


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

**AGENDA TITLE:** King County Regional Disaster Plan Adoption  
**DEPARTMENT:** City Manager's Office  
**PRESENTED BY:** Larry Bauman, Assistant City Manager  
Eric C. Swansen, Senior Management Analyst 

**PROBLEM/ISSUE STATEMENT:**

King County has drafted a Regional Disaster Plan for Public and Private Organizations and is requesting that each City in the County adopt this plan via an interlocal agreement. The objective of this plan is for King County and the cities to regionally plan a more coordinated and collaborative response and recovery from a disaster.

There are four basic problems encountered during any potential widespread disaster by current emergency plans adopted by cities, counties and state law.

- While cities and counties in Washington State are mandated to develop emergency management plans, there is a lack of guidance regarding what role and planning requirements are to be completed by special districts (school, water, fire, wastewater, etc.) in an emergency.
- Reporting relationships between cities and counties during a disaster are not uniform, and varies on whether or not a City has a state approved emergency plan
- Resource sharing is important during a disaster, but given the large size of King County it is likely that one agency alone is unable to coordinate such sharing in an efficient manner.
- Formal resource sharing arrangements are lacking and do not follow the well established arrangements used by fire agencies for mutual aid.

Staff has discussed this proposed plan with the members of the City's Emergency Management Council, which has unanimously recommended the plan's adoption by the City Council.

**FINANCIAL IMPACT:**

There is no direct financial impact associated with this plan.

**RECOMMENDATION**

No action is required with this item. Staff is seeking Council's consensus on moving to adopt the King County Regional Disaster Plan.

Approved By:

City Manager 

City Attorney 

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## **INTRODUCTION**

While the City's Emergency Operations Plan meets all the necessary requirements that the State mandates, it has become increasingly clear that neither that state nor King County could provide the coordinating functions that they have historically performed.

There are four basic problems encountered during any potential widespread disaster.

- While cities and counties in Washington State are mandated to develop emergency management plans, there is a lack of guidance regarding what role and planning requirements are to be completed by special districts (school, water, fire, wastewater, etc.) in an emergency.
- Reporting relationships between cities and counties during a disaster are not uniform, and varies on whether or not a City has a state approved emergency plan
- Resource sharing is important during a disaster, but given the large size of King County it is likely that one agency alone is unable to coordinate such sharing in an efficient manner.
- Formal resource sharing arrangements are lacking and do not follow the well established arrangements used by fire agencies for mutual aid.

## **BACKGROUND**

The City is mandated by RCW 38.52 to provide an emergency plan to guide the orderly provision of services during a disaster. In 1998, the City adopted its first Emergency Operations Plan. This plan was approved by the State Emergency Management Division in 1999, and serves as the policy basis for the City's preparedness, response and recovery efforts during a disaster.

Earlier this year, the Shoreline Emergency Management Council was formed to address the issue of sharing planning information and assumptions, resources and operational policies with special districts in Shoreline.

King County also has been working to find a better response mechanism, and has been working with local agencies, cities, special service districts, non-profits (American Red Cross, etc.), and large private sector employers to craft the King County Regional Disaster Plan.

## **DISCUSSION**

The most critical concept in a disaster response is the speed upon which information about damage can be collected, evaluated and communicated to agencies coordinating resources. The quicker we can determine what resources we will need to respond effectively (personnel, equipment, supplies, etc.), the quicker these resources can be requested from other agencies (other cities, counties, states, the federal government, non-profits, etc.) to meet our needs. Conversely, slow responses may result in little or no resources being available, creating even more problems to solve before a recovery effort can be mounted. This plan creates a framework to enable participating agencies to coordinate resource sharing in the future.

In the past, these coordinating functions were not uniformly performed. Some cities coordinated directly through the State. Others coordinated directly through the County. In a widespread disaster, where literally hundreds of resources need to be allocated within a few critical hours, neither the State nor the County could mount an effective coordination effort. Further complicating coordination, there was no uniform method to enable sharing, largely based on liability and cost recovery concerns. The framework created by this plan calls for a multi-party legal and financial agreement to follow plan adoption which will resolve resource sharing details.

The plan also establishes roles and responsibilities for participating agencies. These roles are summarized below.

### **Emergency Coordination Zones**

Under the Plan, the County is divided into five Emergency Coordination Zones. These zones follow the exact boundaries of established fire coordination zones, resulting in greater familiarity and historical working relationships. Each zone has the responsibility of developing protocols to facilitate communications, resource sharing and response efforts internal to the zone. All participating agencies within the zone agree to follow these protocols. Each zone also has the responsibility to serve as an information conduit between the agencies in the zone and County or other zones. Zones also have the ability to communicate directly with the state.

Protocols from each zone will be developed with representatives from fire agencies, cities, hospitals, 911 communications providers, schools, utility providers and other agencies in that zone. These protocols will outline both policy and operational issues related to emergency response and recovery in the zone. Examples of these protocols include what costs are allocated when equipment is shared, who is responsible when equipment is damaged during a response, how will the availability of resources be communicated and coordinated, and what communications systems will be used to ensure effective communications within each zone.

Our zone, zone one, is every area north of Seattle and east of Lake Washington. This includes Bellevue, Redmond, Kirkland, Kenmore, Bothell, Kirkland and Issaquah. The City of Bellevue has taken the lead to coordinate planning for zone 1 cities. The zone also extends into largely rural areas including Skykomish, North Bend and Carnation. Seattle is a distinct zone, and South County is divided up into two zones. A map of zones is provided in Attachment A.

### **The Role of King County**

Under the plan, the role of King County is the coordination of information and resources between the zones, and the state. While King County remains responsible for emergency response in unincorporated areas, direct response and recovery efforts to these areas will be coordinated through the emergency coordination zones. King County will also become a facilitator of training and exercise opportunities throughout the County for all agencies, reducing needless duplication of efforts by each agency or zone.

King County has also developed a disaster assistant compact for northwest counties to enable resource sharing among counties. A similar program allows resource sharing between states. This will create a uniform process to bring resources from outside our region to assist.

While King County took the lead in getting everyone to collaborate in developing this plan, they have not formally signed on as of the time this report was drafted. It is likely that King County will adopt the plan later this spring.

### **The Role of Cities**

Cities will continue to be responsible for all response and recovery activities within their boundaries. Participating in the Regional Disaster Plan does not change the City's mandates by state law. Cities benefit from the additional level of coordination and communication that we, as members of a zone, establish. This will prevent needless duplication of efforts between cities, minimize the effort needed to enable resource sharing and ensure effective communications within the zone and up to the County, State and Federal level. Simply stated, the Regional Disaster Plan streamlines the process for responding and recovering from a disaster.

This plan does not commit us to sharing any resources unless we choose to do so. A city's first and foremost responsibility lies with residents and businesses within that city, resource sharing or mutual aid is an important line of "first defense" for an emergency. Before any resources are either requested or offered, we must determine what our needs are and what resources we will need to respond. Resources are not offered to others until we are certain that they are not needed locally. However, sharing is a two-way street and the overall success of a regional response is largely dependent upon our ability to work cooperatively to share resources. Details on resource sharing, such as tracking, costs and cost accounting, liability, special operating needs, etc. will be developed as part of an Omnibus Agreement that will follow this interlocal agreement.

The Shoreline Emergency Management Council will be developing a similar compact for local agencies to participate in. This compact will ensure that all resources in the community meet the needs of agencies first, followed by the community followed by the region. This unified incident management approach will ensure that resources are managed to the greatest extent locally in a coordinated fashion, before they are made available regionally.

The plan is not a major departure from the major activities the City is already responsible for. In fact, the only thing this commits us to doing beyond what we already are doing is to coordinate with others in our zone.

To date seven cities have signed on to the King County Regional Disaster Plan. These include Bellevue, Issaquah, Mercer Island and Lake Forest Park. It appears that most cities within our zone will be signing on soon, including Redmond, Bothell and Kirkland. Seattle is nearing adoption as well.

### **Relation to the conceptual Shoreline Emergency Management Compact**

The City, working with the recently formed Shoreline Emergency Management Council is developing a similar agreement for local public agencies and businesses. This compact would develop a framework for local cooperation, for either local or regional disasters, to share resources and expertise. One of the critical goals would be to ensure that local resources are not made available regionally until it has been determined that there is no need locally for such resources. This is a matter of both efficiency, as it would be more efficient to use local resources locally first, and practicality, as Shoreline residents own these resources they should get the first benefit of them. Another goal of this compact will be to ensure that each agency is using the same assumptions for planning purposes, to ensure that each agency is equally prepared.

### **The Role of Private Business**

For the first time, private business is being provided an opportunity to participate. This participation will include developing emergency plans consistent with local plans, communicating appropriate information about damage and resource availability, and providing resources to other agencies as available. While Shoreline has few major private sector employers, we could benefit from their participation as a resource.

To date four major employers have signed on, including Bank of America, Boeing, and Puget Sound Energy. AT&T Wireless is considering adoption.

### **Other Participating Agencies**

In Shoreline, a number of special service districts have signed on to this plan. Including the Shoreline School District and Ronald Wastewater District. The Shoreline Fire Department (formerly the Shoreline Fire District) is considering the plan. The Washington State Emergency Management Division and the King County Fire Chiefs Association have also endorsed the plan.

## **STAKEHOLDERS**

The City's recently formed Emergency Management Council discussed this topic at the March 2002 meeting. There was unanimous support to proceed with signing on to this plan and becoming actively engaged in activities within our Emergency Coordination Zone.

## **RECOMMENDATION**

No action is required with this item. Staff is seeking Council's consensus on moving to adopt the King County Regional Disaster Plan.

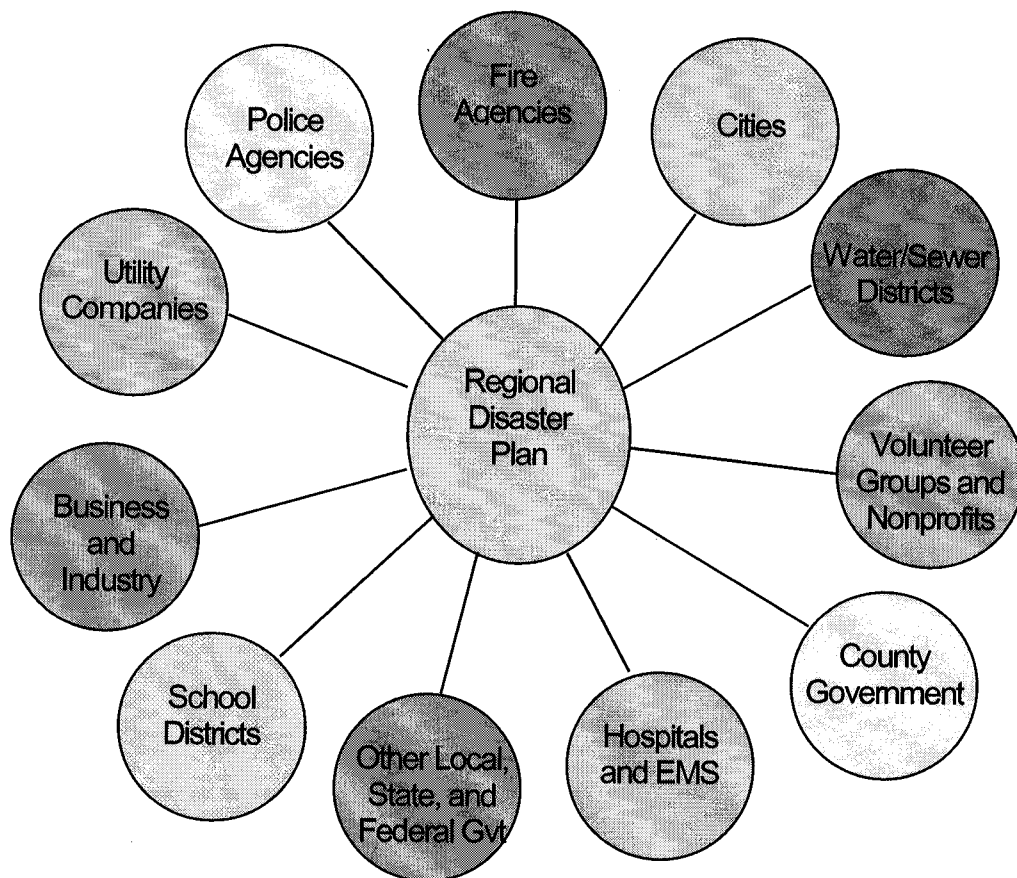
## **ATTACHMENTS**

King County Regional Disaster Plan (version 5-1-01)

# 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	
<b>Final Draft / RPC "Mayday" Version / Format, Spelling and Schedule Revisions</b>	<b>05/01/00</b>	
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	
<b>Edits of 2/15/01 approved at April 19, RDPTF meeting</b>	<b>05/01/01</b>	



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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.

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 12<sup>th</sup> 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](http://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.

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

- 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 (PSESD)**

*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.

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

- 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:*

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

- 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).

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

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.

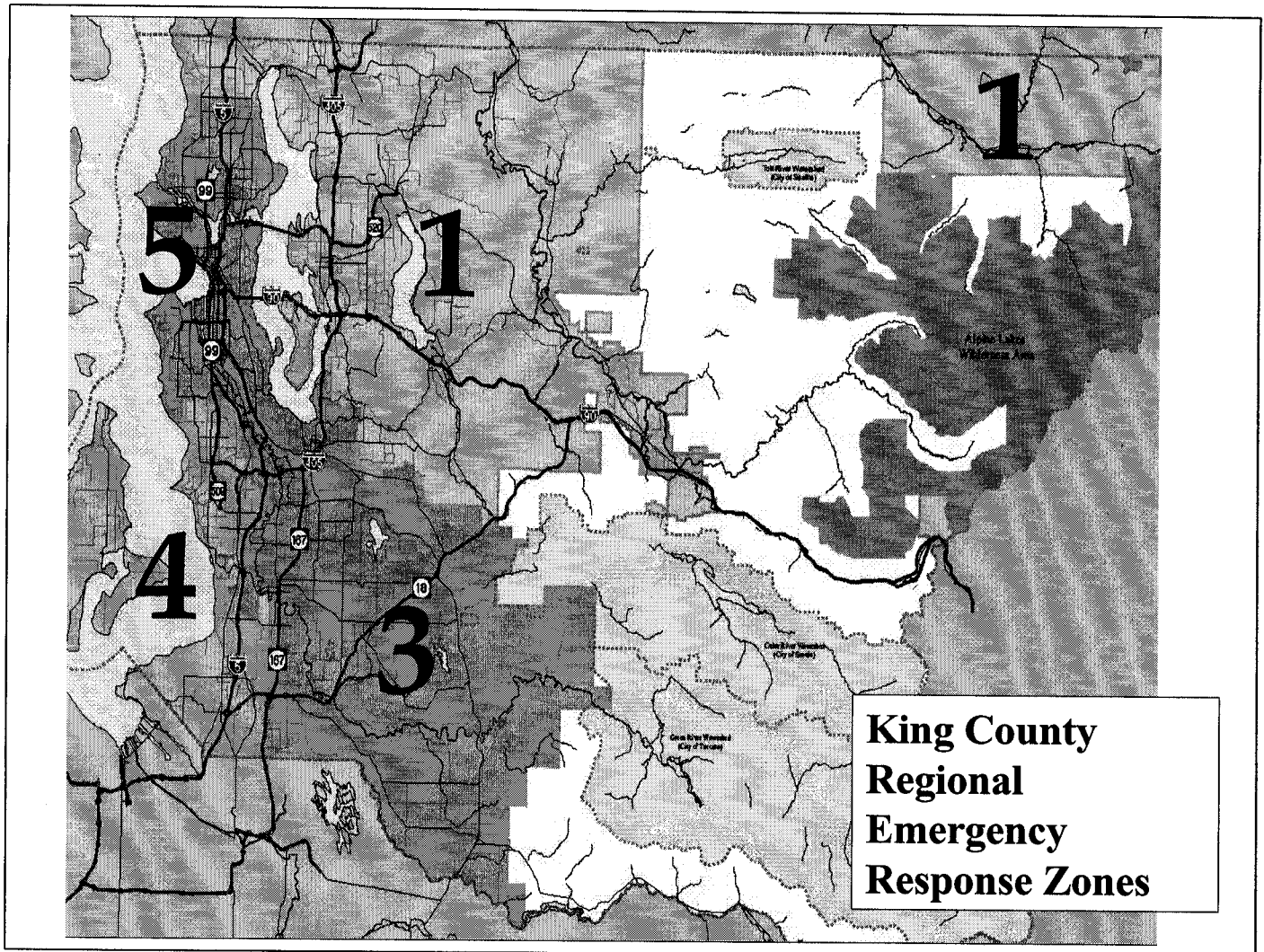
### **Zones**

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*