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**Council Meeting Date:** January 6, 2003

**Agenda Item:** 5(b)

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**CITY COUNCIL AGENDA ITEM**

CITY OF SHORELINE, WASHINGTON

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

**PROBLEM/ISSUE STATEMENT:**

The City's Emergency Operations Plan has been under revision since July 2002. The Plan was scheduled to be completed at the end of December 2002 and adopted by the Council in January 2003. Due to a variety of issues, the completion date was moved out to April 30, 2003. Once the plan is completed, it will be scheduled for the Council's adoption. The contract with Consultant Bev Anderson is in the process of being extended until April 30, 2003.

**ALTERNATIVES ANALYZED:**

Two alternatives were considered before recommending the contract extension; to end the professional services contract and complete the Emergency Response Plan with existing staff time, or extend the contract and have professional guidance and staff support from the consultant. The recommendation was to continue the services of the consultant due to lack of staff time and expertise to complete the Plan.

**FINANCIAL IMPACT:**



The fiscal impact of the contract extension will be \$9,000. The funds will come from the 2003 Emergency Management professional services budget.

**RECOMMENDATION**

No action is required by the Council.

Approved By:

City Manager

 City Attorney 

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## **INTRODUCTION**

The purpose of this staff report is to update the Council on the progress of the Emergency Operations Plan. No action is required.

## **BACKGROUND**

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

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

During the past 6 months the City has established several initiative and committees to update the Plan and improve the City's overall preparedness for dealing with disasters or emergencies. They are as follows:

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

- The Emergency Planning Team (EPT) was established and consists of key City staff and the Shoreline Fire Department. The team has been meeting twice per month and learning the concepts of emergency management while developing the sections of the Emergency Operations Plan for their division/area of responsibility. The Team will complete the Plan by April 30, 2003.
- *A few key accomplishments to date are:*
  - The Windshield Survey Route and responsibilities have been defined.
  - A Damage Assessment Chart has been developed.
  - The Emergency Operations Center (EOC) set up plan has been completed and equipment such as phones and white boards have been ordered.
  - On December 16<sup>th</sup> the Emergency Planning Team, the Leadership Team, Shoreline Fire, the Shoreline School District and the Shoreline Amateur Radio organization, received 2 hours of Incident Command Training and learned how to set up the Emergency Operations Center in case of an activation for an emergency.

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

- The Emergency Management Council was formed in 2002 and it consists of the following organizations at this point: Shoreline Public Schools, Police, Shoreline Fire, Shoreline Community College, Crista Ministries, Shoreline

Amateur Radio and Ronald Bog Wastewater. The purpose of the Council was to create partnerships, so that in a disaster pre-existing plans are in place to effectively respond to and recover from the disaster. To formalize this commitment, a draft Emergency Compact has been developed. The compact draft will be presented in another staff report. The goal is to have the Compact adopted by each partner by the first quarter of 2003.

#### **KING COUNTY ZONE 1 MEMBER**

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

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

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

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

- The King County Regional Plan will be presented to Council on January 6<sup>th</sup>, 2003, for adoption.
- The DRAFT Washington State Law Enforcement Mobilization Plan will be introduced to Council on January 6<sup>th</sup>, 2003.
- The DRAFT Shoreline Emergency Operations Compact will be introduced to Council on January 6<sup>th</sup>, 2003.

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

- The EOP Plan will be presented to Council for adoption.
- City staff will be trained on the Plan once it is finalized and adopted.
- The EPT will conduct exercises to test the Plan and to teach staff and emergency partners.
- The EOP Plan will be forwarded to the King County EOC, the State Emergency Management Council and FEMA.
- The Block Watch organizations and the Council of Neighborhoods will be trained on the plan and taught their role in 72-Hour Preparedness.

- Community Emergency Response Training (CERT) training will be provided to the community via the Block Watch and Council of Neighborhood Associations.

### **DISCUSSION**

Based on statutory requirements, the City of Shoreline is actively working on updating the Emergency Operations Plan. The Plan will be reviewed and updated every two years. Stakeholders, interested citizens and organizations, and partners in emergency preparedness will receive training on the plan and / or 72-hour emergency preparedness during 2003.

### **RECOMMENDATION**

No action is required by the Council.

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