to any request for support from another Zone, an affected agency or the King County Emergency Operations Center.
- Deliver/deploy requested resources in a timely manner after commitments are made.
- Document all communications, decisions, activities, and the deployment of resources.
- Maintain communication with your employees that have deployed to assist others.
- Demobilize and provide an activity report and final documentation in a timely manner.

EMERGENCY SUPPORT FUNCTION (ESF) 1 TRANSPORTATION

PRIMARY AGENCIES: Cities' Public Works / Departments of Transportation
King County Department of Transportation (KCDOT)
Washington State Department of Transportation (WSDOT)
Port of Seattle (Airport & Seaport)
Sound Transit

SUPPORT AGENCIES: Law Enforcement Agencies in King County
Washington State Patrol
King County School Districts
Municipal and Private Airports
Public Transit Authorities
Private Rail Carriers
Private Transportation Services
Cities' & County Parks & Recreation Agencies
Private Businesses with Employee Transportation Programs
Federal Transportation Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide organization, mobilization and coordination of transportation services and resources during and following an emergency or disaster in the King County region.

B. Scope

The provision of transportation support involves roads, bridges, transit, rail, ferry system, waterways, airports and seaports. Activities within the scope include:

1. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster.
2. Facilitating damage assessments to establish priorities and determine needs of available transportation resources.
3. Coordinating restoration and temporary repair of critical transportation facilities and systems including transit, roads, including the ferry system, and bridges, rail, and airport and seaport operations, during the recovery phase from an emergency or disaster.

4. Coordination between local, state, and federal agencies, cities, special purpose jurisdictions, and private partners.

II. POLICIES

Participants of the Regional Disaster Plan will assist in the coordination of regional transportation response activities for emergencies and disasters that affect the King County region. All participating organizations will utilize, to the greatest extent possible, day-to-day policies to facilitate the integrity of transportation; except when the situation requires exceptional policy changes or modifications.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

The King County region will periodically experience emergency and disaster situations, which will damage transportation infrastructure and disrupt communications that will inhibit restoration of essential public services. Roadways, bridges, tunnels, railways, airports, seaports, and other transportation facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, or demolition to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be inaccessible or damaged.

B. Planning Assumptions

1. The local and regional transportation infrastructure will sustain damage. Disaster response and recovery activities, which require use of the transportation infrastructures, may be difficult to coordinate.
2. Access to the event area will be dependent upon the re-establishment of ground, air, rail and water routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
3. Rapid assessment of the event area must be made to determine critical response priorities and transportation demands. Significant numbers of personnel with engineering and construction skills and construction equipment may not be available within the affected area.
4. The immediate use of the transportation system for response and recovery activities may exceed the capabilities of the King County region, thus requiring assistance from the State and Federal governments to supplement efforts.

5. Each participating primary and secondary agency is responsible for the inspection, repair and operation of its own infrastructure or to those agencies with contractual agreements to maintain infrastructure.
6. Primary and support agencies will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of the Regional Disaster Plan for Public and Private Agencies in King County, Washington.

IV. CONCEPT OF OPERATIONS

A. General

1. In accordance with the Regional Disaster Plan for Public and Private Agencies in King County, Washington and this ESF, the primary and support agencies are responsible for coordinating the transportation response and providing recovery support and services to assist in the King County region's transportation system integrity.
2. Requests for transportation assistance shall be received and prioritized by local jurisdictions, coordinating through their respective zone, and forwarded to the King County EOC for essential coordination between and among the various jurisdictions and agencies.
3. When transportation requests exceed the capability of the jurisdictions, agencies and county, the regional partners, through the King County EOC may coordinate transportation activities with the Washington State Emergency Management Division.
4. During large, regional events the King County EOC will serve as the central location where various transportation representatives will assemble to assist in prioritizing and collaborative coordination.
5. The collaborative website www.govlink.org (joint effort between Washington State Department of Transportation and King County) will be utilized to provide ongoing transportation information and updates to the general public.

B. Organization

Activation of this plan may be for an intense localized event or a widespread regional or catastrophic event. Because a wide-range of emergencies may require the implementation of this plan, the lead organization during those

activations may shift depending on the incident and the coordination will undoubtedly require a collaborative lead involving “unified command.” The coordination of this ESF will rely heavily on the partnerships and collaborative efforts of all the primary and support agencies involved in this ESF. There will also be situations whereby federal agency influence will play a key role (i.e., terrorism event).

C. Procedures

Procedures for transportation services are identified in:

1. Internal procedures for each city, agency and organization;
2. ESF-3, King County Emergency Management Plan (KCEMP);
3. ESF-3, Washington State Comprehensive Emergency Management Plan.

Procedures for other organizations are outlined in individual agency disaster plans. Additional regional procedures are further identified in the response activity section of this document.

V. RESPONSIBILITIES

Primary Agencies shall:

1. Provide an assessment of damages and operational status of transportation facilities and structures to their zone on to the King County EOC.
2. Assist in making temporary emergency repairs, bypasses or alterations to provisionally restore transportation lifelines, facilities and structures.
3. Pre-determine and manage access to critical lifeline routes and communicate status to respective EOC then to the King County EOC.
4. Coordinate with local transit agencies regarding lifeline routes and maintaining those routes by conducting debris clearing.
5. Assist other first responders (fire, police, emergency medical services, public works) with barricades and contributing other traffic related supplies and expertise.
6. Assist the Joint Information Center (JIC) by providing transportation system status.
7. Return activities to normal levels as soon as possible following the emergency or disaster, unless involved with recovery activities.
8. Develop a disaster recovery plan that addresses the long-term restoration and continuity of transportation services and facilities following an emergency or disaster.

- A. Primary Agencies are responsible for ensuring that transportation functions and operations are protected and reconstituted as soon as possible following a disaster. Specific responsibilities are detailed below.**
- 1. Cities' Public Works / Departments of Transportation shall:**
 - a. Coordinate with neighboring jurisdictions in support of this ESF (i.e., reroutes, lifelines, restoration, etc.)
 - b. Determine the usable portion of the city's transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
 - c. Communicate transportation status and needs to own jurisdictional EOC, which will in turn communicate on to their appropriate zone coordination point (Zone 1, 3, 4, 5).

 - 2. King County Department of Transportation (KCDOT) shall:**
 - a. Coordinate public information and provide public information officer(s) and support personnel to the JIC, as required.
 - b. Operate a Transit emergency operation center to coordinate all transit emergency services and the rapid restoration of normal transit services.
 - c. Provide Transit, Roads, and KC Airport representatives to the King County Emergency Operations Center (EOC). These representatives will coordinate KC DOT's emergency response and disseminate transit, roads, bridges, and KC Airport information for all public transportation services in King County.
 - d. Assist other agencies with debris clearing as needed.
 - e. Through Fleet Administration, provide vehicles, equipment, materials, supplies, and onsite vehicle repair necessary for the function of King County government and, as resources allow, for other affected jurisdictions and zones during an emergency.

 - 3. Washington State Department of Transportation (WSDOT) shall:**
 - a. Perform all duties necessary to protect state highways.
 - b. Remove or take actions to reduce any hazards on the highways that tend to endanger the traveling public.
 - c. Close or restrict any portion of a state highway whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state highway.
 - d. Reconstruct, repair, and maintain state highways, bridges, and alternate routes. WSDOT is authorized to perform maintenance and construction work off the state highway right-of-way in close proximity to the highway to protect the facility and the traveling public. (RCW 47.32.130)
 - e. Mobilize personnel and equipment required for emergency engineering services on state highways.

- f. Assist the Washington State Patrol by providing vehicle traffic control wherever possible or practical; providing access control; providing assistance in rerouting vehicle traffic around or away from the affected area; providing equipment and materials; and investigating injury reports and equipment loss.
- g. Provide assistance for hazardous materials incidents.
- h. Perform damage assessment, determine the usable portions of the state highway network, and provide cost estimates for state highway facilities.
- i. Provide communication for emergency response operations.
- j. Provide information on emergency response activities to the media and public, as well as participating with both State EOC and King County EOC Joint Information Centers (JIC).
- k. Provide ground transportation for state personnel.
- l. Provide emergency transportation services as needed with WSDOT Ferries resources.

4. Port of Seattle shall:

- a. Implement Sea-Tac Airport Emergency Plans to ensure that Sea-Tac Airport remains a regional air transportation hub.
- b. Implement Seaport Emergency Operations Plan to ensure the seaport remains a regional water-borne cargo hub.
- c. Coordinate service delivery as requested and as resources allow in the affected jurisdictions and zones.
- d. Communicate with appropriate representatives at the zone coordination centers to facilitate service delivery as appropriate.

5. Sound Transit shall:

- a. Implement Sound Transit Emergency Plans to ensure that Regional Express Bus and Sounder commuter rail remain in service.
- b. Coordinate service delivery as requested and as resources allow in the affected jurisdictions and zones.
- c. Send appropriate representatives to the zone coordination centers to facilitate service delivery as appropriate.

B. All Support Agencies shall provide support to primary agencies in order to rapidly reconstitute the transportation functions and operations in the King County region. Specific types of support are detailed below:

1. Law Enforcement Agencies in King County shall:

- a. Assist in emergency traffic controls.
- b. Provide law enforcement resources to assist with special emergency or disaster requirements.
- c. Provide air and marine assets to support response and recovery efforts following a disaster or emergency.

- d. Assist with maintaining traffic flow and enforcing transportation usage priorities.
- 2. Washington State Patrol shall:**
 - a. Assist in emergency traffic controls.
 - b. Provide law enforcement resources to assist with special emergency or disaster requirements.
 - c. Provide air and marine assets to support response and recovery efforts following a emergency or disaster.
 - d. Assist with maintaining traffic flow and enforcing transportation usage priorities.
 - 3. King County Public School Districts shall:**

Provide support by coordinating school buses to assist in the movement of people in accordance with the jurisdiction's school response system.
 - 4. Municipal and Private Airports shall:**
 - a. Conduct temporary repairs to provisionally restore airport operations.
 - b. Ensure priority air flights continue to operate, subject to safety procedures.
 - c. Provide as needed, airport facilities and space for an emergency or disaster staging area.
 - 5. Public Transit Authorities shall:**
 - a. Coordinate and provide emergency bus transportation support and services with other public and private transportation providers and jurisdictions for the movement of people, equipment, and supplies in King County and other jurisdictions.
 - b. Provide a detailed assessment of damages and the operational status of bus bases, transit facilities and equipment.
 - c. Make temporary emergency repairs or alterations to provisionally restore bus bases, transit facilities and equipment.
 - d. Provide resources for the temporary and permanent repair and restoration of bus bases, transit facilities and equipment.
 - e. Provide personnel, communication assistance, buses, non-revenue vehicles and equipment to assist King County with emergency operations, in the response and recovery phases of a disaster.
 - f. Coordinate public information and provide public information officer(s) and support personnel to the JIC, as required.
 - g. Return transit services to normal levels as soon as possible following the emergency or disaster.
 - 6. Private Rail Carriers shall:**

Provide support through available resources for transportation related missions in the King County region.

- 7. Private Transportation Services shall:**
Coordinate the use of available equipment and personnel resources to assist, as requested, with emergency or disaster requirements.
- 8. Cities' & County Parks & Recreation Agencies shall:**
Support this ESF by providing available resources in accordance with the jurisdiction's emergency response system.
- 9. Private Businesses with Employee Transportation Programs shall:**
Support this ESF through available resources.
- 10. Federal Transportation Agencies shall:**
Provide air and surface related support during an emergency or disaster.

VI. RESOURCE REQUIREMENTS

As stated.

VII. REFERENCES

Individual Agency & Organizational Plans

King County Government

King County Emergency Management Plan (EMP), January 1997.

King County Hazards Identification and Vulnerability Analysis (HIVA), September 1997.

K.C. Public Works Roads Maintenance, *Emergency Earthquake Response Plan* (Draft), April 12, 1995.

K.C. Department of Metropolitan Services, Transit Department, *Transit Disaster Plan*, December 1994.

Washington State Comprehensive Emergency Management Plan, January 2000

EMERGENCY SUPPORT FUNCTION (ESF) 8 HEALTH AND MEDICAL SERVICES

PRIMARY AGENCIES: Public Health - Seattle and King County (PHSKC)
Harborview Medical Center (HMC)

SUPPORT AGENCIES: Airlift Northwest
Amateur Radio Medical Services Team (ARES)
Ambulance Companies (Private)
American Red Cross (ARC)
King County Cities
King County Fire Departments and Fire Districts
King County Government
King County Hospitals
King County Paramedic Provider Agencies
Madigan Army Medical Center (MAMC)
Military Assistance to Safety & Traffic (MAST)
Medical Exchange Northwest
Medical Examiner
Metropolitan Medical Strike Team
National Disaster Medical System (NDMS)
Private Healthcare Providers
Puget Sound Blood Center (PSBC)
Washington State Critical Incident Stress Debriefing Network
Washington State Hospital Association (WSHA)
Washington State Department of Health (WSDOH)

I. INTRODUCTION

A. PURPOSE

1. To provide for the organization, mobilization, coordination and direction of emergency medical, emergency health and emergency medical examiner services and resources in a disaster.
2. To provide for the coordination of emergency hospital services
3. To provide for the care of the sick, injured and dead resulting from a disaster.
4. To facilitate the coordinated use of medical personnel and communications.
5. To provide for the coordination of crisis response and mental health services for persons who suffer from reactions to the disaster.
6. To provide for Critical Incident Stress Management (CISM) services for emergency service workers.
7. To provide for the systems and methods required to prevent or control disease.

B. SCOPE

1. Emergency medical, health, medical examiner and hospital services are provided to residents of King County primarily by Public Health – Seattle and King County (otherwise referred to in this document as the Public Health), the 35 King County fire departments and fire protection districts, 5 paramedic provider groups, 3 private ambulance companies, 13 private hospitals and 2 public hospitals.
2. Public Health provides environmental health and personal health services, which emphasize **prevention** in order to attain a high quality of life for the population of King County. The Director of the Public Health, as Health Officer for King County, is responsible for organization, supervision and coordination of **emergency** health and mortuary service in King County and for providing assistance in the coordination of **emergency** mental health services. Health Services are available on a city, county and regional basis. Public Health consists of:
 - a. Office of the Director, including Epidemiology, Planning and Evaluation, Public Information and Education, and Risk Management;
 - b. Five divisions, including Administrative Services, Community Health Services, Prevention, Environmental Health, and Emergency Medical Services;
 - c. Correctional Health and Rehabilitative Services.The Director of the Public Health reports directly to the Mayor of Seattle and to the King County Executive. (PHSKC Organizational Chart, Appendix 1, page 23).
3. Mobile emergency medical aid is provided by King County fire service BLS units and five paramedic provider group ALS units through a tiered response system. This system calls for an immediate response by firefighter EMTs responding in fire service aid units to provide Basic Life Support services. The second response level consists of paramedics who provide Advanced Life Support services in cases where acute illness or severe injury requires medical stabilization at the scene prior to and during transport of the patient to the hospital.
4. Hospitals throughout King County provide 24-hour emergency outpatient services and specialized treatment. The varied emergency response capabilities of the hospitals are outlined in a facilities matrix maintained in medical and health resource manuals in the Seattle, King County and Public Health EOC's.
5. The greater Puget Sound area is supplied by major suppliers of pharmaceuticals, medical supplies and linens, etc. More detailed information regarding communication, access and the capabilities of these suppliers is maintained in the resource manuals in the Seattle, King County and Public Health EOC's.

II. POLICIES

- A. The Director of Public Health, as County Health Officer, may implement quarantine policies and procedures when required due to incidents of mass communicable disease exposure.
- B. Internal policies for Public Health are maintained in the Basic Plan of the Public Health Emergency/Disaster Operations Plan. These include policies for reporting for work, public information policies, updating plan requirements, participation of employees in disaster drills and supply requirements for sites.

- C. All King County fire departments, districts and paramedic providers will respond as first response agencies for pre-hospital medical care. Private ambulance providers will also provide transportation and interfacility transports.
- D. Hospitals in City of Seattle shall forward requests for assistance to the Public Health EOC. Hospitals located in suburban cities within King County should forward requests for assistance to their local suburban city EOC. (Reference Zone Functional Responsibilities in the Basic Plan Appendix I: Direction & Coordination. See Appendix 3A, page 25).

III.SITUATION

A. Emergency Disaster Conditions and Hazards

1. The King County Hazard Identification and Vulnerability Analysis (HIVA), October, 1997, lists the following natural hazards as potential threats to the Puget Sound area: Avalanche, drought, earthquake, fire hazard, flood, landslide, severe local storm, tsunamis and volcanoes. In addition, technological hazards such as civil disorders, dam failures, energy shortages/utility outages, food/water supply contamination, hazardous materials release, radiation hazards, terrorism and transportation accidents may also occur.
2. Avalanche, earthquake, flood, winter storms and their resulting landslides, appear to pose the most serious threat to the health and safety of the population, with avalanche having killed more people than any other natural cause (HIVA, A-1). Severe winter storm is listed in the HIVA as the most common widespread natural hazard (HIVA, G-3). Earthquake poses the most serious threat for impacting thousands of people in a matter of minutes. The potential for large number of human casualties is greatest during the hours of heavy traffic and when large numbers of people are concentrated in schools and business areas (HIVA, C-4).
3. The most serious threat for technological hazards would appear to be from a hazardous materials release or terrorism. King County has one of the highest probabilities in Washington State for being the scene of a significant hazardous materials release (HIVA, N-1).

B. Planning Assumptions

1. In a large scale disaster or any situation where needs exceed ability to cope, any of the following may occur:
 - multiple physical casualties with a variety and range of urgency and disability;
 - physical facilities will be over taxed, over utilized, damaged or inaccessible;
 - health related supplies may be over utilized or unavailable;
 - infrastructure support for health facilities may be interrupted so that water, power, gas, food supplies, etc. may be impaired;
 - personnel to provide medical care may be limited due to injury, personal concerns/needs or limited access to facilities where they work;
 - access of casualties to assessment, transport and treatment facilities may be limited.
2. Planning should be directed toward such naturally occurring and man made disasters including, but not limited to, earthquake, snowstorm, windstorm, aircraft crash, volcanic eruption, train derailment, dam failure, terrorist attack and hazardous chemical incidents.

3. Hospitals and other medical facilities will be taxed to their maximum capacity and ability to receive patients. ESF 8 Coordinators may need to coordinate the use of other facilities such as shelters, college dormitories, etc., as temporary treatment centers. Public Health does not maintain sufficient medical supplies, pharmaceuticals, or emergency care medical staff to supply a temporary treatment center. Staffing and supply of temporary treatment facilities will be consistent with the ability to mobilize and transport staff and supplies from other medical facilities, temporary employment agencies, or private medical suppliers, and may take up to 72 hours.
4. Public Health does not supply medical equipment, pharmaceuticals or linens to hospitals on a daily basis. Hospitals, nursing homes and other critical care in-patient facilities will rely on existing emergency service contracts with medical supply and pharmaceutical vendors to the maximum extent possible.
5. Hospitals, nursing homes and other critical care in-patient facilities will maintain back up supplies stored on site, (including food, water and basic medical supplies) to maintain operations for a minimum of three days.
6. Public Health operates 11 Public Health Centers in King County. Under normal conditions, some of these centers are staffed with physicians and public health nurses, however, staff at Public Health centers are not trained in triage of patients with serious injuries in a disaster setting. Care, which will be provided to the public at these sites, will be consistent with the skills and abilities of public health providers. Locations, typical hours of business, emergency staffing capabilities, etc. are listed in the Public Health Emergency Operations Plan.
7. Public Health Centers in King County maintain a 72-hour supply of food, water and medical supplies for Public Health staff and clients who may be in the building at the time of the emergency. Some, but not all, Public Health Centers maintain medical supplies for the treatment of minor injuries for citizens who may seek medical aid at these sites. Public Health Centers do not maintain food or water supplies to meet basic shelter needs of the public after the emergency. Citizens who report to Public Health Centers for *shelter only* will be referred to designated shelter locations as identified from ESF-6 contained in the Seattle and King County Emergency Management Plans.
8. During the first 72 hours after the disaster, the public should not anticipate routine emergency medical services from the various pre-hospital providers by calling 911.
9. The public should not anticipate routine public health services, such as immunizations, special nutritional programs for children, or public health nursing services, routine dental care for at least the first 72 hours after the disaster.
10. Publicly supported emergency medical, health and medical examiner services will be restored to normal during the recovery period as soon as practical and within the limitations and capabilities allowed by city government following the emergency.

IV. CONCEPT OF OPERATIONS

A. General

1. Emergency medical, health, mortuary and hospital services are provided to residents of King County primarily by Public Health (Seattle and King County), 35 fire departments and fire districts and 13 private and two public hospitals (Seattle and King County).

Additional medical, health and mortuary services are provided by numerous private medical service providers as outlined in this document.

2. Non-city or county government, private or non-profit organizations will be requested to support the regional medical, health and mortuary services, and hospitals by providing emergency services consistent with their capabilities.
- B. Organization - The relationships between the Primary and Support Functions are identified in the flow chart in Appendix 2, Page 24.
- C. Procedures
1. Emergency operating procedures for Public Health are maintained in the Public Health Emergency/Disaster Operations Plan.
 2. Procedures for fire and medical services are identified in:
 - a. Internal procedures for each city and fire district;
 - b. ESF-4, Fire, Rescue and EMS, Seattle Disaster Readiness and Response Plan;
 - c. King County fire service plans internal procedures;
 - d. King County ESF 4, Fire Services.
 - e. King County Multiple Casualty Incident Operations, King County Fire Resource Plan.
 3. Procedures for other organizations are outlined in individual agency disaster plans.
 4. Additional regional procedures are further identified in the response activity section of this document.
- D. Response Activities
1. The lowest, local unit that experiences any or all of the conditions in II B, Assumptions, may activate the procedures in this plan.
 2. Public Health representatives will respond, as directed, to the Seattle, King County or Public Health EOC's, or secondary field locations, as directed in the Public Health Emergency/Disaster Operations Plan. Specific mobilization procedures and Chain of Command lists (three deep for each position) are updated quarterly. Seattle and King County EOC operations are managed in accordance with procedures identified in the city and county emergency operations plans, respectively.
 3. The Public Health EOC is located at the Downtown Public Health Center, 2124 4th Ave., Seattle. Detailed information on alternate locations, building access, communications and staffing information is contained in the Public Health Emergency/Disaster Operations Plan. All Public Health operations will be managed from the Public Health EOC under the direction of an Incident Commander appointed by the Public Health Director, or designee. A Public Health Duty Officer is on duty on a 24-hour basis to respond to requests for assistance from the Public Health. The Health Duty Officer can be paged by calling the Public Health EOC at 206-296-4606. When the Health EOC is not activated, a recorded message will provide the caller with a 24 hour pager number for the Health Duty Officer. The operational readiness of the Public Health EOC is the responsibility of the Clinic Manager, Downtown Public Health Center.
 4. Emergency health, environmental health and medical examiner services:
 - a. Emergency health, emergency environmental health and medical examiner services will be directed and controlled by Public Health officials and private health and mortuary providers pursuant to the responsibilities section of this ESF.

5. Emergency Medical Services:
 - a. Emergency medical services will be directed and coordinated by all King County fire departments, fire districts and paramedic providers.
 - b. All King County fire department units will respond and establish field command posts (CP) as necessary.
 - c. All King County fire department aid units and paramedic provider medic units will respond to establish field triage areas, direct triage and treatment operations and initiate communications with "Hospital Control" (Harborview Hospital or designated alternate, Overlake Hospital).
 - d. Triage will be provided at each multiple casualty site.
 - e. Transportation for the injured will be coordinated by all King County fire departments with assistance from private ambulance companies.
 - f. Assignment of patients to hospitals or temporary treatment facilities will be coordinated by "Hospital Control."
6. Emergency Hospital Services:
 - a. Medical care for the injured will be provided primarily at local hospitals or when necessary at temporary treatment facilities. Direction and control of emergency operations at hospital facilities will be the responsibility of the facility managers and staff.
 - b. Hospital administrators will develop policy and procedures for activation of hospital internal disaster plans to ensure adequate staffing and bed capacity to maintain hospital operations at maximum levels possible.
 - c. Harborview Medical Center is designated as the primary Regional Hospital Control, with Overlake Hospital designated as the back-up hospital. Hospital Control will function in the following events:
 - 1) Multiple Casualty Incident (bed census will drive decisions for patient distribution).
 - 2) System wide emergency that impacts or overloads hospitals (bed capacity or hospital status [function, staffing or equipment levels, etc.] must also be considered.)
 - d. Hospital Control will coordinate the distribution of patients to hospitals or temporary treatment and medical facilities upon request from the field Incident Commander.
 - e. Alternate facilities will be used as temporary treatment centers for minor ambulatory injuries as directed by Public Health.
 - f. King County and regional partners will provide direct assistance to hospitals during an emergency with personnel, transportation, supplies, equipment and emergency maintenance of hospital physical plant when meeting these needs is beyond the capability of the hospital and within the capabilities of local governments.
7. Emergency Mental Health Services:
 - a. Public Health will support King County Department of Community and Human Services, Mental Health Division and American Red Cross, to provide crisis response and mental health services for persons who suffer from reactions to the disaster.
 - 1) The Mental Health Division will provide mental health crisis response and involuntary detention services and outpatient mental health services for persons who suffer from reactions to the disaster.

- 2) The American Red Cross (ARC) will provide Disaster Mental Health Services to citizens as outlined in ARC Disaster Services Regulations and Procedures, as volunteer staffing allows. (Reference Section, page 20.)
 - b. The Emergency Medical Services Division of Public Health will coordinate with the Washington Critical Incident Stress Management (CISM) Net to provide Critical Incident Stress Management services for emergency service workers after the disaster. (See Appendix 6, Page 34.)
8. Emergency Communications
- a. 800 MHz Radio/Primary
 - 1) The Seattle/King County Region has adopted an EMS Pre-Hospital and Hospital Disaster Communications Plan (see Reference Section, page 20.) Three basic EMS and Hospital communications strategies are addressed in this plan:
 - a) Communications strategies for public Basic (BLS) and Advanced (ALS) Life Support units to communicate with their Medical Control hospital, and other hospitals, pre-transport.
 - b) Communications strategies for hospitals to communicate with each other and appropriate EOC's during major emergencies and disaster situations.
 - c) Communications strategies for Airlift Northwest helicopters to communicate with their Medical Control, other hospitals and ground -contact personnel.
 - 2) 800 MHz radio provides the communication network between the hospital designated as "Hospital Control" and all other hospitals in Seattle, King County and control hospitals in Pierce and Snohomish Counties.
 - 3) Each participating hospital has a talkgroup, which allows them to monitor any incoming transmissions to their facility from field EMS units. Hospital radios will also have access to other participating hospital talkgroups.
 - 4) Aid and medic units use approved 800 MHz channels for communicating with Hospital Control or local base hospitals to receive medical direction from physicians or to relay patient medical information and arrival time. Seattle and King County fire department aid units and paramedic units also use the 800 MHz channels frequency during a multiple casualty incident to communicate with "hospital- control" from the incident site. The following agencies or locations also have 800 MHz radio capabilities:
 - a) Harborview Medical Center;
 - b) Overlake Hospital Medical Center;
 - c) All but one hospital within Seattle and King County;
 - d) Seattle EOC;
 - e) King County EOC;
 - f) Public Health EOC;Talkgroups for 800 MHz radios for Public Health and hospitals are listed in Appendix 7.
 - b. HEAR Radio
 - 1) Hospital Emergency Administrative Radio (HEAR) will still be used by Harborview for contacting any hospital that does not have an 800 Mhz Radio. Information transmitted over this frequency will be limited to the following:
 - a) Activation of the 'All Call Alert' to notify hospitals of the incident;

- b) Return exchange of hospital patient capabilities from hospitals to 'Hospital Control.'
 - 2) 2) Although the HEAR Frequency is located in most private ambulance vehicles in the region, personnel in vehicles transporting patients will not use the HEAR frequency to relay patient medical information or arrival time to receiving hospitals if Hospital Control has activated the 'All Call Alert'. Agencies which have the HEAR radio at their facilitie(s) include:
 - a) King County EOC
 - b) Seattle EOC
 - c) All hospitals
 - 3) Public Health - Seattle and King County does NOT have the HEAR radio at the Health EOC.
 - c. Amateur Radio Medical Services Team (A.R.E.S.) operators, are used to supply alternate and/or supplementary communication channels to agencies in Seattle and King County. The following agencies are equipped with Amateur Radio capability:
 - 1) Seattle Emergency Operations Center;
 - 2) King County Emergency Operations Center;
 - 3) Public Health Emergency Operations Center;
 - 4) Harborview Medical Center
 - 5) Puget Sound Blood CenterA number of hospitals, health care agencies and vendors in the region also have amateur radio capability (not listed in this ESF 8 due to change). Using mobile or hand-held radios, amateur radio operators connect the hospitals and other health care facilities and agencies with Emergency Operating Centers, using a dedicated radio network, for the purpose of supplying back-up medically-related communications. (See Appendix 8 for activation of the ARES Medical Services Teams.)
 - d. Public Health has a Public Health Amateur Radio (PHAR) Team. These team members carry handheld amateur radios and may be utilized to support the Public Health EOC or may be dispatched by Public Health to other sites within Seattle and King County, as needed.
 - e. King County Radio Emergency Associated Communications Teams (REACT) Citizen Band Radio operators provide the communications between 'mobile units (vehicles and boats) and the Washington State Patrol and A.R.E.S. Operators. REACT can be accessed on Citizen Band Channel 9 on a 24-hour-a-day basis.
 - f. The Airlift Northwest Dispatch Center is located at King County Airport (Boeing Field) and may be contacted as follows:
 - National Watts Line 1-800-426-2430
 - Landline - 206-329-2569
 - Radio
 - VHF - 155.295 PL tone 192.8 (Primary)
 - MED COM 1 (Helicopter communication to Trauma Dr.)
9. Activation of National Disaster Medical System (NDMS)
- a. **Domestic Disasters within the Puget Sound Area:** In the event of a disaster exceeding local capabilities, including provision of support from local military assets, the Governor (using the State's Emergency Management Division) may request

through FEMA that NDMS be activated. Requests may also be made for Federal Disaster Medical Assistance (DMAT teams) to be sent into the Puget Sound Area and/or that patients be evacuated to other NDMS regions. Madigan NDMS FCC will not be activated under these circumstances. Requests from local jurisdictions should be forwarded to the state via the King County and Seattle Emergency Operations Centers.

- b. Domestic Disasters external to Puget Sound Area: The governor or appropriate agency of the affected state requests activation of NDMS, usually through FEMA. The MAMC FCC is alerted through its military chain of command to implement the NDMS.

V. RESPONSIBILITIES

A. REGIONAL

1. Regional/Primary Agencies

a. Public Health –Seattle and King County

- 1) **The Director of Public Health**, or designated alternate, shall:

Response and Recovery Phase:

- a) Designate the Public Health COO as ESF 8 Group Coordinator to supervise and manage the activities ESF 8 in the Seattle EOC. Keep EOC Director posted on all significant actions planned and actions taken.
- b) Be responsible for organization, supervision and coordination of Public Health personnel during a major emergency. Specific responsibilities and emergency task checklist for the Public Health Director and all Division Managers are maintained in the Public Health Emergency/Disaster Operations Plan.
- c) Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease, including acts of bioterrorism, and food borne illness outbreaks. A quarantine may be called by the County Health Officer, per RCW 70.05.070, Local Health Officer, Powers and Duties.

- 2) **Chief, Environmental Health Services** shall:

Response and Recovery Phase:

- a) Provide for the monitoring and evaluation of environmental hazards, as necessary.
- b) Coordinate with regional public utilities and water utilities to assess damage to the water source, supply, and water treatment and distribution systems. Inform the public utilities of locations needing priority water service restoration.
- c) Coordinate with the American Red Cross representatives in the Seattle and King County EOCs to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers.
- d) Coordinate with the Seattle and King County EOC's to identify:
 - Hospitals and temporary treatment centers in need of containerized potable water, sanitation facilities and power generation;
 - Hospitals in need of temporary water treatment equipment.
 - Other sites such as temporary shelters and disaster assistance distribution centers in need of containerized potable water, sanitation facilities and power generation.

- e) Coordinate citywide and countywide surveillance to determine:
 - Sewage disposal system failures;
 - Health risks due to environmental factors;
 - Natural gas leaks;
 - Extent of food contamination and spoilage; and
 - Inspection of food service establishments and provision of public information on food safety.
 - f) Provide advice for utility plan development regarding storage, treatment and disposal of disaster related solid wastes.
 - g) Coordinate the inspection of schools and temporary emergency shelters.
 - h) Assist in notification of appropriate agencies regarding potential areas of toxic chemical contamination and assist in providing public notification and evaluation of clean up and disposal services.
- 3) **Community Health Services Division Manager** shall:
Response and Recovery Phase:
- a) Ensure that Public Health Centers are stocked with adequate supplies of first aid supplies, disaster kits and food for staff and clients.
 - b) Coordinate with Prevention Division to assist in immunization programs for persons in high disease risk categories and for homeless population.
 - c) Provide primary care response to local communities, in designated clinics.
 - d) Coordinate triage of patients who may be transported or come voluntarily to Health Service Centers; provide first aid care and treatment of minor injuries and emergent health care, as possible with available resources.
 - e) Transportation of Public Health staff, if requested.
- 4) **Administrative Services Division Manager** shall:
Response and Recovery Phase:
- a) Provide support functions necessary to control department assets.
 - b) Coordinate and provide department services including personnel, payroll, facilities data processing, laboratory support and documentation of emergency operations costs during the emergency period.
 - c) Provide personnel and facilities to support emergency programs.
 - d) Coordinate with the King County Purchasing Department for the procurement of medical supplies and equipment, during proclaimed emergencies.
 - e) Provide for the collection and documentation of emergency operations costs for Public Health activities during the emergency period including cost of department assets used, emergency payroll expenditures and emergency supplies and equipment purchased.
 - f) Coordinate the distribution of available supplies and pharmaceuticals from the department distribution center and pharmacy.
- 5) **Prevention Division Manager and Chief Medical Examiner** shall:
Response and Recovery Phase:
- a) Coordinate mass immunization programs for persons in high disease risk exposure categories;
 - b) Coordinate operations for general or mass emergency immunizations or quarantine procedures;

- c) Maintain vital statistics including birth and death certificates;
 - d) Coordinate and provide laboratory services for identification required to support emergency health and emergency medical services;
 - e) Investigate and determine the cause of sudden, unexpected, violent, and non-natural deaths;
 - f) Provide emergency information to the news media, via the Joint Information Center (JIC) on mass deaths, body identification, and morgue operations;
 - g) Coordinate morgue services including body identification and disposition of unclaimed bodies. Maintain a record of information on all unexpected and violent deaths resulting from the disaster.
 - h) Coordinate the Public Health response to an incident of Bioterrorism. (See Appendix 9, page 37 & 38.)
- 6) **Emergency Medical Services Division Manager** shall:
- a) Administer and coordinate advanced life support units in South King County.
 - b) Coordinate with the WSHA hospital representative at Health EOC and Seattle and King County EOC's to provide assistance to hospitals, including requests for support personnel, equipment and supplies, in the event hospitals can no longer manage the situation with in-house resources.
 - c) Coordinate with the Fire Services Functional Group at King County EOC to assist King County fire departments/districts and paramedic providers with personnel and supply needs.
- 7) **Correctional Health and Rehabilitative Services** shall:
- Response and Recovery Phase:
- a) Provide adequate staffing and facilities to support emergency programs and in-patient populations in the North Rehabilitation Facilities (NRF).
 - b) Provide counseling staff, as available, to assist with the mental health services.
 - c) Maintain emergency health services at the King County Jail and Regional Criminal Justice Center.
2. **Regional/Support Agencies**
- a. **Airlift Northwest**
 - 1) Airlift Northwest provides rapid emergency and inter-hospital air transport service to critically ill or injured patients throughout Washington, Alaska, Montana, Idaho and Western Canada. Airlift Northwest has 4 helicopters; one each stationed in King, Pierce, Snohomish, and Whatcom counties. In addition, Airlift Northwest maintains 4 fixed wing jet aircraft, 2 stationed at King County Airport (Boeing Field), one in Alaska and one in Wenatchee, Washington.
 - b. **Amateur Radio Medical Services Team (ARES)**
 - 1) Participate in ESF 8 planning and preparedness activities, as needed.
 - 2) The Medical Services Team is a special auxiliary communications service team affiliated with the Western Washington section of the Amateur Radio Emergency Service. The role of this team is to provide vital back up communications between medical facilities in the community, local governments and other emergency management agencies during disaster situations, when normal communications are inoperable or disrupted. (See Appendix 8, page 36, for activation procedures.)

c. **Ambulance Companies (Private)**

Private ambulance organizations will respond ambulance units to provide transportation, as requested and available.

- 1) Ambulance units will be requested by the Incident Commander at the scene.
- 2) Ambulance operators shall:
 - a) If arriving at an incident requiring field medical aid prior to the arrival of fire or police department units, notify the primary Communications Center via their own dispatcher.
 - b) If requested at the disaster scene, report to the ambulance staging area.
 - c) Report to the Base Area Manager or the Transportation Officer upon arrival at the scene of an incident already under fire department command.
 - d) Deliver patients to hospital or temporary treatment facilities as directed by the Transportation Officer.

d. **The Seattle-King County Chapter, American Red Cross (ARC)** will provide assistance as provided by Federal Statute (authority provided by Public Law) including:

- 1) Participate in ESF 8 planning and preparedness activities, as needed.
- 2) Assist King County and City of Seattle in disseminating official warnings, when feasible.
- 3) Assist in coordination of volunteer agencies relief efforts.
- 4) In accordance with Seattle Annex J and King County ESF 11, and in cooperation with the Human Services Functional Groups, provide food and drinking water to support emergency workers at temporary treatment centers and incident sites, as needed.
- 5) Provide emergency first aid and Disaster Nursing Services, as their training and skills allow.
- 6) If requested by Puget Sound Blood Center, provide blood and blood products to PSBC for distribution via ARC Blood Services.
- 7) Assist with emergency medical needs at temporary treatment centers, as requested.
- 8) Provide Critical Incident Stress Debriefing Management to citizens impacted by the disaster, as volunteer staffing allows.

e. **Hospitals**

- 1) **Hospital Control** (Harborview Medical Center or Overlake Hospital Medical Center), upon notification of a multiple casualty incident or other system wide emergency, shall:
 - a) Activate the "All Call Alert" to notify all hospitals of the incident.
 - b) Notify the Public Health Duty-Officer by pager of the incident (contact the Health EOC at 206-296-4606 to obtain pager #). Provide the following information:
 - Nature of the emergency or problem;
 - Projected number of patients, if known;
 - Hospital Control status or needs.
 - c) Update the Puget Sound Hospital Capacity Website for your facility (<http://capacity.medical.washington.edu>) daily, and regularly every four hours during an event, more frequently if possible.

- d) If the Hospital Capacity Website is inoperable, activate the Triage Census board, requesting: 1) ability to accept patients; 2) bed capacity; 3) hospital(s) status (i.e., staffing, equipment and facilities); 4) hospital internal disaster plan activation status. Provide completed Hospital Capacity Report (Appendix 3B) form to the following by 1) FAX; 2) by 800 MHz Radio; or 3) Amateur Radio (only if FAX is not operational) to:
 - ◆ Public Health EOC (FAX 206-296-0184) (DPH COMMON)
 - ◆ Overlake Hospital (Emergency Dept. FAX 425-688-5667)
 - ◆ Providence/Everett (Emergency Dept. FAX 425-261-3030)
 - ◆ Good Samaritan Hospital, Pierce Co. Hospital Control (FAX 253-770-5990)
 - e) Communicate with the Transportation Team Leader on distribution of patients to appropriate critical care facilities.
 - f) Advise Transportation Team Leader of hospital facilities to which patients should be sent.
 - g) Notify hospitals of patients being sent to them.
 - h) Fax Damage Assessment Form (Appendix 3C, page 27) for your hospital (Harborview or Overlake) to the Public Health EOC (206-296-0184), within four hours after the event, or as soon as possible. If fax is not available Damage Assessments should be communicated via 800 MHz or Amateur Radio.
 - i) Maintain 24-hour communications capability between physicians and Transportation Team Leader. Communications capability should include HEAR Radio, 800 MHz Radio and Amateur Radio.
- 2) All **King County Hospitals** shall:
- a) Update the Puget Sound Hospital Capacity Website for your facility daily and regularly every four hours during an event, or more frequently if possible.
 - b) Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility service interruption, to include:
 - Back up power, sanitation and potable water provisions.
 - In-house capability or emergency service contracts for utility systems repair, damage stabilization, and water/debris removal.
 - c) Maintain communications with 'Hospital Control' and provide information upon request.
 - d) Update the Hospital Capacity Website.
 - e) Fax Hospital Damage Assessment form, within 4 hours of event, to:
Seattle Hospitals – Fax to Public Health EOC (FAX 206-296-0184).
King County Hospitals – Fax to your suburban city EOC and to King County EOC. If fax is not available, damage assessment should be communicated via 800 MHz or Amateur Radio.
Fax updated Damage Assessment Form, as requested, or as damage assessment changes. (See Appendix 3C, page 27.)

- f) Receive any injured person without regard to ability of person to pay for services. Maintain cost records. Submit claims for reimbursement for any costs for “qualified” expenses resulting from a presidential declared disaster or where grants specific to the event have been committed.
 - g) Triage patients received and upon direction of Hospital Control, direct ambulatory injured to alternate health care facilities.
 - h) Provide adequate planning for obtaining emergency medical supplies, pharmaceuticals and linens under disaster conditions, to include:
 - In-house capability by maintaining back up supplies stored on site; or
 - Emergency service contracts with medical supply and pharmaceutical vendors.
 - i) When in house sources and private vendor sources of supply are exhausted, forward resource requests to the Public Health Emergency Operations Center OR local suburban city Emergency Operations Center for the following: (Appendix 3A, page 24).
 - Emergency supplies and equipment;
 - Support personnel;
 - Blood supplies;
 - Vehicles to transport patients to other hospitals or medical facilities;
 - Emergency repairs to physical plant that cannot be accomplished in-house or with accustomed service.

NOTE: Hospitals in City of Seattle should forward above requests to the Public Health EOC. Hospitals in suburban cities within King County should forward above requests to their local suburban city EOC. (See Section II, Policies.)
 - j) Provide personnel and equipment for dispatch to disaster scenes, upon direction of "Hospital Control" or authorities from the EOC.
 - k) Provide patient information to Medical Exchange Northwest for the purpose of patient/family matching. The non-published phone number for hospitals to call is 206-230-7900. The information provided should include the hospital name, patient name (first, last and middle initial), patient race/color, patient sex, patient age, patient condition (satisfactory, serious, critical, treated and released or no report).
- f. **King County Department of Community and Human Services**, Mental Health Division, shall:
- 1) Participate in ESF 8 planning and preparedness activities, as needed.
 - 2) Provide crisis response, mental health services, involuntary detention services and outpatient services for persons who suffer from reactions to the disaster, as staffing allows.
 - 3) Coordinate with contracting mental health provider agencies to provide support for delivery of mental health services during a disaster.
- g. **Medical Exchange Northwest** shall:
- 1) Participate in ESF 8 and WSHA Emergency Preparedness Committee planning and preparedness activities, as needed.

- 2) Coordinate family welfare inquiries of hospitalized disaster victims with the In-Patient Welfare Inquiry Line and Victim /Family Matching Program for area hospitals and the community in Seattle and King County.
 - 3) Coordinate with the American Red Cross to perform ARC Disaster Welfare Inquiry function.
 - 4) Provide the local media with the Human Link (Patient Welfare Inquiry Line) phone number (888-488-9111). This number is to be published by the media after a multiple casualty incident.
- h. **Metropolitan Medical Strike Team**
(In Development)
- i. **Puget Sound Blood Center** shall:
- 1) Participate in ESF 8 planning and preparedness activities, as needed.
 - 2) Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility service interruption, to include:
 - a) Back up power, sanitation and potable water provisions.
 - b) In-house capability or emergency service contracts for utility systems repair, damage stabilization, and water/debris removal.
 - 3) Provide adequate planning for capabilities at Blood Center facilities including emergency power, supplies, and staffing levels.
 - 4) Accept for processing properly identified requests for blood.
 - 5) Process, type and crossmatch blood samples.
 - 6) Provide for the return delivery of blood to the requesting agency.
 - 7) Coordinate blood donations from volunteers.
 - 7) Assure adequate blood supply to meet demand and coordinate acquisition of additional resources, if necessary.
- j. **King County Department of Transportation, Metro Transit Division**, shall:
- 1) Provide coach transportation for minor ambulatory injured and patients being transferred between hospitals.
 - 2) Provide transportation for medical personnel, supplies and equipment to locations as needed.
 - 3) Provide radio equipped transit coaches for emergency communication capability to these facilities, as directed. (Additional information regarding coordination of transportation may be found in Seattle, Annex N, Transportation and King County ESF 1, Transportation.)
- a. **Washington State CISM Net**
- 1) Participate in ESF 8 planning and preparedness activities, as needed.
 - 2) Maintain a CISM team statewide mobilization plan including Zone Coordinators and call out procedures.
 - 3) Provide educational opportunities and training to CISM teams in the State of Washington. (See Appendix 6, Page 33.)
- a. **Washington State Hospital Association**
- 1) Coordinate and staff activities of the WSHA Emergency Preparedness Committee.
 - 2) Participate in ESF 8 planning and preparedness activities, as needed.
 - 3) Provide staff to respond to the Public Health EOC to assist with coordination of emergency hospital activities.

- a) Annually provide emergency roster with contact numbers of WSHA staff to Public Health;
- b) Annually maintain updated hospital resource matrix information and provide to Public Health.
- 4) Plan for and participate in City, County and Public Health exercises, as requested.
- b. **Washington State Department of Health**
 - 1) Department of Health (WDOH) will provide assistance, support and coordination of the following emergency functions, as detailed in Annex 6 - Emergency Functions, WDOH Emergency Management Plan:
 - a) Animal Services; b) Veterinary Services; c) Vector Control; d) Communicable Diseases; e) Drinking Water; f) Emergency Medical Services; g) Food Safety; h) Housing; i) Mass Care and Shelter; j) Protective Actions (Contamination of food, water, drugs, etc.); k) Radiation; l) Wastewater and Solid Waste.
- n. **Federal Government**
 - 1) **National Disaster Medical System (NDMS)**
 - a) NDMS is a federally coordinated initiative to augment the nations emergency response capability. The overall purpose of NDMS is to establish a single medical response capability for assisting state and local authorities in dealing with the medical and health effects of major peacetime disasters and to provide support to the Department of Defense (DOD) and Department of Veterans Administration (DVA) in caring for casualties evacuated back to the continental United States from overseas conflicts.
 - b) NDMS depends on existing resources that remain under the control of the participating, volunteer civilian hospitals and governmental agencies. DVA and DOD hospitals will serve as backup facilities for casualties. Madigan Army Medical Center (MAMC) is the designated NDMS Federal Coordinating Center (FCC) for the Puget Sound Area, in coordination with other Federal Authorities.
 - 2) **Military Assistance to Safety and Traffic (MAST) Helicopter**
 - a) MAST military helicopters stationed at Fort Lewis may be requested for air medical transportation, including life-threatened accident victims, accident victims in remote sites, hospital transfers of serious patients, or transfers of blood or vital organs.

B. Local Governments

- 1. Cities/Support Agencies
 - a. **Fire Departments** shall:
 - Response and Recovery Phase:
 - 1) Provide emergency rescue and medical units. Provide personnel to administer rescue procedures and medical aid at the disaster scene.
 - 2) Establish a field command post and provide an Incident Commander.
 - 3) Coordinate with the Public Utilities/Works to assist with system flows to hospitals.

2. Cities/Support Agencies

a. **The Finance, Fleets, Facilities, Personnel, and Administration**, shall:

Mitigation and Preparedness Phase:

- 1) Maintain updated emergency access information for private suppliers of sanitation facilities (port-a-potties).
- 2) Maintain updated emergency access information for private sector, public sector, and military suppliers of containerized potable water, potable water tankers, and mobile water treatment resources.

Response and Recovery Phase:

- 1) Act on requests from the ESF 8 Coordinator, to procure medical supplies, equipment or pharmaceuticals to assist hospital operations, consistent with ESD capabilities. Refer to ESF 7, Logistical Services.
- 2) Provide personnel, as feasible, in accordance with ESF 7, Logistical Services to assist in health and medical services, as requested.

b. **The Regional Utilities** shall:

Response and Recovery Phase:

- 1) Provide assistance in obtaining necessary emergency power, as required.

c. **Emergency Management** shall:

Response and Recovery Phase:

- 1) At the direction of the Mayor or Council, coordinate state and federal disaster assistance, to meet medical needs in the city's jurisdiction. King County, State of Washington, and Federal Agencies may provide assistance.

d. **Parks and Recreation** shall:

- 1) Make available and operate parks facilities and equipment to be used as temporary treatment facilities for minor injured patients, as requested by the Public Health and as not otherwise occupied as shelters.
- 2) Parks and Recreation staff will not be expected to provide medical care above and beyond their level of training, which may be limited in most cases to the provision of first aid. (Reference King County ESF 6, Mass Care)

f. **Police Department** shall:

Response and Recovery Phase:

- 1) Provide the field commander, if required by existing conditions.
NOTE: Field command may restrict medical personnel from entering the area of involvement whereupon casualties will be brought to peripheral triage area for medical aid.
- 2) Provide crowd control and law enforcement.
- 3) Provide emergency traffic routing information and establish a traffic control plan at the disaster scene.
- 4) Provide transportation assistance to the disaster scene for hospital disaster team physicians at the request of Hospital Control (Harborview Hospital).
- 5) Provide for the security of water distribution system facilities serving the city.

g. **Public Works**, shall:

Response and Recovery Phase:

- 1) Assess and isolate water system damage to maintain a water supply for fire control, while minimizing the size of service outages.

- 2) Isolate water system damage to prevent major property damage or secondary damage to key emergency facilities, roadways and adjacent utilities.
- 3) Investigate possible contamination of the water system and mitigate the effects or eliminate the sources of contamination. Coordinate with the WA State DOH or PHSKC on health related issues.
- 4) Repair water system damage and restore normal or reduced levels of service to:
 - a) Secure the sources of supply and the transmission lines.
 - b) Provide available water to areas most in need of fire protection.
 - c) Coordinate with fire department resources and fire service water tenders to access local fill sites.
 - d) Direct food grade water haulers/bottlers to available potable water fill sites.
 - e) Restore treated water service to hospitals and other critical need users.
 - f) Provide available water to locations/facilities designated by the Public Health – Seattle and King County as priority sites.
 - g) Restore water treatment facilities to provide potable water for all activated portions of the distribution system.
 - h) Restore potable water service to all areas served.
- 5) Make Water Department resources, not committed to water system emergency operations, available to support public safety missions.
- 6) Identify points in the water distribution system where fire service resources can be safely applied to reduce large voids in hydrant coverage and to restore domestic flows to critical need facilities.

C. KING COUNTY

1. King County/Support Agencies

a. King County Fire Departments and Fire Districts

- 1) Respond with emergency rescue and BLS aid units.
- 2) Provide personnel to administer rescue procedures and medical aid at the disaster scene.
- 3) Establish a field command post and provide an Incident Commander. Incident Commander will use normal fire rescue procedures as specified in ESF 4.
- 4) Coordinate disaster scene operations per the MCI procedures established in the King County Fire Resource Plan (Revised 2001).

b. King County Paramedic Provider Agencies

- 1) Respond with ALS units.
- 2) Provide personnel to administer advanced life support services at the disaster scene.
- 3) Provide a Medical Commander, Triage and Treatment Officer per the request of the Fire Department Incident Commander.
- 4) Perform disaster scene operations per the MCI procedures established in the King County Fire Resource Plan (Revised 2001).

2. King County/Support Agencies

a. **King County Department of Adult and Juvenile Detention:**

- 1) Provide an Incident Commander at the scene of a disaster or other major emergencies within the King County Correctional Facility (Seattle) or in Regional Justice Center Detention Facility (Kent). The Incident Commander may restrict medical or support personnel from entering the area of involvement, whereupon casualties will be brought to peripheral triage areas for medical aid.
- 2) Provide an emergency response, disturbance control and law enforcement in the facility.
- 3) May request additional assistance from other law enforcement agencies.

b. **King County Department of Executive Services, Finance Division:**

- 1) Provide for the necessary procurement of medical and health supplies to assist in emergency medical, hospital and health services.
- 2) Ensure the flow through of FMA paperwork during recovery.

c. **King County Department of Natural Resource**

- 1) Maintain updated emergency access information for private suppliers of sanitation facilities.
- 2) Assist water districts and purveyors in repair of damage to water supply and distribution systems so as to assure continuing supply of treated water to hospitals, and temporary treatment facilities, as a matter of priority.

d. **King County Office of Emergency Management:**

- 1) Coordinate for temporary supplies of potable water to locations, facilities designated by the Public Health – Seattle and King County as priority;
- 2) Coordinate the supply and pumping of emergency sanitation facilities (Sanicans) with private suppliers.

e. **King County Department of Natural Resources and Parks:**

- 1) Make available and operate parks facilities and equipment to be used as temporary treatment facilities for minor injured patients, as requested by the Public Health. (Reference King County ESF 6, Mass Care)

f. **King County Sheriff's Office:**

- 1) Provide field commander at the scene of a civil disturbance, if required by existing conditions. Field command may restrict medical personnel from entering the area of involvement, whereupon casualties will be brought to peripheral triage areas for medical aid.
- 2) Provide crowd control and law enforcement in the area.
- 3) Provide emergency traffic routing information and establish a traffic control plan at the disaster scene.
- 3) Establish and carry out a missing persons identification/location program.

g. **Madigan Army Medical Center Federal Coordinating Center (MAMC FCC):**

- 1) Coordinate the NDMS activities of all non-federal hospitals and federal, state, county, city, regional and volunteer activities within the MAMC FCC scope of responsibility.
- 2) Develop the NDMS Puget Sound Area Operations Plan.
- 3) Test the NDMS on an annual basis, involving all participating hospitals and agencies.

VI. RESOURCE REQUIREMENTS

- A. Lists of assets of the Public Health and additional community assets to be used as resources by the ESF 8 are maintained in the Public Health Emergency/Disaster Operations Plan and in Emergency Resource Manuals in the Seattle, King County and Public Health EOC's. A list of the types of resources is provided in Appendix 4, Page 30.

VII. REFERENCES

- A. Revised Code of Washington (RCW), Title 38.52 - Emergency Management, as amended; (1983); RCW 34.04, Administrative Procedures Act, Laws of 1959.
- B. RCW 70.05.070, Local Health Officer, Powers and Duties
- C. Chapter 10, Seattle Municipal Code.
- D. Public Health, Emergency/Disaster Operations Plan, December 2000.
- E. City of Seattle Disaster Readiness and Response Plan.
- F. King County Emergency Management Plan, January 1997.
- G. Washington State Department of Health Comprehensive Emergency Management Plan, 5/97.
- H. The American Red Cross, Disaster Services Regulations and Procedures, Disaster Health Services (ARC 3050), 1991.
- I. National Disaster Medical System (NDMS), Operations Plan, Puget Sound Area, Short Title, NDMS OPLAN, PSA, July 20, 1994.
- J. King County Regional EMS Pre-Hospital and Hospital Disaster Communications Plan (Adopted 2/14/96, Central Region EMS and Trauma Council).
- K. Seattle Biological Incident Plan (also reflects King County & Cities resources).

VIII. TERMS AND DEFINITIONS:

- A. **Emergency health services** - Services required to prevent and treat the damaging health effects of an emergency including communicable disease control, immunization, laboratory services, dental and nutrition services; providing first aid for treatment of ambulatory and minor injured at temporary treatment facilities and special care facilities; providing public health information on emergency treatment prevention and control; and providing administrative support including maintenance of vital records.
- B. **Emergency environmental health services** - services required to correct or improve damaging environmental health effects on humans including inspection for food contamination, inspection for water contamination, vector control; providing for sewage and solid waste inspection and disposal; clean up and disposal of hazardous materials and provide sanitation inspection for emergency shelter facilities.
- C. **Emergency medical services** - services required to assure proper medical care for the sick and injured from the time of injury to the patient's arrival at a hospital, temporary medical facility or special care facility.
- D. **Medical examiner services** - services required to assure adequate death investigation, identification and disposition of bodies; removal, temporary storage and transportation of bodies to temporary morgue facilities; notification of next of kin, and coordination of medical examiner services and unclaimed bodies disposition.
- E. **Emergency hospital services** - services required to assure proper medical care and specialized treatment for patients in a hospital and the coordination of related hospital services.
- F. **Emergency mental health services** - mental health crisis response and involuntary detention services and outpatient mental health services.
- G. **Critical Incident Stress Debriefing** - a group intervention and educational session for emergency service workers to alleviate stress related symptoms and minimize the harmful affects of responding to the disaster.
- H. **Hospital** - a critical care facility continuously staffed to provide diagnosis or specialized medical treatment to individuals over a period of 24 hours.
- I. **Special care facility** - an intermediate care facility providing limited treatment to individuals. Special care facilities shall include private immediate care clinics, physicians offices, psychiatric care facilities, alcohol and drug treatment centers, nursing homes, hospice facilities, elderly day care homes and half way houses.
- J. **Temporary treatment facility** - a sheltered *non-medical* facility, temporarily staffed with medical personnel and temporarily provided with medical supplies and equipment for the purpose of treating individuals injured during a multiple casualty incident.
- K. **Field Hospital** - (to be defined)

IX. APPENDICES

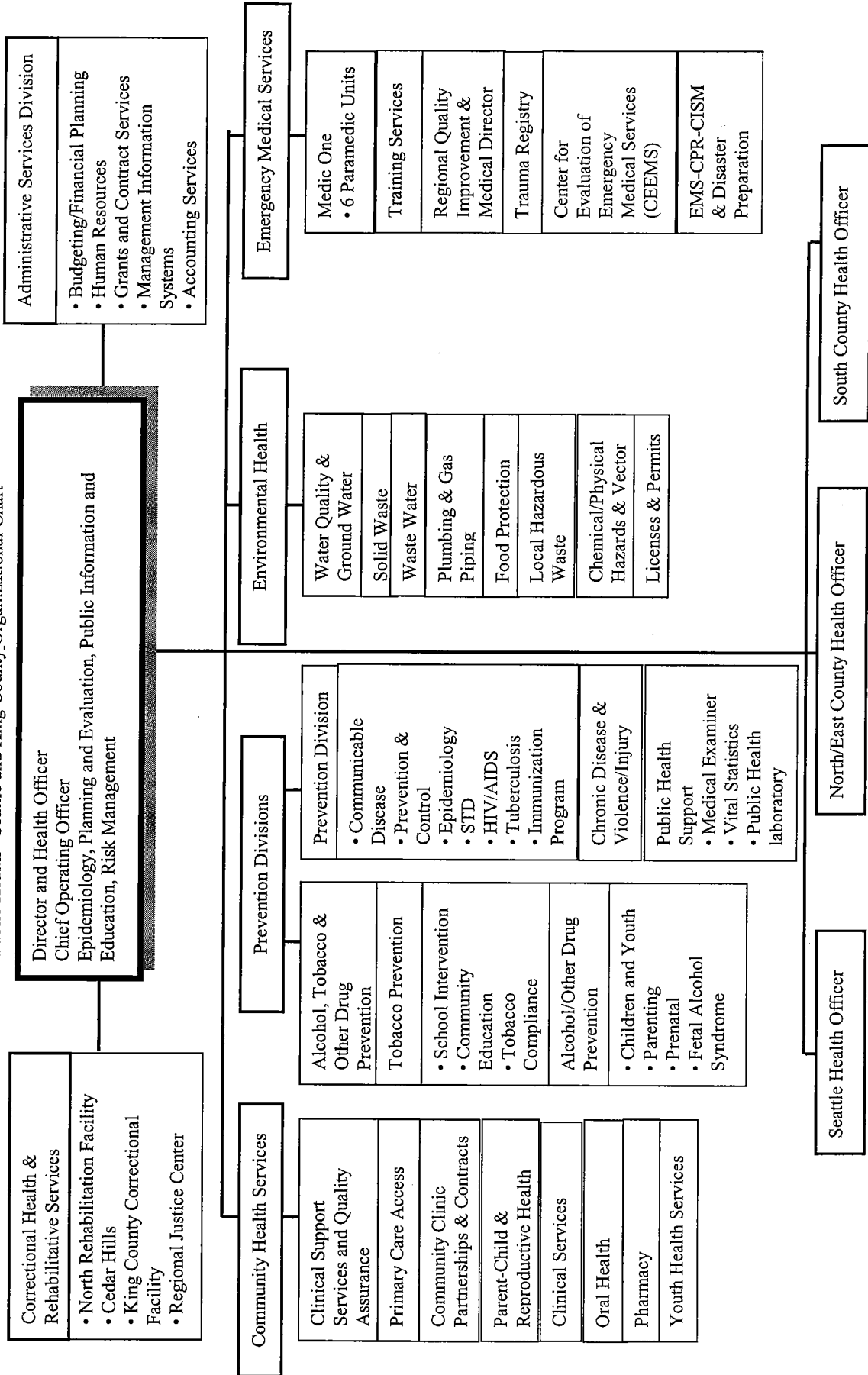
- ESF 8, Appendix 1 - Public Health – Seattle and King County, Organizational Chart
- ESF 8, Appendix 2 - Relationships of Primary and Support Agencies
- ESF 8, Appendix 3A - Hospital/EOC Relationships
 - Appendix 3B – Hospital Capacity Report (Paper version Puget Sound Hospital Capacity Website)
 - Appendix 3C - Individual Hospital Damage Assessment Form
 - Appendix 3D - Regional Hospital Assessment Form (To be used by EOCs)
- ESF 8, Appendix 4 - Emergency Operating Centers - Resource Listings (Contents of "Black Books")
- ESF 8, Appendix 5A - Airlift Northwest
- ESF 8, Appendix 6 - Washington Critical Incident Stress Management Team Mobilization Plan
- ESF 8, Appendix 7 - 800 MHz Talkgroups, Health Medical and Mortuary
- ESF 8, Appendix 8 - Activation of A.R.E.S. Medical Services Team
- ESF 8, Appendix 9 - Public Health Bioterrorism Emergency Response Team (B.E.R.T.)

AGENCY APPROVAL _____ DATE APPROVED: _____

**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8**

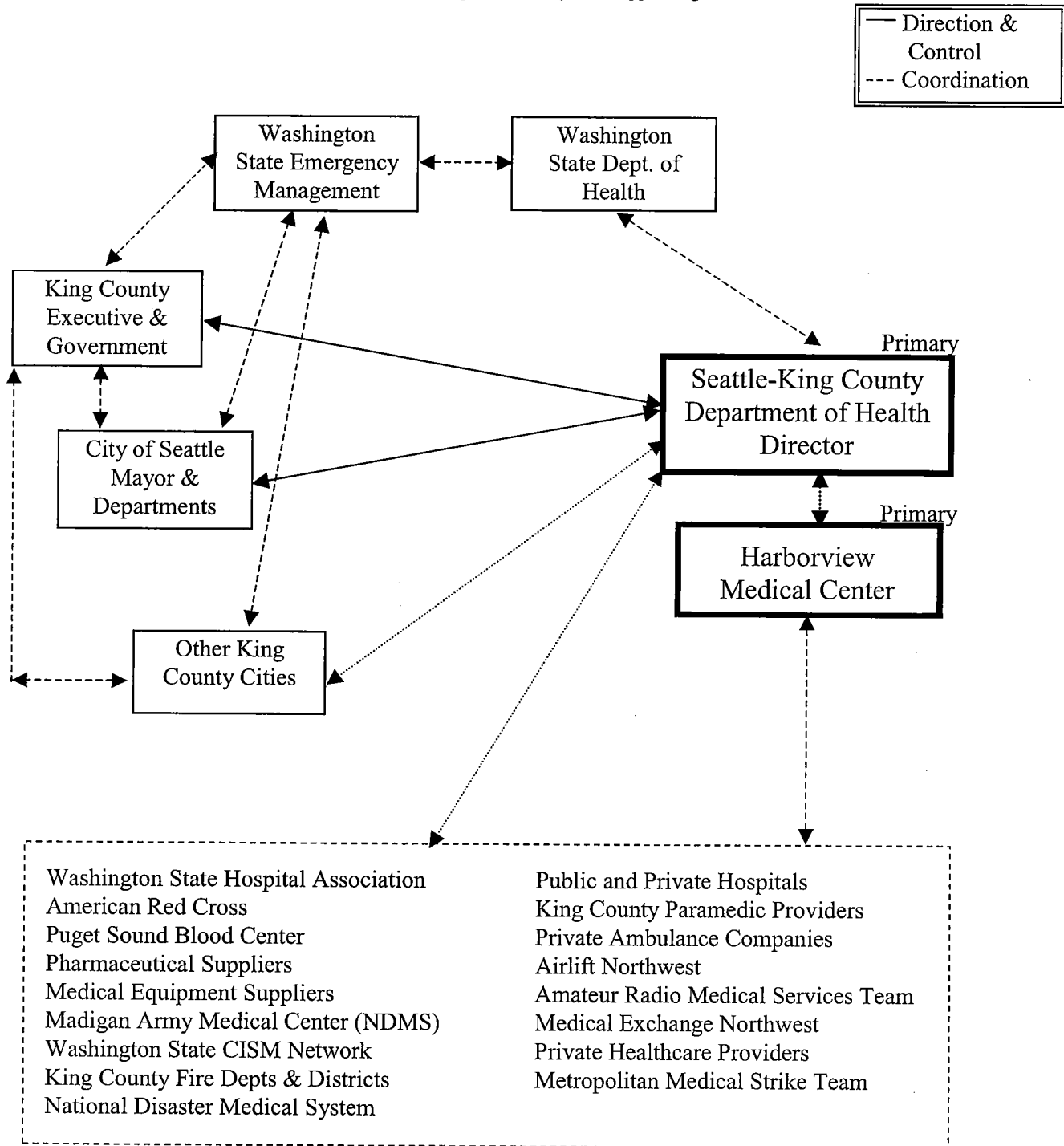
APPENDIX 1

Public Health - Seattle and King County Organizational Chart



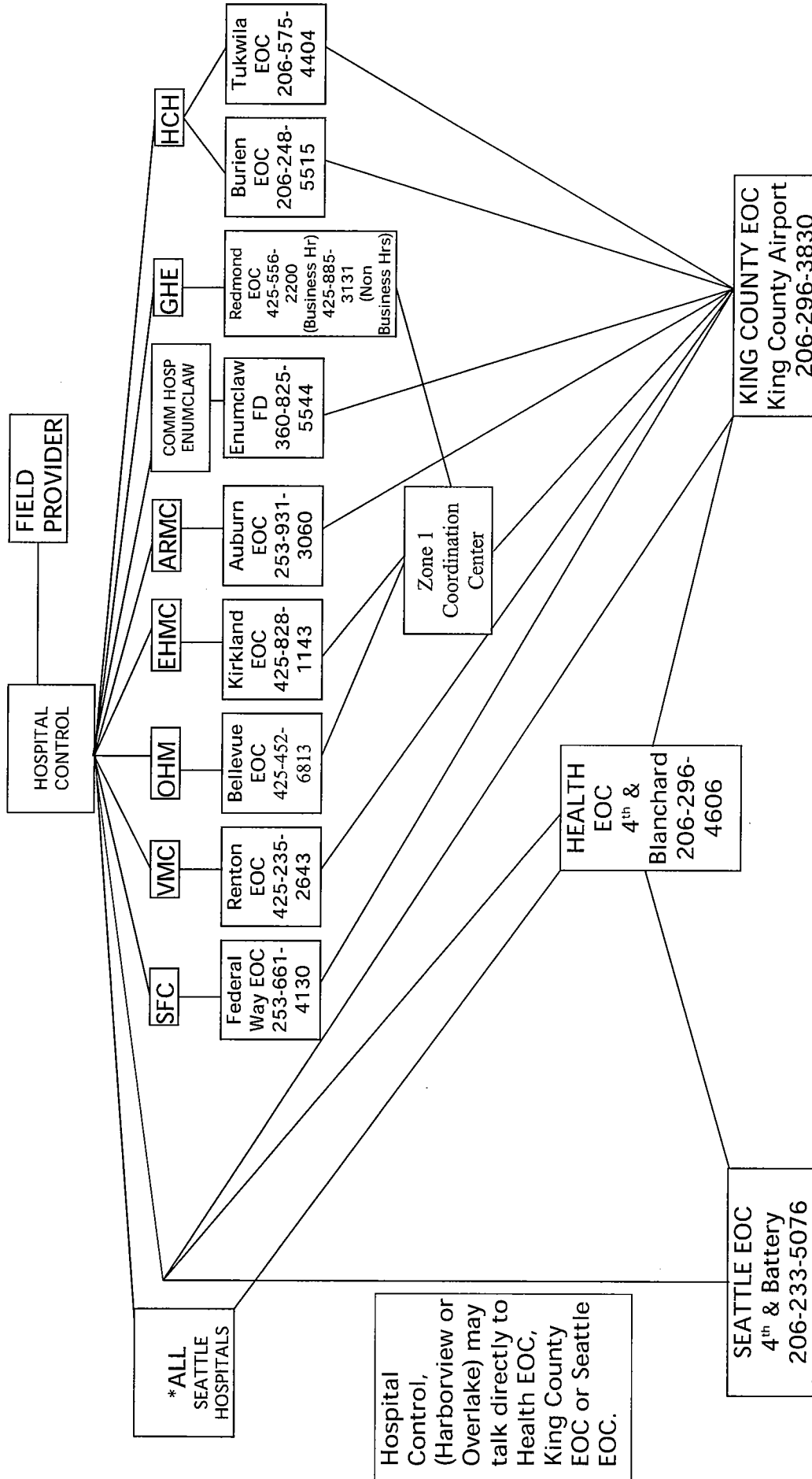
**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 2**

Relationships of Primary and Support Agencies



**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 3A**

Hospital / EOC Relationship



Hospital Control, (Harborview or Overlake) may talk directly to Health EOC, King County EOC or Seattle EOC.

NOTE: This flow chart is intended to depict the designated EOC for hospitals to contact to request additional resources from their local city, Seattle or King County government.
 ♦ Seattle hospitals will request resources directly from the Public Health EOC. If contact cannot be made with Public Health EOC, attempt contact with the Seattle EOC.
 ♦ Suburban city hospitals will request resources from Suburban City EOC's first. Suburban cities will forward only those requests which they cannot manage to King County EOC. These requests will be managed by Health reps in the King County EOC or Health Dept. EOC, as necessary. If contact cannot be made with a suburban city EOC, the hospital should contact the King County EOC.

KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 3C
HOSPITAL DAMAGE ASSESSMENT FORM

Emergency/Incident: _____ Date: _____ MSG NO _____

(SEQ. W/ OTHER MESSAGES)

Exercise: _____ Facility Name: _____ Floor/Wing _____

To be used to report back to Net Control or Emergency Operations Center. Not to be used for building safety assessment or inspection.

None Min Maj Destr * Damaged? Check appropriate Category, Provide comment only if necessary,

(0) (1) (2) (3)

Structural

- a. External walls: _____
- b. Internal walls: _____
- c. Roof: _____
- d. Floors: _____
- e. Stairwells/Fire exits _____
- f. Other structural: _____

Non-structural

- g. Ceilings/Light fixtures: _____
- h. Windows: _____
- i. Interior walls: _____
- j. Mechanical equipment: _____
- k. Elevators: _____
- l. Other hazards: _____

Key
None = No apparent damage detected.
Minor = Some damage - does not hinder use.
Major = Significant damage - must have reinforcement to use -
Destroyed = Unusable / unsafe - for use due to significant hazard.

Yes No Limited Resources Available/Functional? Check appropriate box. Provide comment only if necessary.

- m. Electrical Power: _____
- n. Generator: _____
- o. Generator fuel: (based on 8 hr. usage) _____
- p. Water: _____
- q. Heat (steam/gas/etc.): _____
- r. Telephone (land): _____
- s. Cellular phone : _____
- t. Radios (system type): _____
- u. Other: _____
- v. Medical supplies _____

Present Need Staffing

- w. Medical Staff: _____
- x. Nursing/Paramedical: _____
- y. Ancillary/Support: _____
- z. Other staff needed: _____

When complete fax to Health Dept. EOC at (fax) _____ or transmit via radio

Completed by . Name/call: _____ Info. provided by: _____

**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 3D**

REGIONAL HOSPITAL ASSESSMENT FORM

Date: _____ Time: _____						
Type of Incident: _____						
Location of Incident: _____						
Time All Call Initiated: _____ 1) _____ 2) _____ 3) _____						
EOC: Health <input type="checkbox"/> King County <input type="checkbox"/> Seattle <input type="checkbox"/>						
Disaster Plan Activated? <input type="checkbox"/>						
HOSPITAL	Accepting Patients? If, no why not?	Structural	Non-Structural	Resources (Yes, No, Limited)	Staffing	Road Closures?
Auburn General						
Swedish/Ballard						
Childrens						
Evergreen						
Group Health/Central						
Group Health/East						
Highline Community						
Northwest						
Overlake						
Providence						
Snoqualmie Valley						
St. Francis						
Swedish						
University						
Valley						
Veterans						
Virginia Mason						
Harborview						
	Phone					
	AGH					
	SMC/B					
	COH					
	EVG					
	GHC					
	GHE					
	HLH					
	NWH					
	OVH					
	PRS					
	SVH					
	SFH					
	SMC/FH					
	UWMC					
	VGR					
	VAH					
	VMC					
	HMC					
	253-735-7561					
	206-781-6341					
	206-526-2222					
	425-899-1700					
	206-326-3101					
	425-883-5117					
	206-431-5314					
	206-368-1765					
	425-688-5200					
	206-320-3111					
	425-831-2373					
	253-838-9700					
	253-386-2573					
	206-598-2611					
	253-251-5185					
	206-764-2130					
	206-583-6433					
	206-223-3000					
		Key for Structural and Non Structural Damage		Key to Resources		
		0 = (None) No apparent damage detected.		Yes = Y		
		1 = (Minor) Some damage, does not hinder use.		No = N		
		2 = (Major) Significant damage, must have reinforcement to use.		Limited = L		
		3 = (Destroyed) Unusable/unsafe for use due to significant hazard.				

**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 3D (Continued)
REGIONAL HOSPITAL ASSESSMENT FORM**

HOSPITAL		ADDITIONAL COMMENTS:
Auburn General	AGH	
Swedish/Ballard	SMC/B	
Childrens	COH	
Evergreen	EVG	
Group Health/Central	GHC	
Group Health/East	GHE	
Highline Community	HLH	
Northwest	NWH	
Overlake	OVH	
Providence	PRS	
Snoqualmie Valley	SVH	
St. Francis	SFH	
Swedish	SMC/FH	
University	UWH	
Valley	VGR	
Veterans	VAH	
Virginia Mason	VMC	
Harborview	HMC	

**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 4
EOC RESOURCE LISTINGS**

The following resource information is maintained at the Seattle EOC, King County EOC and Public Health in large black binders.

1. Public Health Resource Inventory
2. Public Health Employee Mobilization Roster
3. Public Health Distribution Center Inventory
4. Public Health mutual aid/Agreement letters
5. Hospital Facilities
6. Medical and/or Linen Supply
7. Central Region EMS and Trauma Plan
8. Puget Sound Blood Center
9. Nursing Home Facilities
10. Medical Clinics
11. Veterinary Clinics
12. Health/Medical Manpower Agencies
13. Medical Examiner Procedures
14. Aeromedical Transportation
15. Fire/EMS Resources
16. Washington State Critical Incident Stress Debriefing Mobilization Plan
17. Mental Health Resources

KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8 - APPENDIX 5A
AEROMEDICAL TRANSPORTATION

**AIRLIFT
NORTHWEST**

One Call Does All

Pre-Hospital

It's more than just a slogan at Airlift Northwest.

Since 1982, Seattle-based Airlift Northwest – in partnership with pre-hospital providers – has offered rapid emergency air transport service to critically ill or injured patients throughout Washington, Alaska, Montana, Idaho and Western Canada.

At Airlift Northwest we think of pre-hospital providers as the critical first link in the emergency network chain. To help keep that network strong, please review the following guidelines prior to arranging for pre-hospital transport.

Activating Airlift Northwest

Any authorized public safety professional, physician or nurse can activate Airlift Northwest by calling 1-800-426-2430 (or 329-2569 from Seattle) with the following information:

- Landing zone location (or coordinates)
- Ground contact radio frequency
- Ground contact unit
- Patient's illness or injury
- Weather conditions
- Receiving facility

Landing Zone Requirements

Upon request, Airlift Northwest will provide safety training as well as assist in the planning development of landing zones. Basic landing zone requirements include:

- 60' x 60's landing area (in daylight)
- 100" x 100" landing area (after dark)
- Slope: less than 6 degrees
- Zone must be clear of all obstructions (this includes trees, poles, wires or fencing)
- Red lights at landing zone helpful (but not required) for night landings

Helicopter Safety

Airlift Northwest depends on pre-hospital providers to insist on "safety first: practices in the field. When assisting at a helicopter landing, remember:

- Keep spectators at least 200 feet from landing zone
- Approach aircraft only when directed to do so by a member of the Airlift Northwest flight crew
- Approach helicopter only from the front of the aircraft
- Secure all items that might blow around during landing or takeoff (items such as sheets, hats or other articles of clothing)

Aircraft Equipment

The Agusta A109A/mark II twin engine helicopter has:

- All weather instrumentation
- 200 mile range
- 160 mph cruise speed and carries the following life-saving medical equipment:
 - Ventilator
 - Cardiac monitor, defibrillator and pacer
 - Invasive & non-invasive hemodynamic monitors
 - ACLS medication and equipment
 - Isolette

Medical Team

Each Airlift Northwest emergency flight is serviced by two aviation medicine specialists:

- Adult critical care specialist
- Neonatal/pediatric critical care specialist

<p>Airlift Northwest 6987 Perimeter Rd. S, Ste. 110 Seattle, WA 98108</p> <p>Business Office: 1-206-731-8377</p> <p>24 Hour Emergency Hotline 1-800-426-2430 (Toll Free Nationwide)</p> <p>329-2569 (From Seattle)</p>
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Regional Disaster Plan for Public and Private Agencies in King County, Washington
KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8 – APPENDIX 5A (CONTINUED)
AEROMEDICAL TRANSPORTATION

**AIRLIFT
NORTHWEST**

One Call Does All

Inter-Hospital

It's more than just a slogan at Airlift Northwest.

Since 1982, Seattle-based Airlift Northwest – in partnership with the finest tertiary care medical facilities in the Pacific Northwest – has provided rapid emergency and inter-hospital air transport service to critically ill or injured patients throughout Washington, Alaska, Montana, Idaho and Western Canada.

As an accurate and complete exchange of information during any transport procedure is essential for successful patient care, please review the following guidelines prior to an inter-hospital transport.

Arranging Transport

To arrange for an inter-hospital transport, call 1-800-426-2430 (or 329-2569 from Seattle) with the following information:

- Name of person requesting transport
- Referring hospital and physician
- Receiving hospital and physician
- Name and age of patient
- Call back number
- Patient information including:
 - Diagnosis
 - Vital signs
 - Medications

Emergency Aircraft

Helicopter Service

Airlift Northwest has three helicopters ready to respond within minutes to pre-hospital field emergencies and inter-hospital transfers in Western Washington.

Based at Boeing Field and in Puyallup, the Agusta A109A/Mark II twin-engine, instrument certified helicopters have a cruise speed of 160 mph.

Fixed Wing Service

Airlift Northwest has three jet aircraft that serve Eastern Washington, Alaska, Montana, Idaho and Western Canada.

The two Cessna Citations (cruise speed 380 mph) and the Lear Jet 35A (cruise speed 500 mph) are designed to provide advanced life support to critically ill or injured patients. Each aircraft operates with a two-pilot crew.

Aircraft Equipment and Medical Team

Both the twin-engine helicopter and the jet aircraft have the capacity to carry two-patients per flight. Each flight also has a medical team consisting of an:

- Adult critical care specialist
- Neonatal/pediatric critical care specialist

Each aircraft is equipped with specialized emergency and critical care equipment for neonates, children, adults and high risk obstetric patients. On board medical equipment includes:

- Ventilator
- Cardiac monitor, defibrillator and pacer
- Invasive and non-invasive hemodynamic monitors
- ACLS medication and equipment
- Isolette

<p>Airlift Northwest 6987 Perimeter Rd. S, Ste. 110 Seattle, WA 98108</p> <p>Business Office: 1-206-731-8377</p> <p>24 Hour Emergency Hotline 1-800-426-2430 (Toll Free Nationwide)</p> <p>329-2569 (From Seattle)</p>
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**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8**

APPENDIX 6

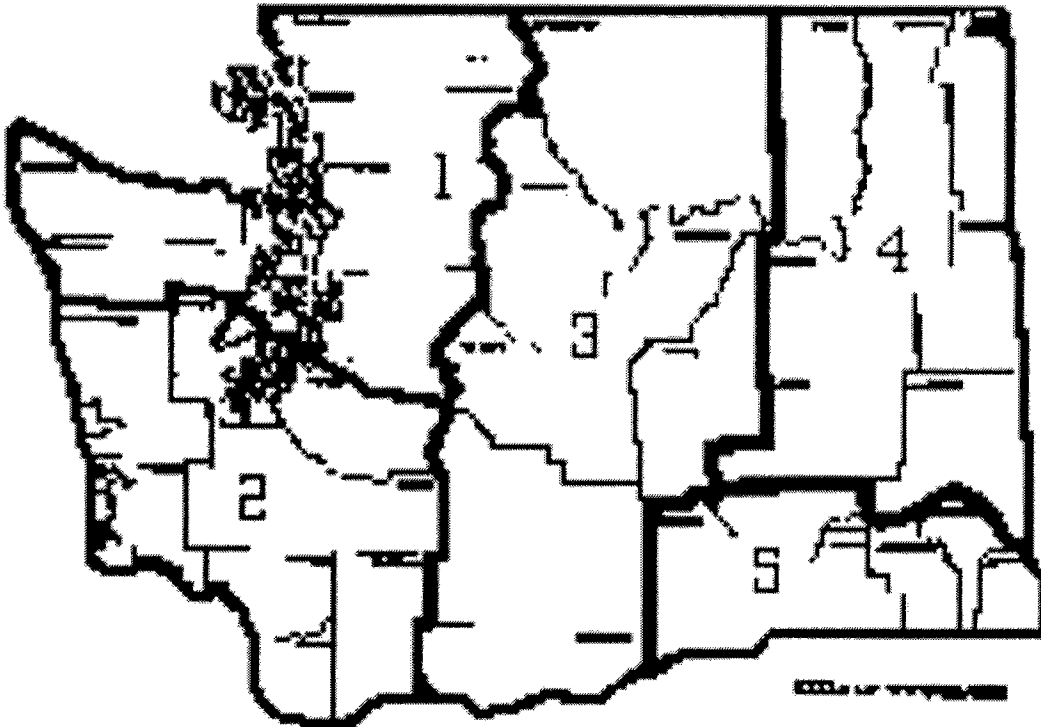
**CRITICAL INCIDENT STRESS DEBRIEFING AND DEMOBILIZATION
WASHINGTON STATE CISD MOBILIZATION NOTIFICATION SYSTEM**

State Coordinator: Tom Barrett, King County CISM Program
Landline Phone: 253-839-3343 or 509-674-3958 Cell phone: 253-670-2040 24 Hour CISM
Mutual Aid #: 253-854-2005
Ask for the Washington State CISM Mobilization Coordinator

Purpose: To provide mutual aid CISD Teams or other specialized expertise when the zone resources are depleted or unavailable.

Process: Contact the State Mobilization Coordinator to make a request for mutual aid from a CISD Team. The State Coordinator will contact the Zone Coordinator to process mutual aid requests. Washington State has been divided into 5 Zones for the purpose of this plan. These zones are shown on the below map.

Washington State CISD Zone Map



**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 7**

800 MHZ RADIO TALKGROUPS

BANKS A, B, C, D, E & F available in radios in the Seattle EOC, King County EOC and Public Health EOC

	BANK A		BANK B		BANK C
1	DPH OPS1	1	SEA EVENT 1	1	DPH OPS 1 - ST
2	DPH OPS2	2	SEA EVENT 2	2	DPH OPS 2 - ST
3	DPH OPS3	3	SEA EVENT 3	3	DPH OPS 3 - ST
4	DPH COMMON	4	SEA EVENT 4	4	DPH COM - ST
5	ALL GOV	5	SEA EVENT 5	5	WA OPS 1 - EMS
6	LOC GOV N	6	KC EVENT 1	6	WA OPS 3 - LG
7	LOC GOV S	7	KC EVENT 2	7	WA OPS 4 - EMS
8	KC EMS OPS 1	8	KC EVENT 3	8	I CALL
9	KC EMS OPS 2	9	KC EVENT 4	9	I TAC - 1
10	SEA OPS CALL	10	KC EVENT 5	10	I TAC - 2
11	SEA OPS COM 1	11	KC EOC COM	11	I TAC - 3
12	SEA OPS COM 2	12	KC EOC OPS	12	I TAC - 4
13	SEA OPS COM 3	13	KC EOC EM 1	13	REGROUP
14	HOSP COMMON	14	KC EOC EM 3	14	UNPROGRAMMED
15	UNPROGRAMMED	15	KC EOC EM 4	15	UNPROGRAMMED
16	UNPROGRAMMED	16	KC EOC EM 5	16	UNPROGRAMMED
	BANK D		BANK E		BANK F
1	HOSP COMM	1	HOSP COMM	1	HOSP COMM
2	DPH COMMON	2	DPH COMMON	2	DPH COMM
3	AUBURN	3	SWED - BAL	3	STEVEN
4	CHILDRENS	4	SWED - SEA	4	GOOD SAM
5	ENUMCLAW	5	UW	5	ST. JOE
6	EVERGREEN	6	VALLEY-REN	6	TAC GEN
7	GH EAST	7	VA	7	MADIGAN
8	GH SEATTLE	8	VIRG MAS	8	MARY BRD
9	HARBORVIEW	9	BLOOD	9	UNPROGRAMMED
10	HIGHLINE	10	AIRLIFT	10	UNPROGRAMMED
11	NW	11	AMBULANCE*	11	UNPROGRAMMED
12	OVERLAKE	12	UNPROGRAMMED	12	UNPROGRAMMED
13	SWE-PROV	13	UNPROGRAMMED	13	UNPROGRAMMED
14	RIVERTON	14	UNPROGRAMMED	14	UNPROGRAMMED
15	ST. FRAN	15	UNPROGRAMMED	15	UNPROGRAMMED
16	UNPROGRAMMED	16	UNPROGRAMMED	16	UNPROGRAMMED
			*Requires approval of Seattle Fire Department		

**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 7 (Continued)**

800 MHZ RADIO TALKGROUPS
BANKS A, B, & C available in portable radios at Public Health sites.

	BANK A		BANK B		BANK C
1	DPH OPS1	1	SEA EVENT 1	1	DPH OPS 1 - ST
2	DPH OPS2	2	SEA EVENT 2	2	DPH OPS 2 - ST
3	DPH OPS3	3	SEA EVENT 3	3	DPH OPS 3 - ST
4	DPH COMMON	4	SEA EVENT 4	4	DPH COM - ST
5	ALL GOV	5	SEA EVENT 5	5	WA OPS 1 - EMS
6	LOC GOV N	6	KC EVENT 1	6	WA OPS 3 - LG
7	LOC GOV S	7	KC EVENT 2	7	WA OPS 4 - EMS
8	UNPROGRAMMED	8	KC EVENT 3	8	I CALL
9	UNPROGRAMMED	9	KC EVENT 4	9	I TAC - 1
10	UNPROGRAMMED	10	KC EVENT 5	10	I TAC - 2
11	UNPROGRAMMED	11	KC EOC COM	11	I TAC - 3
12	UNPROGRAMMED	12	KC EOC OPS	12	I TAC - 4
13	UNPROGRAMMED	13	KC EOC EM 1	13	REGROUP
14	UNPROGRAMMED	14	KC EOC EM 3	14	UNPROGRAMMED
15	UNPROGRAMMED	15	KC EOC EM 4	15	UNPROGRAMMED
16	UNPROGRAMMED	16	KC EOC EM 5	16	UNPROGRAMMED

**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 8**



Amateur Radio Emergency Service

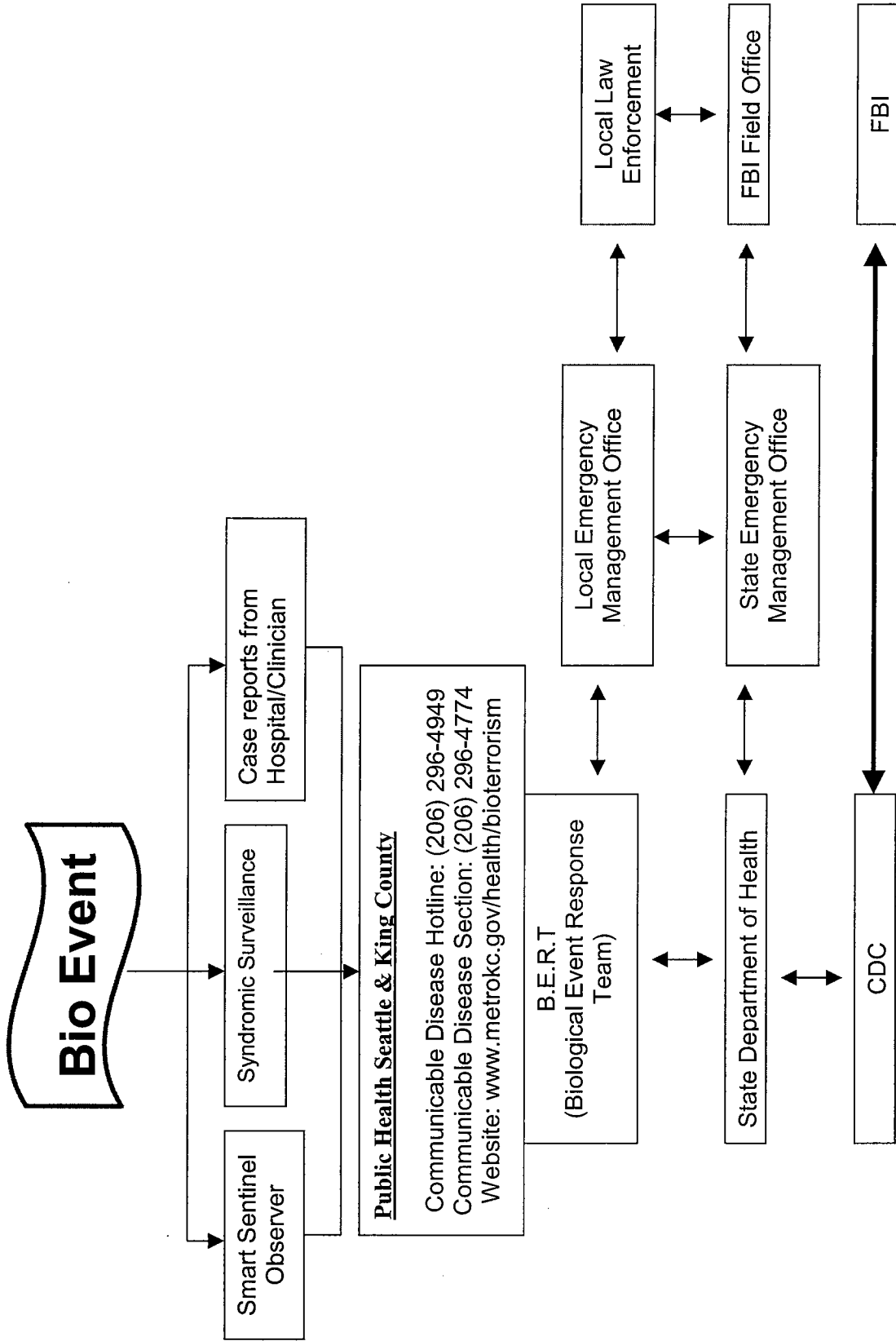
Marina Zuetell, N7LSL - Emergency Coordinator
Medical Services Team - W. WA. Section
4824 38th Avenue N.E.
Seattle, WA. 98105

**ACTIVATION OF A.R.E.S. MEDICAL SERVICES TEAMS
(also called Western Washington Medical Services Communications Team)**

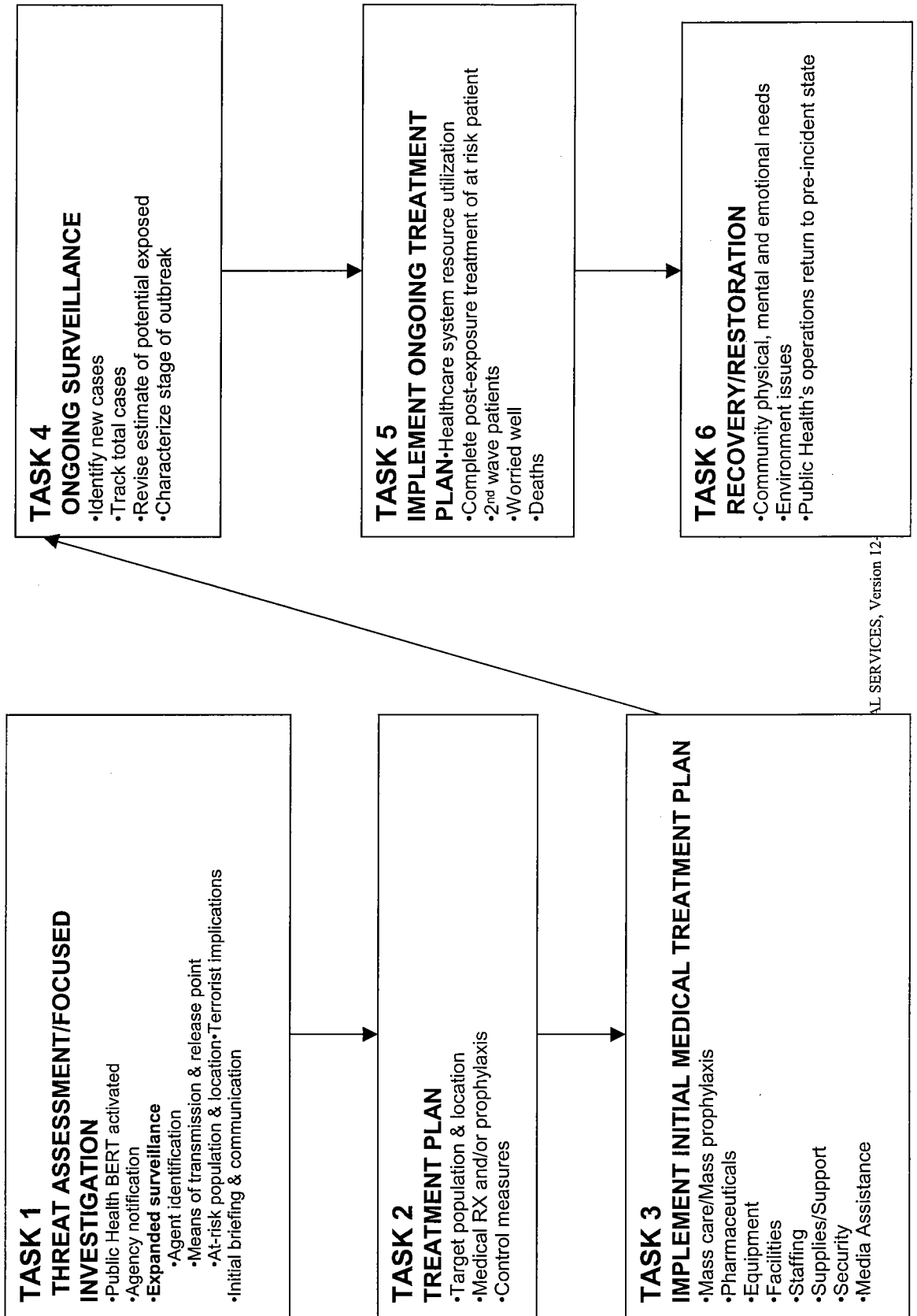
- Any Medical Facility within **King County**..(jurisdiction) may request activation of the A.R.E.S. (Amateur Radio Emergency Services) Medical Services Team for Communications support when:
 - normal communications systems are disrupted or overloaded.
 - phone service is unavailable due to damage or service disruption
 - disaster drills or exercises
- A.R.E.S. Medical Services Team is an Auxiliary Communication Service, and can provide experienced communicators, familiar with the medical environment, to operate most types of hospital radio systems, answer telephones, and assist with other communications needs when facility communications systems are disrupted or overloaded.
- Amateur Radio cannot be utilized when normal business communication systems are functioning. Amateur Radio is an **emergency communications** backup resource.
- Please be sure that staff members know the location of the radios and/or the antenna cable is located, or its storage location is clearly marked.
- **To activate the Medical Services Team for an emergency incident:**
- **Contact the Seattle Fire Alarm Center at 206-386-1498 and request the Duty Officer for Seattle Emergency Management be paged. This is a 24-hour number.**
- **The Duty Officer will contact the Team Leadership to activate appropriate team members. Someone will contact the requester as soon as possible to determine your requirements. In the event of a major disaster such as a catastrophic earthquake, the team will self-activate and report to assigned facilities as quickly as they can. A general Medical Services Team Callout can be made by a text or numeric page sent to: 206-559-6439. (AT&T Wireless)**
- **Medical Services Team leadership will contact the requester for specific needs, and will obtain information necessary to request a State Mission/Incident number, as per the Incident Report worksheet. This information will be returned to the Duty Officer via fax (206-684-5998) or electronic mail (firstname.lastname@ci.seattle.wa.us) ASAP.**
- To request Medical Services Team participation in a **disaster drill**, for a single facility or a multi-agency exercise, contact the Team Leadership in King County at one of the following numbers; please call in the order listed, and wait approximately 10-15 minutes before trying another contact:
 - Marina Zuetell - Emergency Coordinator - 206-997-0095 pager
 - Ned Worcester - Asst. EC - Technical Operations – 1-800-450-3560 pager
 - Allan Kush - Asst. EC - Radio Officer - 206-626-4413 pager
 - Carlos Smith - Asst. EC - Asst. Radio Officer - 1-800-720-8365 pager
 - Mike Cusson - Asst. EC - Logistics & Acquisition 206-559-3336 pager
 - Walter Beck - Asst. EC - Membership and Database Programs 425-831-0051 h
 - Judy Dotson - Asst. EC - Training – 206-298-3105

Kitsap, Mason, Pierce, and Thurston Counties have other mechanisms for activation, but may be accessed by contacting Marina Zuetell, or another officer.

KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 9



**KING COUNTY, WASHINGTON
EMERGENCY SUPPORT FUNCTION 8
APPENDIX 9 (Continued)**



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