

**Comprehensive Emergency
Management Plan
(CEMP)**



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I. INTRODUCTION

A. Mission

To provide an emergency management organization that meets or exceeds Federal, State and County requirements and to provide resources to minimize loss of life; protect property and natural resources; and restore the proper operation of the City of Shoreline (City) in the event of a major natural or man-made disaster.

B. Purpose

This Comprehensive Emergency Management Plan (CEMP) has been designed to emulate the National Response Plan, Washington State Comprehensive Emergency Management Plan, and King County Regional Disaster Plan and establish the structure for an organized and effective response to emergencies and disasters that occur within the city. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organization and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

C. Scope and Applicability

It is the policy of the City, in order to protect lives, property and environment, and in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and manmade emergencies and disasters, and coordinate the recovery efforts for such events.

The plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization.

All directions contained in this plan apply to preparedness and emergency response activities, undertaken by the City and supporting organizations, necessary to minimize the effects of a disaster and facilitate recovery activities.

The City's CEMP supports and is compatible with the King County Regional Disaster Plan, and the emergency plans of the State of Washington and the Federal government. This document provides support to other plans required by the State and Federal governments. Any conflicts will be handled on a case by case basis.

City government has the primary responsibility for disaster mitigation, preparedness, response, and recovery activities within the City. The City will plan for disasters, direct operations, mobilize and control resources, and mitigate the impact of disasters in the city within the limits of available resources and capabilities.

No guarantee as the completeness of preparedness and response activities is expressed or implied by this plan or any part therein. The City government assets and resources are vulnerable to disasters. In addition, the City is severely limited in the extent of its resources for coping with a major disaster. Fire, Police, and some public works services are provided by special purpose jurisdictions, under contract or by King County. These services may be unavailable during a disaster and resources from the State and Federal governments may also be unavailable or delayed. The City will respond to the extent possible, given the situation, available information and resources.

D. Incident Management Activities

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

This plan has been developed to emulate the National Response Plan (NRP), the NIMS, Washington State Comprehensive Emergency Management Plan (WA CEMP), and the King County Regional Disaster Plan (RDP).

E. Authorities

The City's CEMP has been developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 38.52, 36.30, 39.34; 35.33.081, 35.33.101, 42.14
2. Washington Administrative Codes 118 and 296-62-3112
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
4. King County Charter and County Code 1.28, 2.16, 2.56, 12.52
5. Shoreline Municipal Code 2.50

F. Key Concepts

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

The CEMP, including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters and the proper utilization of all resources available to the City.

II. PLANNING ASSUMPTIONS & CONSIDERATIONS

The City has been affected and will be affected by various types of situations that could lead to a significant emergency situation. The City is vulnerable to the both natural and man-made hazards as outlined in the City of Shoreline Hazard Mitigation Plan. The City recognizes the hazards identified within the Washington State Hazard Identification and Vulnerability Assessment (HIVA) and King County HIVA. These hazards include, but are not limited to, wind, rain, and snow storms; earthquakes, flooding, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbance, terrorist activities, explosion, structural collapses, hazardous material incidents, major fires, and major emergency and/or utility systems failure.

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

In the event of a widespread disaster, it is unlikely that the City will receive any significant assistance from nearby communities, county, state, or federal agencies, or human services organization for 72 hours or longer. In this situation, the initial response activities will rely on available City resources and those of private organizations, businesses, and residents within the city.

Shoreline may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters if unaffected.

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan or any part therein, that in the event of a disaster the response and recovery activities will occur as described within this document. As a result of a disaster or emergency, the City's response resources may be overwhelmed and essential systems may be nonfunctioning. For this reason, the City will respond in the best manner possible based on the situation and the information and resources available at the time the situation occurs.

III. ROLES AND RESPONSIBILITIES

The City government has the primary responsibility for disaster mitigation, preparedness, response, and recovery activities within the jurisdiction. The City will plan for disasters, direct operations, mobilize and coordinate resources, and mitigate the impact of disasters within the limits of available resources and capabilities. It is the responsibility of residents to educate themselves on preparedness activities and ensure that they have the supplies and resources to sustain themselves for at least three days; however, we recommend a week.

A. Mayor / City Council

1. Provide policy direction through the City Manager/ Director of Emergency Management.
2. Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules and regulation as are necessary to implement emergency plans and agreements.
3. Approve, at the earliest practical time after issuance, rules and regulations reasonably related to the protection of life and property, such rules and regulations having been made and issued by the Emergency Management Director.
4. Approve declaration of emergency as requested by the Emergency Management Director.
5. Responsible for assuring that emergency preparedness, mitigation, response and recovery activities are carried out within the City, through the CEMP.
6. Provide visible leadership to the community.
7. Recognized by the governor as the head of the City for purposes of military law.
8. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

B. Director of Emergency Management/City Manager

1. Serve as Chief Executive Officer of the City
2. Serve as the Director of Emergency Management and manage City staff in their emergency management duties.

3. Prepare Proclamation of Local Emergency.
4. Issue notice of evacuation as appropriate
5. Appoint an Emergency Management Coordinator
6. Enforce and administer provisions, laws, and ordinances governing the City
7. Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.
8. Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.
9. Advise the City Council regarding emergency policies for the City.
10. Represent the City regarding the coordination of emergency response, mutual aid agreements, inter-local agreements, disaster recovery, etc.
11. Oversee the development, implementation, and maintenance of continuity of government plans.
12. Appoints a staff member to serve as the Zone 1 representative for the City
13. May amend the CEMP as needed

C. Assistant City Manager

1. Assume the duties of the City Manager in his/her absence.
2. Serve as Liaison Officer for the City during a disaster, if not acting as the Director of Emergency Management..
3. Assist in intergovernmental coordination of emergency response and recovery.
4. Assist in recovery planning and operations and continuity of government planning
5. Lead for ESF # 14, Long Term Community Recovery and Mitigation

D. Community Services Division (CSD) Manager (Oversight of: Emergency Management, CRT, Human Services and Office of Neighborhoods)

1. Oversight of the Emergency Management Coordinator and their function.
2. Monitor disaster-related budget expenditures; oversee emergency contracting procedures.
3. Services as the primary back up to the EMC during and EOC activation or exercise.
4. Oversees all coordination of emergency management activities with the various city departments and functions.

E. Emergency Management Coordinator

1. Reports to the CSD Manager
2. Manage the operations of the EOC during a disaster and serves as the EOC Manager at the EOC as appropriate.
3. Provide expert technical assistance and information to the Director and City Departments regarding emergency management, disaster response operations, and recovery.
4. Assure that the CEMP and supporting procedures are reviewed and updated at least annually.
5. Coordinate with King County and neighboring jurisdictions regarding emergency management and planning.
6. Locate, configure, and equip an EOC.
7. Develop procedures for activating, operating, and managing the EOC.
8. Assist in developing and implementing a training program in emergency management tasks for City employees and volunteers.
9. Ensures and authorizes by signing their worker cards that all emergency management volunteers are registered by the City as emergency workers.
10. Develop and conduct periodic emergency management exercises.
11. Prepare a post-disaster report and critique for the Director.
12. Develop and coordinate a Community Education and Preparedness Program.

13. Draft a Disaster Proclamation for signature and promulgation by the City Manager.
14. Chair the City's Emergency Management Council.
15. Coordinate King County Regional Plan and Zone 1 activities.
16. Act as liaison to enact the King County Regional Plan through Zone 1 coordinator.
17. Coordinate mitigation and preparedness activities through the City's Hazard Mitigation Plan.
18. Lead for ESF 5 – Emergency Management

F. Customer Response Team Supervisor

1. Provide emergency response for routine City problems.
2. Track customer requests and services on Hansen system.
3. Coordinate with other departments for emergency/disaster services.
4. Coordinate disaster information handling.
5. Serves in the EOC in the Communications Unit.

G. Neighborhood and City Volunteer Coordinator

1. Assist in mobilizing and managing volunteers through the neighborhood associations.
2. Assist in developing a Family and Neighborhood Preparedness Program.

H. Human Services Planner

1. Coordinate the implementation of social services programs, as appropriate, during emergency operations.
2. Coordinate with social service organizations, relief agencies, faith-based organizations, non-profits, and the Red Cross, as needed.
3. Maintain liaison with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who do not speak English to identify ways to meet their needs during an emergency.

4. Assists the Human Resource and Parks Director in identifying volunteers, who can assist with language barriers or people with special needs.
5. Assist Park's Department with ESF #6

I. City Clerk

1. Serve as custodian of official records and perform official certification.
2. Supervise Records Management Program for the City.
 - a. Identify critical documents and essential records;
 - b. Assist departments in identifying, managing, and storing essential records;
 - c. Develop and implement a disaster recovery program for essential records.
3. Oversee the preparation and publishing of official legal notices.
4. Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.
5. Assists in the Documentation Unit of the Planning Section in the EOC when it is activated.

F. City Attorney

1. Serve as chief legal advisor to the City.
2. Provide legal advice to the City Council, City Manager, and department heads regarding emergency response and recovery operations.
3. Interpret laws, rulings, and regulations and issue legal opinions.
4. Prepare ordinances, resolutions, contracts, and other documents relating to emergency operations.

G. Communications Specialist

1. Serve as the Public Information Officer when the EOC is activated by preparing and disseminating emergency public information to include establishing and coordination of the Joint Information Center or participating in one formed by another cooperating agency.
2. Set up/coordinate press conferences that the city may choose to utilize to inform citizens of what is occurring

3. Ensure the city's WEB Site and Cable TV communication capabilities are utilized, if available, to maximize the ability to communicate current information to the community.
4. Working with the EMC and the Registered Disaster Workers, set up points through out the city to disseminate information during times when there are power outages.
5. Lead for ESF 15 Public Affairs and assist Fire with ESF # 8 and Parks with ESF # 11.

H. Inter-Government Program Manager

1. Provide for the coordination of visiting officials from other jurisdictions and levels of government.
2. Serve as the Liaison Officer in the EOC as a back up to the Assistant City Manager in hi/her absence, as hi/her relief, or if the Assistant City Manager is serving as the Director of Emergency Management.

I. Finance Director

1. Supervise the City's finance and informational technology staff.
2. Oversee the central financial and management information system of the City.
3. Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures.
4. Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
5. Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
6. Establish a unique project number for each disaster for all disaster-related expenses.
7. Prepare and report data for recovery of disaster relief funds.
8. Establish provisions for emergency signature authority for City checks during an emergency.

9. Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
10. Gather, interpret, and report information on emergency costs and expenditures.
11. Project the costs of various disaster recovery options; prepare fiscal plans and projected budgets for disaster recovery.
12. Maintain databases on emergency resource providers (equipment and material).
13. Manage the City's Risk Management functions.
14. Be responsible for the Administrative/Finance Chief Section of the EOC, when it is activated
15. Support the City's continuity of government planning
16. Lead with HR on ESF #7 – Resource Support

J. Human Resources Director

1. Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
2. Maintain master personnel files, to include current employee emergency notification information that are accessible during an emergency, ensuring confidentiality of materials in accordance with state and federal laws.
3. Register all emergency management volunteers as emergency workers.
4. Plan to staff the EOC in the Resource Unit of the Planning Section to conduct check-in activities, maintain the status of all incident resources and assist in identifying needed staff for upcoming operational period.
5. Develop and implement an educational program in emergency management tasks for all City employees and volunteers.
6. Develop a program to support the safety and well being of City employees' families during a disaster.
7. Lead with Finance on ESF 7 – Resource Support

K. Information Technology Manager

1. Develop and maintain a program for protection and recovery of the City's data processing resources during/after a disaster.
2. Oversee the restoration of City data processing capabilities during a disaster.
3. Provide software, hardware, maps, and administrative support for the Geographical Information System.
4. Provide support to other departments in computer network coordination and administration and in software support.
5. Ensure daily backup and secure storage of centrally-managed data.
6. Control data security as defined in City policies.
7. Provide computer assistance to City staff, network backup, and maintenance of the local area network.
8. Oversee and support the City's voice, wireless, telephone, and audio-visual systems for emergency operations.

L. Police Chief

Police Services are provided under contract by the King County Sheriff's Office. The Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident.

Police functions and responsibilities include (see ESF #13 Public Safety, Law Enforcement, & Security and ESF # 9 Urban Search and Rescue):

1. Law enforcement
2. Traffic and crowd control
3. Staging and perimeter security
4. Explosive ordinance disposal
5. Protection of critical facilities (including the EOC)
6. Evacuation management
7. Crime scene control

8. Mass care management
9. Lead on ESF's # 9 Urban Search and Rescue, # 13 Public Safety, Law Enforcement, and Security, # 16 Evacuation, and # 20 Military Support to Civil Authority

M. Fire Chief

Fire Services are provided by the Shoreline Fire Department. The Fire Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident. Fire functions and responsibilities include (see ESF #4 Fire Services):

1. Fire prevention
2. Fire suppression
3. Emergency Medical Services
4. Emergency rescue
5. Damage assessment
6. Hazardous Materials preparedness and response
7. Evacuation management
8. Lead on ESF's # 4 Fire Fighting, # 8 Public Health and Medical Services, # 10 Hazardous Materials Response

N. Planning and Development Services Director

1. Serve as the Planning Section Chief when the EOC is activated and organize and carry out both short-term and long-range planning during emergency operations and recovery.
2. Manage the gathering, analyzing, interpreting, and reporting of disaster-related information, including disaster damage, response capabilities, regional disaster conditions, so as to be able to prepare a situation report and plan for the Incident Action Plan for the next operational period.
3. Ensure that City ordinances, codes, and regulations are followed as much as possible in disaster response and recovery; recommend necessary and appropriate revisions to meet disaster conditions.

4. Ensure compliance with the Growth Management Act, zoning requirements, Critical Area Ordinance, State Environmental Policy Act, and State Emergency Management requirements.
5. Maintain and manage planning and development assets.
6. Manage, coordinate and perform building and structural inspections of residential and commercial buildings for safety and habitability following a disaster. Close facilities or restrict occupancy/use as required.
7. Coordinate inspections and recommendations with utility districts, FHA and other government entities. Provide enforcement of codes, occupancy policies, and other site safety and demolition as appropriate.
8. Assist in damage assessment and reporting.
9. Review building plans for code compliance and manage the inspection of construction activities.
10. Manage and maintain the permit tracking and database system.
11. Assist Public Works as lead department with ESF #3

P. Parks, Recreation, and Cultural Services Director

1. Serve as the Logistic Section Chief when the EOC is activated
2. Coordinate and manage the use of the community centers and other appropriate facilities as emergency shelters as necessary.
3. Develop and maintain a database of personnel trained on Shelter Management and Operations; assist with the registration and training of volunteers.
4. Maintain and manage parks assets.
5. Identify parks and other open areas that could be used for emergency debris deposit sites.
6. Assist in the mobilization and management of emergency volunteer workers during a disaster.
7. Assist in the development and presentation of emergency volunteer training programs that have to do with emergency shelters or evacuation

8. Lead department for ESF's # 6 and #11

Q. Public Works Director

1. May serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident.
2. Maintain and manage public works' assets.
3. Provide technical assistance to Emergency Management Leadership Team and City staff during disaster response and recovery operations.
4. Oversee the operations of contractors, service providers, and emergency response agencies regarding public works projects and assets.
5. Maintain master files of public works' projects, development construction records, street operations and maintenance, and other relevant documents.
6. Advise the Director of Emergency Management regarding codes, policies, and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
7. Provide oversight for Public Works crews, to include CRT operations staff and Park Maintenance Staff; and liaison with other agencies engaged in emergency response and recovery activities. This includes coordinating with those agencies that the city has signed Interlocal Agreements and/or contracts with like the Fire Department, King County Public Works and all of the agencies providing utilities within the city, to assist them in responding to and recovering from emergencies. Examples of these needs are: repair of water mains, pumps, motors, valves, fire hydrants, storage tanks, etc.; operating and servicing heavy road and construction equipment and vehicles; cleaning and repairing ditches, culverts, and catch basins; traffic control; repairing streets; repairing traffic control signs and signals; clearing ice, snow, or debris from streets.
8. Assist in damage assessment and reporting.
9. Provide periodic response and recovery work progress reports to the EOC.
10. Provide on-site direction and guidance to City employees and emergency volunteer workers during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.

11. Maintain liaisons with all utility providers within the city to allow for ease of working relationships during emergency situations.
12. Lead Department for ESF's #1, #3, and #12

IV. CONCEPT OF OPERATIONS

A. General

1. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in accordance with the NIMS in an effort to minimize the effects of a major emergency or disaster.
2. It is the policy of the City that each department will take an active role in emergency planning and develop standard operating guidelines (SOGs). It is the responsibility of the Director of each City department to:
 - a. Provide a designee and alternate, assigned as a member of the Emergency Planning Team, to actively participate in the preparation and maintenance of the City's CEMP.
 - b. Establish a departmental line of succession to activate and carry out emergency disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
 - d. Ensure City staff receives the appropriate level of training in National Incident Management System (NIMS) and Incident Command System (ICS) that is commensurate to their job function and responsibilities.
 - e. Develop departmental SOGs which include the following:
 - i. Department chain of command.
 - ii. Assign staff to the Green/Gold 12 hour staffing plan
 - iii. Location for managing departmental emergency operations.
 - iv. Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.
 - v. Information needed to manage the department during emergency operations and means of communication for obtaining that information.
 - vi. Coordination of the department with the EOC.

- vii. Procedures to ensure that all department staff are aware of SOGs and of the concepts of the CEMP.
3. City government, acting from the City EOC, will be the focal point of the emergency management organization of the City. Mitigation and preparedness actions will be developed and implemented by the appropriate City personnel. During and after a disaster, the City's emergency management organization will act from the EOC to mobilize and control City personnel and resources to respond and recover from disaster effects.
4. It is the policy of the City that all departments will make staff and resources available at the request of the Director of Emergency Management for training activities and emergency operations assignments.
5. Immediately following any emergency or disaster, all City departments will notify the EOC of their status including, level of readiness, availability of resources, resource requirements and any other pertinent information. All agencies are to provide this information to the EOC immediately following a head count and preliminary building inspection.
6. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:
 - a. Account for personnel.
 - b. Report to the pre-determined site to manage department operations.
 - c. Assess personnel and resources available.
 - d. Assess damages to facilities.
 - e. Assess problems and needs.
 - f. Report situation, damages and capabilities to the Emergency Operations Center through approved channels.
 - g. Send designated representatives to the Emergency Operations Center to participate as members of the EOC staff.
 - h. Carry out departmental responsibilities and assigned tasks.
 - i. Continue assessment of department resources, needs, and actions.

- j. Continue reports to the EOC regarding actions, problems, needs, damages, etc.
 - k. Keep detailed and accurate records, document actions, costs, situations, etc.
 - l. Conduct operations utilizing the National Incident Management System.
7. Activation of the EOC may be done by the following: the City Manager/ Director of Emergency Management, Assistant City Manager, Emergency Management Coordinator, Community Services Manager or any city department head or designee when the level of operations requires it. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC and its staff may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster. (See ESF #5 Appendix B Emergency Operations Center Handbook for activation criteria and checklists).
8. The EOC staff shall be responsible for evaluating the situation to determine if a Proclamation of Local Emergency is necessary. This request is authorized through the Director of Emergency Management/City Manager.
9. City departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Director of Emergency Management/City Manager and EOC staff will act as advisors to the Council in dealing with problems caused by the disaster and in the coordination of the situation.
10. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damage and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of Local Emergency the deployment of resources will normally be coordinated through the City's EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.
11. In the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid; the Director of Emergency Management may request assistance from the Zone 1 Regional Emergency Coordination Center (Zone 1 RECC), King County

Emergency Coordination Center (KCECC) or the Washington Emergency Management Division (EMD).

12. During a disaster, common communication tools such as cellular phones and 800 MHz radios may fail. This failure would prevent incident command posts throughout the city from communicating with the EOC. To reestablish communication, all alternative communication resources will be used, including but not limited to, satellite phones, push to talk feature on the Nextels, email, VHF radio, utilizing the City of Shoreline Auxiliary Communications Systems Team and employee runners.
13. The registration of permanent emergency workers and other volunteers will be coordinated through Emergency Management Coordinator and the Shoreline Fire Department's Public Education Officer. Temporary emergency workers will be assessed and, if qualified, registered through the Human Resources Department.

B. Overall Coordination of Incident Management Activities

In order to minimize the effects of a disaster, provide emergency response capabilities and facilitate recovery efforts, the various elements of Shoreline's emergency management organization and City departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

1. Mitigation Phase - Mitigation consists of actions taken prior to a disaster to prevent the occurrence of a disaster or to reduce the effects of a disaster should it occur. Mitigation activities taken by the City may include, but are not limited to the following:
 - a. Develop a mitigation plan that complies with Federal and State regulations.
 - b. Pursue risk management and insurance programs
 - c. Conduct structural and non-structural mitigation programs, as appropriate.
 - d. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
 - e. Conduct mitigation activities to protect City supplies, services and properties as funding and circumstances allow.
 - f. Conduct public education to enhance citizen self sufficiency and inform of possible hazards and the affects of such events.

2. Preparedness Phase - Preparedness activities are necessary to the extent that mitigation measures cannot fully prevent disasters or eliminate their effects. Organizations develop plans and procedures to save lives and minimize damage by enhancing disaster response actions. Preparedness actions taken by the City may include, but are not limited to:
 - a. Develop and maintain the City's CEMP.
 - b. Develop appropriate contingency plans and standard operating guidelines in support of the CEMP.
 - c. Implement and maintain the City's Hazard Mitigation Plan
 - d. Facilitate inter-local agreements, mutual aid agreements, and contracts for emergency management assistance, as appropriate.
 - e. Coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
 - f. Obtain and maintain City resources and equipment
 - g. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
 - h. Conduct training and exercise activities to enhance response capabilities.

3. Response - Response activities following a disaster include providing assistance for casualties, seeking to reduce the occurrence of secondary damage, and enhancing the speed of recovery operations. Response actions taken by the City may include, but are not limited to:
 - a. Make appropriate notifications and initiate actions to place emergency plans into effect.
 - b. Activate and staff the EOC as required for the situation.
 - c. Disseminate public information and emergency warnings as appropriate.
 - d. Initiate actions necessary to preserve life, the environment, and property utilizing any and all available resources.
 - e. Utilize the ICS as established in the NIMS.

- f. Carry out initial damage assessment and evaluate overall situation.
 - g. Restore essential services and facilities
 - h. Coordinate response and support functions with outside agencies and volunteer organizations.
 - i. Coordinate operations, logistics, and planning functions.
 - j. Compile event status information and report to appropriate agencies.
 - k. Prepare and maintain detailed documentation of events and activities.
 - l. Prepare Proclamation of Local Emergency as appropriate
4. Recovery Phase – Recovery activities taken by the City may include, but are not limited to:
- a. Carry out damage assessment functions and assess community needs.
 - b. Prioritize recovery projects and assign functions accordingly.
 - c. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
 - d. Prepare documentation of the event, including event log, cost analysis and estimated recovery costs.
 - f. Assess special community needs and provide information and assistance where appropriate.
 - g. If needed, facilitate the establishment of Federal and State disaster assistance offices to assist private business and citizens with individual recovery.
 - h. Evaluate and modify as needed, local zoning and building codes, development standards, permit requirements, etc.
 - i. Review and update all plans and documents associated with emergency preparedness and response in accordance with information obtained from the actual disaster, including hazard analysis, CEMP, SOGs, etc.

C. Concurrent Implementation of Other Plans

The City utilizes this CEMP, which has been developed to emulate the Federal, State, and King County emergency plans, for all major disasters. All plans will be implemented simultaneously depending on the severity of the incident. The City's plan supersedes all other plans during operations within the City's boundaries. Any conflicts between plans will be reviewed on a case-by-case basis.

D. Organizational Structure

1. The City

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

The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW 42.14 provides for filling vacancies of elected and appointed officials in the City. (See ESF # 5 - Emergency Management)

Shoreline Municipal Code 2.50 established the emergency management organization. The City Manager serves as the appointed Director of Emergency Management and delegates the responsibility of coordinating emergency preparedness and management activities within the City.

The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan.

The emergency management organization will be compatible with the existing City organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

2. Other Agencies & Jurisdictions

a. King County Office of Emergency Management

The King County Office of Emergency Management (OEM) may provide guidance, as appropriate, to the City's CEMP development and ongoing maintenance and related emergency management activities within the city. The King County OEM will provide overall coordination with outside agencies and organizations involved in emergency planning and response; and manage the KCECC during activation and interact with outside agencies and organizations to coordinate emergency support activities. The KCECC will help coordinate requests for outside assistance through county, state and federal agencies. KCECC will also coordinate dissemination of emergency warning information through the Central Puget Sound Emergency Broadcast System and available resources. A King County OEM representative may respond to and assist at the City's EOC during localized emergencies, when requested. Guidance and assistance is also provided to the City for Preliminary Damage Assessment (PDA) processes moving into the recovery phase of a disaster.

b. Zone 1 Regional Emergency Coordination Center

The Zone 1 Regional Emergency Coordination Center (Zone 1 RECC) is one of three regional coordination zones established by King County OEM. The Zone 1 RECC will be utilized in coordination with a broad range of disaster functions, while the King County ECC (KCECC) will serve as an information clearinghouse among the zones. The Zone 1 RECC will serve as a backup to the local EOC and will be activated only when all local and mutual aid resources have been depleted. The city governments participating in Zone 1 RECC are: Beau Arts, Bellevue, Bothell, Carnation, Clyde Hill, Duval, Kenmore, Kirkland, Lake Forest Park, Media, Mercer Island, Newcastle, North Bend, Redmond Sammamish, Shoreline, Skykomish, Snoqualmie, and Woodinville.

E. Principal Incident Management Organizational Elements

Protection of life, public and private property, the economy, and natural resources are the primary concerns of City government. City personnel will take all possible actions, within the limits of available resources, to mitigate the effects of a disaster and to assist response and recovery.

When a disaster occurs, all necessary steps will be taken by appropriate personnel to alleviate suffering and protect life and property. The magnitude of the disaster will dictate the specific coordinated actions taken.

Normal organizational structures and reporting authority will be maintained as much as possible given the severity of the situation.

Citywide emergency management activities will be coordinated by the EOC. Direction and control of overall activities occur in a linear progression beginning with the Director of Emergency Management. Policy recommendations flow from the Director of Emergency Management to the City Council for policy actions as appropriate.

Overall direction, control and coordination will normally be conducted through the EOC in order to support the overall community response to the disaster and to best coordinate efforts with County, State and Federal Agencies (see ESF #5 – Emergency Management).

The City's EOC was developed to be activated at various levels as appropriate to coordinate a sufficient level of disaster operations. The level of staffing will be determined by the Director of Emergency Management (see ESF #5 Emergency Management).

The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.

The field command will act in coordination with the EOC and in accordance with the City's CEMP, the NIMS and the National Response Plan (NRP). All City departments will coordinate activities with the IC and will utilize the field command post to coordinate with the EOC. The City recognizes that a single field command post may not be sufficient and will utilize area command posts as needed and will operate within a joint field command post when appropriate.

F. Emergency Response and Support Teams (Field Level)

Specialized teams, such as the Seattle Fire Hazardous Materials Team, the Eastside Hazardous Materials Team and the State Hazard Mitigation Assistance Team (SHMAT), may be available to respond to incidents within the city. The special response teams are designed to assist with incident management, set up emergency response facilities, or provide specialized expertise and capabilities. These teams should be trained and certified to the standards published by the NIMS Integration Center. Response and support teams are available from various jurisdictions within King County, the State of Washington and the Federal government. Teams from King County Zone 1 are available through mutual aid

agreements and the Zone 1 Regional Disaster Plan and can be activated or requested either directly from the jurisdiction or through the Zone 1 ECC. Resource teams from outside Zone 1 may be requested through the Zone 1 ECC, King County ECC, directly from the Washington Emergency Management Department (EMD). A complete list of specialty teams can be found in the City's Emergency Resource Guide.

G. Defense Support of Civil Authorities

All defense related support will be coordinated through the KC ECC and the Washington EMD to access the Washington National Guard. All defense support must be coordinated through the Washington EMD. Activation of the Washington National Guard requires Governor's approval before those resources can be deployed within the state. Other defense resources can be requested from the Department of Defense (DOD) through the Washington EMD. DOD resources can only be utilized within the United States for incidents of national significance.

H. Law Enforcement Assistance

Law enforcement assistance may be available from the King County Sheriff's Office (KCSO). Requests for assistance will be submitted to the Shoreline Police Department for coordination with the KCSO. The Washington State Patrol may also be available to assist the City's Police Department and should be coordinated through the Washington EMD or through the statewide mutual aid compact.

Federal law enforcement agencies may be requested to provide public safety and security support during incidents of national significance. ESF #13 – Public Safety, Law Enforcement and Security provides further guidance on the integration of public safety and security resources to support the full range of incident management functions.

V. INCIDENT MANAGEMENT ACTIONS

A. Actions

This section describes incident management actions ranging from initial threat identification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the Emergency Support Functions (ESF) structure and deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

It is the policy of the City that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources. Any or all of these resources may be called upon during disaster and emergency situations.

All incident management actions within the city will be conducted in accordance with the NIMS and will utilize the ICS.

The City will be required by State and Federal agencies to submit reports on disaster situations with information concerning nature, magnitude and impact for use in evaluating needs and coordinating appropriate response resources and services. These reports include but are not limited to:

1. Situation Reports
2. Proclamation of Local Emergency
3. Requests for Assistance
4. Damage Assessment Reports
5. Mitigation and Recovery Costs

No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability.

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60-Laws Against Discrimination and Title 44, CFR 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

B. Notification and Assessment

The City will communicate information regarding actual or potential threats either natural or manmade to the Federal Emergency Management Agency (FEMA) and/or Homeland Security Operations Center (HSOC) through established reporting mechanisms in coordination with county and state government officials.

Upon submitting notification to the KCSO, King County Emergency Coordination Center (KC ECC), Washington State Patrol and the Washington EMD, the City will make appropriate notifications to City personnel and initiate actions to initiate emergency plans. The EOC and required staff may be activated at the appropriate level required by the situation. The EOC will disseminate emergency warnings as appropriate and will utilize all resources available to accomplish this task, including but not limited to the Emergency Broadcast System.

C. Activation

Once the City is made aware of a threat or potential threat, the City Manager, as Director of Emergency Management, will determine the need to activate components of this CEMP to conduct further assessment of the situation, initiate activation of the EOC, and/or coordinate information with regional and county agencies. Additionally, the Director of Emergency Management will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency.

Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

D. Requests for Assistance

When a major emergency or disaster occurs, it is anticipated that City departments and other responding agencies will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If department resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid agreement and mutual orders of understanding. In the event of a Proclamation of Local Emergency, the deployment of resources will be coordinated through the EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignments can be made

In the event the situation exceeds or is expected to exceed the resources within the city and those provided through mutual aid, the City may request assistance through the Zone 1 ECC. If resources are not available within Zone 1, the Zone 1 ECC will, when requested, assist the City in obtaining resources through the KC ECC and/or the Washington EMD.

E. Pre-Incident Actions (Prevention)

The EOC facilitates information sharing activities to enable the assessment, prevention, or resolution of a potential incident and coordinates with appropriate agencies and jurisdictions as required during developing situations to utilize resources and authorities to prevent an incident, as well as to initiate appropriate preparatory and mitigating measure to reduce vulnerabilities.

The preventive actions within the city are taken by first responders and City government officials and include efforts to protect the public and minimize damage to property and the environment, such as:

Public Health and Safety – Initial safety efforts focus on actions to detect, prevent or reduce the impact to public health and safety. Such actions can include

environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by the King County Health Department.

Responder Health and Safety – The safety and health of responders is a high priority for the City. Actions that are essential to limit risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety.

Property and the Environment – Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or booming of environmentally sensitive areas in response to a potential oil spill.

The City will coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans and will coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.

Training will be provided to City personnel on a routine basis to enhance response capabilities and public education will be offered to enhance citizen self sufficiency.

F. Response Actions

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities that are necessary to preserve life, property, the environment, and the social, economic, and political structure of the City. In the context of a terrorist threat, simultaneous activities by the State and Federal government are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

Response actions may include but are not limited to, immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

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

In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Growth Management Act, and Flood Control Act.

Following a Proclamation of Local Emergency, the Director of Emergency Management has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.

The City Manager or designee is authorized to contract with any person, firm, corporation or entity to provide construction or work, on an agreed upon cost basis during emergency or disaster response operations and throughout the recovery and mitigation operations, in accordance with RCW 38.52.390. This process allows City employees to operate within their normal roles and perform the day-to-day functions of local government as much as possible given the severity of the disaster.

G. Recovery Actions

All recovery actions within the city will be coordinated through the EOC. The EOC staff will prioritize recovery actions based on damage assessments and other information provided from the incident command posts throughout the city.

The City recognizes recovery as the development, coordination and execution of services, site restoration plans, and the reconstitution of government operations and services through individual, private-sector, nongovernmental and public assistance programs.

The City will utilize resources available through the Zone 1 ECC, KC ECC, Washington EMD, and, in the event of an Incident of National Significance, the Federal Joint Field Office (JFO) to coordinate available resources to assist with recovery efforts.

Repair and restoration of damaged facilities may require a critical areas alteration permit prior to final project approval, in compliance with applicable city, state, and federal regulations.

Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the Washington Office of Archeology and Historic Preservation.

H. Mitigation Actions

The City recognizes the need to use an all-hazard approach to mitigation. Within the City, mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. Following a disaster, the emergency management organization within the City will coordinate mitigation efforts with the King County OEM and the Washington EMD. In the event of a large scale disaster, the City will coordinate with the JFO which is the central coordination point among federal, state, local, and tribal agencies and non-governmental agencies for beginning the process that leads to the delivery of mitigation assistance programs.

If public assistance is needed after an incident, the City will work with the King County OEM and Washington EMD to provide public assistance programs to the residents of Shoreline. If the disaster qualifies for a Presidential Disaster Declaration, the City will also utilize the JFO's Community Recovery and Mitigation Branch which is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

- i. Grant programs for loss reduction measures
- ii. Delivery of loss reduction building-science expertise;
- iii. Coordination of federal flood insurance operations and integration of mitigation with other program efforts;
- iv. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs
- v. Predictive modeling to protect critical assets
- vi. Early documentation of losses avoided due to previous hazard mitigation measures
- vii. Community education and outreach necessary to foster loss reduction.

In addition, City officials and the EOC staff will work with King County OEM and the Washington EMD to develop a long-term recovery strategy for the City.

I. Demobilization

Once response and recovery efforts for an event requiring activation of the CEMP and/or the EOC have been completed all aspects of the response and recovery efforts will be transitioned back into normal day-to-day operations. This process will occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or

groups. The EOC will remain activated until all resources have been demobilized and returned to their previous condition or previous position.

As a component of demobilization, incident debriefing will occur as soon as possible and an After Action Report will be developed to detail operational successes, problems, and key issues affecting incident management.

VI. Ongoing Plan Management and Maintenance

A. Coordination

All departments participate in the City's emergency management organization for the ongoing management and maintenance of the CEMP. All City departments will have a responsibility in the coordination of policy, planning, training, equipping, and other preparedness requirements related to the CEMP.

B. Plan Maintenance

The Emergency Management Coordinator, under the direction of the Director of Emergency Management, will serve as the key person for the coordination of plan management and maintenance. The CEMP will be reviewed and updated periodically as required to incorporate new Presidential directives, legislative changes and procedural changes based on lessons learned from exercises and actual events, but at a minimum of every four years IAW RCW 38.52. This section establishes procedures for interim changes and full updates of the CEMP.

Types of changes – Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in City resolutions or ordinance or county, state, or federal statute or regulation.

Coordination and approval – Any City department with assigned responsibilities under the CEMP may propose a change to the plan. The EMC will coordinate proposed modifications with primary and support departments and other stakeholders, as required. The EMC will coordinate review and approval for proposed modifications by the Director of Emergency Management, and submit revised/updated CEMP to WSEMD for review and filing.

C. NIMS Integration

In accordance with the NIMS, the City's emergency management organization will utilize the NIMS Integration Center to ensure that the City's emergency management activities are in full compliance with federal requirements relating to incident management. The City will utilize the NIMS Integration Center's standards, guidelines, and protocols in preparedness and response activities unless

those standards, guidelines, and protocols contradict established resolutions and ordinances of the City.

VII. Appendices

- A. Definitions**
- B. Acronyms**
- C. Authorities and References**
- D. Training, Drills and Exercises**
- E. Distribution List**

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APPENDIX A DEFINITIONS

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

ACCESS CONTROL POINT (ACP) - Road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A) - The portion of the Federal Emergency Response Teams that is the first federal group deployed to the field to respond to a disaster.

AERIAL RADIOLOGICAL MONITOR - A radiological monitor who utilizes aircraft and specialized aerial radiological instruments to acquire radiation exposure rate data on large areas at or between locations of special interest.

AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

AIR FORCE RESCUE COORDINATION CENTER (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

AIR SEARCH AND RESCUE - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

ANAEROBIC - Pertaining to a microorganism that can live and grow in the absence of oxygen.

ANIMAL - any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes, or as a pet. This term excludes: Birds; rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research; horses not used for research purposes; other farm animals including but not limited to livestock or poultry used or intended for use as food or fiber; livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.

ANTIBIOTIC - A substance that inhibits the growth of or kills microorganisms.

ANTHRAX - An acute bacterial disease that usually affects the skin, but which may also involve the intestinal or respiratory tract. *Bacillus anthracis*, the agent that causes Anthrax, is usually transmitted to humans through contact with infected animals or animal products. Depending on the mechanism of transmission, a cutaneous (skin) form (contact), a gastrointestinal form (food borne), or pulmonary form (airborne) may develop. Antibiotics are necessary for treatment.

AUTHORIZED OFFICIAL - An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals are The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the Director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

AUTHORIZED ORGANIZATION - A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies are: the Military Department, Emergency Management Division, local jurisdiction emergency management agencies, and law enforcement agencies of political subdivisions.

BACTERIA - Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals. Plural of bacterium

BIOLOGICAL WARFARE - The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

BLISTER AGENT (vesicants) - Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may produce lethalties, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

BLOOD AGENT - Cyanide-containing compounds that are absorbed into the body primarily by breathing. They poison the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA). All are highly volatile and therefore non-persistent even at low temperatures.

BRUCELLOSIS - A disease caused by one of several *Brucella* species that is characterized by fever, night sweats, anorexia, headache and back pain. *Brucella* is found naturally worldwide. Associated with infectious abortions in animals, the six species of *Brucella* are linked to chronic infections in animals and pose an occupational hazard to those who work with animals. Antibiotics are necessary for treatment.

CATASTROPHE - An expected or unexpected event in which a community, because of the severity of the event, is unable to use its resources or the need for resources has greatly exceeded availability disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

CENTRAL NERVOUS SYSTEM DEPRESSANTS - Compounds that have the predominant effect of depressing or blocking the activity of the central nervous system. The primary mental effects include the disruption of the ability to think, sedation, and lack of motivation.

CENTRAL NERVOUS SYSTEM STIMULANTS - Compounds that have the predominant effect of flooding the brain with too much information. The primary mental effect is loss of concentration, causing indecisiveness and the inability to act in a sustained, purposeful manner.

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN - A plan that spells out how an Army installation will handle chemical material events. This on-post plan must be integrated with off-post plans.

CHEMICAL AGENT - A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP) - The congressionally mandated program that requires the Army to dispose of all its unitary chemical agents by the year 2004. The preferred mode of disposition is on-post incineration.

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP) – A federally-funded program established by Congress in 1988 to provide the “maximum possible protection” for citizens near the nation's eight chemical weapons storage sites, including the Umatilla Army Depot. This protection is provided through emergency planning, early warning systems and public education.

CHOKING AGENT - Compounds that injure an unprotected person chiefly in the respiratory tract (the nose, throat and particularly the lungs). In extreme cases, membranes swell, lungs become filled with liquid, and death results from lack of oxygen; thus, these agents “choke” an unprotected person. Choking agents include phosgene, diphosgene, and chlorine.

CLAIMANT - The individual making a claim or their legal representative.

COMMON PROGRAM CONTROL STATION (CPCS) - A broadcasting station in a local operational area that has special communications links with appropriate authorities (e.g. National Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

COMPANION ANIMAL - not a legally defined, but is accepted as another term for pet.

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

CONGREGATE CARE CENTER - A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

CONSEQUENCE MANAGEMENT - Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses and individuals.

CONTAGIOUS - Capable of being transmitted from one person to another.

COUNTER-TERRORISM - Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

CRISIS MANAGEMENT - Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat, act, or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination, and assurance of public health and safety.

CUTANEOUS - Pertaining to the skin.

DECONTAMINATION - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

DEFENSE COORDINATING OFFICER (DCO) - Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION CENTER - Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

DEPARTMENT OF NATURAL RESOURCES EMERGENCY OPERATIONS ADMINISTRATOR - The individual with the primary responsibility for the operations of the Department of Natural Resources Emergency Coordination Center and the mobilization of department assets.

DEPLETED URANIUM AD-38 - Uranium with a concentration of Uranium-235 smaller than that found in nature (0.711 percent). It is largely a byproduct (“tails”) of the Uranium enrichment process. This material is essentially not harmful to human health. It is often found in aircraft as counterweights and in boats as ballast material. It is also used in anti-tank or armor-piercing ammunition to enhance penetration.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER - An event expected or unexpected, in which a community’s available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community’s essential functions are prevented.

DISASTER RECOVERY CENTER (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER RECOVERY MANAGER (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President’s Disaster Relief Fund.

DISASTER SEARCH AND RESCUE - Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

DIRECT EFFECTS - The effect classified as “direct” includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

DIRECT FEDERAL ASSISTANCE - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

DOSIMETER - A radiation detection device that can measure accumulated radiation dose. The device could be a film badge, thermo luminescent dosimeter (TLD), or an electrostatic pocket dosimeter. Different dosimeter designs are required to measure gamma radiation, neutron radiation, etc.

EMERGENCY - An expected or unexpected event involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY PLANNING ZONES (EPZs) - The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the event of a radiological or chemical emergency. In Washington State the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are associated with nuclear and chemical storage facilities.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

ENDOGENOUS - Produced or originating from within the cell or organism. Concerning spore formation within the bacterial cell.

ENGINEER - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

ENRICHED URANIUM - Uranium in which the abundance of the Uranium-235 isotope has been increased above the natural amount (0.711 percent), Uranium-235.

EVIDENCE SEARCH - An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

EXOTIC ANIMAL - any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope, anteaters, kangaroos, water buffalo, and species of foreign domestic cattle such as Ankole, Gayal, and Yak.

EXPLOSIVE ORDNANCE DISPOSAL (EOD) - The detection, identification, field evaluation, rendering-safe, and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

FALLOUT PROTECTION FACTOR (FPF) - Fallout Protection Factor is a numerical factor (ratio) of gamma radiation exposure at an unprotected location to exposure at a protected location. It is a calculated value suitable as an indicator of relative protection.

FEDERAL COORDINATING OFFICER (FCO) - The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

FARM ANIMAL - any domestic species of cattle, sheep, swine, goats, llamas, or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management, production efficiency, or for improving the quality of food or fiber. This term also includes animals such as rabbits, mink, and chinchilla when they are used solely for purposes of meat or fur, and animals such as horses and llamas when used solely as work and pack animals.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FEDERAL EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT - A formal legal document between Federal Emergency Management Agency and the affected state that describes the understandings, commitments, and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the Federal Emergency Management Agency Regional Director and the Governor. The agreement establishes the disaster incident period, the state and local jurisdiction commitment, and the financial grant requirements as administered by Federal Emergency Management Agency through the state.

FEDERAL EMERGENCY RESPONSE TEAM - An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

FEDERAL INFORMATION PROCESSING STANDARD (FIPS) - Pre-assigned numbers by the Federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FIELD ASSESSMENT TEAM (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

FIRE COMMUNICATIONS (FIRECOM) - Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

FIRE SERVICES DEFENSE REGIONS - One of nine regions within the state responsible to the development and maintenance of Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) consistent with local plans and with WSFSRMP, CEMP, and ICS. Administers the WSFSRMP as it applies within the region, maintains local liaisons, and maintains inventories of equipment.

FIRESET - The system of components in a nuclear weapon that converts (if necessary), stores, and releases electrical or chemical energy to detonate weapon when commanded by the fusing system.

FISH - finfish, mollusks, crustaceans, and all other forms of marine animal and plant life other than marine mammals and birds. Under "Definitions" of the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, (as amended in October 1996).

FISSILE MATERIAL - An isotope that readily fissions after absorbing a neutron of any energy, either fast or slow. Fissile materials are Uranium-235, Uranium-233, Plutonium-239 and Plutonium-241. Uranium-235 is the only naturally occurring fissile isotope.

FISSION - The splitting of the nucleus of a heavy atom into two lighter nuclei. It is accompanied by the release of neutrons, X-rays, gamma rays, and kinetic energy of the fission products.

FISSION WEAPON - A nuclear warhead whose material is Uranium or Plutonium that is brought to a critical mass under pressure from a chemical explosive detonation to create an explosion that produces blast, thermal radiation, and nuclear radiation through fission. The complete fission of one pound of fissionable materials has a yield equivalent to 8,000 tons of TNT.

FOOD ACCESS CONTROL POINT (FACP) - An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

FOREST FIRE - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

FORMALIN - A watery solution of 37 percent formaldehyde.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

FUSION - The opposite of fission, in which two light nuclei atoms deuterium and/or tritium combine to form a heavier nucleus with the release of a substantial amount of energy. Extremely high temperatures, resulting in highly energetic, fast moving nuclei, are required to initiate fusion reactions,

FUSION WEAPON - Two stage nuclear warhead containing fusion materials, such as Deuterium and Tritium, that are brought to critical density and temperature conditions by use of a primary fission reaction in order to initiate and sustain a rapid fusion process. This process in turn creates an explosion that produces blast, thermal radiation, and nuclear radiation. This type of device is commonly known as hydrogen bomb and thermonuclear weapon.

GAMMA RADIATION - High-energy electromagnetic radiation emitted by nuclei during nuclear reactions or radioactive decay. These rays have high energy and a short wave length. Shielding against gamma radiation requires thick layers of dense materials, such as lead. Gamma rays or radiation are potentially lethal to humans, depending of the intensity of the flux.

GOVERNOR’S AUTHORIZED REPRESENTATIVE (GAR) - The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

G-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1930’s. Examples are tabun (GA), sarin (GB), soman (GD), and GF.

GUN-TYPE WEAPON - A gun-barrel-shaped device in which two or more pieces of fissionable material, each less than a critical mass, are brought together very rapidly so as to form a supercritical mass that can explode as the result of a rapidly expanding fission chain reaction.

HANFORD SITE - A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

HAZARD MITIGATION GRANT PROGRAM - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

HEMORRHAGIC - Pertaining to or marked by an abnormal, severe internal or external discharge of blood.

HEMORRHAGIC FEVER - Any of a diverse group of diseases characterized by a sudden onset of fever, aching, bleeding in the internal organs, petechiae, and shock. They include Ebola, Lassa, and Marburg viruses.

HIGH-LEVEL WASTE (HLW) - Nuclear power plant waste that is very radioactive. This waste is usually (1) irradiated (spent) reactor fuel; (2) liquid waste resulting from the operation of the first cycle solvent extraction system and the concentration wastes from subsequent extraction cycles, in a facility for reprocessing irradiated reactor fuel; and (3) solids into which such liquid wastes have been converted. Most HLW in the United States is spent fuel discharged from commercial nuclear power reactors, but there is some reprocessed HLW from defense activities and a small quantity of reprocessed commercial HLW.

HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR) - Radio frequency for communications between emergency medical responders.

IMMEDIATE RESPONSE ZONE (IRZ) – The planning zone immediately surrounding each Army CSEPP installation. Generally, it extends to about 6 miles from the installation’s chemical storage area. At some installations it extends to about 9 miles.

IMPLOSION WEAPON - A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure has its volume suddenly reduced by compression - a step accomplished by using chemical explosives - so that it becomes supercritical, producing a nuclear explosion.

INCAPACITATING AGENTS - Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, such treatment does speed recovery.

INCIDENCE – Frequency of disease occurrence.

INCIDENT - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMAND SYSTEM (ICS)

- a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).
- b. An equivalent and compatible all-hazards, on-scene, functional management system.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

INDIVIDUAL ASSISTANCE OFFICER (IAO) - The individual who, under the direction of the Federal Coordinating Officer monitors the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM - The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

INDUSTRIAL AGENTS - Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured, primarily, for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chlorine, chloropicrin, and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

INFECTIOUS - Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

INGESTION - The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

INGESTION EXPOSURE PATHWAY - When human beings are exposed to radioactive or hazardous materials from a facility through consumption of water and foodstuffs, including dairy products. Emergency planning and protective actions are designed in part to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility.

INGESTION PLANNING ZONE (IPZ) – Per Integrated Plan it is the Ingestion Exposure Pathway Emergency Planning Zone. Ingestion exposure pathway is the potential pathway of radioactive materials to the public through consumption of radiological contaminated water, food crops, or dairy products. This planning zone extends 50 miles in radius from the nuclear power plant.

INHALATION - The act of drawing breath, vapor, or gas into the lungs.

INTERFACE AREA - The area where residences are built in proximity to the flammable fuels naturally found in wildland areas, such as forests, prairies, hillsides and valleys.

INTERFACE FIRE - Fire that threatens or burns the interface area. Fire affecting both wildland areas and homes.

INTERMIX FIRE - Fire that threatens or has caused damage in areas containing both forestlands and structures.

IONIZING RADIATION - Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

IRRADIATION - Exposure to neutrons in a nuclear reactor or more generally, exposure to any source of radiation.

JOINT FIELD OFFICE (JFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Joint Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and the State Coordinating Officer (SCO) and support staff.

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

JOINT PRIMARY AGENCY - Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10, Hazardous Materials.

LAND SEARCH AND RESCUE - See SEARCH AND RESCUE.

LAW ENFORCEMENT RADIO NETWORK (LERN) - Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

LESION - An injury or wound. A single infected patch in a skin disease.

LIQUID AGENT - A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

LOCAL DIRECTOR - The director or designee of a county or municipal emergency management agency jurisdiction.

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

LYMPHATIC - Of or pertaining to the alkaline fluid found in the lymphatic vessels

MAJOR DISASTER - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance... in alleviating the damage, loss, hardship, or suffering caused thereby.

MARINE MAMMAL - any mammal which (A) is morphologically adapted to the marine environment (including sea otters and members of the orders Sirenia, Pinnipedia and Cetacea), or (B) primarily inhabits the marine environment (such as the polar bear); and, for the purposes of this chapter, includes any part of any such marine mammal, including its raw, dressed, or dyed fur or skin. Under the Marine Mammal Protection Act of 1972 (as amended in 1994).

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) - Dedicated two-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MILITARY DEPARTMENT - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occurs under the direction and control of an authorized official.

MISSION ASSIGNMENT - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

MORTALITY - The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

NATIONAL CONTINGENCY PLAN (NCP) - “The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

NATIONAL DISASTER MEDICAL SYSTEM (NDMS) - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies, and the private sector.

NATIONAL INTERAGENCY COORDINATION CENTER (NICC) - The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

NATIONAL INCIDENT MANAGEMENT SYSTEM – A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NATIONAL RESPONSE CENTER - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

NATIONAL RESPONSE PLAN (NRP) - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that results in a requirement for federal response assistance.

NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC) - Advisory committee that reviews and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHZ) frequencies within the state.

NATIONAL SEARCH AND RESCUE PLAN (NSP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

NATURAL URANIUM - Uranium as found in nature, containing about 0.711 percent of Uranium-235, 99.283 percent of Uranium-238, and a trace (0.0006 percent) of Uranium-234. It is mined as an ore in various regions of the world and is relatively inexpensive.

NEBULIZER - A device for producing a fine spray or aerosol.

NEUROLOGIC - Adjective relating to the branch of medicine that deals with the nervous system and its diseases.

NEUROMUSCULAR - Concerning both nerves and muscles

NEUROTOXIN - A substance that attacks nerve cells.

NERVE AGENT - Organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD), and VX.

NON-PERSISTENT AGENT - An agent that, upon release, loses its ability to cause casualties after 10-to-15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

NUCLEAR EMERGENCY SEARCH TEAM (NEST) - A U.S. Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

NUCLEAR REGULATORY COMMISSION (NRC) - The federal agency that regulates and licenses commercial nuclear facilities.

ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR) - A frequency used by “on-scene” emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

ORGANOPHOS-PHOROUS COMPOUND - A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

PATHOGEN - Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

PATHOGENIC AGENTS - Biological agents capable of causing serious disease.

PERSISTENT AGENT - An agent that upon release retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

PET ANIMAL - any animal that has commonly been kept as a pet in family households in the United States such as dogs, cats, guinea pigs, rabbits, and hamsters. This term excludes exotic animals and wild animals.

PLAGUE - A disease caused by *Yersinia pestis*, which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the later being the most common result of a bioterrorist event. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue, muscle aches and cough progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

PLUME - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

POINT-SOURCE DELIVERY SYSTEM - A delivery system in which the biological agent is dispersed from a stationary position. This delivery method results in coverage over a smaller area than with the line-source system. (See also “Line-Source Deliver System.”)

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

PRELIMINARY DAMAGE ASSESSMENT TEAM - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

PRESIDENTIAL DECLARATION - Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

PRIMARY AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

PRIVATE BRANCH EXCHANGE (PBX) - A telephone switch system owned and operated by the user.

PROJECT WORKSHEET – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

PROJECT WORKSHEET TEAMS - Teams of federal, state, and local jurisdiction experts, typically architects or engineers who conduct detailed on-site inspections, of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Project Worksheets. Used in conjunction with Presidential Disaster Declaration.

PROPHYLAXIS - Observance of rules necessary to prevent disease. Protective treatment for or prevention of disease.

PROTECTION - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

PROTECTIVE ACTION DECISION (PAD) - An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

PROTECTIVE ACTION RECOMMENDATION (PAR) - A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

PULMONARY - Concerning or involving the lungs.

Q FEVER - A disease caused by the rickettsia *Coxiella burnetii* that is characterized by fever, malaise, and muscular pains. The average incubation period is 2 to 3 weeks but may be less depending on the dose. Q-fever is rarely transmitted from person to person. Antibiotics are necessary for treatment.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RADIOGRAPHIC - Adjective relating to the process of producing an image on a radiosensitive surface like photographic film with radiation other than visible light, especially by x-rays passed through an object.

RADIOLOGICAL CALIBRATION - A procedure utilizing radioactive sources for establishing the accuracy of radiological instruments.

RADIOLOGICAL CONTAMINATION - Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

RADIOLOGICAL COUNTERMEASURES - Protective actions to reduce the effects of any nuclear incident, including fallout, upon the population. Example: decontamination.

RADIOLOGICAL PROFILE (RADPRO) - A microcomputer-based file containing records from each of the local jurisdictions that have a radiological defense system. Each record has 38 data fields containing specific information about the jurisdiction. The file is maintained by the state Radiation Safety Officer.

RADIOLOGICAL MONITOR (RM) - An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

RADIOLOGICAL RESPONSE TEAM (RRT) - A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

RECOVERY

- a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
- b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

RECOVERY and RESTORATION TASK FORCE (RRTF) - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

RECOVERY RESOURCE GROUP (RRG) – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state, and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

REGIONAL DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY (RD) - The individual in the federal government who responds to the Governor's request for a Presidential declaration by organizing and coordinating the preliminary damage assessment, makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

REMOTE PICK-UP UNIT (RPU) - A radio transmitter and receiver used in conjunction with Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

REPROCESSED URANIUM - Uranium that has been recovered from spent fuel rods. It typically contains small amounts of Uranium-234 and Uranium-236 in addition to Uranium-235 and Uranium-238.

RESCUE COORDINATION CENTER (RCC)

- a. (Federal) - A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).
- b. (State) - An extension of the state Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state, and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

RESPONSE - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

ROENTGEN MAN EQUIVALENT (REM) - The unit of exposure expressed as dose equivalent. The amount of ionizing radiation needed to produce the same biological effect as one roentgen of high-penetration x-rays.

ROUTE OF EXPOSURE (Entry) - The path by which a person comes into contact with an agent or organism; for example, through breathing, digestion, or skin contact.

SEARCH AND RESCUE - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes **DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE**. Also referred to as **LAND SEARCH AND RESCUE** to differentiate from **AIR SEARCH AND RESCUE**.

SELF-PROTECTION MONITORING - A capability that provides for the personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recovery operations.

SERVICE ANIMAL - any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can do this work. (American with Disabilities Act, 1990)

SHELTER MONITORING - A capability which provides for the means to detect, measure, and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system to protect people from radiation.

SMALLPOX - An acute, highly contagious, sometimes fatal, disease caused by Variola Major Virus. Symptoms include a high fever and successive stages of severe widespread skin eruptions (papules) that eventually blister, suppurate, and form pockmarks. Smallpox can be spread by direct contact or through the airborne route.

SOCIAL ANIMAL - often animals that did not complete service animal/service dog training due to health, disposition, trainability, or other factors, and are made available as pets for people who have disabilities. These animals might or might not meet the definition of service animals. There is no legal definition.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA) - A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

STATE FIRE DEFENSE COMMITTEE - A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

SURGE/INCREASED READINESS - A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, Civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during, and after the initiation of a civil defense surge and may be part of it. Surge may be thought of as a federally supported enhanced form of increased readiness.

SURVIVABLE CRISIS MANAGEMENT (SCM) - The operational capability to survive a catastrophic disaster and be able to direct, control, and coordinate emergency operations within the state and in coordination and cooperation with other states and the federal government.

SYNDROME - A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological, or biochemical peculiarity. Provides a frame of reference for investigating an illness.

TABLETOP EXERCISE - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TEAR (riot control agents) - Produce irritating or disabling effects that rapidly disappear within minutes after exposure ceases

TERRORISM - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

THERAPY ANIMAL - not legally defined by federal law, but some states have laws defining therapy animals. They provide people with constant contact with animals but are not limited to working with people who have disabilities. They are usually the personal pets of their handlers and work with their handlers to provide services to others. Federal laws have no provisions for people to be accompanied by therapy animals in places of public accommodation that have “no pets” policies. Therapy animals are not usually service animals.

THERMONUCLEAR WEAPON - A nuclear weapon (also referred to as a hydrogen bomb) in which the main contribution to the explosive energy results from fusion of light nuclei such as Deuterium and Tritium. The high temperatures required for such fusion reactions are obtained by means of an initial fission explosion.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

TOXICITY - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

TOXINS - A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae, and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation. Some examples of toxins include:

BOTULINUM TOXIN - Produced by the bacterium *Clostridium botulinum* and is one of the most lethal compounds known. There are three forms of botulism – food borne (the classic form), wound, and intestinal (infant and adult) botulism. The site of toxin production is different for each of the forms but all share the flaccid descending paralysis. In its natural form, botulism toxin is most often found in improperly canned or undercooked foods. Ventilatory assistance is required for recovery and if available administration of the botulism antitoxin can aid treatment.

RICIN - A toxin made from the processing of Castor beans for oil. Symptoms of ricin poisoning would result about 3 hours after exposure through inhaling, ingesting or injecting and would cause cough, tightness of the chest, difficulty breathing, nausea and muscle aches. This could progress to death within 36-48 hours from respiratory or circulatory collapse. No vaccine or anti-toxins are available, only supportive treatment.

SAXITOXIN - A potent neurotoxin produced by certain dinoflagellates that accumulates in shellfish feeding on these organisms and consequently causes paralytic shellfish poisoning in human beings who eat the contaminated shellfish. Development of this illness is extremely rapid with initial symptoms such as numbness or tingling in the lips, tongue and fingertips followed by a general lack of muscle coordination. At high doses death from respiratory paralysis may occur within less than 15 minutes.

TRAINING EVENT - A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

TRIAGE - The screening and classification of sick, wounded, or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment, and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

TRIGGER LIST - A list of sensitive items to which export controls are to be applied. The Zangger Committee (INFCIRC 209) and the Nuclear Supplier Group (INFCIRC 254) each have trigger lists.

TULAREMIA - A disease caused by the bacterium *Francisella tularensis* that is characterized by an abrupt onset of fever, chills, headaches, muscle aches and non-productive cough. The average incubation period is 3 to 5 days but can range from 1 to 21 days. Tularemia is usually transmitted occupationally to humans through infected animals, animal products or tick bites. Tularemia is not transmitted from person to person. Antibiotics are necessary for treatment.

UMATILLA CHEMICAL DEPOT (UMCD) - A United States Army ordnance storage facility located in northeastern Oregon formerly known as Umatilla Depot Activity (UMDA). The Depot has been operated since 1942 as a storage site for conventional Army ammunition, bombs, artillery shells, and landmines. It is now a storage site for unitary and binary chemical weapons and agents. Send to Steve Debow for clarification

UNPROTECTED LANDS - Lands that are not protected by any fire suppression agency. (There is private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.)

URANIUM DIOXIDE - The chemical form of Uranium that is most commonly used in power reactors. Also known as “Brown Oxide,” even though it is nearly black when pressed into pellets.

URANIUM OXIDE - The generic name for a group of uranium compounds that includes Uranium Dioxide (UO₂, Brown Cycle), Uranium Trioxide (UO₃, Orange Cycle), Uranus-Uranium Oxide (U₃O₈, Black Cycle), and Uranium Peroxide (UO₄·2H₂O).

URBAN FIRE - Fire that is primarily found within the boundaries or limits of a city.

URBAN SEARCH AND RESCUE (USR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

URBAN SEARCH AND RESCUE TASK FORCE - A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

V-SERIES NERVE AGENTS - Chemical agents of moderate to high toxicity developed in the 1950s. They are generally persistent. Examples are VE, VG, VM, VS, and VX.

VACCINE - A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

VAPOR AGENT - A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air the cloud will rise and disperse more quickly.

VENEZUELAN EQUINE ENCEPHALITIS (VEE) - VEE is a mosquito-borne arbovirus. In nature, VEE infects animals and is transmitted to humans through mosquitoes that have fed on the infected animals. The disease is characterized by sudden onset of headache, chills and fever, nausea and vomiting, muscle and bone aches, and encephalitis occurring in a very small portion of cases.

VENOM - A poison produced in the glands of some animals such as snakes, scorpions, and bees.

VESICLE - A blister-like, small elevation on the skin containing fluid or a small sac or bladder containing fluid. Vesicles may vary in diameter from a few millimeters to a centimeter. They may be round, transparent, opaque, or dark elevations of the skin.

VIRUS - An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell. Some examples include:

VITRIFICATION - The solidification process to bind hazardous waste indefinitely. Hazardous waste is melted with a mixture of sand and reground fusing materials (a frit) to form a glass for ease of handling and storage.

VOLATILITY - A measure of how readily a substance will vaporize.

VOMITING AGENTS - Produce nausea and vomiting effects, can also cause coughing sneezing, pain in the nose and throat, nasal discharge, and tears.

WASHINGTON PUBLIC POWER SUPPLY SYSTEM (Name changed to Energy Northwest in 1999) - A public corporation planning the construction and operation of three nuclear facilities in the state of Washington. Two facilities (WNP-1 and WNP-2 – Name changed to Columbia Generating Station) are located on land leased from the United States Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. Columbia Generating Station is the sole operating plant.

WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC) - State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

WEAPONS GRADE MATERIAL - Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent Uranium-235 or Plutonium with greater than about 90 percent Plutonium-239.

WEAPON OF MASS DESTRUCTION (WMD) (TITLE 18 USC, SECTION 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WILD ANIMAL - any animal that is now or historically has been found in the wild, or in the wild state, within the boundaries of the United States, its territories, or possessions. This term includes, but is not limited to, animals such as deer, skunk, opossum, raccoons, mink, armadillos, coyotes, squirrels, fox, and wolves.

WILDLAND - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

WILDLAND FIRE - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

WILDLAND SEARCH AND RESCUE - Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

WIND (DF) MESSAGES - Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

YELLOWCAKE - A concentrated form of Uranium ore known as Uranium Diuranate.

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APPENDIX B ACRONYMS

APHIS	Animal and Plant Health Inspection Service
CBO	Community-Based Organization
CDRG	Catastrophic Disaster Response Group
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CI/KR	Critical Infrastructure/Key Resources
CMC	Crisis Management Coordinator
CNMI	Commonwealth of the Northern Mariana Islands
CONPLAN	U.S. Government Interagency Domestic Terrorism Concept of Operations Plan
CSG	Counterterrorism Security Group
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DEST	Domestic Emergency Support Team
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation
DPA	Defense Production Act
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSCA	Defense Support of Civil Authorities
DTRIM	Domestic Threat Reduction and Incident Management
EAS	Emergency Assistance Personnel or Emergency Alert System
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPLO	Emergency Preparedness Liaison Officer
EPR	Emergency Preparedness and Response
ERL	Environmental Research Laboratories
ERT	Environmental Response Team (EPA)
ERT-A	Emergency Response Team—Advance Element
ERT-N	National Emergency Response Team

ESF	Emergency Support Function
ESFLG	Emergency Support Function Leaders Group
EST	Emergency Support Team
FAS	Freely Associated States
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIRST	Federal Incident Response Support Team
FMC	Federal Mobilization Center
FNS	Food and Nutrition Service
FOC	FEMA Operations Center
FOG	Field Operations Guide
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
GAR	Governor's Authorized Representative
GIS	Geographical Information System
GSA	General Services Administration
HHS	Department of Health and Human Services
HQ	Headquarters
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IAIP	Information Analysis and Infrastructure Protection
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IIMG	Interagency Incident Management Group
IMT	Incident Management Team
INRP	Initial National Response Plan
IOF	Interim Operating Facility
ISAO	Information-Sharing and Analysis Organization
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
MAC Entity	Multiagency Coordinating Entity
MACC	Multiagency Command Center
MERS	Mobile Emergency Response Support
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAHERC	National Animal Health Emergency Response Corps
NASA	National Aeronautics and Space Administration
NAWAS	National Warning System

NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NCR	National Capital Region
NCS	National Communications System
NCTC	National Counterterrorism Center
NDMS	National Disaster Medical System
NEP	National Exercise Program
NGO	Nongovernmental Organization
NICC	National Infrastructure Coordinating Center
NICC	National Interagency Coordination Center
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NIRT	Nuclear Incident Response Team
NJTTF	National Joint Terrorism Task Force
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRCC	National Response Coordination Center
NRCS	Natural Resources Conservation Service
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSP	National Search and Rescue Plan
NSSE	National Special Security Event
NVOAD	National Voluntary Organizations Active in Disaster
NWCG	National Wildland Coordinating Group
OIA	Office of the Assistant Secretary for Information Analysis
OSC	On-Scene Coordinator 76 National Response Plan December 2004
OSHA	Occupational Safety and Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness
PCC	Policy Coordination Committee
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PFO	Principal Federal Official
POC	Point of Contact
RA	Reimbursable Agreement
RAMP	Remedial Action Management Program
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
REPLO	Regional Emergency Preparedness Liaison Officer
RFI	Request for Information
RISC	Regional Interagency Steering Committee
RRCC	Regional Response Coordination Center
RRT	Regional Response Team
ROC	Regional Operations Center
SAC	Special Agent-in-Charge
SAR	Search and Rescue

SCC	Secretary's Command Center (HHS)
SCO	State Coordinating Officer
SFLEO	Senior Federal Law Enforcement Official
SFO	Senior Federal Official
SIOC	Strategic Information and Operations Center
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
START	Scientific and Technical Advisory and Response Team
TSA	Transportation Security Administration
TSC	Terrorist Screening Center
US&R	Urban Search and Rescue
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USSS	U.S. Secret Service
VMAT	Veterinarian Medical Assistance Team
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

APPENDIX C

AUTHORITIES AND REFERENCES

This Plan was developed and is maintained pursuant to, but not limited to, the following state and federal statutes and regulations, and existing plan documents. This appendix is a compilation of references used in the completion of this version of the Shoreline Comprehensive Emergency Management Plan. References include: Federal, State, and local codes and regulations as well as texts, plans and widely used standards.

National Response Plan, 2004

Department of Defense Directive 3025.1

Washington State Comprehensive Emergency Management Plan, 2001

Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Title 47 USC 151, 303,524,606 as related to FCC Rules and Regulations, Emergency Alert System
11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System

Homeland Security Presidential Directives (HSPD) #1-8

National Incident Management System, 2004

Incident Command System, 2004

Revised Code of Washington 38.52, Emergency Management

Revised Code of Washington 70.102, Hazardous Substances Incidents

Revised Code of Washington 70.136, Hazardous Materials Incidents

Revised Code of Washington 4.2.4.314, Hazardous Materials - Responsible Party

Washington State Administrative Code 118.30 Emergency Management

Washington State Administrative Code 118.40 Community Right to Know Act

Washington State Administrative Code 118-04 Emergency Workers

Washington State Hazard Identification Vulnerability Analysis (HIVA 2000)

Washington State Fire Mobilization Plan

Northwest Area Contingency Plan, Washington State Department of Ecology, 1996

Hazardous Materials Emergency Resource Plan, Draft, King County LEPC, 2002

Vital Records and Disaster Recovery Guidelines (King County 3/96)

Endangered Species Act (ESA) King County Policy Guidance document (2001)

American Red Cross of King-Kitsap County Weapons Mass Destruction/Terrorism Annex to Chapter Disaster Response Plan

Seattle-King County Mass Casualty Incident Plan (MCI)

King County Emergency Operations Plan

King County Regional Disaster Plan

Disaster Assistance for Local Government, June 1996

Disaster Assistance: A Guide to Recovery Programs (FEMA 1995)

Earthquake Recovery: Survival Manual for Local Government (California/1993)

Public Assistance Policy Digest (FEMA 1998)

Public Assistance Debris Management Guide (FEMA 1999)

Article 80 Uniform Fire Code, 2000

APPENDIX D TRAINING, DRILLS, AND EXERCISES

PRIMARY AGENCY: City Manager's Office

SUPPORT AGENCIES: All City Departments

The City relies on the King County Office of Emergency Management (OEM) as the primary source of emergency management training for City personnel. The OEM provides training to local employees as requested by the City, whenever possible, and facilitates the range of exercises, which serve to verify the effectiveness of response activities with King County. Other training resources from Washington State and the Federal government will be used as available.

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APPENDIX E DISTRIBUTION LIST

Hardcover

City Clerks
CMO – 2 Books
CRT
EMC
PW Admin
PW Ops
Finance
HR
Police
PADS
Parks
Fire
Shoreline Schools
Shoreline CC
ACES Team

CD Distribution

State of Washington
Shoreline Water
Ronald Wastewater
CRISTA
ZONE 1

Intranets

City, Police & Fire

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EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION

ESF COORDINATOR: **Public Works Director**

LEAD AGENCIES: **Public Works Department**

SUPPORT AGENCIES: **Police Department**
 Fire Department
 All Departments

I. INTRODUCTION

A. Purpose

This document has been developed to provide for the mitigation, preparedness, recovery, restoration, safety and security of the transportation system within the City of Shoreline (City) in the event of an emergency or disaster

B. Scope

This ESF addresses the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the County, State and Federal governments; coordinating alternate transportation services; and coordinating the restoration and recovery of the City's transportation infrastructure

C. Policies

1. All activities within ESF 1 – Transportation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP).
2. Primary emergency transportation responsibilities will be coordinated by the Public Works Department (PW).
3. In accordance with RCW 38.52.990 (9) and City of Shoreline Municipal Code 2.50, in responding to a disaster, the City Manager is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to

cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

4. All City owned vehicles (not otherwise involved in emergency response) will be made available for use by the ESF 1 Coordinator.
5. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

II. CONCEPT OF OPERATIONS

A. General

1. All operations conducted within the scope of ESF 1, Transportation, will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP).
2. The City will coordinate, as appropriate, with jurisdictions within Zone 1 through the Zone 1 Emergency Coordination Center (Z1 ECC); King County Emergency Coordination Center and Snohomish County Emergency Operations Center; and the Washington State Emergency Management Division (WA EMD) to insure expeditious resolutions to transportation issues resulting from an emergency or disaster.
3. The PW Department is responsible for the assessment, repair and operation of City owned infrastructure. In the event all City and mutual aid resources have been expended, the PW Department will notify the City's Emergency Operations Center (EOC) that additional assistance is needed. The EOC will request outside assistance through the Z1 ECC or the KC ECC. Every effort will be made to make initial requests through the Z1 ECC. In the event the Z1 ECC and KC ECC are not available, the EOC will submit requests for assistance directly to the WA EMD.
4. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the EOC.
5. During a disaster, the PW Department will identify the most efficient and effective method of operating the transportation system within the City to appropriately respond to the emergency and will coordinate operations through the EOC with, King County Department of Transportation (KCDOT), Snohomish County Transportation, the Washington Department of Transportation (WSDOT), Washington State Patrol (WSP),

and with the Public Works Departments of adjacent cities to provide an effective integrated transportation system within the region.

6. As the extent and transportation needs of an emergency are identified, the PW Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.
7. In locations where local ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis, whenever possible.
8. The PW Department will notify all appropriate agencies, departments and affected individuals through the EOC at the earliest time possible by providing early warning of system changes and roadway conditions.

B. Organization

1. The PW Department is the lead agency for the coordination of emergency management activities associated with ESF 1 within the City. The PW Department has pre-designated individuals to be assigned to the EOC to facilitate the coordination of ESF 1 operations (see ESF 5 - EOC Lines of Succession).

C. Actions

See PW Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Public Works Department

- a. Coordinate ESF 1 activities with appropriate agencies and jurisdictions.
- b. In coordination with the Shoreline Fire Department, the Police Department, assigned Customer Response Team (CRT)/public works staff will facilitate the initial rapid damage assessment of all transportation routes and report information to the EOC.

- c. Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
- d. Coordinate with the City's Police Department to provide temporary traffic control measures/devices and operational control of traffic signals.
- e. Immediately notify Metro Transit, Community Transit, Shoreline School District, police, fire and other agencies of routes affected by partial or total road closures and detours.
- f. Whenever possible, make temporary emergency repairs, bypasses or alterations to critical transportation routes to ensure movement of emergency responders.
- g. Provide for the safe and effective operation of streets and walkways through the removal of debris.
- h. Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the case of an emergency. To the extent possible, deliver this equipment to the site in a timely manner.
- i. Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required in accomplishing this task.
- j. Conduct minor street and structure repair after the decision to perform such services in-house has been made or whenever immediate restoration is critical and possible.
- k. Coordinate the use of alternative transportation routes and assist with the restoration and recovery of the transportation infrastructure.

B. Support Agencies

1. Emergency Operations Center

- a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b. Notify Z1 ECC, KC ECC and/or WA EMD regarding the status of transportation routes and services within the City, once PW has conducted the initial assessments.
- c. Coordinate information between various departments within the

City to ensure efficient and accurate communication.

- d. Submit requests for additional resources to the Z1 ECC, KC ECC, or WA EMD.
- e. Provide information on emergency services including evacuation information and routes, staging areas and public shelters.

2. Police Department

- a. Notify the EOC of system deficiencies as soon as possible and make recommendations to reduce the impact of these damages on emergency responders and residents.
- b. Provide support for traffic control and damage assessment operations.
- c. Work with the PW Department to identify and resolve high hazard vehicle accident locations and other safety concerns.
- d. Coordinate with PW on the movement of equipment, personnel and additional assets to ensure the arrivals for these assets in a timely manner.
- e. Provide security for critical transportation routes.
- f. Assist with the dissemination of transportation information to the public, as appropriate.

3. Fire Department

- a. Notify the EOC of any damage to transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.
- b. Provide support for hazardous material incidents.
- c. Whenever possible, assist in the initial rapid damage assessment of transportation routes.

4. Finance Department

- a. Coordinate with other Local, County, State, and Federal agencies, through the EOC, to ensure that resources are accurately accounted for throughout the disaster.
- b. Track disaster expenditure and facilitate the completion and submission of appropriate forms required for State and Federal assistance relating to the reimbursement of expenses incurred by the City during a disaster.

5. Zone 1 Emergency Coordination Center

- a. Communicate and coordinate with jurisdictions within Zone 1 and KC ECC regarding the status of transportation routes within the area.
- b. Coordinate with Zone 1 jurisdictions and KC ECC to ensure proper distribution of resources.

6. King County Emergency Coordination Center

- a. Communicate with Zone 1, 3, and 5 ECCs and cities, Snohomish County, WA EMD and all related agencies regarding transportation systems within the area and associated activities.
- b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
- c. Coordinate activities of the KC DOT.

8. Washington Emergency Management Division

- a. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
- b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
- c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

9. Washington Department of Transportation

- a. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate.
- b. Coordinate emergency transportation resources, as appropriate.

IV. APPENDICES

- A. Transportation Resource Staging Area

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**ESF #1 TRANSPORTATION
APPENDIX A
TRANSPORTATION RESOURCE STAGING AREAS**

(This information is also located in ESF #16 – Evacuation, as location may serve multiple purposes)

Hamlin Park

16006 15th Ave NE

(73 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 320' X 275'), 2 Grass Baseball Fields (approx. 275' X 275' each), 1 Picnic Shelter with water/electricity, 2 Restroom buildings with electricity/water, 1 playground, and 3 parking lots.

Adjacent to: Kellogg Junior High School, Shorecrest High School and Shoreline School District Warehouse.

Cromwell Park

North 179th St. & Meridian Ave.

(9 Acres) CENTRAL AREA OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 300' X 300'), 1 Playground, 1 Outdoor Basketball Court, mostly on-street parking.

Adjacent to: District Court building.

Shoreline Park (at Shoreline Center)

1st Ave. NE @ N. 190th Street (9 Acres)

CENTRAL AREA OF CITY

Facilities: 2 Synthetic Field Turf Fields (approx. 320' X 225'/side-by-side), 1 Grass Multi-Purpose Field (approx. 320' X 225'), 1 restroom building, 4 tennis courts, 1 playground, small parking lots and angle parking for 50 cars.

Adjacent to: Shoreline Pool, Shoreline Conference Center, Shoreline School District Administration and Maintenance Facilities, Shoreline Stadium.

Paramount School Park

NE 155th Street & 8th Ave. NE

(7 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx 275' X 275'), 1 skate park, 1 restroom building, 1 picnic shelter, 1 playground, 1/3 mile walking path, 2 small parking lots for approx 40 cars

Adjacent to: Not Applicable

Richmond Highlands Recreation Center and Ball fields

16544 Fremont Ave. N.

(4.3 Acres) WEST SIDE OF CITY

Facilities: 1 Community Center (capacity 214) with small kitchen, meeting room, game room, small gym, 3 restrooms and small parking lot 30 cars, 1 Grass Multi-Purpose Field (250' X 300'), 1 outdoor restroom near ball fields and on-street parking.

Adjacent to: 1 block south of Shorewood High School

Hillwood Park

3rd Ave. NW & NW 190 St.

(10 Acres) WEST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field, 1 restroom building, 1 playground, small parking lot, and natural area

Adjacent to: Einstein Junior High

Shoreview Park

Innis Arden Way & 9th Ave. NW

(47.5 Acres) WEST SIDE OF CITY

Facilities 2 Grass Baseball Fields (Upper Field approx. 200' X 200' / Lower Field approx. 250' X 250'), 1 All-Weather (Dirt) Soccer Field (approx. 320' X 225'), 2 restroom buildings, 6 Tennis Courts, 155 parking stalls.

Adjacent to: Shoreline Community College and Highland Terrace Elementary School

Richmond Beach Community Park

Richmond Beach Road @ 21st Ave. NW

(3.8 Acres) WEST SIDE OF CITY

Facilities 1 Grassy meadow, 1 sanican, 1 playground, 2 tennis courts, and on-street parking

Adjacent to: Richmond Beach Library

Twin Ponds Park

1st Ave. NE and N. 155th Street

(21.8 Acres) CENTRAL SOUTH SIDE OF CITY

Facilities: 1 All-Weather Field (to be converted to synthetic field turf in 2007), 1 restroom building, 1 playground, limited open grassy area, large natural space, 2 small parking lots

Adjacent to: Not applicable

EMERGENCY SUPPORT FUNCTION #2 COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNINGS

ESF COORDINATOR: **King County Sheriff's Office**

LEAD AGENCIES: **Police Department**

SUPPORT AGENCIES: **Emergency Operations Center**
 All City Departments
 Eastside Public Safety Communications Agency
 City of Shoreline Auxiliary Communications Service Amateur
 Radio Team
 King County Emergency Coordination Center
 Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements to respond to disasters and emergencies and to provide guidance regarding the dissemination of warning information.

B. Scope

This ESF addresses the communication assets and procedures of the City of Shoreline (City) including 911, radio, voice and data links, telephone and cellular systems, National Warning System, Emergency Alert System (EAS), and amateur radio.

C. Policies

1. All activities within ESF 2 – Communications, Information Systems, and Warnings will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP).
2. The City will utilize hazard warning systems that supplement the early warning services provided by King County, local, state and federal agencies. Moreover, citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. Consequently, and supplemental to information being provided by other sources, the City will attempt to make a

reasonable effort to warn the public of hazardous situations that could result in a disaster. The reasonableness of the effort will depend on the nature of the hazard, when emergency management officials are made aware of a hazardous situation, the quality and quantity of information available, communications and warning resources available, media attention, and other situational dependent factors. Examples of early warning systems would be to communicate information to citizens by utilizing the City's WEB site and/or cable T.V. channel. In addition to this, if the city has no power, the City of Shoreline Auxiliary Communications Service Amateur Radio Team would be activated to assist in getting critical information to and from the citizens of Shoreline.

3. In accordance with RCW 38.52.110 (1), in responding to a disaster, or the threat of a disaster, the City Manager and/or Director of Emergency Services is directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
4. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

II. CONCEPT OF OPERATIONS

A. General

1. The City's Emergency Operations Center (EOC) may request assistance through the Zone 1 Regional Emergency Coordination Center (Zone 1 ECC), King County Emergency Coordination Center (KC ECC), or the Washington State Emergency Management Division (WA EMD), as necessary.
2. Routine day-to-day modes of communication will continue to be utilized to the fullest extent possible. This utilization will depend on the survivability of the equipment and service during the disaster.
3. Since partial or total disruption of normal communications may occur during a disaster, the clear definition of primary and alternate modes of communications is vital to any emergency operations activity. The existing telephone service provided through Verizon and Nextel Mobile

phone service, along with the City's radio systems will provide the basis for attempting to maintain effective communications.

4. There are currently no local general population emergency warning systems in place within the City to warn the general public of emergency conditions. Notification of citizens regarding emergency information and instructions may be through the Emergency Alert System (EAS), door-to-door by uniformed City personnel, mobile loud speakers, or any other means available to the command agency at the time.
5. The EAS provides emergency information to the public via local radio and television stations. The EAS may be activated by contacting KCSO or KC ECC. EAS information may be disseminated over television and radio stations throughout the area.
6. The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington. The Washington State Warning Point is operated 24 hours a day by the WA EMD, with the Washington State Patrol as an alternate warning point. The WA EMD will receive information through NAWAS and disseminate that information to King County Sheriff's Office Communication Center (KCSO) which is a local primary warning point. KCSO will provide that information to the City's police staff and their 24 hour Customer Response Team.
7. The City is subject to a variety of situations that require rapid dissemination of warning and/or other emergency information to local officials and/or the public. The City will utilize the Central Puget Sound Regional EAS Plan (separately published document) and will follow the procedures outlined in that plan as appropriate.
8. NOAA Weather Radios will be located in publicly accessed City buildings such as the City Hall, City Hall Annex, All city Fire Departments, Police Department, the City's Recreation Centers, Shoreline School District headquarters, most of the schools, and all of the Libraries in the City. This list is not meant to be exclusive but an example of locations.
9. Initially, the City's first responders will focus on coordinating lifesaving activities and re-establishing communications and control in the disaster area.
10. Tests of the warning system will be conducted periodically to familiarize government and the public with the system.

B. Organization

1. The Dispatch Communication Center (located at King County Regional Communications & Emergency Coordination Center 911 Call Center, 3511 NE 2nd, and Renton, WA 98056) is responsible for the overall direction and control of emergency communications and warning systems within the City during a disaster or emergency situation. The Dispatch Communication Center is a 24-hour facility which provides a day-to-day 911 answering point, and provides communications support for the Police Departments. The Shoreline Fire Department is dispatched by the Eastside Public Safety Communications Agency, located at 16100 NE 8th, Bellevue WA. 98008. The exchange of Information during emergencies will be facilitated through both the Dispatch Communication Centers to the EOC.
2. Communication and coordination between all City departments, the EOC, field command post(s), and the Communication Centers is critical to the City's ability to effectively coordinate response to a disaster or emergency. If the EOC is activated, the Communications and Message Unit of the Logistic Section will have overall responsibility for ensuring the coordination of information for the event to include phone lines, cellular communications, 800 radio communication, email, WEBEOC and information from the City of Shoreline Radio Amateur Civil Emergency Services (RACES) (see Appendix A).
3. Additional volunteer radio networks may be activated as necessary to supplement the City's radio systems, such as local amateur radio operators. The City of Shoreline Radio Amateur Civil Emergency Services (RACES) (see Appendix A) is activated at the request of the Incident Commander and/or the Emergency Management Coordinator. In the event of a major emergency, a RACES operator is pre-designated to the City of Shoreline. The City will conduct drills and exercises to test these additional communication capabilities.
4. The Communication Centers are equipped with an emergency generator to supply emergency power to their Centers. In addition, the City's EOC is housed in the Shoreline Fire Department Headquarters, Station 61. It is also equipped with an emergency generator to supply emergency power to the EOC and the Fire Station when needed.
5. The City's communications capabilities currently available include the following:
 - a. Two-way radios – (Police, Fire, Public Works, CRT, Parks, and

- some PADS staff)
 - b. Satellite phones in the EOC and one for the field
 - c. Nextel Blackberry phones for key staff, to include the push to talk feature
 - d. Commercial Telephone Systems
 - e. ACCESS (central computerized landline teletype)
 - f. Ham radio
 - g. Handheld CB low band
 - h. CEMNET to communicate with the State EOC and King County EOC
 - i. Access to King County WEBEOC
 - j. Runners
6. The Police Department's radio frequencies are on the 800 MHz radio system. The City also has access to multiple mutual aid police frequencies (PSOPS) as well as city, county and state talk groups.
 7. The Fire Department has radio frequencies are on the 800 MHz radio system as well as mutual aid frequencies with neighboring fire agencies.
 8. Key staff members within the Planning and Development Department, Customer Response Team, Park Maintenance, and Public Works Departments utilize 800 MHz radios with established talk groups that can be accessed by both Police and Fire personnel.
 9. The City utilizes the Central Puget Sound Regional EAS Plan (separately published document) and will follow the procedures outlined in that plan as appropriate.
 10. The KCSO will serve as the primary warning point for the National Warning System throughout King County. Alternate originators include KC OEM, Eastside Public Safety Communication Agency, and the Seattle Division of Emergency Management.
 11. The National Warning Systems (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point, which in turn disseminates the warning to local warning points. These warnings are disseminated over the ACCESS (Teletype) system, and received at the King County Communications Center which is monitored 24-hours a day.

C. Actions

See PD and FD – Dispatch/Communication Standard Operating Procedures.

III. Responsibilities

A. Lead Agency

1. Police Department

- a. Develop and maintain warning procedures for the City.
- b. Disseminate warning information received through NWS or NAWAS to local emergency officials in accordance with Dispatch/Communication Center standard operating procedures.
- c. Maintain all available PD communication equipment in serviceable and ready condition.
- d. Assure proper working order of all equipment and frequencies through tests or normal day-to-day operations.
- e. Be prepared to activate a 9-1-1 transfer to the County's backup 9-1-1 service operator, should the County's 9-1-1 lines fail.
- f. Be prepared to move to a remote receiving and dispatching site should the City's dispatching systems fail.
- g. Arrange for additional or alternate communications capabilities as necessary.
- h. Activate staff of primary communications center.
- i. Establish communications capabilities with all City departments and outside agencies as necessary.
- j. Provide assistance with dissemination of warning information through all available communication systems.
- k. Direct emergency communications support activities of the City.
- l. Advise EOC on the status and capabilities of whole emergency communications system.

B. Support Agencies

1. Emergency Operations Center

- a. Coordinate the dissemination of warning information through all available communication systems.

- b. Coordinate information of the event to appropriate staff utilizing all communication mediums available.
- c. Develop and maintain warning procedures for the City.

2. All City Departments

- a. Maintain all available departmental equipment in serviceable and ready condition.
- b. Assure proper working order of all departmental equipment and frequencies through tests or normal day-to-day operations.
- c. Any city personnel may be required to perform door to door notifications.
- d. Develop and maintain an inventory of departmental communications capabilities and resources.
- e. Provide communications support as requested.

2. King County Emergency Coordination Center – KCECC

- a. Activate EAS network for public information and warning.
- b. Activate CEMNET (two-way VHF radio system for state to KC ECC communications).
- c. Activate volunteer radio networks as necessary.

3. Washington State Emergency Management Division

- a. Maintain overall responsibility for planning and coordinating the emergency communications program within the state as identified in the *Washington State Comprehensive Emergency Management Plan* and the *Washington State Emergency Communication Development Plan*.
- b. May facilitate emergency communications through other state communications assets.
- c. Operate the WA EOC 24 hours a day as the primary warning point for the FEMA National Warning System (NAWAS), with operational assistance provided by the Washington State Patrol.

- d. May activate the EAS to disseminate emergency information to the public.
- e. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
- f. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
- g. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

IV. APPENDICES

A. RACES Plan



SHORELINE AUXILIARY COMMUNICATIONS SERVICE

Shoreline, Washington

RACES Plan

SHORELINE AUXILIARY COMMUNICATIONS SERVICE
CITY OF SHORELINE RACES PLAN

SHORELINE AUXILIARY COMMUNICATIONS SERVICE
City of Shoreline RACES Plan

Shoreline Auxiliary Communications Service
Shoreline Fire Department
17525 Aurora Avenue North
Shoreline, Washington 98133
Phone 206.533.6500 Fax 206.546.5719
www.shorelineacs.org

ISSUE 4 July 2006

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What is RACES?

Founded in 1952, the Radio Amateur Civil Emergency Service (RACES) is a public service provided by a reserve (volunteer) communications group within government agencies in times of extraordinary need. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of each activation will be different, the common thread is communications. The Federal Communications Commission (FCC) is responsible for the regulation of RACES operations. RACES is administrated by a local, county, or state civil defense agency responsible for disaster services. RACES is a function of the agency's Auxiliary Communications Service (ACS).

Introduction

RACES is a special part of the amateur operation sponsored by the Federal Emergency Management Agency (FEMA). RACES was primarily created to provide emergency communications for civil defense preparedness agencies and is governed in the Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407. Today, as in the past, RACES is employed during a variety of emergency/disaster situations where normal governmental communications systems have sustained damage or when additional communications are required/desired. Situations where RACES can be used include: natural disasters, technological disasters, terrorist incidents, civil disorder, and nuclear/chemical incidents or attack.

RACES is an organization of dedicated licensed amateur radio volunteers who provide radio communications in support of state and local government agencies during times of an emergency/disaster. RACES provides essential communications and warning links to supplement state and local government assets during these emergencies/disasters.

The Amateur Radio Emergency Services (ARES) is the American Radio Relay League's (ARRL) public service arm for providing and supporting emergency communications, where needed, when an emergency/disaster strikes. For purposes within this plan, ARES organizations are identified as primarily providing support for non-government agencies during an emergency or disaster. ARES organizations/operators, during emergencies/disasters may be used if RACES resources are depleted or do not exist. If called upon to support government needs the ARES organization/operators will be considered as operating under RACES and operators will be registered as emergency workers in accordance with RCW 38.52 and WAC 118.04.

It should be noted that RACES and ARES licensed operators could hold dual registration in RACES and ARES. Further, it is encouraged by the ARRL that licensed amateur radio operators be registered/certified as both and that cooperative efforts between RACES and ARES organizations be established and maintained.

Scope

This plan provides guidance for the Radio Amateur Civil Emergency Service (RACES) to support local government officials during certain emergency conditions.

Purpose

This plan is intended to provide coordinated operation between **the City of Shoreline, Washington** government officials and the RACES organization during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from a RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assigns a definitive role to each. This plan enables agencies and organizations having emergency responsibilities to include the RACES organization in local emergency plans and programs.

Operations

This plan becomes official for **the City of Shoreline** when signed by the city's Emergency Management Coordinator. Under this plan, the Emergency Management Coordinator is empowered to request the use of available volunteer communications facilities and personnel. Acceptance of or participation in this plan shall not be deemed as a relinquishment of license control, and shall not be deemed to prohibit an amateur radio service licensee or broadcast licensee from exercising independent discretion and responsibility in any given situation under the terms of its license.

Authority

Code of Federal Regulations (CFR) Title 47, part 97, Subpart E, Section 97.407.

Authentication

The form of authentication that will be used between the activating official and the RACES organization is personal identification or knowledge of the individuals involved.

Identification

The methods used to identify a RACES member and key personnel during a communications support operation are:

- Local Emergency Services Identification Card
- Personal Acquaintance.

Implementation Procedures

Procedures for Government Officials

Upon notification or determination of an emergency condition or situation posing an extraordinary threat to life and/or property, the **City of Shoreline Emergency Management**

Coordinator will contact the RACES Liaison Officer. Unless otherwise noted the Shoreline ACS team manger is designated as the RACES Liaison Officer.

The Emergency Management Coordinator will use the following format when contacting the RACES Liaison Officer: (see contact list in Annex A of this document)

"This is **(give name)**, City of Shoreline Emergency Management Coordinator. I request that the RACES organization be activated for **Shoreline, Washington** because of (description of emergency situation)."

In order to speed personnel activation during emergency conditions or provide other announcements, an authorized official may contact the **King County** Operational Area emergency alert system station and request that a public service announcement be made to assist activation of the RACES organization.

Upon cessation of the emergency condition, appropriate government officials will issue a termination notice.

Procedures For Amateur Radio Operators

Upon request by authorized authorities, the designated RACES member(s) will report to the EOC and activate the required emergency nets using the frequencies found in annex B of this document.

RACES members missing a designated assignment by the EOC network control are encouraged to check in at any time.

In the event that amateurs not living within the immediate area offer assistance, they will contact the EOC on the previously established frequencies for assignment and dispatch.

At the cessation of the emergency, authorized officials will initiate roll call from the EOC using any one or more of the previously established frequencies. RACES members will then acknowledge and confirm receipt of termination message.

Operational Readiness

Periodic tests will be conducted to ensure operational readiness

Annexes

Annex A: Shoreline ACS Leadership Contact List

Annex B: Lists authorized RACES Radio Frequencies.

Annex C: Functional Block Diagram

Annex D: Local Checklists and Message Forms

Approvals

City of Shoreline Emergency Management Coordinator

Date

Shoreline ACS RACES Officer

Date



Shoreline ACS Leadership Contact List and Phone Tree

Title	Name	Call	Home	Work	Pager	Email
ACS Team Manager RACES Liaison Officer	Robert R. Phelps	K7UW	206-546-5495	206-543-1808	206-559-2232	rphelpswa@earthlink.net
Assistant Team Manager	Scott M. Keeny	KD7NAX	206-533-1024		206-986-0528	skeeney2@comcast.net
Team Leader Station 61	Jeff Moorman	KB7RR	206-367-2377			kb7rr@arrl.net
Assistant Team Leader Station 61	Josh Gibbs	KD7PAJ	206-533-8347	206-616-4361		gibbsjj@u.washington.edu
Team Leader Station 63	Pete Nordeen	W7ZPK	206-365-5101			anordeen@earthlink.net
Assistant Team Leader Station 63	John Leaden	K7CHN	425-774-4522			jleaden@u.washington.edu
Team Leader Station 64	David Carson	WA7BTZ	206-546-8024	425-266-9228	206-797-5913	david.p.carson@att.net
Assistant Team Leader Station 64	John Slomnicki	N7TPM	206-546-6826	206-296-1475	206-423-1666	john.slomnicki@metrokc.gov
Team Leader Station 65	Tom Croteau	WA9ZSK	206-364-6135			tcroteau@aaahawk.com
Assistant Team Leader Station 65	Tom Mann	KD9NL	206-363-9283			Kd9nl@arrl.net
Communications Van Team Leader	John Slomnicki	N7TPM	206-546-6826	206-296-1475	206-423-1666	john.slomnicki@metrokc.gov
Communications Van Assistant Team Leader	Frank Brennan	KD7UFA	206-542-2279		206-541-0572	Fredbi.dn@verizon.net

SHORELINE AUXILIARY COMMUNICATIONS SERVICE
CITY OF SHORELINE RACES PLAN

Title	Name	Call	Home	Work	Pager	Email
Police Department EOC Team Leader	John Monroe	W7TXN	206-542-4639		206-314-3000	w7txnjam@msn.com
Police Department EOC Assistant Team Leader	John Berkman	W7VFQ	206-546-3229			tinkerty@verizon.net
Shoreline Fire Department Liaison	Ron Burden	KC7ONX	425-385-2643	206-533-6561	206-255-5828	rburden@shorelinefire.com
Technical Manager	Gary Harrison	N7XOO	206-546-8187			gharrison39@comcast.net
Training Manager	Bob Birkner	N7AIR	206-542-4623			robirkner@spro.net



List of authorized RACES Radio Frequencies

State EOC	3.985 MHz
King County EOC	52.05 – 54.0 MHz
Local EOC's	145.11 MHz 103.5-
Shoreline Repeater	440.300 MHz 103.5+
Shoreline Aux Repeater	442.825 MHz 103.5+



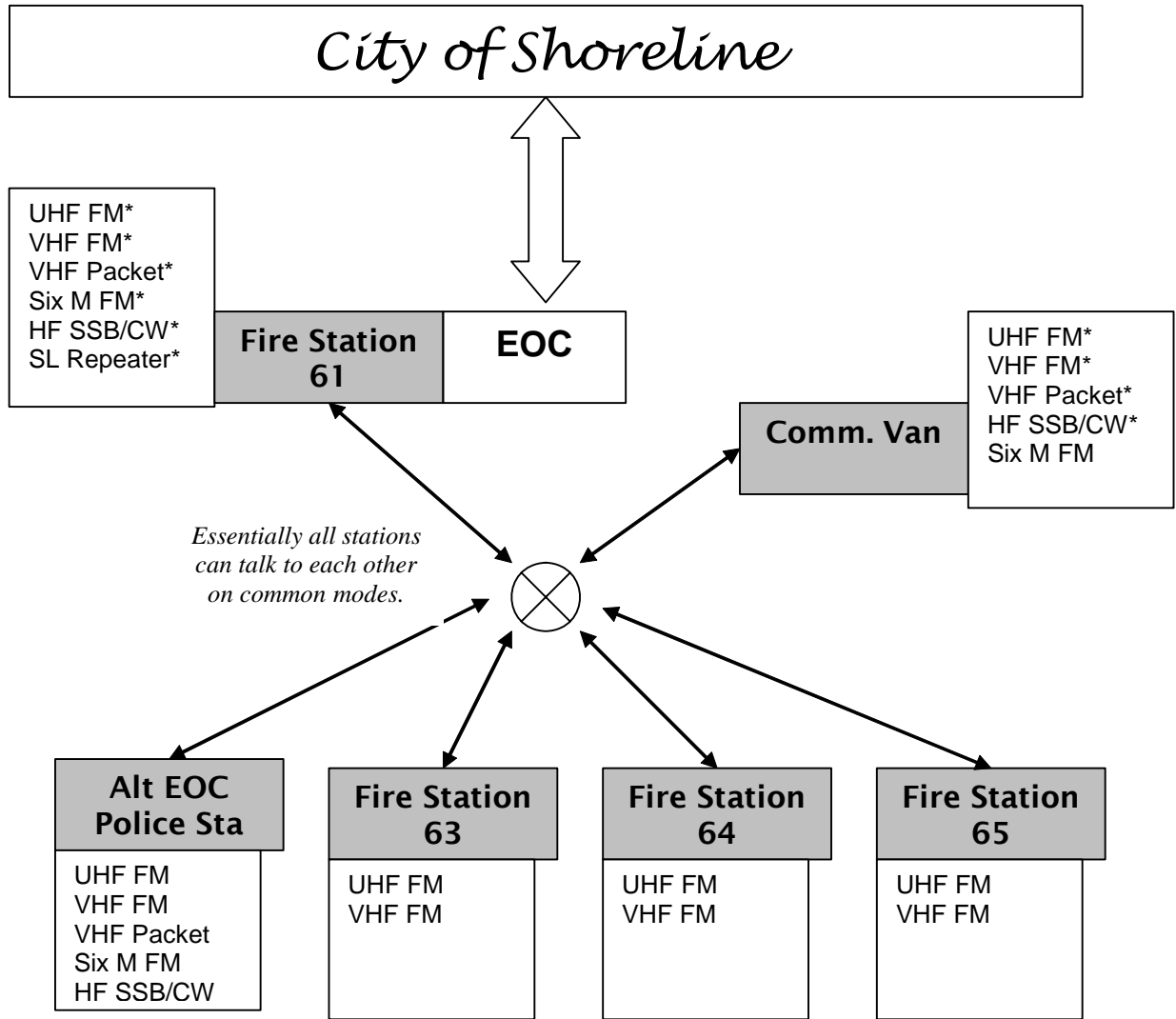
Functional Block Diagram

ACS Amateur Radio Capabilities Available for RACES Support of the City of Shoreline, Washington (as of November 2002)

Notes/abbreviations used for following diagram:

ACS	Auxiliary Communications Service
Comm. Van	Communications Van – converted aid vehicle now equipped with amateur radio gear – can be sent to remote sites – normally housed at a Shoreline Fire Station
EOC	City of Shoreline’s Emergency Operations Center – collocated at Fire Station 61
HF SSB/CW	High frequency – usually voice (but can be Morse code) – range of frequencies available to provide local through worldwide communications depending on conditions
SL Repeater	Shoreline Repeater – automatic repeating station located atop Fire Station 61 – can rebroadcast UHF FM communications for broader, more consistent coverage.
Six M FM	Very high frequency (around 50 megahertz / 6 meters) – frequency modulated voice communications with local coverage, but signals can “skip” internationally if conditions are right.
UHF FM	Ultra high frequency (around 440 megahertz) – frequency modulated voice communications with local, line of sight coverage
VHF FM	Very high frequency (around 144 megahertz) – frequency modulated voice communications with local, line of sight coverage
VHF Packet	Very high frequency (around 144 megahertz) – digital message format for sending/receiving typed message – straight path local coverage, but connected radio networks span most of US and Canada, plus some overseas.
*	Emergency (generator) power, if commercial power is unavailable.
Note 1	Most team members have own radios (“walkie talkies” or vehicle-mounted) to provide additional personal/portable communications. These can operate from several hours to several days on available battery power.

Amateur Radio Capabilities Diagram:





Local Checklists and Message forms

Insert reproducible copies of local checklists and message forms in this annex

EMERGENCY SUPPORT FUNCTION #3

PUBLIC WORKS AND ENGINEERING

ESF COORDINATOR: **Public Works Director**

LEAD AGENCIES: **Public Works Department**
 Planning and Development
 Customer Response Teams
 Parks, Recreation. & Cultural Services

SUPPORT AGENCIES: **Emergency Operations Center**
 Fire Department
 Police Department
 Zone 1 Emergency Coordination Center
 King County Emergency Coordination Center
 Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the coordination and organization of capabilities and resources to ensure the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to and recover from natural and manmade disasters within the City of Shoreline (City).

B. Scope

This ESF addresses necessary public works and planning and community development activities including, but not limited to:

- Damage assessment
- Debris and wreckage clearance
- Coordinating with local water, wastewater and sewer purveyors
- Temporary repair of essential facilities
- Inspection of facilities for structural condition and safety
- Emergency permitting and inspections
- Demolition of unsafe structures

C. Policies

1. All activities within ESF 3 – Public Works and Engineering will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. It is the policy of the City to provide public works services to lands and facilities under City jurisdiction. Other services to private property, such as debris collection or fee adjustments, may be offered if approved by the City Council.
3. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.
4. The City may collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on property needed to protect public health and safety, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs. The collection of these costs and penalties may include billing the owner or placing a lien on the property and withholding further permits to the permittee or property until the penalties are paid.
5. It is the policy of the City to utilize the inspection guidance in the Applied Technology Council - ATC-20-1, the field manual for post earthquake safety evaluation of buildings, to survey damaged buildings for safety.
6. City departments, under an Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize the integrity of public and private property or threaten public health or the environment.
7. The City will coordinate issues relating to water and wastewater services with the providers of services to the City: Seattle Public Utilities, Shoreline Water District and Ronald Wastewater District, to ensure an effective and efficient response to water and wastewater issues resulting from a disaster.
8. Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.
9. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to

other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

II. CONCEPT OF OPERATIONS

A. General

1. The Incident Command System (ICS) will be used by the Public Works Department (PW), Planning and Development Services (PDS), Parks, Recreation and Cultural Services (RRCS) and Customer Response Team (CRT) for all field operations.
2. The Incident Commander (IC) will provide regular status reports to the Emergency Operations Center (EOC).
3. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
4. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
5. Rapid damage assessment of the disaster area will be required to determine potential workload.
6. Water and wastewater services are provided by special districts through franchise agreements. During an emergency or disaster, the reestablishment of services will be the responsibility of the service provider. However, the City will assist with efforts within the City as resources allow.
7. The City will incorporate special districts into the City's exercise and drill activities and will coordinate with the districts in future planning efforts.

B. Organization

1. The City's PW Department is the lead agency for coordination of public works activities within this ESF. The PDS is the lead agency for the permitting and building safety activities with this ESF.
2. The City's staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures. As communication systems may fail in a major event, PW's, PDS, PRCS, and CRT staff should report to work as soon as possible following obvious major disasters according to the City's Green & Gold staffing plan regardless of whether they have been notified.
4. Any site designated by the Incident Commander (IC) may serve as any of the six ICS facilities: incident command post, staging area, base, camp, helibase or helispot, or in any other function capacity appropriate for the situation.
5. Area command will be utilized when multiple department/agencies are conducting field operations.
6. Communications between the Incident Commander and the EOC will be through established channels. (See ESF #2 - Communications)
7. The Directors of PW and PDS or their designees will report to the EOC to provide direction and control for department resources and coordination with the EOC. (See ESF 5, Appendix A, EOC Activation/Call Out Information)
8. Department personnel will operate according to departmental standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
9. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
10. The City may utilize volunteer emergency workers to assist with response efforts in accordance with WAC 118-04.
11. Assistance from the County, State, and Federal governments may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce

hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and fire fighting.

12. Resources or public works assistance may be available through existing mutual aid agreements and/or contracts through private businesses within the City.
13. Additional resources may be available from regional, County, State and Federal agencies. When necessary, the EOC will submit requests for additional resources to the Zone 1 Emergency Coordination Center (Z1 ECC), the King County Emergency Coordination Center (KC ECC), or directly to the Washington Emergency Management Division (WA EMD). As a signatory to the Zone 1 Regional Disaster Plan, the City will attempt to submit requests through the Z1 ECC whenever possible.
14. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
15. Earthquake aftershocks will require re-evaluation of previously assessed structures and damages.
16. Water supply systems in the City are provided by Seattle Public Utilities (roughly west of I-5) and Shoreline Water District (roughly east of I-5).

C. Actions

See PW Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agencies

1. Public Works Department

- a. Maintain operation of the public right of way, storm drain and street systems.
- b. Coordinate with local water and sewer purveyors as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and other appropriate agencies.

- c. Coordinate damage assessments of PW facilities, transportation routes and essential city owned buildings with Fire, Police and City staff assigned to this function. The department will provide for emergency repair and restoration of city owned facilities.
- d. Provide debris removal, emergency protective measures, emergency temporary repairs and/construction to:
 - i. maintain passable vehicular circulation on priority routes;
 - ii. control flooding on public drainageways or resulting from the failure of public drainageways;
 - iii. Mitigate damage to public utilities;
 - iv. Mitigate damage to any facility, public or private, resulting from the failure of public utilities.
- e. Coordinate with private utility companies and other private and public organizations responsible for drinking water, sanitary sewer, electricity, natural gas, telephone and solid waste collection services to ensure all response and recovery operations within the City are done in an efficient and effective manner.
- f. Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots. The Fire Department will coordinate efforts that are determined to be of an emergency nature (i.e. hazards to life or property).
- g. Perform and/or contract for major recovery work as appropriate for City-owned buildings and Public Works infrastructure.
- h. Provide expertise and recommendations for stability of slopes and sensitive areas.
- i. Coordinate all operations and resources in the field from the incident command post during response and recovery efforts
- j. Provide personnel to operate back-up communication equipment from the EOC when requested by the EOC Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of resources.

B. Support Agencies

1. Emergency Operations Center

- a. Request assistance, as appropriate, from multi-aid partners, Z1 ECC, KC ECC, and WA EMD.
- b. Coordinate incoming resources with the supplier's jurisdiction and incident command post.
- c. Record information provide by the Incident Commander.
- d. Track all information during response and recovery, including but not limited to, resources requested and received, expenses, and damages to report to KC ECC and WA EMD for possible disaster assistance.
- e. Provide assistance to field activities as needed.

2. Planning and Development Services

- a. Support initial inspection of structural conditions and safety as requested.
- b. Provide building inspections of public and private buildings as requested.
- c. Provide planners and technical staff to support fire, public works, and CRT with assessment, mapping and technical support.
- d. Provide enforcement actions: closing buildings, limiting entry, etc.
- e. Coordinate with the EOC and Public Information Officer on warnings, closures, and other public information.
- f. Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including stability of slopes and sensitive areas.
- g. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.
- h. Assess and make recommendations for environmental damage to bogs, creeks, streams, slopes, bluffs, shorelines, and lakes.

- i. Review repair, reconstruction and replacement of structures for compliance with building, land use, and environmental regulations.
- j. Where necessary and appropriate, issue emergency permits to protect threatened public and private improvements.
- k. Document damages and costs.

3. Customer Response Team (CRT)

The Shoreline Customer Response Team is the point of contact for citizens' incoming trouble calls and dispatches a team to respond to necessary immediate repairs. Responsibilities include:

- a. Provide customer communications and receive incoming emergency calls for repairs such as flooding, trees down, land movement and other disaster related problems.
- b. Dispatch response teams to provide immediate services depending on available resources.
- c. Coordinate with the Police and Fire Departments to provide initial damage assessment of city and critical public buildings.
- d. Track the needs and locations of emergency requests and situations.
- e. Document information for the EOC and other responders.
- f. Appropriate staff will be assigned to Public Works Maintenance Division to provide support when requested.

4. Parks, Recreation and Cultural Services

- a. Appropriate staff will be assigned to Public Works Maintenance Division to provide support when requested.
- b. Identify appropriate staging areas as needed.
- c. Coordinate shelter, food and support for incoming resource teams.

5. Fire Department

- a. Provide support in establishing on-scene command posts.
- b. Provide support in evacuation operations of citizens as appropriate.

- c. Provide support to Public Works for non-hazardous spills or leaks.
- d. Provide emergency building shoring.

6. Police Department

- a. Provide lead and support in evacuation operations as appropriate.
- b. Provide assistance in implementing road closures, traffic control, and detours for roadways.
- c. Provide perimeter control due to unsafe conditions.

7. Zone 1 ECC

- a. Coordinate incoming requests for resources from jurisdictions within Zone 1.
- b. Facilitate the acquisition and coordination of additional resources through KC ECC and WA EMD.

8. KC ECC

- a. Upon request, King and Snohomish Counties may provide coordination of county Public Work resources to provide support when local jurisdictions have exhausted their resources.
- b. The KC ECC coordinates requests for resources to the state.

9. WA EMD

- a. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
- b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
- c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

10. Private

- a. The Associated General Contractors of America, under "Plan Bulldozer" provide inspection services, heavy equipment, and

trained operators to supplement local and state emergency engineering efforts. State and local government may contract with the Associated General Contractors of America to provide inspection services, heavy equipment and trained operators to supplement emergency engineering efforts under "Plan Bulldozer." During the time "Plan Bulldozer" is in use, operations will be performed at cost under a disaster relief contract. (Reference Washington State Comprehensive Emergency Management Plan.)

IV. APPENDICES

- A. Public Works Checklist
- B. Customer Response Team Checklist
- C. Utility Emergency Contact Information
- D. Disaster and Situation Information Checklist
- E. Damage Assessment

V. REFERENCES

- A. National Response Plan
- B. National Incident Management System
- C. Washington State Comprehensive Emergency Management Plan
- D. King County Regional Disaster Plan
- E. Applied Technology Council - ATC-20-1
- F. RCW 38.52
- G. WAC 118

**ESF #3 PUBLIC WORKS AND ENGINEERING
APPENDIX A
PUBLIC WORKS CHECKLIST**

A. PRE-PLANNING

1. ____ Identify evacuation and damage assessment routes.
2. ____ Recommend maps.
3. ____ Write SOP's for hazardous material response.
4. ____ Maintain minimum inventories:
 - a) Barricades
 - b) Portable sign stops
 - c) Traffic cones
 - d) Sand and rock
 - e) Sandbags
5. ____ Develop lists of outside resources that might be utilized.
6. ____ Train personnel in damage assessment.
7. ____ Develop lists of resources.
8. ____ Participate in emergency planning and exercises.

B. EMERGENCY PERIOD - PUBLIC WORKS

1. ____ Alert key personnel.
2. ____ Provide damage assessment with Fire Department
3. ____ Placard structures as appropriate.
4. ____ Determine integrity of pre-selected evacuation routes.
5. ____ Clear routes of debris and wreckage.
6. ____ Provide barricades and assist with roadblocks.

7. ____ Support other services with:
 - a) Heavy rescue equipment
 - b) Personnel
 - c) Other assistance, as required.

8. ____ In the event of a Hazardous Materials incident:
 - a) Coordinate with the Fire Department on the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots.
 - b) Provide dirt, sand or shavings to absorb liquid materials, as required.

9. ____ Document costs.

C. PLANNING & DEVELOPMENT

1. ____ Alert key personnel.
2. ____ Support initial inspection of structural conditions and safety as requested.
3. ____ Provide building inspections public and private buildings as requested.
4. ____ Provide planners and technical staff to support fire, public works, and CRT with assessment, mapping and technical support.
5. ____ Provide enforcement actions: closing buildings, limiting entry, etc.
6. ____ Provide engineering services and perform/contract for major recovery work, as appropriate.
7. ____ Coordinate with the EOC and Public Information Officer on warnings, closures, and other public information.
8. ____ Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including stability of slopes and sensitive areas.
9. ____ Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.

10. _____ Assess and make recommendations for environmental damage to streams, bluffs, shorelines, and river banks.
11. _____ Review repair, reconstruction and replacement of structures for compliance with building, land use, and environmental regulations.
12. _____ Where necessary and appropriate, issue emergency permits to protect threatened public and private improvements.
13. _____ Document damages and costs.

D. EMERGENCY OPERATIONS CENTER

1. _____ Send representative to EOC.
2. _____ Provide EOC Direction in the event of a Public Works incident.
3. _____ Notify EOC of prioritized roads to be cleared.
4. _____ EOC representative will coordinate Zone #1 cities and with bordering agencies for information and resources.
5. _____ EOC representative will keep the EOC staff updated on the status of roads, buildings and structures and other public works activities.
6. _____ If there is a long-term situation, the status of roads will be updated as often as necessary, at least once a day.

E. RECOVERY PERIOD

1. _____ Provide direction and control for significant recovery activities.
2. _____ Coordinate a Recovery Team when needed.
3. _____ Support clean up and disposal.
4. _____ Restore public arterials and facilities.

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**ESF #3 PUBLIC WORKS AND ENGINEERING
APPENDIX B
CUSTOMER RESPONSE TEAM CHECKLIST**

A. PRE-PLANNING

1. ____ Write SOP's as needed.
2. ____ Develop lists of outside resources that might be utilized.
3. ____ Train personnel.
4. ____ Participate in emergency planning and exercises.

B. EMERGENCY PERIOD

1. ____ Alert key personnel.
2. ____ Expand normal services as needed.
3. ____ Provide damage assessment.
4. ____ Determine integrity of pre-selected evacuation routes.
5. ____ Coordinate and request resources as needed.

C. EMERGENCY OPERATIONS CENTER

1. ____ Send representative to EOC and set up Hanson system.
2. ____ Notify EOC of emergency areas.
3. ____ Keep EOC representative updated.
4. ____ If there is a long-term situation, help coordinate with outside agencies.

D. RECOVERY PERIOD

1. ____ Support the Recovery Team.
2. ____ Coordinate with citizen's needs and available services.

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**ESF #3 PUBLIC WORKS AND ENGINEERING
APPENDIX C
UTILITY EMERGENCY CONTACT INFORMATION**

Garbage

Waste Management NW (425) 481-1100
(206) 486-4738 (Shoreline residents only)

Sewer

Ronald Wastewater Management (206) 546-2494

Water

Seattle Public Utilities (206) 684-5900

Shoreline Water District (206) 362-8100

Solid Waste Disposal

Transfer Station
2300 North 165th Street (206) 296-4692

Dump/Disposal
165th & Meridian (206) 296-6540

Recycling Center (206) 296-4471

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**ESF #3 PUBLIC WORKS AND ENGINEERING
DISASTER AND SITUATION INFORMATION CHECKLIST
APPENDIX D**

Operations Staff will be assigned to collect information about the incident and relay that information the City's EOC when it is activated so decisions can be made on how best to utilize and plan for resources. Planning must include an assessment of the present and **projected** situation, constantly considering contingencies. Proactive incident management depends on an accurate assessment of the incident's potential and a prediction of likely outcomes.

In addition to assessment of the situation status, there is a critical need to maintain information about resources committed to the incident and projected resource requirements.

Operational Phase:

- Collect organize and analyze information regarding the incident and resources.
- Disseminate information to Shoreline EOC staff.
- Prepare displays, situation boards, briefings, and reports as needed.
- Develop an effective incident action plan with the Planning Section Chief.
- Anticipate changes in resource needs.
- Update displays and maps as new information becomes available.
- Document and maintain files on EOC activities.
- Organize current information for the EOC Situation Report and forward to the Planning Section Chief.

Information of common interest and use to the overall emergency, and that which provides the most complete picture of the situation, will be displayed. Other staff may either report information to the EOC Coordinator, the Public Information Officer or display their own unique information in the Emergency Operations Center. ICS forms can be used to document information and event progression. Copies of ICS forms are on the city's computer system and hard copies are in the EOC.

MISSION ESSENTIAL SERVICES

Please 'X' the box in the appropriate column. If you have *Reduced Capacity* or *Non-functional* systems, please indicate a reason why in the *comments* area of the category.

Category	Normal	Reduced Capacity	Non-functional	No Info	
Transportation Overall					
Streets, Roads, Bridges					
Rail Service					
Transit Service					
Pipelines					
Comments:					
Communications					
Telephone Service					
Radio System					
Radio, TV, Cable					
Internet, LAN, WAN					
Comments:					
Water/Wastewater					
Drinking Water					
Wastewater					
Storm Water					
Solid Waste					
Comments:					
Fire Fighting					
Fire Fighting Capability					
Comments:					
Mass Care					

Shoreline Emergency Operations Plan
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Shelters					
Comments:					
Health and Medical					
Hospitals & Clinics					
Adult Care Facilities					
Public Health Services					
Medical Labs & Supplies					
Comments:					

Hazardous Materials					
Haz-Mat Response Capability					
Comments:					
Food					
Food Supply					
Comments:					
Power					
Electric Utilities					
Natural Gas					
Petroleum					
Comments:					
Emergency Services					
E-911, PSAPs					
Emergency Operations Centers					
EMS, Ambulance					

Shoreline Emergency Operations Plan
 ESF #3 – Public Works and Engineering

Comments:					
Financial Services					
Financial Institutions					
ATMs					
Comments:					
Correctional Facilities					
Holding cells					
Comments:					
Government Services					
Other City Systems					
Schools					
Comments:					

Shoreline Emergency Operations Plan
ESF #3 – Public Works and Engineering

Law Enforcement					
Police Services					
Public Safety Status					
<i>Comments:</i>					
Overall Assessment					
<i>Comments:</i>					

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**ESF #3 PUBLIC WORKS AND ENGINEERING
DAMAGE ASSESSMENT
APPENDIX E**

I. INTRODUCTION

A. Purpose

To provide urgent initial, detailed, and structural damage assessment in order to prioritize initial response activities and determine the immediate need for outside assistance. Also, to provide for restoration or relocation of critical services in damaged city buildings.

B. Scope

This Appendix applies to all assessment activities in the City of Shoreline related to damage resulting from natural and human-caused disasters.

II. POLICY

The head of each Shoreline Department is responsible for establishing policy and procedures for assessing damage of their departments and facilities and reporting that information to the EOC.

III. PLANNING ASSUMPTIONS

A. There is a need for three types of damage assessment:

1. **Initial Rapid**, for an expedient assessment of what has happened city-wide to prioritize initial response activities and determine the immediate need for outside assistance.
2. **Detailed**, to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal financial assistance.
3. **Structural**, to evaluate buildings and provide safety placards.

B. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.

C. There may be a shortage of individuals qualified to assess the damage.

D. Special purpose districts, and public utilities will make detailed damage assessment reports to the City EOC.

- E. Schools are expected to make an initial damage assessment of their buildings and report to the EOC if activated or to the Customer Response Team.

IV. CONCEPT OF OPERATIONS

After any hazardous event that impacts the City of Shoreline, other than one leading to a routine emergency such as a fire, accident, etc., a damage assessment of the affected area will be conducted.

A. General

1. There are no city departments whose inherent function would include an assessment of damage throughout the city; therefore, this must be a cooperative effort among all departments capable of contributing to the effort.
2. The EOC will coordinate and compile damage assessment information supplied by all departments that employ field crews (i.e., Fire, Police, Public Works, CRT and Park Maintenance staff).
3. Primary damage assessment shall be done by on-site staff immediately following a disaster. Public Works will provide secondary damage assessment, including utility connections of city buildings and forward the information to the EOC.
4. Public Works will be responsible for making necessary and reasonable repairs to city facilities or designated shelters.
5. The EOC will prioritize damage assessments performed by other city departments for city buildings. Priority will be given to facilities that provide critical and essential services.
6. All city departments will report to the EOC the status of the facilities for which they are ordinarily responsible.

B. Rapid Damage Assessment (Windshield) is for the rapid assessment of what has happened city-wide to prioritize initial response activities and determine the immediate need for outside assistance.

1. An urgent (or windshield) damage assessment is carried out as rapidly as possible to provide first responders and the Emergency Operations Center (EOC) with an immediate sense of the type and magnitude of damage. The focus is on:
 - threat to life
 - fires

Shoreline Emergency Operations Plan
ESF #3 – Public Works and Engineering

- immediately dangerous situations such as hazardous material incidents, trees down, landslide risk, etc.
 - safety of roads, bridges and transportation
 - communications infrastructure
 - damage to critical city and business structures
2. Urgent damage assessment will generally begin during the hazardous event, such as a flood or windstorm, or immediately following, such as after an earthquake, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the city and King County.
 3. After the initial emergent event of a disaster, Fire crews will begin driving the initial pre-established rapid damage assessment routes (Windshield Surveys). On duty police staff will immediately check on the status of the city's critical assets and high profile sites. Once city operations staffs are available they will assume driving the routes from the Fire Department so as to allow the Fire department to deploy staff to engage in calls for service. Routes and forms are in the Rapid Damage Assessment Packets located in all City Operations vehicles, at each Fire Department, at the Police Department and at the EOC.
 4. Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.
 5. Life and safety items identified while doing the Rapid Damage assessment will be reported immediately to Police or Fire dispatch and/or to the EOC depending on who identifies it. All items will be documented on the forms and brought to the EOC to be given to someone or team designated to evaluate the damage. This information will assist in determining if a Declaration of Disaster should be declared by the City Manager.
 6. Public Works and Planning and Development will coordinate post-disaster safety evaluation of damaged buildings and structures at the appropriate time after preliminary damage assessment. Public Works will take the lead on structures such as bridges and pipes; Planning taking the lead on buildings covered under the Universal Building Code. The preferred method of post-earthquake safety evaluation will be the use of ATC-20 (Applied Technology Council).
 7. The EOC will coordinate damage assessment to ensure appropriate prioritization of activities and provide for the coordination and/or allocation of City resources.

8. The city may want to document reports of damage for private property so as to best identify an accurate picture of the city-wide damage status.
9. Surveys will be compiled in the EOC and information obtained forwarded to King County Department of Emergency Management.
10. Public Works will coordinate training of city staff in primary evaluation techniques.
11. Buildings can be placarded by the Customer Response Team as Green – safe, Yellow – limited safe, or Red – no entry at this time. Appeals of these decisions can be directed to Planning and Development.
12. Following rapid damage assessment, and as necessary, responders will establish response priorities, attending to the needs of the public in a way that provides maximum life-saving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements or through the EOC.
13. EOC staff will analyze the information received, develop city-wide response priorities and coordinate resources accordingly. EOC staff will also disseminate damage information to appropriate government officials, the media, and the public.

C. Detailed Damage Assessment

1. A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal financial assistance, and to meet the informational needs of the public.
2. Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several days.
3. Initial detailed damage assessment of residential and business structures will be conducted by the Planning and Development Department with the support of other departments, or outside consultants. This data will be provided to the EOC which will add value and insurance information. When requested, EOC or emergency management staff will forward private damage assessment information to the state for determination of whether the City of Shoreline qualifies for state and federal assistance for individuals, families and businesses.

4. Depending on the nature of the hazard, such as an earthquake or flood, Planning and Development will conduct structural inspections of publicly or privately owned structures and businesses to determine whether they are safe to enter or to occupy. Public Works will inspect utilities and road structures. Subsequent engineering evaluations to determine corrective action or to appeal the city's action, will be the responsibility of the property owner or occupant.
5. Additional agencies may be involved with private damage assessment depending on the nature of the hazard, information received by the EOC, information discovered by the building inspectors, or decisions made by the Recovery Team, if established.
6. Detailed damage assessment of public property and facilities will be conducted by the cognizant organization. Specialized assistance will be requested from appropriate county organizations or private sources, as appropriate.
7. Any Shoreline Department or public agency suffering damage from a hazardous event will document the damage on preliminary damage assessment forms available from the EOC or emergency management staff.
8. Completed preliminary damage assessment forms will be returned to the EOC or emergency management staff. Staff will compile the information and, when requested, forward it to state emergency management for a determination of whether Shoreline qualifies for state and federal public assistance.
9. Generally, preliminary damage assessment forms must be provided to the state before any determination is made as to the availability of public assistance.
10. EOC staff will disseminate damage information to appropriate government officials, the media, and the public.

D. Structural Damage Assessment

1. A more detailed structural damage assessment may be carried out in a variety of ways, by:
 - City staff in the building
 - Customer Response Team
 - Planning and Development staff
 - With King County Support
 - Outside structural engineers

2. This is a more detailed damage assessment by structural engineers and will be used to identify structures that need to be closed, demolished, or become a post-disaster project.

E. Finance Department

Will develop a system for tracking of necessary financial expenditures for securing and repairing city facilities and equipment.

EMERGENCY SUPPORT FUNCTION #4

FIRE SERVICES

ESF COORDINATOR: Fire Chief

LEAD AGENCY: Fire Department

SUPPORT AGENCIES: Police Department
Public Works Department
Customer Response Team
Mutual Aid Fire Departments
King and Snohomish County Fire Service Coordinators
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center
Washington State Emergency Management Division
South Puget Sound Regional Fire Resources Coordinator
Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

This document is designed to provide guidance to qualified personnel for activities including; firefighting, rescue, and emergency medical services and to effectively coordinate fire response resources within the City of Shoreline (City).

B. Scope

1. Fire

This ESF addresses all firefighting activities including the detection and suppression of fires for:

- a. City urban and rural fires
- b. Wildland fires in mutual aid communities and/or state call-out
- c. Mutual aid fire mobilization
- d. Regional and state fire mobilization
- e. Fires occurring separately or coincidentally with a significant natural or technological disaster
- f. Initial damage assessment
- g. Technical rescue
- h. Hazardous material event recognition and identification, incident command, and operations level support. (See ESF #10 Hazardous Materials Response)

The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

2. Emergency Medical Services (EMS)

This ESF addresses services for:

- a. Basic Life Support (BLS)
- b. Advanced Life Support (ALS)

EMS for mass casualty incidents (MCI) and disasters are addressed in ESF # 8 Public Health and Medical Services.

C. Policies

1. All activities within ESF 4 – Fire Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and King County Emergency Coordination Center (KC ECC), whenever possible.
3. During emergency situations, the City’s Fire Department (FD) will mobilize all available apparatus and personnel required to respond to the situation.
4. Priority shall be given to life safety, property conservation, and environmental conservation, in that order
5. The FD will provide Basic Life Support (BLS) and Advanced Life Support (ALS).
6. All mutual aid fire and emergency medical responders who provide emergency medical assistance in the City will operate under the direction of the FD.
7. The Washington State Fire Mobilization Plan establishes mutual aid within the State. Requests for assistance are coordinated by the Washington State Emergency Management Division (WA EMD).

8. An Interstate Mutual Aid Compact has been established between Washington and the Oregon, Montana, and Idaho. Requests for assistance from these States will be coordinated by WA EMD.
9. Medical response for multiple casualty incidents or large numbers of casualties will be provided through the King County Multiple Casualty Plan.
10. All requests for assistance will be submitted to and coordinated through Z1 ECC, KC ECC and WA EMD.

II. Concept of Operations

A. General

1. The Incident Command System (ICS) will be used for all field operations.
2. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
3. The Incident Commander (IC) will provide regular status reports to the City's Emergency Operations Center (EOC).
4. The FD provides fire protection and emergency medical services by contract to the Facility at Point Wells. Coordination with this facility during major emergencies and disasters will be coordinated through the Shoreline Fire Command Center. Snohomish County maintains jurisdiction for this facility and will provide support during a hazardous materials incident.
5. Communications will be through established channels. The primary mode of emergency communications would take place on the 800 MHz radio communications system. Secondary communication systems would be the VHF radio system, cellular and normal telephones.
6. Fire Zones and Mutual Aid
 - a. King County is divided into three (3) Fire Zones. Shoreline is located within Fire Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies.
 - b. The FD has mutual aid agreements (MAA) with numerous agencies throughout King and Snohomish Counties. Assistance may be requested through existing mutual aid agreements when local resources are inadequate, as outlined in RCW 39.34.030

- c. In situations when local mutual aid is not available or has been expended, the provisions for regional/state fire mobilization apply and the City may request assistance through Z1 ECC, KC ECC and/or the Washington Emergency Management Division (WA EMD). All requests from the City will be coordinated through the EOC.
 - d. The County Fire Service Coordinator will coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities shall be through the King County Zone Coordinator and the KC ECC. Communications for this coordination will normally be between the EOC and KC ECC.
 - e. The Emergency Management Assistance Compact (EMAC) has been established with multiple states. Requests for assistance from EMAC states will be coordinated by the WA EMD. Requests will be made through the EOC to either the Z1 ECC, KC ECC, or directly to WA EMD.
 - f. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.
 - g. Efficient and effective mutual aid among the local, county, state, and federal fire agencies require the use of the ICS in accordance with the NIMS together with compatible firefighting equipment and communications.
6. The primary objective of EMS in an emergency/disaster is to insure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:
- a. Identification and coordination of medical resources.
 - b. Identification of potential sites and support staff for temporary emergency clinics.
 - c. Emergency care at shelters and congregate care facilities.
 - d. Coordination of medical transportation resources.

9. Local Mass Casualty plans will detail operational concepts and responsibilities so that the EMS system existing in the area will be capable of providing mass casualty emergency medical services during an emergency/disaster. (See ESF #8 Public Health and Medical Services)
10. The provision of basic and advanced life support services shall be provided in accordance with FD procedures. Mutual aid between and among emergency medical service providers will be utilized to make maximum efficient use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local EMS system and may be augmented by services and assets provided under mutual aid, if available.

B. Organization

1. The City's FD is the lead agency for the coordination of all fire and emergency medical service activities within the City.
 - a. The Fire Department has four Fire Stations:
 - Station #61 (Headquarters)
17525 Aurora Avenue North
Shoreline, WA 98133
 - Station #62
20th NW
Shoreline, WA 98133
 - Station #63
1410 NE 180th
Shoreline, WA 98155
 - Station #64
719 N 185th Street
Shoreline, WA 98133
 - Station #65
145 NE 155th Street
Shoreline, WA 98155
2. The Fire Chief or his/her designee shall provide direction and control over department resources and coordination with the EOC.
3. On scene management of emergencies will utilize the ICS in accordance with the NIMS and NRP.

4. Fire and EMS personnel shall operate according to specific directives, department standard operating procedures (SOPs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
5. The notification method used to mobilize off-duty personnel shall be by telephone or pager, whenever possible.
6. The Department will work in coordination with other City departments and outside agencies.

C. Actions

See FD Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Fire Department
 - a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRP.
 - b. Provide fire suppression and control, and immediate life safety services within Shoreline and fire service contract areas.
 - c. Maintain a list of resources, which includes apparatus, equipment, personnel and supply sources.
 - d. Implement the King or Snohomish County Fire Resource Plan when appropriate. (separately published documents)
 - e. Develop departmental standard operating procedures (SOPs) for use during major emergencies and disasters.
 - f. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - g. Provide a representative to the EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with the Z1 ECC and/or KC ECC, when appropriate.
 - h. The alert system utilized to mobilize Fire Department personnel shall be the call out system established with the use of the

Battalion Tone and a Code 400 Call-Back. As communication systems may fail in a major event, Fire staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified

2. Emergency Medical Services (EMS)
 - a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRP.
 - b. Provide Basic Life Support and Advance Life Support with medical units located at Shoreline Fire Stations.
 - c. Assist coordination of private ambulance and EMS resources.
 - d. Coordinate with the Incident Commander and the EOC.
 - e. Provide casualty and injury assessment information to the EOC.

B. Support Agencies

1. Police Department
 - a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRP.
 - b. Provide support for firefighting activities including security, traffic control, and crime scene support.
 - c. Provide evacuation coordination, assist in door-to-door notifications, and provide security to evacuated property.
2. Public Works
 - a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRP.
 - b. Coordinate with local water purveyors to ensure adequate water supply for fire suppression.
 - c. Assist with technical rescue.
 - d. Manage debris removal.
3. Customer Response Team

- a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRP.
 - b. Provide traffic control, as needed.
 - c. Manage road closures, as appropriate.
4. Mutual Aid Fire Departments
- a. Adjacent Mutual Aid Fire Departments will respond as requested to the extent of their available resources.
5. King and Snohomish County Fire Service Coordinators
- a. Coordinate with the County's EOC for equitable allocation of incoming fire resources from out of the area.
6. Zone 1 Emergency Coordination Center
- a. Coordinate the zone-wide allocation of fire resources during regional emergencies through the local EOCs and the KC ECC to ensure equitable distribution.
7. King County Emergency Coordination Center
- a. Provide resources and coordinate support as requested.
8. WA EMD
- a. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
 - b. Facilitate the requisition of resources from other states through the EMAC.
 - c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).
9. South Puget Sound Regional Fire Resources Coordinator
- a. Coordinate mobilized resource assistance to regional jurisdictions per the *Washington State Mobilization Plan* and the *Regional Fire Defense Plan* (separate documents).

10. Federal Emergency Management Agency
 - a. Administers fire suppression assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.
 - b. Provides training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.

IV. APPENDICIES

- A. Mutual Aid Resources

V. REFERENCES

- A. The National Response Plan
- B. The National Incident Management System
- C. Washington State Comprehensive Emergency Management Plan
- D. Revised Code of Washington, 39.34.030, 38.54, 76.04, 43.63A, 38.52; and Title 52 and 35 RCW
- E. "Interstate Mutual Aid Compact"
- F. Washington State Fire Services Resource Mobilization Procedures
- G. King County Fire Resource Plan
- H. King County Hazardous Materials Emergency Resource Plan
- I. King County Multiple Casualty Incident Guide
- J. Snohomish County Fire/EMS Resource Plan

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**ESF #4 FIRE SERVICES
APPENDIX A
MUTUAL AID RESOURCES**

The following agencies are the mutual aid resources that border the City of Shoreline:

King County Fire Department #16
Northshore Fire Dept.
18030 73rd Ave NE
Shoreline, WA 98011
(425) 486-2784

Seattle Fire Department
Contacted by dispatch as available

Snohomish County Fire Department #1
12310 Meridian Ave.
Everett, WA 98208
(425) 551-1249

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EMERGENCY SUPPORT FUNCTION #5

EMERGENCY MANAGEMENT

ESF COORDINATOR: **Emergency Management Coordinator**

LEAD AGENCIES: **City Manager's Office**

SUPPORT AGENCIES: **All City Departments**

I. Introduction

A. Purpose

Emergency Support Function (ESF) # 5 Emergency Management is responsible for supporting overall activities of the City of Shoreline (City) relating to large scale incident management. The City's emergency management organization provides the core management and administrative functions in support of the Emergency Operations Center (EOC) and the City's Comprehensive Emergency Management Plan (CEMP).

B. Scope

This ESF serves to support all City departments and the EOC across the spectrum of incident management from mitigation and preparedness to response and recovery.

C. Policies

1. All activities within ESF 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. ESF# 5 is responsible for establishing the support infrastructure within the City to satisfy the requirements for mitigation, preparedness, response, and recovery efforts.
3. The City has established Interlocal Agreements (IA) with surrounding cities in order to allow for direct city-to-city assistance in the event of a disaster. During a disaster, the City will make requests for assistance to cities through established MOAs. In the event additional resources are required, the City will make requests to the Zone 1 Emergency Coordination Center (Z1 ECC), King County Emergency Coordination Center (KC ECC), and the Washington Emergency Management Division (WA EMD). Requests to Z1 ECC and KC ECC may be made

simultaneously. All requests for assistance will be initiated by the EOC based upon information from the field command posts.

4. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.
5. ESF #5 outlines the coordination of resource allocation. ESF #5 staff identifies and resolves resources allocation issues identified by the incident command post and the Incident Commander (IC).
6. ESF #5 staff provides the informational link between the City and the Z1 ECC, KC ECC, and the WA EMD.
7. ESF #5 provides representatives to staff key positions in the EOC.
8. ESF # 5 maintains an on-call workforce of trained and skilled reserve employees to provide surge capability to perform essential emergency management functions on short notice and for varied duration.

II. Concept of Operations

A. General

1. ESF #5 provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics and Finance and Administration Sections of the EOC.
2. The EOC staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts within the City. In addition, the EOC coordinates operations and situations reports to the Z1 ECC, KC ECC, and WA EMD, as appropriate.
3. ESF #5 supports the activation and deployment of first responders within the City during a disaster.
4. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process and disseminate situational information.
5. Information will be provided by trained field personnel, responders, volunteers, the public, the media, and others.

6. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
7. Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; effects of weather, smoke, and other environmental factors.

B. Organization

1. ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS. These functions include:

- a. Command Support

ESF #5 supports the command functions by providing senior staff, incident action planning capabilities, information, administration, logistics, and financial support functions.

- b. Operations

EOC staff will serve as the Operations Section Chief and Operations Branch Director positions to coordinate the human resources, infrastructure support, emergency services and mitigation and community recovery branches (various ESFs also provide key staff for these areas); process requests for assistance, and initiate and manage the mission assignment and/or the reimbursement agreement.

- c. Planning

ESF #5 provides the Planning Section Chief and Planning Branch Director positions. ESF #5 provides for the collections, evaluation, dissemination and use of information regarding incident prevention and response actions and the status of resources. The planning section is responsible for coordinating the incident action planning process. This includes preparing and documenting incident priorities; establishing the operational period and tempo; and developing contingency, long-term, and demobilization planning,

d. Logistics

ESF #5 provides staff for the Logistics Section Chief to manage the control and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies and services; resource tracking; facility location and operations; transportation coordination; and information technology systems services and other administrative services. The Logistics Section coordinates closely with ESF #7 Resource Support and with the Z1 ECC, KC ECC, and WA EMD.

e. Finance/Administration

ESF #5 provides staff for the Finance and Administration Section Chief to monitor funding requirements and incident costs. The Finance/Administration Section is responsible for employee services, including security for personnel, facilities and assets.

C. Actions

See Police Department/Emergency Operations Center Standard Operating Procedures.

III. Responsibilities

A. Lead Agency

1. Emergency Management Coordinator

- a. Activates and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state and federal emergency management organizations as needed.
- b. Coordinate planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are developed in coordination with the Incident Commander (IC).
- c. Coordinate the overall staffing of the EOC and field, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the EOC, incident command post, and response personnel.

B Support Agencies

1. Support agencies responsibilities and capabilities are outlined in the CEMP Basic Plan and each of the ESFs. Every ESF has detailed responsibilities of the lead and support agencies for every aspect of response and recovery during a disaster. Every ESF directly relates to the management of an emergency or disaster.
2. Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF #5. All city departments, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each department. Support capabilities of other departments may be used as required and available.
3. All City departments will provide support to the emergency management operations as required.

IV. APPENDICES

- A. Proclamation of Local Emergency
- B. Emergency Operations Center Handbook
- C. EOC Activation Procedures
- D. Lines of Succession
- E. Emergency Management Employee Procedures (Green & Gold)

V. REFERENCES

- A. National Response Plan
- B. CEMP Basic Plan
- C. King County Regional Disaster Plan

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**ESF #5 EMERGENCY MANAGEMENT
APPENDIX A
PROCLAMATION OF LOCAL EMERGENCY**

WHEREAS, the Emergency Management Coordinator has reported to the City Manager of the City of Shoreline, that beginning _____, _____, (type of event)_____

has/will cause (type of damage)_____

in the City of Shoreline, and, (Incident Description)_____

and, these problems have created a threat to life, property, or the environment and all available resources are/will be committed to disaster work, and the city requires supplemental assistance, and

WHEREAS, Shoreline Municipal Code 2.50.070 authorizes the City Manager, acting as the Senior Advisor, to make rules and regulations reasonably needed to protect life, property, and the environment and,

The severity of this disaster is beyond the capability of local resources:

Therefore, this event constitutes an emergency as defined by the City of Shoreline Emergency Operations Plan and necessitates the utilization of emergency powers granted under RCW 38.52.070; Therefore,

IT IS PROCLAIMED BY THE CITY MANAGER OF THE CITY OF SHORELINE:

A local emergency exists within the City of Shoreline due to (type of event)_____ and emergency powers as defined under RCW 38.52.070 and SMC 2.50 are enacted.

ADOPTED: _____

CITY MANAGER OF THE CITY OF SHORELINE

Dated this _____ day of _____, _____.

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**ESF #5 EMERGENCY MANAGEMENT
APPENDIX B
EMERGENCY OPERATIONS CENTER HANDBOOK**

LEAD AGENCIES: **Police Department
Fire Department**

SUPPORT AGENCIES: **All Departments**

I. INTRODUCTION

A. Purpose

The purpose of this Appendix is to provide guidance and procedures for the activation and operation of the City of Shoreline Emergency Operations Center (EOC).

B. Scope

This Appendix addresses the necessary information, description, and checklists for the EOC operations under the Incident Command System (ICS).

II. EOC FUNCTIONS

The EOC will be activated to facilitate the following emergency functions:

- Overall command and control of emergency response and recovery activities
- Coordination of emergency resources
- Coordination with other agencies and jurisdictions
- Establishment of city-wide priorities and incident action plans
- Coordination of damage assessment
- Collection, evaluation and dissemination of damage assessment/disaster analysis information
- Coordination of public information
- Planning for next operational periods

III. EOC LOCATIONS

A. The following locations have been designated for EOC setups:

Primary	Shoreline Fire Department Training and Resource Center 17525 Aurora Ave. North Shoreline, Washington
1 st Alternate	Police Department 1206 North 185 th St. Shoreline, Washington

B. Other locations may be established if the primary and alternate EOC's are not operational. The decision to relocate will be made dependent upon the circumstances but, as a general rule, reconstitution of command and control functions at the most advantageous site will be the preferred course of action.

IV. EOC ACTIVATION

A. Authority

The following have the authority to activate the EOC:

- City Manager/Director of Emergency Management
- Assistant City Manager
- Emergency Management Coordinator
- Police Chief or designee
- Fire Chief or designee
- Department Heads

B. Levels of Operation

The level of EOC activation depends on the situation and the need for command or coordination, support and resources. The following chart shows the levels of EOC activation:

EOC Levels of Activation

LEVELS	SITUATION	SUPERVISION	ACTIONS
<p style="text-align: center;">Level I Monitoring Phase</p> <p><i>An emerging situation is being monitored and may warrant the need for obtaining more resources in the future.</i></p>	<p>Minor flooding Small fire Small plane crash Small HAZMAT spill Severe weather warning Terrorism alert</p>	<p>Emergency Management Coordinator or designee</p> <p>No emergency proclamation</p>	<p>1. Make phone contact & determine status of all EOC personnel. 2. Make EOC room available in event of activation. 3. Assure communications, exercise radio communications.</p>
<p style="text-align: center;">Level II Partial Activation</p> <p><i>A situation that requires two or more departments to provide an effective response: resources may be required from other agencies.</i></p>	<p>Multiple jurisdictions Large fire Moderate earthquake Minor to moderate flooding Major transportation accident Major HAZMAT spill Major weather event</p>	<p>Emergency Management Coordinator</p> <p>Appropriate Departments</p> <p>Activate needed ICS functions</p> <p>Possible emergency proclamation</p>	<p>1. Make phone contact & determine status of all EOC personnel. 2. Call in appropriate personnel. 3. Draft tentative shift schedule. 4. Set up and activate EOC. 5. Assure communications intact, exercise radio communications.</p>
<p style="text-align: center;">Level III Full Activation</p> <p><i>A situation beyond the ability of our organization to manage: additional resources are required and an emergency is proclaimed.</i></p>	<p>Large earthquake Severe flooding Severe winter storm</p> <p>Requires great degree of coordination</p> <p>Needs state and federal assistance</p>	<p>Emergency Management Coordinator</p> <p>All ICS functions</p> <p>Emergency proclamations</p> <p>City, County and/or State</p> <p>Presidential Disaster Declaration</p>	<p>1. Make phone contact with all EOC personnel. 2. Call in appropriate personnel for initial operational period. 3. Draft shift schedule. 4. Set up and activate EOC.</p>

V. EOC LAYOUT

To be posted in each EOC.

NOTE:

A receptionist will be in the lobby of the EOC's when activated to deal with incoming personnel.

Breakout rooms for the City Council to meet, or other strategy meetings to take place, will be assigned in the Fire Training Center based on the situation.

The media will not be addressed in or near the EOC.

VI. CONCEPT OF OPERATIONS

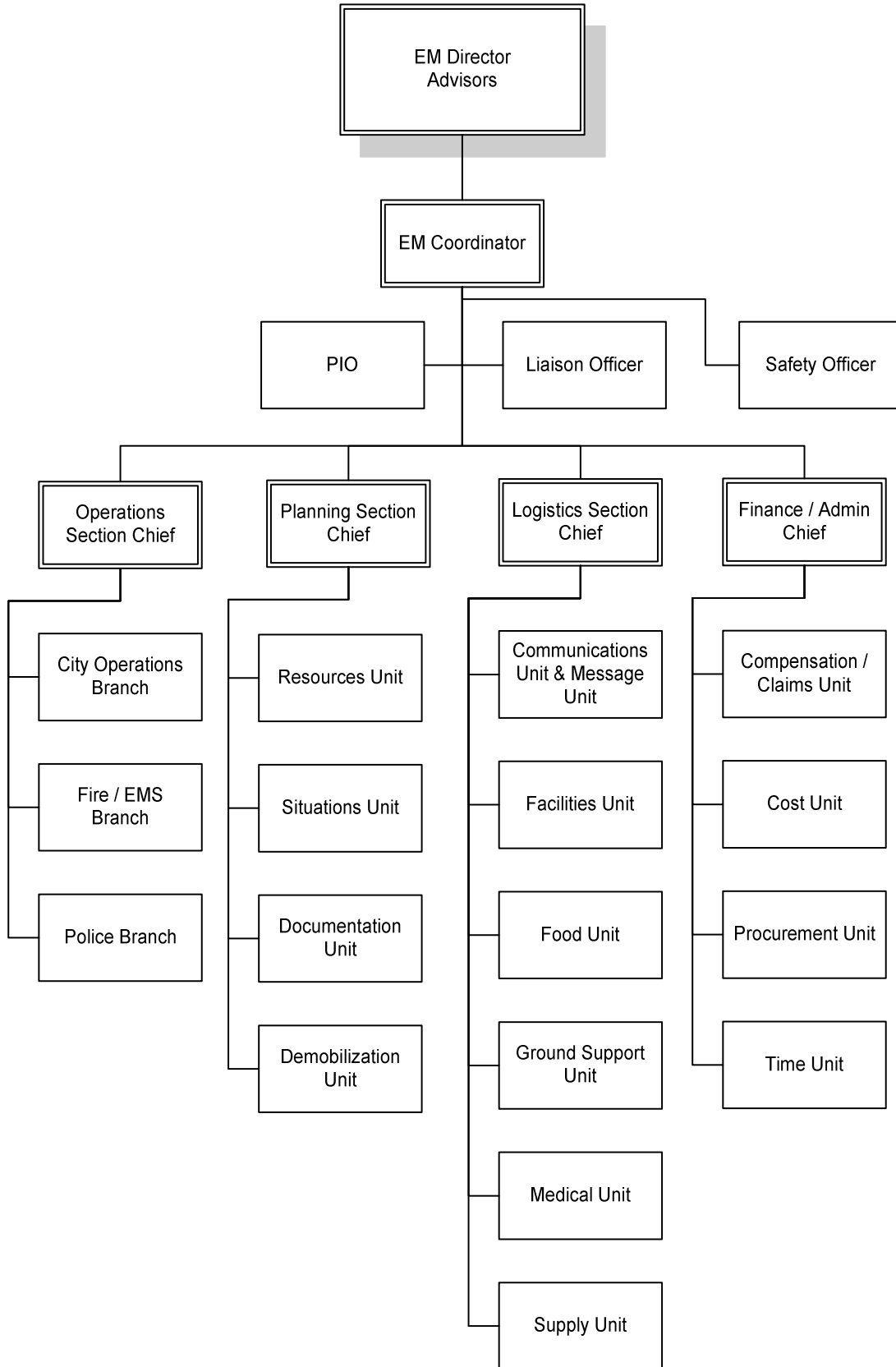
A. General

The Shoreline Emergency Operations Center is designed to support Shoreline operations in response to an emergency or disaster. Involved agencies should be in touch with the EOC when it is activated to coordinate their agency's response with the overall city operation. At Level II or III, this may include city staff and agency representatives coming to the EOC.

B. Incident Command System

The EOC organization follows the concepts of the ICS, with some modifications.

Shoreline Comprehensive Emergency Management Plan
ESF #5 Emergency Management



C. Incident Command System Organization

1. Command

- a. The **Emergency Management Coordinator (EMC) or designee** provides overall direction and control for the Emergency Management functions of the City of Shoreline and acts as the Emergency Operations Center Coordinator. The EMC reports directly to the City Manager during an EOC activation, who serves as the City's Emergency Management Director.
- b. The **Emergency Management Director** is responsible for policy development and acts as the primary liaison with the elected city council members or with other officials concerning the emergency event, i.e. The King County Executive or other City Managers/Mayors.

2. General Staff

The following sections are part of the Incident Command System. They are activated on an as-needed basis. Some of these functions may be carried out by the Emergency Management Coordinator and staff will be added as need arises.

- a. **Operations Section** - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, and decontamination.
- b. **Logistics Section** - Responsible for communications, facilities, transportation, supplies, and specialized equipment.
- c. **Planning Section** - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, and demobilization.
- d. **Finance/Administration Section** - Responsible for contracts, time keeping, cost compensation, claims.

3. Command Staff Functions

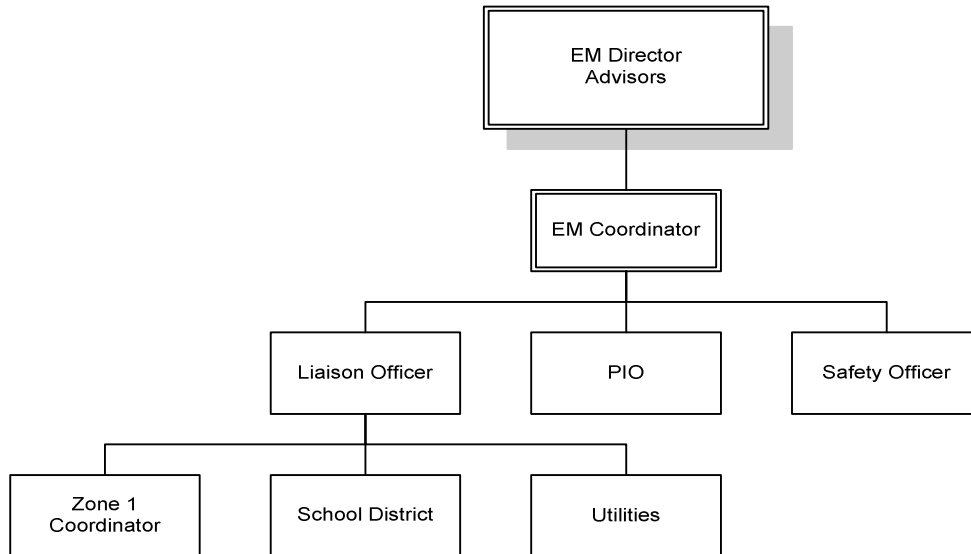
The following command functions may either be performed by the Emergency Management Coordinator or delegated to staff:

- a. The **Public Information Officer (PIO)** and staff respond to media inquiries and develop emergency public information releases.

- b. The **Safety Officer** oversees safety issues, provides warnings, checks on protective clothing and safety measures.
- c. The **Liaison Officer** provides coordination with city, Zone One, King County, State, Federal agencies and private businesses. These may include the School District and Utilities representatives.
- d. **Advisors** may be available to provide guidance and support to the Emergency Management Coordinator. This may consist of the City Manager, legal advisor, a ranking officer, or technical expert.

VII. COMMAND SECTION AND CHECKLISTS

Command Structure



The command function is responsible for the specific command duties of decision-making, organization, public information, safety, and interagency coordination. It is responsible for the management of all five functions. In the event of a small incident, one individual may be able to easily manage all five responsibilities. In a major response to a citywide emergency, multiple incidents, or an event impacting the entire region, a separate person may be assigned to handle each of the five functions.

A. EMERGENCY MANAGEMENT COORDINATOR CHECKLIST

- ___ 1. Assess incident priorities.
- ___ 2. Determine goals and objectives.
- ___ 3. Develop and implement the incident action plan(s) with Section Chiefs.
- ___ 4. Develop an appropriate organizational structure.
- ___ 5. Manage incident resources.
- ___ 6. Coordinate overall emergency activities.
- ___ 7. Ensure responder safety.
- ___ 8. Coordinate activities of outside agencies.
- ___ 9. Authorize release of information to the public.
- ___ 10. Assign responsibilities as needed to the General Staff and Command Staff.
- ___ 11. Ensure notifications to the County and State are made and a mission number is obtained

Oversees: General Staff:
 Operations
 Planning
 Logistics
 Finance/Admin.

Command Staff:
 Public Information Officer
 Emergency Management Coordinator
 Liaison Officer
 Safety Officer if needed

Designates Facilities: Emergency Operations Center
Incident Command Post(s)
Staging Areas

Coordinates with: Other agencies involved in the emergency event.
Key General and Command Staff personnel.

B. PUBLIC INFORMATION OFFICER CHECKLIST

At the onset of an event:

- Determine what the situation is, where the EOC is located and where they want you located.
- Advise them of how long it will take for you to reach your assigned location.
- Obtain briefing on situation from Emergency Management Coordinator and determine limits of authority, such as pre-approval of press releases.
- Establish information center or press area near pre-defined area, coordinate location with Emergency Management Coordinator.
- Obtain needed personnel and equipment.

Duties:

After your arrival at your assigned area:

- ___1. Meet with the Emergency Management Coordinator, or their designee, to get an update as to the situation and any specific concerns.
- ___2. Establish a work area for yourself and an area for the media to be briefed. The media area should be a distance away from the EOC so there is no interruption in the work of the EOC.
- ___3. Set up the needed network to have access to the information you need. A part of this process is to make sure field personnel know you are in place and will be doing releases.
- ___4. Try to establish a set schedule for press conferences (such as every hour, every two hours). This will reduce interruptions and allow all to be aware when releases will be available.
- ___5. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
- ___6. Take a pro-active stance. Develop plans for informing the public on possible situations that may occur. This could include such things as street closures, evacuations, information sheets on purifying water, guidelines for items to bring if evacuated to a shelter, etc.

- ___ 7. If possible, acquire at least one person to assist you in the paperwork and the information handling process of the job.
- ___ 8. Prepare information for the City's web site as needed.
- ___ 9. If possible, get access to a word processor and a copier.
- ___ 10. Sign onto the Regional Public Information Network and ensure press releases are posted to it.

During the emergency:

- ___ 1. Establish an event journal to log the emergency events and activities of the PIO function. This PIO event journal will be of value to track activities during the event and to evaluate activities after the emergency is over.
- ___ 2. Prepare all press releases concerning the disaster.
- ___ 3. Obtain approval for press releases from the Emergency Management Coordinator.
- ___ 4. Coordinate with Emergency Management Coordinator/IC, department representatives, and City Manager as needed.
- ___ 5. Establish a press release binder or folder. Keep copies of all press releases in chronological order.
- ___ 6. Have regular briefings with the EOC to assure that you have timely information and the facts that the EOC needs to be disseminated.
- ___ 7. Make extra copies of all press releases. This will allow you to update late-arriving media representatives without needing to recreate a release or to spend time giving the data verbally.
- ___ 8. Coordinate with King County and Washington State EMD PIO.
- ___ 9. Assist the Emergency Management Coordinator with the preparation of Emergency Alert System (EAS) announcements.
- ___ 10. Assist in keeping the Mayor and City Council informed of the situation.
- ___ 11. Coordinate with other agencies PIO and participate in a Joint Information Center and/or a Joint Information System if established.

Demobilization:

- ___ 1. Assure all “loose ends” are taken care of and that there is someone available to handle any late-coming inquiries.
- ___ 2. Make sure that the PIO event journal is up to date and covers all activities of your office.
- ___ 3. Assure any information the public needs to access is released to the media and to those who will be contacts after the EOC is deactivated.
- ___ 4. Notify a JIC/JIS of demobilization if applicable

Reports to: Emergency Management Coordinator

Oversees: Other staff as needed.

Coordinates with: Emergency Management Coordinator
All departments and responders
Media
Regional Public Information Network (RPIN)
Joint Information Center or System, if established
All affected jurisdictions
King County PIO
WS EMD PIO

C. LIAISON OFFICER CHECKLIST

At the onset of an event:

- Obtain briefing on situation from Emergency Management Coordinator and determine scope of situation and assisting departments and outside agencies to coordinate.
- Establish a liaison communication center in pre-defined area in the EOC or Command Post.
- Obtain needed personnel and equipment.

Duties:

- ___ 1. Serve as point of contact for assisting or coordinating agencies.
- ___ 2. Coordinate management of participating agencies.
- ___ 3. Act as a diplomat between agencies when needed.
- ___ 4. Coordinate with mutual aid responders, county, state, and federal agencies.
- ___ 5. Work with private contractors to establish mission priorities, radio communication, and coordinate unified supervision.

Reports to: Coordinator/IC

Oversees: Other staff as needed.

Coordinates with: Other departments
Other agencies
Mutual aid responders
Utilities
County, state, and federal support
Private businesses

D. SAFETY OFFICER CHECKLIST

At the onset of an event:

- Obtain briefing on situation from Emergency Management Coordinator and determine scope of situation and assist responding departments and outside agencies to identify safety issues and protect responders.
- Establish communication in pre-defined area in the EOC or Command Post.
- Obtain needed information such as weather, wind direction, disaster effects in surrounding areas, etc.

Duties:

- ___ 1. Serve as point of contact for safety issues.
- ___ 2. Coordinate placement and movement of participating agencies.
- ___ 3. Coordinate with mutual aid responders.
- ___ 4. Work with private contractors to ensure safety if needed.

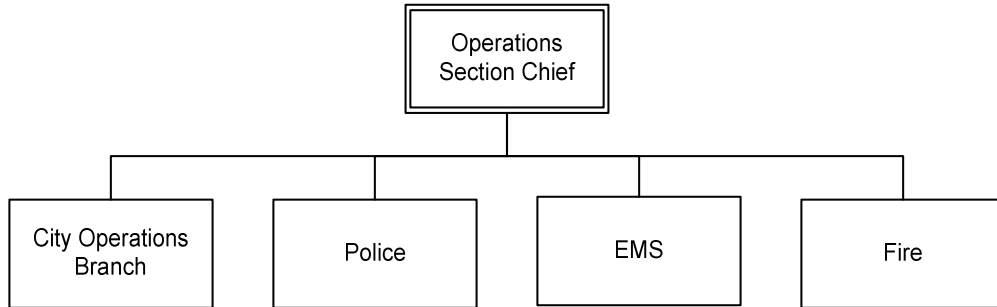
Reports to: Coordinator/IC

Oversees: Other staff as needed.

Coordinates with: Other departments
Other agencies
Mutual aid responders
County, state, and federal support

VIII. GENERAL STAFF STRUCTURE AND CHECKLISTS

A. OPERATIONS SECTION



The operations function delivers the “product” of the emergency response effort - the physical, front line activity needed to respond to the emergency and carry out the incident action plan (IAP).

The Operations Section is activated:

- When the Emergency Management Coordinator is approaching an excessive span-of-control or is spread too thin.
- When the incident’s complexity demands attention by the Emergency Management Coordinator in functional areas other than operations (such as coordinating with several outside agencies).
- When running the operations function requires a technical background not possessed by the Emergency Management Coordinator.
- When an event is spread over a wide area.
- An event will cover more than one operational period

B. OPERATIONS SECTION CHIEF CHECKLIST

At assignment to incident:

- Report to Emergency Operations Center and obtain a briefing.
- Coordinate with Emergency Management Coordinator and other EOC Sections on status.
- Ensure there are enough staff and liaisons to carry out response activities (police, fire, city operations group, i.e. public works, park maintenance staff, CRT operational staff, and operational staff of PADS).
- Evaluate need for staging area(s) and designate locations.

Duties:

- ___ 1. Direct and coordinate all tactical operations.
- ___ 2. Help Emergency Management Coordinator and Section Chiefs develop goals and objectives for the emergency event.
- ___ 3. Track assistance requests and mitigation steps/solutions.
- ___ 4. Coordinate local and other resources in support of requests.
- ___ 5. Develop operational plans.
- ___ 6. Request or release resources through the Emergency Management Coordinator.
- ___ 7. Consult with the Emergency Management Coordinator on overall incident action plan (IAP).
- ___ 8. Keep Emergency Management Coordinator and Planning and Logistics informed of situation and resource status within the section.
- ___ 9. Determine operational structure – Branches, Division, Groups, and Task Teams.
- ___ 10. Determine need and location of staging areas.
- ___ 11. Supervise staging area manager.
- ___ 12. Ensure liaisons report at termination of emergency event.
- ___ 13. Prepare summary report at termination of emergency event.

Reports to: Emergency Management Coordinator

Oversees: EOC Ops representatives
Division and group supervisors within section
Other staff as assigned

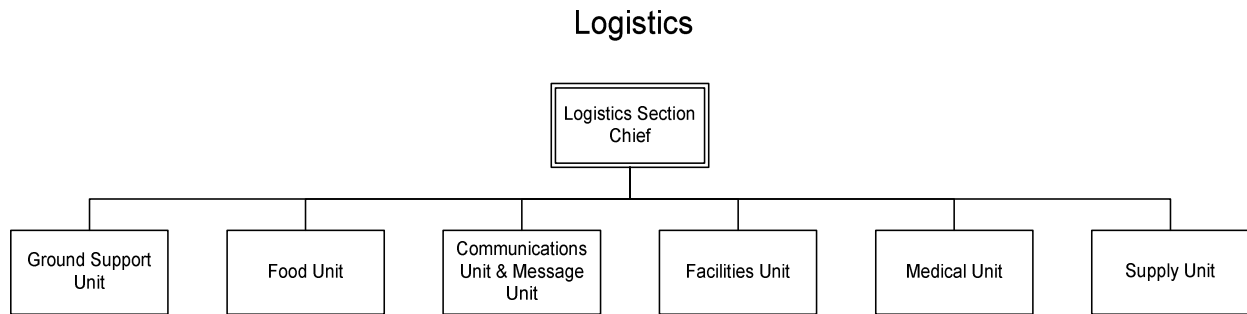
Coordinates with: Emergency Management Coordinator
Key staff under Operations Section
Mutual Aid Responders
Utilities
County, State and Federal Agencies

**C. OPERATIONS STAFF/AGENCIES CHECKLIST
(FIRE, EMS, POLICE, PUBLIC WORKS, WSP, KC PUBLIC HEALTH, ETC.)**

At assignment to incident:

- Sign in to EOC
 - Report to Operations Chief and receive a briefing.
 - Coordinate with Emergency Management Coordinator and other EOC Sections on status.
- ___ 1. Report to Operations Section Chief.
 - ___ 2. Handle messages and requests for assistance, as appropriate.
 - ___ 3. Coordinate with EOC staff in response to disaster problems and situations.
 - ___ 4. Carry out warning and notification call-outs.
 - ___ 5. Maintain communication with respective agency management.
 - ___ 6. Respond to problems and situations relative to agency responsibilities and capabilities.
 - ___ 7. Assists with preparing and distribution of the Situation Report (SITRPT) and the IAP.
 - ___ 8. Keep Operations Section Chief informed of situation and solutions, respective agency status, resource availability, etc.
 - ___ 9. Maintain status board with key agency information.
 - ___ 10. Maintain staff journal of events.

D. LOGISTICS SECTION



The logistic section is the support mechanism for the organization. Logistics provides services and support systems to all the organizational components involved in an incident, including facilities, transportation, supplies, equipment maintenance, fueling, feeding, communications and *responder* medical services. The logistics function involves securing the outside services and goods needed to support operations if needed.

The Logistics Section is activated:

- When significant outside tactical support is needed.
- When food, water, protection, or other supplies are needed to support operations personnel.
- When rental equipment is required.
- When materials must be purchased.
- For temporary housing and feeding of personnel.
- Because of need for mass feeding or shelter.
- When there is need for mass transportation.
- When facilities or open spaces/areas are needed.
- When the need to coordinate donation management has been identified.
- When the need to distribute materials (i.e. water, food, blankets, ice, etc) to the public has been identified.

E. LOGISTICS SECTION CHIEF CHECKLIST

At assignment to incident:

- Report to Emergency Management Coordinator and receive a briefing.
- Coordinate with other EOC Sections on status and development of the Incident Action Plan.
- Ensure there are enough staff and liaisons to carry out response activities.

Duties:

- ___ 1. Provide facilities, services, and materials for incident response.
- ___ 2. Oversee communications, medical and food services functions.
- ___ 3. Coordinate with Plans Section to keep current resource availability list up to date.
- ___ 4. Provide security for the EOC as necessary.
- ___ 5. Provide food, water, beverages, and bedding for the EOC.
- ___ 6. Coordinate with the Fire department to assign a medical unit for the personnel assigned to the event.
- ___ 7. Anticipate what might be requested and check on availability.
- ___ 8. Locate facilities, open spaces, and vehicles to meet the needs of the event
- ___ 9. Keep Emergency Management Coordinator informed of activities within section.
- ___ 10. Coordinate with King County and Washington State EMD on points of distributions and donation management issues.
- ___ 11. Provide message control.
 - See that messages are received, logged and assigned.
 - Ensure message forms are numbered.
- ___ 12. Provide runners
- ___ 13. Prepare a summary report at termination of the emergency event.

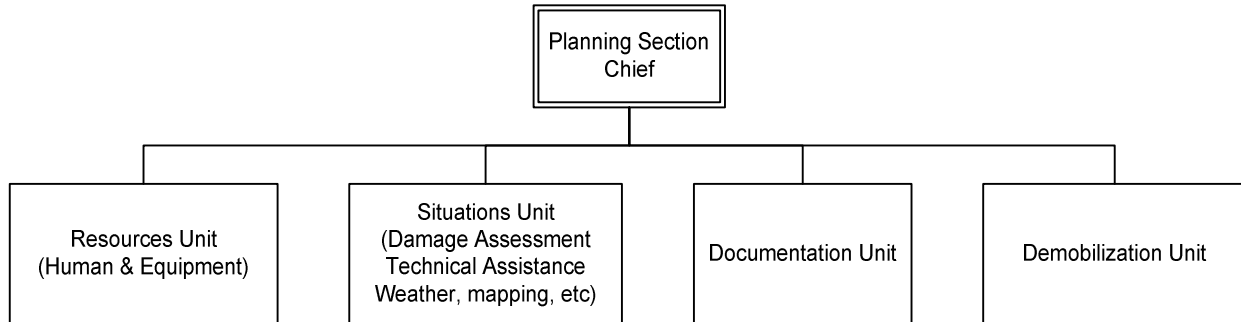
Reports to: Emergency Management Coordinator

Oversees: Service Branch – Communications Unit, Medical Unit, Food Unit
Support Branch – Supply Unit, Facilities Unit, Ground Support Unit

Coordinates with: Emergency Management Coordinator and Section Chiefs.

F. PLANNING SECTION

Planning Section



The planning section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. This involves tracking the status of the incident and providing handling, analytical, and planning services. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operation for the incident. The Emergency Management Coordinator may personally deal with the planning, technical, and information handling aspects of an emergency unless delegated.

The Planning Section is activated:

- When the information flow has become too complex for the Emergency Management Coordinator to track and manage the incident.
- When outside resources need to be contacted for information – county and state agencies, radio, TV, weather stations, road conditions, etc.
- When technical experts need to analyze and confer on a situation
- When the situation status requires planning for additional resources, dealing with mass casualties, traffic management plan, analyzing and planning for information obtained from damage assessments reports etc.
- When media is involved.
- When Situation Reports (Sitreps) are needed and an Incident Action Plan (IAP) is needed for the next operational period.
- When documentation is needed.
- When demobilization requires a plan.

G. PLANNING SECTION CHECKLIST

At assignment to incident:

- Report to Emergency Management Coordinator and receive a briefing.
- Coordinate with other EOC Sections on status.
- Ensure there are enough staff and liaisons to carry out response activities.

Duties:

- ___ 1. Manage information by:
 - Collecting information on emergency event and resources.
 - Evaluating information received.
 - Disseminating information to EOC Operations.
 - Using information to prepare the incident action plan.
 - Use information boards and/or electronic boards to track status.
- ___ 2. Assist Emergency Management Coordinator and Operations Section Chief in:
 - Developing the incident action plan based on projected needs.
 - Modifying the incident action plan to meet changing needs.
 - Anticipating changes in resource needs.
 - Preparing alternate strategies and tactical options based on projections
- ___ 3. Keep information, weather, maps, and status boards updated.
- ___ 4. Coordinate with Logistics Section on resource availability.
- ___ 5. Prepare Situation Reports (SITREPS) and Resource Status (RESTAT) reports.
- ___ 6. Prepare an Incident Action Plan (IAP) for the next operational period.
- ___ 7. Keep message file. Track requests for assistance.
- ___ 8. Prepare summary report and termination of emergency event.

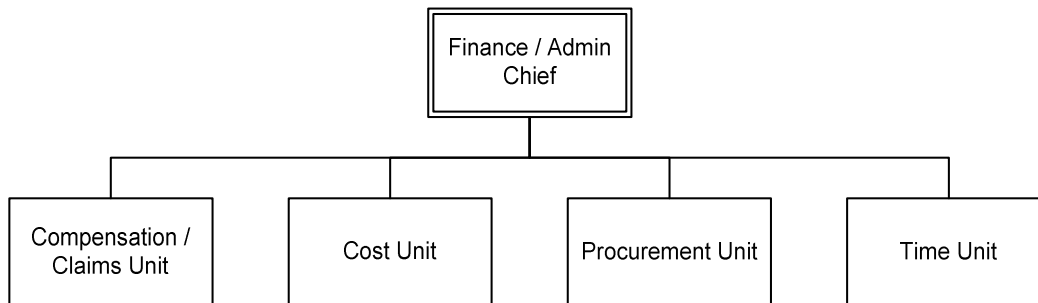
Reports to: Emergency Management Coordinator

Oversees: Staff as needed.

Coordinates with: Emergency Management Coordinator and Section Chiefs.

H. ADMINISTRATION AND FINANCE SECTION

Administration and Finance Section



The Finance/Administration Section is responsible for managing all financial aspects of an incident and manages all the administrative and business considerations of the incident. Administrative staff may be required from the onset of an incident to assist in answering telephones and provide clerical support. This section may advise on risk management issues and needs. In addition, this section will oversee the technical support needs of the Emergency Operations Center.

The Finance Section Chief may spend relatively little time on direct field support issues unless significant costs may be incurred or resources purchased. Their attention may need to be directed toward business recovery and post-disaster conditions.

The Finance Section is activated:

- When significant costs may be incurred.
- When time of staff needs to be tracked.
- Vendors need to be identified
- When contracts need to be negotiated and signed for with vendors.
- When issues are identified pertaining to compensation and claims
- When business recovery is impacted.
- In post-disaster conditions.

The Administration Section is activated:

- When information must be captured and logged.
- When clerical support is needed.

I. FINANCE AND ADMINISTRATION COORDINATOR CHECKLIST

At assignment to incident:

- Sign in to EOC.
- Report to Emergency Management Coordinator and receive a briefing.
- Coordinate with other EOC Sections on status.

Duties:

- ___ 1. Oversee financial affairs:
 - Track all incident costs.
 - Evaluate financial considerations of the emergency event.
 - Oversee budgeting and future payments.
 - Assign responsibilities as needed to Time, Procurement, Compensation/Claims, Procurement, and Cost Recovery.
- ___ 2. Oversee clerical support and data entry.
- ___ 3. Assign and oversee technical support staff to manage the information needs of the incident.

Reports to: Emergency Management Coordinator

Oversees: Staff as needed.

Coordinates with: Emergency Management Coordinator and Section Chiefs
Legal staff
Private vendors.
County, State and Federal Agencies, primarily for recovery activities

ESF #5 EMERGENCY MANAGEMENT
APPENDIX C
EMERGENCY OPERATIONS CENTER ACTIVATION PROCEDURES

This check list is to serve as a guide for notification of key personnel in the event an emergency occurs that would require activating the EOC in the City of Shoreline. The City Manager or his/her designee will authorize the activation of the EOC for the City of Shoreline. Once this authority has been given the City Manager shall delegate to the administrative staff of the City Manager's Office (CMO) the task of making the appropriate notifications.

- At the time of activation, the City Manager's Office shall determine where the EOC will be activated and to which level, 1, 2, or 3 (see below).

It is expected that all Department Heads will respond to the EOC, or their designees if they are not available. Each Department Head/Section Chief will be responsible for notifying the staff who are assigned to support their sections to respond to the EOC. Operational Managers/ Supervisors will be responsible for notifying staff that they need to respond to the event.

- If there are any specific directions to city staff about reporting to work CMO's administrative staff shall place them on the City's Emergency Outgoing Hotline, (206) 546-6697.
- If phone lines are not available other communication devices will be utilized to the extent possible to ensure notifications, i.e. 800 radios, email, push to talk feature of Nextel phones, or email.
- When no communication is available after a significant event city staff can assume that the City's Green/Gold teams have been activated and respond to the EOC according to their department plan and the green and gold procedures.

(If, due to the nature of the activation, it is deemed appropriate for the CMO's admin staff to assign this function else where in the organization they shall ensure that the staff person assigned has the necessary information and direction to complete the appropriate notifications).

Level I Monitoring Phase - *An emerging situation is being monitored and may warrant the need for obtaining more resources in the future.*

Level II Partial Activation - *A situation that requires two or more departments to provide an effective response: resources may be required from other agencies*

Level III Full Activation - *A situation beyond the ability of our organization to manage: additional resources are required and an emergency is proclaimed.*

(See EOC Handbook for examples).

Determine which location for the EOC will be activated.

- A. Primary – Fire Training Center
- B. Alternate - Police Station
- C. City Hall

NOTIFICATION CHECKLIST

Phone numbers of staff in this section have been removed – contact the City of Shoreline Emergency Coordinator if you have a need for any phone numbers.

EOC SUPPORT STAFFING

Call	Position	Name	Time Called	Initials
	Call Taker			
	Call Taker			
	Call Taker			
	Radio Operator			
	Amateur Radio			

Message Center

	Logger			
	Router			
	Runner/Relief			
	Runner/Relief			

Information & Analysis

	Displays			
	AV System			
	Situation Reports			

EOC ADMINISTRATION

	Security			
	Documentation			

Shoreline Comprehensive Emergency Management Plan
ESF #5 Emergency Management

	Facility issues			
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EOC ACTIVATION BENCHMARKS

Decision to Activate Plus 30 Minutes

- Notifications of Emergency Management staff, Manager, Mayor and appropriate staff
- Staffing needs identified, call outs started
- EOC Set-up started
- City's Emergency Outgoing Hotline updated, (206) 546-6697

Decision to Activate Plus 1 Hour

- At least some of EOC staff have arrived
- Staffing need identified and notifications completed
- Basic situation identified, rapid impact assessment started
- EOC set-up completed

EOC Open Plus 1 hour

- Initial EOC actions completed
- Support staff positions identified and notifications completed
- Coordination staff identified and notifications completed
- Message logger and router positions staffed
- Information and analysis section staffed
- Rapid impact assessment continues (windshield survey)

EOC Open Plus 2 Hours

- First briefing, briefing schedule posted
- Initial damage information available
- City departments assessing response capability
- Planning Section prepares Situation Report
- Report any weather related damage to NWS

EOC Open Plus 4 Hours

- Damage assessment continues
- Initial contact made with all utilities, surrounding jurisdictions and situation reports requested.
- Situation report written and sent out to all interested parties
- Evaluate staffing needs for next 24 hours and make notifications
- Identify EOC facility needs for next 24 hours; food, maintenance, office supplies
- Identify staffing needs for relief

EOC Open Plus 8 Hours

- Assessment of general areas of damage should be complete
- General situation of neighboring counties and cities should be known
- Logistics section in place
- Plans and recovery functions working
- Coordination group has moved from damage assessment to coordination of resources

SHIFT CHANGE FOR EOC - BRIEF RELIEF CREW (This is done generally after 12 hours under activation. RETIRING CREW REMAINS ON SHIFT FOR 30 MINUTES TO OVERSEE SMOOTH TRANSITION OF INCIDENT)

EOC SETUP CHECKLIST

- ___ 1. Direct setup of EOC:
 - √ Arrange Fire Department Training Room for EOC usages as pre-determined.
 - √ Establish EOC security
 - √ Place department identification cards at each table position, per attached drawing.
 - √ Distribute material to ensure every position has adequate supplies
 - ◆ Telephone
 - ◆ Note pad
 - ◆ Pencils
 - ◆ Telephone books
 - ◆ Resource books
 - ◆ SOP books
 - ◆ Laptop computers
 - √ Setup and supply status boards
 - ◆ Dry erase markers
 - ◆ Dry erasers
 - √ Setup flip charts and sign-in board
- ___ 2. Assign someone to take telephone messages.
- ___ 3. Assign someone to post the situation information and key contact numbers on maps and status boards.
- ___ 4. Notify Washington State Division of Emergency Management Duty Officer (1-800-258-5990) for mission number and/or situation report.
- ___ 5. Notify the City of Bellevue Zone One if the situation is regional .
- ___ 6. Notify King County Office of Emergency Management, as situation requires.
(EOC Office - 206 296-3830 Duty officer, ECC Activations:
ecc.kc@metrokc.gov King County JIC: jic@metrokc.gov)
- ___ 7. Ensure that all necessary warnings and notifications have been made. If not, either make them, or direct someone to make them.
- ___ 8. Obtain an updated weather report, if appropriate. Use Weather Net if available, if not NOAA information is available at (206) 526-6083/(206) 526-6857 or 162.550 MHz; or on the web, TV, or radio. Post the information and plan to get updates as necessary.
- ___ 9. Keep an accurate log of activities.

EOC DEACTIVATION CHECKLIST

- Notify King County EOC 206-296-3830
- Notify the State EOC 253-512-7000
- Notify City Departments
 - Police 206-546-6730
 - Fire 206-533-6500
- Notify public utilities
- Notify surrounding municipalities
- Notify all agencies that were notified of activation (National Weather Service, School District, Community College, etc)
- Return room to ready state
- Deactivate EOC phones
- Secure building

EOC DISPLAYS, MAPS, STATUS BOARDS

- *All changes shall indicate the DATE and TIME of the change*
- *The person updating the display shall INITIAL all changes*
- *Changes will be made ONLY by personnel in charge of that EOC function or their Designee*
- *Official authorities will verify information on display boards before being posted*
- *Information of display boards is not necessarily for public or media dissemination*
- *Check with the EOC Supervisor if unknown what information is public knowledge*

Suggested information for display - white boards, flip charts, clipboard

Significant Events
City Department Status
Deaths
Injuries
Transportation Systems
Utilities
Structures
Hospital Status
EOC Staffing
Evacuation Areas
Event Logs
Incident sites, Command Posts, Incident Commander and Phone Numbers
Public Information Officers and Phone Numbers
Resources distributed and plotted on map
Resources requested
Environmental conditions
School status
Shelter locations and status
Time of next briefing
Utility status
Weather conditions and predictions

EOC REPRESENTATIVE CHECKLIST

1. Check In: Upon arrival at the EOC sign check-in board
2. Determine Status: Check status boards and determine immediate situation.
3. Confer: Check with EOC Director and previous section representative.
4. Determine: Review messages and determine immediate actions. Forward messages are required.
5. Damage Assessment: Monitor damage assessment and the status of capabilities and resources.
6. Response/Recovery: Monitor response and recovery needs for field support, technical support, and resource needs.
7. Coordinate Actions: Coordinate requests for information, outside assistance and executive decisions and or actions.
8. Assist: The section leader or EOC Director in developing and revising short-and long-term plans of action for supporting the field commands and the public.
9. Inform: Keep your department/agency current of all pertinent information, including that resulting from:
 - Interaction with counterpart EOC representatives.
 - Action plan development meetings.
 - Information from status boards.
10. Ensure Safety: As appropriate, ensure that all warning information that affects safety and survivability of Shoreline resources is relayed to appropriate personnel immediately, even if it has been disseminated by other means.
11. Participate: At the request of the EOC Director, participate in status briefings, and policy group meetings.

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**ESF #5 EMERGENCY MANAGEMENT
APPENDIX D
DEPARTMENT OPERATIONS LINE OF SUCCESSION**

Elected Officials

Mayor (*determined by majority vote of city council*)
Deputy Mayor (*determined by majority vote of city council*)
City Council Member

Executive Department

City Manager
Assistant City Manager
Intergovernmental Program Manager
Senior Management Analyst

Legal Department

City Attorney
Deputy City Attorney

City Clerk's Office

City Clerk
Deputy City Clerk

Community Services Division

Manager
Emergency Management Coordinator
Neighborhood Coordinator
CRT Supervisor

Human Resources Department

Human Resources Director
HR Analyst

Finance Department

Finance Director
Finance Manager

Fire & EMS Department

Fire Chief
Deputy Fire Chief
Battalion Chief
Ranking Officer

Parks, Recreation, and Cultural Services

Director
Recreation Superintendent
Parks Superintendent

Planning and Development

Director
Assistant Director
Building official
Planner III
Permit Services Manager

Police Department

Police Chief
Captain
Sergeant

Public Works Department

Director
Operations Manager
Facilities manager
Administrative Manager
Traffic Engineer
PW Maintenance Supervisor

Appendix E

Department Operations

Emergency Management Employee Procedures

1.1 Duty to Respond

March 31, 2005

As provided in Section 5.05 of the City’s personnel policies, “the City is in the business of providing vital public services. This means that the City does not cease its operations during times of inclement weather or natural disasters” and has a commitment to continue to provide vital services to the community during emergency conditions, while maintaining a primary concern for the safety of City employees and their families. “Therefore, all employees are asked to make every reasonable effort to report to work during such times even if it is inconvenient.”

In the event of a widespread disaster that necessitates the activation of the Emergency Operations Center, each employee is required to report to work as outlined in their department’s specific emergency “green and gold” staffing plan. For employees who are required to remain at work upon the occurrence of a disaster, Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in the City’s Emergency Operations Plan.

1.2 Departmental Emergency Staffing Plan

Each department will maintain a “green and gold” staffing plan to provide emergency staffing for up to 72 hours, across the 24 hour clock, so that needed City services will be provided as expediently as possible. The plan will provide clear direction to employees as to their assignment in case of an emergency staffing plan. Department heads shall ensure every new employee is aware of their assignment. It is imperative that all employees follow the plan and do not all respond at once to an emergency. Over response will not allow for relief of first responders and not all assignments will have been identified until after the first few hours into the emergency.

1.3 Emergency Contact Information

All regular employees are required to fill out the City of Shoreline Employee Emergency Contact Information form. A copy will be kept in Human Resources and in the department. Employees are required to update the form any time the information provided on the form changes.

Each department will have a protocol that allows for an appropriate way to contact their employees to relay any emergency information or need. In addition, employees are encouraged to use the City's Emergency Outgoing Hotline, (206) 546-6697, for general information and/or specific direction.

1.4 Emergency Preparation Encouraged.

All City employees are encouraged to preplan for the safety and welfare of their families and homes. All City employees are encouraged to have emergency provisions for their families and homes to survive a minimum of 72 hours if a crisis necessitates it.

1.5 Green & Gold Plan

Following is the Green & Gold team plan that will operate if and when the Emergency Operation Center (EOC) is activated for a response to an emergency and when the need for 24/7 staffing is declared.

During Business Hours

If the EOC is activated due to an emergency during business hours, and the need for 24/7 staffing is declared, the Green Team shall work the first 12 hours and the Gold Team shall leave and return to work the next 12 hours. Preferably, the first team responding should include the department head.

Outside Business Hours

If the EOC is activated due to an emergency when you are not at work, please call the main emergency operations number (206-546-6697) for directions as to which team is responding, Green or Gold. If there is a problem with the phone lines, e-mail may be used, so check your e-mail for messages. If you are unable to contact the City, this would be an indication that the City has activated its emergency plan and the EOC. The Green Team should report for a 12 hour shift and the Gold Team should report in 12 hours. Every attempt will be made to get information to staff as the means become available.

2.1 Issued Equipment

March 31, 2005

The City of Shoreline has issued equipment to many employees to be able to communicate with other staff and to perform their assigned functions. If you have been issued such equipment, i.e. radios, phones, pagers, flashlights, etc., you are required to maintain the assigned equipment in a state of operational readiness and have immediate access to it.

1. If any assigned equipment becomes lost, damaged, or does not work the employee should report this to their supervisor immediately.
2. Supervisor will ensure all City owned equipment is repaired or replaced as soon as practical after being notified of its status by the assigned employee.

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EMERGENCY SUPPORT FUNCTION #6

MASS CARE, HOUSING AND HUMAN SERVICES

ESF COORDINATOR: **Recreation Superintendent**

LEAD AGENCIES: **Parks, Recreation and Cultural Services Department**
 Community Services Manager
 Human Services Planner

SUPPORT AGENCIES: **All City Departments**
 Human Services Organizations

I. Introduction

A. Purpose

This document has been developed to provide for the coordination of efforts to address the non-medical mass care, housing and human services needs of residents following an emergency or disaster.

B. Scope

This ESF promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by an emergency or disaster. This ESF includes three primary functions: mass care, housing, and human services.

1. Mass care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, opening a cooling/warming center, and coordinating bulk distribution of emergency relief items. The City will coordinate with KCECC when determining the needs of opening of a general population shelter or a shelter for medical needs patients. They will also coordinate with KCECC and the State of Washington's EOC Logistics Section when the need is determined to set up a Point of Distribution Center.
2. Housing involves the provision of assistance for short and long-term housing needs of residents.
3. Human services will be provided primarily by local disaster organizations and various county, state and federal government agencies, when available. The range of services needed by residents will depend on the emergency. In the event of a presidential disaster declaration, additional

emergency welfare services may become available to eligible residents. These may include low-interest loans, food stamps, disaster counseling, and unemployment benefits. These services are coordinated through a State or Federal Disaster Assistance Center which is established following the presidential disaster declaration. The City of Shoreline (City) will coordinate with the Zone 1 Coordination Center (Z1 ECC), King County Emergency Coordination Center (KC ECC) and/or directly to the Washington Emergency Management Division (WA EMD) in arranging for appropriate work space and equipment for the operation of a Disaster Assistance Center in the event one is established within the City.

C. Policies

1. All activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.
3. It is the responsibility of City departments and personnel to conduct activities within this ESF. The Parks, Recreation and Cultural Services Department will facilitate these activities until such time as other organizations such as American Red Cross (ARC), Salvation Army, religious organizations and/or other human service organizations are able to take over operations to provide mass care, housing, and human services within the City.
4. While the City anticipates assistance from human service organizations, such as the ARC, there is no guarantee that assistance will be available. The City will develop plans and processes with the understanding that there may be few or no external resources available.

II. Concept of Operations

A. General

1. The Incident Command System (ICS) will be used for all field operations. The Incident Commander will report information and requests to the Emergency Operations Center (EOC) Manager.
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.

4. HR will work with the Parks, Recreation and Cultural Services Department to locate emergency shelter for City employees and their immediate families.
5. Individual assistance to disaster victims will be provided primarily by local disaster organizations and various county, state and federal government agencies. The range of services needed by disaster victims will depend on the specific disaster and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.
6. The City will pre-designate areas to serve as points of distribution (PODs) for the disbursement of items such as ice, water, food, etc. in coordination with ESF #11 Agriculture and Natural Resources. Multiple sites will be pre-determined throughout the City to ensure that drop sites are outside of the damaged area.
7. The City will pre-designate city-owned public facilities or other public and private facilities that may be used as emergency shelter facilities when:
 - a. there will be a delay in opening ARC shelters;
 - b. there are not enough ARC shelters to accommodate the need of the population;
 - c. the ARC is unable to open shelters within the City, for any reason;
 - d. or it is the most expedient method for providing temporary shelter during a disaster.
8. It is a realization that providing mass care and housing during a large scale event will overwhelm every social service agency in the Puget Sound area. Dependent on the hazard and the severity of the disaster, the City may have limited shelters and limited resources to manage those shelters. All shelter operations during emergencies and disasters will be coordinated through the EOC.
9. In a disaster, the EOC may submit requests to the Z1 ECC, KC ECC and/or the WA EMD for assistance from the ARC, Salvation Army and other voluntary organizations to provide sheltering and meet the emergency needs within the City.
10. The ARC may be available to activate, manage and support public shelters and provide related services needed by displaced populations during the sheltering period. The activation of the shelter system may include the provision of emergency food, water, shelter, clothing, health and mental

health care to disaster victims, and crisis training for City staff and volunteers to assist in the Red Cross operations.

11. The ARC is congressionally mandated to provide emergency mass care services to populations affected by natural or manmade disasters. As a primarily volunteer agency, those services can take some time to mobilize initially.
12. Throughout the response and recovery phase of a disaster, the Parks, Recreation and Cultural Services Department will continue to coordinate with the ARC, Salvation Army, faith-based organizations and other human services organizations to provide mass care, housing, and human services within the City.
13. The Parks, Recreation and Cultural Services Department will coordinate with appropriate City departments to identify safe areas of the City, inspect potential shelter facilities for building safety, identify safe routes of travel, determine the appropriate number and locations of shelters, duration of use, etc.
14. Parks, Recreation and Cultural Services Department staff will coordinate the management of City-owned or City operated facilities serving as interim shelter facilities until such time as a recognized public service organization can assume shelter operations or the shelter is no longer needed. Activation of pre-identified facilities for sheltering will be coordinated by the Parks, Recreation and Cultural Services Department through the EOC.
15. City personnel may be requested to serve as emergency workers in shelters. The Human Resources Department (HR) will be responsible for coordinating the assignments for volunteers with other City departments.
16. The EOC will work with KC ECC to coordinate county, state and federal services needed in sheltering and recovery services, when appropriate.
17. Public information regarding shelter availability and locations shall be released through the designated Public Information Officer (PIO).
18. In the event of a presidential disaster declaration, additional emergency welfare services may become available to eligible disaster victims. These services may include low-interest loans, food stamps, disaster counseling, and unemployment benefits. These services are normally coordinated through a State or Federal Disaster Assistance Center established following the disaster declaration.

B. Organizations

1. The Parks, Recreation and Cultural Services Department is the lead agency for the coordination of ESF 6 activities within the City. The Community Services Manager will assist with this ESF by providing technical advise on organizations that can assist those citizens who have special need, disabilities, English as their second language or not spoken at all, elderly, and homeless.

C. Actions

See Parks, Recreation and Cultural Services Department Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agencies

1. Parks, Recreation and Cultural Services Department

- a. Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.
- b. Coordinate with the ARC and other human services organizations in the development of plans for and coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters and provide staffing as available.
- c. Provide coordination of agencies and activities to ensure adequate shelter needs are met. Use the ARC Shelter Operations Workbook (separately published document) as the Parks, Recreation and Cultural Services Department's standard operating procedure (SOP) to set up temporary emergency shelter until the ARC can take over if they are able.
- d. Coordinate with the City's EOC to determine mass care needs. Coordinate with Z1 ECC and KC ECC for outside agency/organization support.
- e. Provide staff, supplies, equipment and facilities to assist ARC or other support organizations to provide emergency reception, sheltering and feeding operations.

- f. Coordinate resources of other providers such as other human service agencies, churches, schools and private businesses who can or want to assist in relief efforts.

2. Community Services Manager and Human Services Planner

- a. Coordinate the implementation of social services programs, as appropriate, during emergency operations.
- b. Coordinate with social service organizations, relief agencies, the Red Cross, etc.
- c. Maintain liaison with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who do not speak English or where English is their second language to identify ways to meet their needs during an emergency.

B. Support Agencies

1. Emergency Operations Center

- a. Coordinate with KC ECC for activation of county, state and federal sheltering and recovery services.
- b. Coordinate the collection of information regarding disaster, damage and request activation of shelters.
- c. Provide coordination with provider agencies and city departments, as appropriate.
- d. Coordinate public information to ensure that necessary information is disseminated to the public.
- e. Utilize the registered Disaster Worker Volunteers (CERTS and Amateur Radio Team), when available and feasible, to assist with activities like: checking on vulnerable populations, staffing for shelters, and distribution of information into communities that are without power or where English is not spoken.

2. Fire Department

- a. Provide fire suppression and coordinate emergency medical services at shelters and assist as needed.

3. Police Department

- a. Establish security, maintain law and order at shelters.
- b. Provide crowd and traffic control at public shelters.
- c. Assist in providing emergency communication between shelters and EOC.
- d. Assist in identifying safe routes to shelters.

4. Human Resources

- a. Work in coordination with the Parks, Recreation and Cultural Services Department to provide sheltering for City employees and their families as necessary.
- b. Coordinate registrations and use of city staff and temporary emergency workers at city operated shelter facilities.
- c. Assist in locating suitable sites for Disaster Assistance Centers when requested.
- d. Provide support to Parks, Recreation and Cultural Services Department for mass care, housing and human services operations as requested.
- e. Identify sites for collection, storage and distribution of donated goods.

5. Finance Department

- a. Coordinate private donations and community offers of assistance.
- b. Assist with computer and/or telephone services in shelters when appropriate.
- c. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.

- d. Provide for installation and maintenance of computer, telephone and other office equipment in the event that the Disaster Assistance Centers are activated.
- e. Provide support to Parks, Recreation and Cultural Services Department in mass care, housing, and human services operations as requested.
- f. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
- g. Coordinates distribution of donated goods.

6. Public Works and Engineering Department

- a. Coordinate disposal of solid waste from shelters.
- b. Assist in emergency repairs at shelters as appropriate.
- c. Assist in crowd control operations with signing and barricades.
- d. Assist in identifying safe routes of travel for shelter staff and transport of supplies.
- e. Assist in providing emergency radio communication between temporary shelters and EOC.
- f. When requested and prior to opening of a shelter, provide building safety inspections of the pre-designated building that will serve as shelters.

7. All City Departments

- a. Provide staff, as necessitated by extent of disaster, to assist with coordination of temporary shelter and shelter services and provide backup to Parks, Recreation and Cultural Services Department staff in the use of city facilities for staging/reception areas or temporary shelters.

8. American Red Cross (ARC)

- a. Act as the lead support agency for emergency shelter operations, when available.

- b. Coordinate with the City, specifically the Parks, Recreation and Cultural Services Department on all mass care operations.
- c. Provide food, clothing, temporary housing, mobile canteen service, medical service and other necessities to disaster victims, when available.
- d. Provide health and welfare inquiry services, when available.

9. Other Human Service Organizations

- a. Provide emergency feeding and shelter in coordination with the City of Shoreline's Human Services and Parks, Recreation and Cultural Services Department.
- b. Collect donated food, clothing and other supplies for mass care operations.
- c. Provide counseling to disaster victims.

10. Shoreline School District

- a. Through agreements with the city, provide school facilities for shelters and feeding.

11. Faith Based Organizations

- a. Through agreements with the city, provide facilities for shelters and feeding

12. Zone 1 Emergency Coordination Center

- a. Provide coordination between the emergency coordination centers in Zone 3, Zone 5, KC ECC, human services organizations during a disaster, whenever possible.
- b. Serve as a coordination portal between local emergency operation centers within Zone 1, human service organizations and county, state and federal agencies for sheltering and recovery as appropriate.
- c. Coordinate with KC ECC and WA EMD to ensure equitable distribution of county, state and federal resources.

13. King County Emergency Coordination Center

- a. Provide coordination between the human services organizations and the City during a disaster.
- b. Respond to request from EOC manager to expedite activation of ARC shelters, if possible.
- c. Serve as a coordination portal between local emergency operation centers, human service organizations and county, state and federal agencies for sheltering and recovery as appropriate.
- b. Provide back-up communication at shelters through Radio Amateur Civil Emergency Services (RACES) as appropriate.

14. Washington Emergency Management Division

- a. Coordinate requests from local and county governments for state agencies and private organizations having emergency mass care capabilities local and regional resources have been expended.
- b. Provide overall coordination for the provision of individual recovery assistance programs implemented within the state.
- c. Alerts those state and local agencies with individual recovery assistance program responsibilities in the event of a large scale disaster that will expend the resources available within the affected communities.

15. Washington State Department of Health

- a. Supplements local health agencies in the regulation and inspection of consumable foods at the point of consumption.

16. Other State Agencies

- a. Responsibilities as identified in the Washington State Comprehensive Emergency Management Plan.

IV. APPENDICIES

- A. Standard Operating Procedure for Temporary Shelter

V. REFERENCES

- A. Shelter Operations Participant's Workbook, American Red Cross
- B. Washington State Comprehensive Emergency Management Plan

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ESF #6 MASS CARE, HOUSING AND HUMAN SERVICES
APPENDIX A
STANDARD OPERATING PROCEDUR FOR TEMPORARY SHELTERS

A. PRE-PLANNING

1. ___ Develop plans for coordinating a temporary emergency shelter.
2. ___ Identify possible shelter locations.
3. ___ Coordinate with King County Office of Emergency Management and the King County American Red Cross.

B. EMERGENCY PERIOD

1. ___ Alert key personnel.
2. ___ Coordinate with Incident Commander to determine shelter needs.
3. ___ Determine:
 - a. Situation
 - b. Hazards
 - c. Possible numbers to be sheltered
 - d. Locations
 - e. Expected duration
4. ___ Call King County Office of Emergency Management to request shelter support. They will contact the King County Red Cross.
5. ___ The Red Cross will activate shelter.
6. ___ Provide staff, supplies, equipment, and facilities to support shelter activities.
7. ___ Coordinate with the Public Information Officer to direct citizens to shelter locations.

C. TEMPORARY SHELTER

1. ___ If American Red Cross cannot respond immediately, determine shelter location from list and coordinate with owners.

2. ___ Activate personnel to open a temporary shelter, including Parks and Recreation, the Finance Department, and Human Resources Departments.

3. ___ Use *American Red Cross Shelter Operations Participant's Workbook* for Standard Operating Procedures to open shelter.

4. ___ Use Mass Care Forms from either Shelter Supply Kits or in Shoreline Emergency Operations Plan ESF #12 Mass Care, Housing and Human Services.

5. ___ Emergency public health services will be provided by the King County Department of Health.

D. RECOVERY PERIOD

1. ___ Assist in closing of shelter and mass feeding operations.

2. ___ Assist in restoring facility to normal use.

3. ___ Complete documentation and reports.

EMERGENCY SUPPORT FUNCTION #7

RESOURCE SUPPORT

ESF COORDINATOR: **Finance Director**

LEAD AGENCY: **Finance Department**
 Human Resources Department

SUPPORT AGENCIES: **All City Departments**
 Emergency Operations Center
 City of Shoreline Registered Volunteers
 Washington Chapter of Volunteers Active in Disasters
 Zone 1 Emergency Coordination Center
 King County Emergency Coordination Center

I. INTRODUCTION

A. Purpose

The purpose of ESF 7 – Administrative Resource Support is to assist the City of Shoreline (City), Emergency Operations Center (EOC), City Departments, and other organizations requiring administrative resource support prior to, during and/or after a disaster or emergency situation.

B. Scope

Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunication, contracting services, transportation services (in accordance with ESF #1 – Transportation), security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

C. Policies

1. All activities within ESF #7 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. Primary resource support responsibilities will be coordinated by the Finance Department (Finance) and the Human Resources Department (HR).
3. ESF #7 provides support for requirements not specifically identified in

other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

4. Support departments furnish resources to help meet ESF#7 requirements, including procurement personnel necessary to establish operations effectively at the EOC.
5. In accordance with RCW 38.52.990 (9), in responding to a disaster, the Mayor or designee is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
6. As a signatory to the King County Regional Disaster Plan (RDP), the City will conduct activities in accordance with the RDP whenever possible.
7. Departments will utilize their personnel to the maximum extent possible; including use of personnel not assigned emergency responsibilities. The Human Resources Department is responsible for human resource activities within the City and as such, may assist other departments to identify and designate employees and emergency workers to assist in disaster response and recovery. It may be necessary to hire temporary employees to meet staffing requirements.
8. City departments retain the responsibility for the day-to-day supervision of their work force; however, they should coordinate their personnel needs with the Human Resources Department. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or “out of class” and shall be compensated in accordance with existing compensation policies. All requirements of the Fair Labor Standards Act (FLSA) shall apply.

II. CONCEPT OF OPERATIONS

A. General

1. The City may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards during a disaster.

2. City departments and support agencies will perform tasks and expend resources under their own authorities in coordination with the EOC, including implementation of mutual aid agreements, as applicable, in addition to tasks received under the authority of this plan.

B. Organization

1. The primary determination of resource needs is made by operational elements at the field level and coordinated through the EOC. Requests for resources flow upward and are tracked at the EOC. City resources will provide the primary source of personnel, equipment, materials, and supplies. Support that cannot be provided from City resources will be secured through direct procurement, donations, or mutual aid.
2. Resource requirements beyond the capacity of the City will be coordinated through the Zone 1 Emergency Coordination Center (Zone 1 ECC) and the King County Emergency Coordination Center (KC ECC). Requests will be handled on a case by case basis and allocation will depend on availability of both the resource and a means of delivery.
3. The EOC will have available, or have immediate access to, resource and vendor lists for the most commonly used or anticipated resources to combat a given hazard.
4. Each City department shall develop and maintain a list of department resources and local contractors/suppliers from which to obtain resources. Pre-existing inventories of the community's resources and procedures regarding their use contributes significantly to the successful and efficient response to and recovery from major emergencies.
5. The HR Director or designee will designate an EOC representative to coordinate personnel needs, maintain liaison with volunteer organizations, and provide information to assist the City's employees with obtaining disaster assistance.
6. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship, whenever possible.
7. Additional personnel resources may be available through agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance will be coordinated with the EOC.
8. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.
9. Mandatory controls on the allocation, utilization or conservation of

resources can be used when necessary for the continued protection of public health, safety and welfare. Whenever possible, voluntary controls are preferred.

10. A Base may be established to coordinate and administer logistical functions of an incident. Per ICS, there will be only one Base per incident.
11. A Staging area will be identified by EOC and field personnel to provide a location for the assembly and assignment of resources. There may be more than one staging area based on the needs of the incident.
12. Volunteers will become an important resource in the event of a disaster. All Registered Volunteer Emergency Workers (VEW) must report to the staging area for assignments. Any person wanting to volunteer, who is not already registered with the City as a VEW, must report to the staging area for temporary registration and assignment. A Representative of the City's HR Department will be in the field to register temporary VEWs and activate VEWs as instructed by the Incident Commander (IC) or the EOC. If no staging area is established, then this function will be managed from the EOC.
13. During a disaster, the HR Department will assist with recruiting and registering temporary VEWs per WAC 118-04-080. The Emergency Management Coordinator will assist with the responsibility of coordinating VEWs.
14. Prior to a disaster, the HR Department, in coordination with the Emergency Management Coordinator, will be responsible for registering VEWs utilizing the guidelines provided in WAC 118-04-080. Volunteers will be registered as VEWs and provided identification cards which will include a classification (in accordance with WAC 118.100) appropriate to their qualifications (Appendix 1 - Emergency Worker Guidelines).
15. It may become necessary for the city to distribute large quantities of needed items to their citizens after a disaster. Examples of this maybe ice, water, and food. This will be coordinated with the KCECC and the Logistics Section of the Washington State Department of Emergency Management. A Point of Distribution (POD) will need to be identified, staffed, and set up. The City's EMC and available staff will assist with coordination of the establishing and staffing of the POD.
 - a. If at all possible PODS should be pre-determined in the City to make the set up more efficient.

C. Actions

See Finance Department and HR Department Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Finance Department

- a. Provide, direct, and coordinate ESF #7 operations.
- b. Locate and procure resources for the EOC and field operations to support emergency response and recovery or to promote public safety;
- c. Coordinate the transfer of excess personal property and assist in its disposal when requested;
- d. In coordination with the Logistics' Chief, the Finance Department will locate and coordinate the use of available space for incident management activities;
- e. Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.
- f. Procure required stock from vendors or suppliers when City resources are unavailable or have been expended
- g. Coordinate the procurement of communications equipment and services
- h. Provide support to the EOC for all ESF #7 Resource Support activities
- i. Provide for the procurement of contractors services when necessary
- j. Estimate the cost of providing resources, record purchases and track expenditures.

2. Human Resources Department

- a. Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response and recovery operations.
- b. Coordinate human resource activities including during a disaster including, but not limited to; hiring temporary workers and registering temporary emergency workers.
- c. Prior to a disaster, coordinate the VEW program within the City, including the registration process and background investigation, in accordance with WAC 118.
- d. Develop a pool of personnel resources to be utilized by the EOC and field personnel.
- e. During a disaster, complete Form EMD-078 Emergency Worker Daily Activity Report (Appendix 4).
- f. Maintain a supply of VEW registration materials, such as registration cards, identification forms and VEW guidelines.
- g. Provide a representative to the EOC, as needed, to monitor human resources and volunteer status.
- h. Develop a process for the completion and tracking of claims for injuries or invoices (for gas, equipment, etc) of volunteers, for submission to King County ECC, WA EMD, and/or FEMA.
- i. Maintain emergency contact numbers for city employees and their designated contact utilizing the Employee Emergency Contact Form (Appendix 5).

B. Support Agencies

1. Emergency Operations Center

- a. Coordinate requests for resources through the Zone 1 ECC and/or KC ECC.
- b. Coordinate resources with other jurisdictions through mutual aid agreements.
- c. During a disaster, contract with vendors to improve the response and recovery efforts within the City.

- d. Coordinate the allocation, utilization and/or conservation of resources.
- e. Ensure that information is recorded and maintained for future use in submitting claims for assistance and processing invoices for payment
- f. Evaluate situations in which volunteers, that are already trained and registered (i.e. CERT members, RACES/ARES members), can be utilized.
- g. If additional volunteers are needed, coordinate with the Public Information Officer (PIO) to advertise for volunteers that have the necessary skills and with Human Resources to ensure all application and record check requirements are completed.
- h. Assist Human Resources to develop procedures for the coordination of spontaneous volunteers. The procedures will include processes for determining an individual's skills and abilities and evaluating these abilities to provide for future needs. In addition, the procedures will include processes for communicating with spontaneous volunteers after an event in order to recruit them into the City's VEW Program for future events.
- i. Contact the Washington Chapter of Volunteers Active in Disasters to assist with the recruitment of volunteer resources, if additional resources are needed.
- j. Coordinate with the State of Washington Department of Emergency Management if a Point of Distribution (POD) is opened for mass distribution of supplies.

2. All Departments

- a. Develop departmental resource management standard operating procedures.
- b. Coordinate resources with other agencies and volunteers in order to maintain adequate reserves.
- c. Identify resource distribution and storage areas.
- d. Estimate costs of providing resources.

- e. Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs.
- f. Develop procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identify staff that could be released to assist other departments.

3. Zone 1 ECC

- a. Establish protocols and procedures for resource sharing for jurisdictions and organizations within Zone 1
- b. Provide staff to the Zone 1 ECC when the Regional Disaster Plan has been activated by a jurisdiction within Zone 1
- c. Establish coordination between and among the jurisdictional EOCs within the Zone
- d. Receive, process and coordinate incoming requests for additional resources from jurisdictions within Zone 1.
- e. Coordinate with King County ECC and all jurisdictions in Zone 1 for the dissemination of incoming resources to insure equitable distribution of resources.

4. King County ECC

- a. Receive, process and coordinate incoming requests for additional resources from jurisdictions within Zone 1.
- b. Coordinate the dissemination of incoming resources with all jurisdictions within the County to insure equitable distribution of resources.
- c. Submit and coordinate requests for additional resources to the WA EMD.

5. State of Washington Department of Emergency Management

- a. Assist with the logistics of establishing a Point of Distribution if needed.

IV. APPENDICES

- A. Volunteer Emergency Worker Registration Guidelines
- B. Volunteer Emergency Worker Registration Card
- C. Volunteer Emergency Worker Identification Card
- D. Form EMD-078 Emergency Worker Daily Activity Report
- E. Employee Emergency Contact Form
- F. Finance Handbook

V. REFERENCES

- A. RCW 38.52 Emergency Management
- B. WAC 118 Emergency Management

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**ESF #7 RESOURCE SUPPORT
APPENDIX A
VOLUNTEER EMERGENCY WORKER REGISTRATION GUIDELINES**

EMERGENCY WORKER DIRECTOR GUIDELINES

An Emergency Worker Director will be appointed by the Human Resources Director to interview emergency workers and fill out the form as well as:

1. Review Emergency Worker Registration forms and ensure they meet the standards as set forth in the emergency worker guidelines.
2. Authorize emergency worker to begin their assignments.
3. Develop an emergency worker list to maintain track of assignments and hours worked.

EMERGENCY WORKER REGISTRATION GUIDELINES

Each individual who wishes to be registered to support the City's emergency response and recovery activities must fill out an Emergency Worker Registration Form and meet the following minimum standards:

1. Be in adequate physical condition to carry out their emergency assignment, and not be subject to any medical problems or other ill health of body or mind which might render them unfit to carry out their emergency assignment. The Employee Resource Worker may require applicants to provide medical information from a licensed physician to verify the foregoing.
2. Be able to speak, read, and write the English language at a level of proficiency acceptable to the Employee Resource Worker.
3. Be clean of dress and person and not be under the influence of a substance that could impair his/her assignment.

EMERGENCY WORKER INFORMATION

Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Do you have the physical ability, training, skills and/or experience to carry out this assignment?
(Circle one) YES NO

EMERGENCY CONTACT:

Name _____ Phone _____ Relation _____

I certify this information is correct to the best of my knowledge.

Volunteer Signature _____ **Date Signed** _____

Personnel Director Signature _____

INCIDENT INFORMATION:	MISSION # _____

Worker Assignment _____	Time Assigned _____ Time Released _____
Was this emergency worker injured while assisting? (Circle one) YES NO	
Details _____	
Was any of this emergency worker's personal property or equipment damaged during this incident? (Circle one) YES NO	
Details: _____	
Incident Commander Signature _____	Date _____

RETURN THIS ORIGINAL FORM ALONG WITH A COPY OF THE INCIDENT REPORT
TO DESIGNATED PERSONNEL STAFF

**ESF # 7 RESOURCE SUPPORT
APPENDIX B
VOLUNTEER EMERGENCY WORKER (VEW) REGISTRATION CARD**

(Front)

City of Shoreline Volunteer Emergency Worker Registration Card					
City of Shoreline - Emergency Management				Issue Date:	Registration Number:
Name (Last):		(First):	(Middle):	Social Security Number:	
Address 1:				PHOTOGRAPH	
Address 2:					
City:		State:	Zip Code:		
Driver's License No.:	Date of Birth:	Blood Type:	Sex (M-F):		
Height:	Weight:	Color Eyes:	Color Hair:		
Physical Disabilities (If any):					
Home Telephone:		Work Telephone:		- In Case of Emergency - Please Notify:	
I certify that the information on this card is true and correct to my best knowledge and belief.					
Emergency Worker Signature:			Date of Signature:	Name:	
Emergency Worker Classification (WAC-118-04-100):				Telephone Number with Area Code:	
Authorizing Signature:			Date of Signature:	Relation to Emergency Worker:	

BEM - (2/06) (FRONT)

(Back)

EMERGENCY WORKER TRAINING RECORD		
COURSE	HOURS	DATE COMPLETED
EDUCATION	SCHOOL/UNIVERSITY/COLLEGE	SKILLS <i>(please be specific)</i>
ADDITIONAL INFORMATION – REMARKS:		

BEM - (2/06) (BACK)

**ESF #7 RESOURCE SUPPORT
APPENDIX C
VOLUNTEER EMERGENCY WORKER (VEW) IDENTIFICATION CARD**

(Front)

CITY OF SHORELINE, WA VOLUNTEER EMERGENCY WORKER IDENTIFICATION CARD		
Name:		
Is a registered Emergency Worker of:		
Department: City of Shoreline – Emergency Management		
Authorizing Signature:		
Date Issued:	Date Expired:	Card No.:
COB-EWID (Front)		

(Back)

Photograph or Right Index Fingerprint	Birthdate:	
	Weight:	Height:
	Color Hair:	Color Eyes:
	Classification (WAC 118-04):	
Area(s) of specialty:		
Bearer's Signature:		
COB-EWID (Back)		

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**ESF #7 RESOURCE SUPPORT
APPENDIX D
FORM EMD-078: EMERGENCY WORKER DAILY ACTIVITY REPORT**

CITY OF SHORELINE STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT																	
County in which mission/incident took place:			King			Mission/Incident Number:											
Mission/Incident Name:						Date From:				Date To:							
Unit Name:																	
Unit Address:																	
EMERGENCY WORKER NAME	CARD No.	ASSIGNMENT OR TEAM	DATE		DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)							
			IN	*OUT	IN	*OUT	IN	*OUT									
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
9.																	
10.																	
11.																	
12.																	
13.																	
14.																	
15.																	
16.																	
17.																	
18.																	
* The time a person could reasonably have expected to reach home without stopping enroute.																	
TOTAL PERSONNEL:						TOTAL HOURS:						TOTAL MILEAGE:					
THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY.																	
<i>By my signature below, I certify that these persons did participate in this mission/incident:</i>																	
Print Name and Title						Signature											
EMD - 078 (02/00)																	

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**ESF #7 RESOURCE SUPPORT
APPENDIX E
EMPLOYEE EMERGENCY CONTACT INFORMATION**

As an employee working for a municipal agency, you may be asked to assist the entire community and remain on the job or come into work to help operate the Emergency Operations Center (EOC) and to perform other duties. Or, in some instances, you may not be able to get home right away if the event occurs during your work hours. We will need your contact information immediately available in order to facilitate this. We also realize that during this time employees will be far more productive and at ease if they know that their loved ones are safe. Therefore, in the event of an emergency, we have created a record keeping system to help us locate you and check family members. You are required to update this form with HR when information changes.

Employee: _____

Address: _____

Home Phone _____ **Personal Cell** _____

Work Cell _____ **Pager** _____

Personal Email Address: _____

If you speak another language other than English, what are they? _____

Spouse or Other Contact: _____

Day Location: _____

Day Phone: _____ **Evening Phone:** _____

EmailAddress: _____

Spouse or Other Person Contacted? **Yes**

Where are they? _____

Are they OK? _____

What is their action plan? (stay put, come to work location, get children, etc.) _____

No **Attempt Time:** 1. _____ **Initials:** _____

2. _____ **Initials:** _____

3. _____ **Initials:** _____

Personal Out of State Contact: _____ **Phone:** _____

Email Address Contact: _____

Contacted? **Yes** **Time:** _____

Children *(If more than three, please copy this page and add to form)*

Name of Child: _____ **Date of Birth:** _____

Location: _____ **Phone:** _____

Child Contacted? Yes

Where are they? _____

Are they OK? _____

What is their action plan? (stay put, go to shelter, need parent ASAP, etc.) _____

No **Attempt Time:** 1. _____ **Initials:** _____

2. _____ **Initials:** _____

3. _____ **Initials:** _____

Name of Child: _____ **Date of Birth:** _____

Location: _____ **Phone:** _____

Child Contacted? Yes

Where are they? _____

Are they OK? _____

What is their action plan? (stay put, go to shelter, need parent ASAP, etc.) _____

No **Attempt Time:** 1. _____ **Initials:** _____

2. _____ **Initials:** _____

3. _____ **Initials:** _____

Name of Child: _____ **Date of Birth:** _____

Location: _____ **Phone:** _____

Child Contacted? Yes

Where are they? _____

Are they OK? _____

What is their action plan? (stay put, go to shelter, need parent ASAP, etc.) _____

No **Attempt Time:** 1. _____ **Initials:** _____

2. _____ **Initials:** _____

3. _____ **Initials:** _____

ESF #7 RESOURCE SUPPORT
APPENDIX F
Finance Handbook

I. INTRODUCTION

A. Purpose

To provide guidelines for fiscal and administrative functions in support of the City of Shoreline's emergency services during an emergency or disaster.

B. Scope

This ESF is applicable to all City of Shoreline departments and agencies with responsibilities in this plan.

II. RELATED POLICIES

- A. Political subdivisions have the power to enter into contracts and incur obligations in carrying out the provisions of the Washington Emergency Management Act without regard to time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including but not limited to budget law limitations and the appropriation and expenditures of public funds (RCW 38.52.070[2]).
- B. The emergency/disaster response capabilities of the City of Shoreline will be built upon the capabilities of existing department/agencies of government, augmented, as required, by volunteers and reassignment of personnel to duties that are more urgent during an emergency period.

III. PLANNING ASSUMPTIONS

- A. A disaster may require the expenditure of large sums of money by the City of Shoreline departments and agencies.
- B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expedition (non-routine) procedures, but with no lessened requirement for sound financial management and accountability.
- C. A Presidential major disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act, through the Public Assistance Program.
- D. Actions, decisions, conditions, and expenses must be documented in a disaster to recover federal and state funds and to provide for legal documentation.
- E. Sufficient administrative personnel will be available to perform support tasks.

IV. CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
2. Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

".....in carrying out the provisions of this Chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirement), including but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditures of public funds."

B. Emergency Finance Procedures

1. Departments
 - a) Emergency purchases by-pass certain bidding and ordering requirements.
 - b) An emergency purchase is a purchase that must be performed immediately to respond to a threat or risk to the City which could not have been anticipated.
 - c) The legal definition in RCW 39.04.280(3) is: An unforeseen circumstance beyond the control of the City that either:
 - 1) Presents a real, immediate threat to the proper performance of essential functions; or
 - 2) May result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
 - d) The City Manager or his/her designated agent may make or

authorize others to make emergency purchases of materials, supplies, equipment or services without complying with competitive bid requirement.

- e) Staff should follow the designated purchasing authority that the City Manager has granted in non-emergency situations. Those serving in the roles of Emergency Operations Center Finance and Administration coordinators should be considered as equivalent to Department Directors for emergency purchasing purposes.

C. Record Keeping

Each department expending resources in response to a declared emergency/disaster will maintain detailed records during such disasters to meet the financial and accounting requirements of the federal or state funding agency. (See Section D Federal Disaster Assistance Instruction Sheet for procedures.) Records will be kept in such a manner that disaster related expenditures and obligations of local departments and agencies can be broken out and identified, separate from regular or general programs and activities.

Complete and accurate records are necessary:

1. To document requests for assistance and ensure maximum eligible reimbursement.
2. To facilitate reimbursement under approved applications pertaining to declared emergencies or major disasters.
3. For audit reports and audit records. Detailed records will be kept from the onset of the disaster, including but not limited to:
 - a) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - b) A schedule of City equipment used or copies of invoices for rented equipment.
 - c) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - d) Copies of contracts for all work performed by an outside agency.

D. Federal and State Reimbursement

Disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of federal or state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may

be authorized by the federal or state government after a major disaster declaration by the President or under the statutory authority of certain federal agencies. (See Section D Federal Disaster Assistance Instruction Sheet)

Other agencies besides FEMA Public Assistance include:

- Department of Energy – FCAAP Grants
- Department of Transportation
- U.S. Fish and Wildlife
- FEMA Mitigation Program
- U.S. Corps of Engineers

1. Before a Presidential Declaration:

After an occurrence that may result in a declared major disaster or emergency, the City will assess the situation and prepare an estimate for labor and damage costs. These estimates will be forwarded to the King County Office of Emergency Management and then to State Emergency Management. If local and state resources have been exceeded, the governor will request either a Presidential “Emergency Disaster Declaration” or a “Major Disaster Declaration.” (See Section C Disaster Assistance Overview.)

2. After a Presidential Declaration:

Once an emergency of a major disaster is declared by the President, a Disaster Field Office (DFO) is opened to accommodate a FEMA financial management unit from which extensive federal and state assistance can be provided. Disaster Resource Assistance Centers (DRAC) are opened and private assistance monies are made available. Emergency telephone centers are also opened to assist in applications. Public agency assistance briefings are conducted and monies made available.

E. Audits of Disaster Related Expenditures and Obligations

Audits of local disaster related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of work.

F. Fiscal Procedures

1. Each City department shall designate personnel to be responsible for documentation of disaster related expenses.
2. Emergency expenditures will come from currently appropriated local fund in accordance with RCW 38.52.070.
3. The City Manager or designee and the Finance Director or designee will be

responsible for identifying sources of funds to meet disaster related expenses which are incurred.

4. Regular “normal” approval procedures for expenditures may be modified to accommodate the circumstances associated with the disaster.
5. Records shall be kept in a manner that distinguishes between day-to day operations and disaster expenses.
6. The Finance Director shall appoint staff to coordinate documentation of City-wide financial records and expenditures resulting from a disaster.
7. Alternate methods of payment and payroll processing will be established in the event of a computer or automation system failure.

G. Administrative Procedures

1. Each City department shall designate personnel to be responsible for the documentation of disaster operations within their respective departments.
2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
3. Records of disaster operational activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests and payroll records.
4. Disaster reports and expenditures shall be coordinated and documentation for state and/or federal reimbursements and/or assistance programs shall be prepared and submitted to the appropriate state and federal agencies. The Finance Department will have the responsibility for providing expenditure reports and documentation.
5. Actions for repair and recovery that are not time critical shall be coordinated through the appropriate agency or department.
6. Actions affecting archaeological or historical sites shall be coordinated with the State Office of Archaeology and Historic Preservations.
7. The Finance Department shall identify and prepare plans for alternate processing methods of essential financially related documents in the event of computer/automation failure.
8. Each department shall be responsible for filling its material/equipment requirements during an emergency first in its department then coordinated through the EOC.

V. RESPONSIBILITIES

A. Finance Department

1. The Finance Department will coordinate purchasing efforts in response to emergency situations.
2. Provide overall coordination of disaster documentation process, and prepare and submit disaster related reports to appropriate state and federal agencies.
3. The Finance Director shall work with the City Manager to identify sources of funds from current appropriations or elsewhere to meet disaster related expenses.
4. Modify regular approval procedures for expenditures for use during a disaster.
5. Review departmental submittals of disaster related expenses.
6. Develop alternate methods of payroll and vendor payments in the event of computer system failure during an emergency.
7. Coordinate the EOC Message Center.

B. Human Resources

1. Provide administrative support to the EOC.
2. Coordinate the assignment of Shoreline personnel to support emergency efforts.

C. City Departments

1. Designate personnel responsible for documenting disaster related expenses at the department level.
2. Keep records of disaster related expenditures and disaster reports. Differentiate between day-to-day operations and disaster related expenses.
3. Determine non-essential administrative activities. Take action to suspend these activities when appropriate. Reassignment of personnel not assigned to essential duties shall be coordinated through the EOC when activated.
4. Coordinate with Finance in preparation and submittal of documentation for reimbursement or assistance from federal or state agencies.
5. Identify all repair and recovery actions that are not time critical and coordinate this action through the appropriate agency for resolution as time allows.

6. Maintain documentation regarding injuries, lost or damaged equipment or City facilities caused by the disaster and provide this information to the Finance Department upon request.

D. City Manager

The City Manager or his/her designee will work with the Finance Director or his Designee to identify funding sources to meet disaster related expenses.

E. King County Office of Emergency Management

Provide support to City by providing guidance in the preparation of disaster reports and supporting documents.

F. Washington State Emergency Management

1. Authorize expenditures necessary to accomplish appropriate emergency response, including the settling of property loss or damage claims and liability resulting from injury or death of registered emergency personnel as defined in the Washington Emergency Management Act (RCW 38.52.020[d]).
2. Other responsibilities as defined in the *Washington State Comprehensive Emergency Management Plan*.

I. National Response Framework

Provides aid and assistance to any state that, during an emergency, has exhausted its own resources.

Sections to this handbook:

- A. Emergency Purchasing Checklist
- B. Disaster Related Expenditures Form
- C. Disaster Assistance Overview
- D. Federal Disaster Assistance Instruction Sheet
- E. List of Forms

Section A
EMERGENCY PURCHASING CHECKLIST

- 1. Have your supervisor verify that an emergency exists.
- 2. Separate out those purchases required immediately from those that can wait.
Note: Only those purchases that are required immediately will qualify for an emergency exemption.
- 3. Call Purchasing as soon as possible for assistance. However, if you cannot reach Purchasing, then proceed with your purchasing plans.
- 4. Attempt the highest level of competition you have time for (e.g. phone quotes).
- 5. Ensure that your supervisor, EOC Logistics Coordinator, or EOC Director concurs with the purchases you intend to make.
- 6. Proceed with the purchase. Payment options are listed below. Vendors generally desire some assurance of payment when you are conducting an emergency purchase. The following options are available:

Department Emergency Purchase Orders
Departments have delegated authority to issue an instant purchase for emergency situations.

Procurement Cards
 - The EOC Director has been provided a separate procurement card that can be used for emergency purposes and two procurement cards have been provided to the Finance/Administration unit for emergency use. These cards have a \$15,000 limit.
 - Some departments/individuals have procurement card authority which can be used to make emergency purchases.
Blanket Purchase Orders
Refer to existing Blanket Purchase Order.
- 7. Document the emergency and your selection decisions. Do this as soon as practical. Per City policy, you must document:
 - a. Basis for the Emergency
 - b. List of items/services purchased
 - c. Vendor/Contractor name(s)
 - d. Total dollar amount spent on each purchase
 - e. Type of purchase
 - f. Competition attempted for each item (including other quotes received)
- 8. Emergency purchases must be reported to the City Council at the next appropriate City Council meeting.

**SECTION B
DISASTER RELATED EXPEDITURES**

YOU MUST TURN THIS IN DAILY TO YOUR DEPARTMENTAL DISASTER OPERATIONS MANAGER

City employee/volunteer:

Today's date:

Department (circle one) CD/PW PD FD CERD CMO FIN

MILAGE:

Ending odometer:

Private or City vehicle

Beginning odometer:

Type of vehicle:

Miles driven:

Vehicle number:

MISCELLANEOUS PURCHASES/RENTALS – ATTACH ALL RECEIPTS					
Description/Purpose	Paid charged	Date	Quantity	Unit cost	Total cost

DISASTER RELATED HOURS WORKED			
Time: From – To	Regular hours	OT hours	Total hours

ITEMS BORROWED/DONATED	
Source	Purpose

I CERTIFY THE ABOVE RECORD IS TRUE:

Employee or Volunteer Signature

DISASTER ASSISTANCE OVERVIEW

<p style="text-align: center;">#1 IMMEDIATE RESPONSE TO DISASTER</p> <p>Shoreline</p> <ol style="list-style-type: none"> 1. Takes measures to save lives and property 2. Activates Emergency Operations Center (EOC) and Emergency Management Plan. 3. Notifies state Emergency Management (EM) 4. Requests mutual aid from nearby communities 5. Starts emergency record keeping <p>State Emergency Management</p> <ol style="list-style-type: none"> 1. Assigns incident number 2. Notifies Governor 3. Activates state Emergency Op Center (EOC) 4. Notifies state and federal agencies 	<p style="text-align: center;">#2 FOLLOW-UP RESPONSE TO DISASTER</p> <p>Shoreline</p> <ol style="list-style-type: none"> 1. Mayor or other responsible party proclaims emergency 2. Requests state and/or federal assistance to preserve life and property 3. Administrative office files situation reports with state EOC on a regular basis 4. Restores services as soon as possible <p>State EM and Governor</p> <ol style="list-style-type: none"> 1. Provides state assistance and resources to protect life and property 2. Requests federal assistance to protect life and property 3. Proclaims emergency, if necessary <p>Federal Government</p> <ol style="list-style-type: none"> 1. Provides assistance to protect life and property 2. Stages resources on standby
<p style="text-align: center;">#3 DAMAGE ASSESSMENT</p> <p>Shoreline</p> <ol style="list-style-type: none"> 1. Conducts initial damage assessments to determine if situation is beyond their capability 2. Does Emergency Proclamation 3. Reports to King County re: Disaster Declaration 4. King County reports to State Emergency Management <p>Federal, State and Local Teams</p> <ol style="list-style-type: none"> 1. Conduct damage assessments 2. Report to Governor's office 	<p style="text-align: center;">#4 REQUEST FOR FEDERAL ASSISTANCE FOR REPAIR AND RECOVERY</p> <ol style="list-style-type: none"> 1. Governor requests assistance from federal agencies under their own authorities for repair and recovery 2. Federal agencies respond under their own authorities 3. Governor requests federal assistance under PL 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 4. FEMA, Region X, adds recommendation to Governor's request and sends recommendations and request to FEMA National Headquarters 5. FEMA National Headquarters discusses request with President
<p style="text-align: center;">#5 PRESIDENTIAL DECLARATION</p> <p>President Denies Request</p> <ol style="list-style-type: none"> 1. Governor requests specific assistance from federal agencies under their own authority, if not done already 2. EM continues to work with affected jurisdictions to facilitate repair and recovery <p>or</p> <p>President Makes "Emergency Disaster Declaration"</p> <ol style="list-style-type: none"> 1. Federal/state agreement is signed 2. Limited federal assistance is provided under PL 93-288, as amended 	
<p>or</p> <p>President makes "Major Disaster Declaration"</p> <ol style="list-style-type: none"> 1. Federal/state agreement is signed 2. Extensive federal and state assistance is provided 3. A Disaster Field Office is opened 4. Disaster Application Centers are opened and private (individual) assistance monies are made available 5. Public agency assistance briefings are conducted and public agency assistance monies are made available <p>Shoreline</p> <ol style="list-style-type: none"> 1. Sends representative to briefings 2. Names agent 3. Fills out paperwork 4. Conducts more detailed damage assessment 5. Starts process of recovering funds 6. Mitigation team report is done, state mitigation document is reviewed and updated, and mitigation grants are made available 	

SECTION D
FEDERAL DISASTER ASSISTANCE INSTRUCTION SHEET

FEMA – 1100- DR-WA

EMERGENCY WORK

Categories – A. Debris Clearance & B. Protective Measures Work:

- 1) Due to the nature of the Emergency Work, a Disaster Survey Report (DSR) cannot be prepared in advance. Work is necessary and is started immediately following the onset of the disaster.
- 2) Reimbursement for category A. Debris Clearance & B. Protective Measures is done after the work is completed. County departments submit their category A & B costs to the Finance Department, who reviews the information and prepares it for the FEMA inspectors.
- 3) FEMA inspectors review the documentation for all A & B costs and then prepare the DSR for federal and state reimbursement.
- 4) When reimbursement is received, the Finance Department will deposit the monies into the appropriate funds and forward copies to the departments of the DSRs and deposit receipts.

PERMANENT WORK

Categories – C. Road System, D. Water Control Facilities, E. Buildings and Equipment, F. Public Utility Systems, and G. Other

Small Projects <\$44,800

- 1) Departments meet with FEMA and state inspectors. A Disaster Survey Report (DSR) is prepared. The department begins work.
- 2) Approval of the DSR is received by the Finance Department in the form of a Project Application Summary that states: the approved dollar amounts, project completion dates, project title, location, and any conditions of approval. The “approved” computer generated DSR is sent also. Copies of the approval are forwarded to the department.
- 3) When work is completed, the involved department notifies the Finance Department in writing that the DSR No. ____ is complete and ready for reimbursement, noting the actual amount expended on the project.

- 4) The Finance Department will prepare the A-19 and Letter of Certification of Completion for billing. The Deputy Finance Director or designee will authorize the reimbursement as the county's designated agent, and it will be forwarded to the Washington State Emergency Management Division for payment.
- 5) When the payment is received, the Finance Department will deposit, code and track all payments.

Categories – C. Road System, D. Water Control Facilities, E. Buildings and Equipment, F. Public Utility Systems, and G. Other

Large Projects > \$44,800

- 1) Same as for Small Projects 1).
- 2) Same as for Small Projects 2).
- 3) Monthly the department will notify Finance of the total expenditures to date for a specific DSR. Finance Department will bill for progress payments (75% of the eligible costs less 10% for retainage).
- 4) When the monthly payment is received, Finance will make the deposit and forward copies to the respective departments.
- 5) Quarterly Progress Reports are required on all Large Projects. Finance will notify the departments of the need to submit the quarterly progress information. Finance will combine the information and send in the report.
- 6) When the project is completed, the department will notify Finance Department and forward a statement of actual expenses incurred, separated into the same categories as the estimated costs listed in the DSR.
- 7) Finance will complete the "Statement of Documentation in Support of Amount Claimed for Financial Disaster Assistance", the Deputy Finance Director will authorize and forward to the state Emergency Management Division.
- 8) Reimbursement of all final costs and the administrative allowance will be sent after all DSRs are completed and inspected. This deposit will be made by Finance.

**SECTION E
LIST OF FORMS**

See EOC File Box for Forms

- A. Agreement for Services**
- B. Billing Voucher**
- C. Tax Identification Number**
- D. Amendment to Contract for Services**
- E. Second Amendment to Contract for Services**
- F. Check Request Form**
- G. Card Holder Account Maintenance Form**
- H. Procurement Card Transaction Log Summary**
- I. Purchase Requisition Form**
- J. Personal Business Expense Report**
- K. Recommendation of Award Form**
- L. Small Public Works/Maintenance Agreement – Project over \$2,500 –
Maximum \$10,000**
- M. Small Public Works/Maintenance Agreement – Project \$2,500 or Less**
- N. Telephone Price Quotations**
- O. Written Quotation Form – Not an Order**
- P. Contract Review/Approval Routing Form**



Contract No. _____
Brief Description: _____

**CITY OF SHORELINE
AGREEMENT FOR SERVICES**

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the "CITY," and _____, hereinafter referred to as the "CONSULTANT."

WHEREAS, the City desires to retain the services of a consultant to _____ and

WHEREAS, the City has selected _____ to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. Scope of Services to be Performed by the Consultant.

The Consultant shall perform the services outlined in Exhibit A. In performing these services, the Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation.

- A. Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of \$_____, including all fees and reimbursable expenses.
- B. The City shall pay the Consultant for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER. Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Consultant shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. The Consultant shall complete and return Exhibit C, Taxpayer Identification Number, to the City prior to or along with the first billing voucher. No payment will be issued without a Taxpayer Identification Number on file. Mail all billing vouchers to: the attention of the contract manager identified in Section 14, 17544 Midvale Avenue North, Shoreline, Washington 98133-4921.

3. Term.

- A. The term of this Agreement shall commence _____ and end at midnight on the _____ day of _____, 20_____.

4. Termination.

- A. The City reserves the right to terminate this Agreement at any time, with or without cause by giving fourteen (14) days notice to Consultant in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Consultant pursuant to this Agreement shall be submitted to the City.

- B. In the event this Agreement is terminated by the City, the Consultant shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Consultant. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.
- C. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

5. Ownership of Documents.

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Consultant are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Consultant harmless for such use. All or portions of materials, products and documents produced under this Agreement may be used by the Consultant upon confirmation from the City that they are subject to disclosure under the Public Disclosure Act.
- B. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City.
- C. The Consultant shall preserve the confidentiality of all City documents and data accessed for use in Consultant's work product.

6. Independent Contractor Relationship.

- A. The consultant is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Consultant and the City during the period of the services shall be that of an independent contractor, not employee. The Consultant, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Consultant shall have no obligation to work any particular hours or particular schedule and shall retain the right to designate the means of performing the services covered by this Agreement, and the Consultant shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Consultant is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Consultant or any employee of the Consultant.

7. Hold Harmless.

The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees resulting from the negligent, gross negligent and/or intentional acts, errors or omissions of the Consultant, its agents or employees arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property

caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

Consultant shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that 1) Consultant's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Consultant's insurance (except for professional liability insurance); and 2) Consultant's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.

B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with combined single limits not less than \$1,000,000. The City shall be named as an additional insured on this policy. The Agency shall submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage acceptable to the City.

C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.

9. Delays.

Consultant is not responsible for delays caused by factors beyond the Consultant's reasonable control. When such delays beyond the Consultant's reasonable control occur, the City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of the Agreement.

10. Successors and Assigns.

Neither the City nor the Consultant shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

11. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

12. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager
City of Shoreline
17544 Midvale Avenue N.
Shoreline, WA 98133-4921
(206) 546-1700

Consultant Name: _____
Name of Firm: _____
Address: _____
Address: _____
Phone Number: _____

13. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

14. General Administration and Management.

The City's contract manager shall be (name and title):_____.

15. Severability.

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

16. Entire Agreement.

This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.

This agreement is executed by

CITY OF SHORELINE

CONSULTANT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

By: _____

Flannary P. Collins
Assistant City Attorney

Attachments: Exhibits A, B, C

**EXHIBIT B
CITY OF SHORELINE
BILLING VOUCHER**

17544 Midvale Ave., N. Shoreline, WA 98133 ♦ (206) 546-1700 ♦ Fax (206) 546-2200

Contract No. _____

Firm Name: _____

Mailing Address: _____

Invoice No.: _____	Invoice Date: _____
Amount of Invoice \$ _____	

Contract Expiration Date:: _____ Current Invoice Period: _____

Description of services performed this period, attach a separate sheet if necessary (if applicable, submit a separate voucher for each program which is funded by your City of Shoreline contract):

BUDGET SUMMARY:

Total Contract Amount, \$ _____
(including amendments)

Previously Billed
\$ _____

Current Invoice Request
\$ _____

Total Payments Requested to date \$ _____

Contract Balance Remaining \$ _____

Payments will be processed within thirty (30) days from receipt of approved billing voucher.

Consultant Signature

For Department Use Only

Approved for Payment:

City of Shoreline

Date: _____

**EXHIBIT C
CITY OF SHORELINE**

17544 Midvale Ave., N., Shoreline, WA 98133
(206) 546-1700 ♦ Fax (206) 546-7870

TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Shoreline, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Shoreline before or along with the submittal of the first billing voucher.

Please check the appropriate category:

_____ Corporation _____ Partnership _____ Government Agency

_____ Individual/Proprietor _____ Other (please explain)

TIN # ___ - _____

SS # ___ - ___ - _____

Print Name:

Print Title:

Business Name:

Business Address:

Business Phone:

_____ Date

_____ Authorized Signature (required)



**AMENDMENT TO
CONTRACT FOR SERVICES
(ORIGINAL CONTRACT NO. _____)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and _____ on _____ 20____; and

Whereas the parties desire to amend said agreement in order to reflect a change of circumstances, to wit: **{insert reasons for amendment}**

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Existing Agreement Amended:** The City and **{Insert Name}** entered into the agreement which is attached hereto and identified as: **{Insert Title and Original Contract No.}**. The parties hereby amend that agreement.
2. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):
{List section of contract and modification}
 - a.)
 - b.)
 - c.)
 - d.)
3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the _____ day of _____, 20_____.

CITY OF SHORELINE

CONSULTANT

Robert Olander
City Manager

Name
Title:

APPROVED AS TO FORM:

Flannary P. Collins
Assistant City Attorney



**SECOND AMENDMENT TO
CONTRACT FOR SERVICES
(ORIGINAL CONTRACT NO. _____)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and _____ on _____ 20____; and said agreement was later amended on _____, 20____; and

Whereas the parties desire to amend said agreement once again in order to reflect a change of circumstances, to wit: **{insert reasons for amendment}**

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

- 4. **Existing Agreement Amended:** The City and **{Insert Name}** entered into the agreement which is attached hereto and identified as: **{Insert Title and Original Contract No.}**. The City and _____ entered into an amendment to said agreement which is attached hereto as First Amendment No. _____, dated _____, 20____. The parties hereby amend the original agreement as amended.
- 5. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):
{List section of contract and modification}
 - a.)
 - b.)
 - c.)
 - d.)
- 6. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the _____ day of _____, 20_____.

CITY OF SHORELINE

CONSULTANT

Robert Olander
City Manager

Name
Title:

APPROVED AS TO FORM:

Flannary P. Collins
Assistant City Attorney



CHECK REQUEST FORM

Make Check
Payable To:

Date check Needed:

Mail To:

Expense Description	Program# - Object	Dept. Name	Amount

Requested By: _____ Date: _____

Approved By: _____ Date: _____

- Mail with Attached Documents**
** **Attach completely filled out original to be mailed.**
*** Attach copy of original for back-up.*
- Return Check to Requestor
- Call me when ready, ext._



P-CARD CARDHOLDER ACCOUNT MAINTENANCE FORM

Direct this form and any questions to Purchasing, Ext. 2188

TYPE OF REQUEST:

- | | |
|--|---|
| <input type="checkbox"/> NAME CHANGE | <input type="checkbox"/> CREDIT LINE CHANGE |
| <input type="checkbox"/> ADDRESS CHANGE | <input type="checkbox"/> ACCOUNT CLOSURE |
| <input type="checkbox"/> SINGLE TRANSACTION LIMIT CHANGE | <input type="checkbox"/> OTHER _____ |

ACCOUNT NUMBER:

CARDHOLDER NAME:

EFFECTIVE DATE:

REASON:

(TERMINATED, MARRIED, ETC.)

OLD INFORMATION:

NEW INFORMATION:

DEPT. DIRECTOR (OR DESIGNEE)

PURCHASING SIGNATURE _____

City of Shoreline
 17544 Midvale Ave N.
 Shoreline, WA 98133-4921

**PROCUREMENT CARD
 TRANSACTION LOG SUMMARY**

Week/Month Ending _____
 Visa Card # _____
 (last 4 digits only) _____
 Department _____

Date	Vendor	Description	Card User (person who signed charge slip)	Account Number		J/L Number		W.O.	Amount	
				Org Key #	Object #	Project #	Task #			
Total Statement Summary										

I, the undersigned, do hereby certify under penalty of perjury, that the materials furnished, services rendered, expense incurred, or other item of indebtedness as charged in the foregoing bill is a true and correct charge against the City of Shoreline; that the claim is just and due; that no part of same has been paid; and that I am authorized to sign for the payee.

Only ONE Visa Account Number per summary.
 Please send completed summary to Purchasing

SIGNATURE **TITLE**

DATE

PURCHASE REQUISITION FORM

For Internal Use Only – Not a Purchase Order

TO: Purchasing

Attach Quotes When Required

Requested By	Mail Stop	Supplier/Payee Name (if known) & Phone #
Department	Extension	Comments (Terms/Shipping Instructions)
Today's Date	Requested Delivery Date	
Authorized Signature		
Information Services (required on all software/hardware purchases)		

For Purchasing Use Only	
P.R. #:	Ship Via:
P.O. #:	Dept:
Date:	Buyer:
Conf. To:	Use: Y N
Type: B C	F.A.: Y N
Contr. #:	Date Faxed/Mailed:
Ship To:	By:
Est. Del. Date:	Ref. #:
COMMENTS	

#	QTY	U/M <small>(see below)</small>	Description	Item #	Unit Cost	Total Cost	Purchasing Use	Program # - Object #
1.								-
2.								-
3.								-
4.								-
5.								-
6.								-
7.								-
8.								-
9.								-
10.								-
11.								-
12.								-
13.								-
14.								-
						<i>Sub-Total</i>		
						Sales Tax		
						S/H		
						Total		

U/M (Unit of Measure) — Please specify:

LT - Lot	DZ - Dozen	LF - Linear Foot	BF - Board Foot
EA - Each	HR - Hour	GL - Gallon	RM - Ream
CS - Case	ST - Set	LB - Pounds	TN - Ton
BX - Box	PK - Package		



RECOMMENDATION OF AWARD FORM

Bid # _____ **Bid Due Date** _____

Department _____

Item(s):

Is the recommendation being awarded to the lowest bidder? Yes _____ **No** _____

If no, explain why not:

Is the recommendation within your approved budget? Yes _____ **No** _____

If no, how will additional costs be covered?

Recommended by: _____ **Date** _____

Departmental Authorization by: _____ **Date** _____

**SMALL WORKS
PUBLIC WORKS CONTRACT
(Over \$2,501 to \$35,000
including tax)**



**STATEMENT OF INTENT TO
PAY PREVAILING WAGES
&
AFFIDAVIT OF WAGES PAID**

This form must be typed or printed in ink and completed in full or it will be returned for correction. Large, bold numbers match instructions on back of form. Shaded areas are for Awarding Agencies and L & I use only. \$50.00 filing fee required

Contractors are to obtain this form from the CONTRACT AWARDING AGENCY and then return the form to the CONTRACT AWARDING AGENCY. The Awarding agency approves the form and then sends the form to Labor and Industries within 30-days of receipt.

1 Contract Awarding Agency	Project Name	
Address	Contract or Purchase Order Number	
City State ZIP+4	County where work was performed	City where work was performed
Indicate total dollar amount of your contract - Include Sales Tax (No Time & Material) \$	Date contract awarded (mm/dd/yy)	Date work completed (mm/dd/yy)

2 Craft/trade/occupation	3 Number Of Workers	4 Total # of hours worked - ea. trade	5 Rate of Hourly Pay	6 Rate of Hourly Fringe Benefits	7 Apprentices: (See #7 on back of form)

8 Company name Address City State ZIP+4 Contractor Registration No. UBI Industrial Insurance Account Number Email address Phone number	<p>I hereby certify that the above information is correct and that all workers I employed on this Public Works Project were paid no less than the Prevailing Wage rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries. I understand that contractors who violate Prevailing Wage laws, i.e., incorrect classification/scope of work of workers, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay any back wages due to workers. RCW 39.12.050.</p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 15%;">Date</td> <td style="width: 25%;">Title</td> </tr> </table> <p>Contract amount indicated can only be for a single contract with the awarding agency.</p> <p>Awarding Agency by approving this form has verified that the Contractor's Contractor Registration Number is current and valid.</p> <p>For liability to the awarding agency: See RCW 39.12.040(2)(d)</p>	Signature	Date	Title
Signature	Date	Title		

9 Approval by Awarding Agency, Name and Phone Number	Signature	Date	Title
---	-----------	------	-------

Approved: Department of Labor and Industries By _____ Industrial Statistician	Check Number: _____ <input type="checkbox"/> \$50
---	---

INSTRUCTIONS TO COMPLETE THE
STATEMENT OF INTENT TO PAY PREVAILING WAGES & AFFIDAVIT OF WAGES PAID

FOR SMALL WORKS PUBLIC WORKS CONTRACTS OVER \$2,500 TO \$35,000

Contractors are to obtain and complete this form at the CONTRACT AWARDING AGENCY. After the Awarding Agency approves the form, the awarding agency then sends the form to Labor and Industries on a periodic basis.

NOTE: Numbers on instructions match large bold numbers on front of form.

1. **Contract Awarding Agency** – This is the name of the public agency that awarded the contract.
Address, City, State, ZIP +4 – This is the address of the contract awarding agency.
Project Name – The name of the project
Contract or Purchase Order Number – This is the number of the contract or purchase order assigned by the awarding agency.
County where work was performed – This is the county in which the actual work was performed.
City where work was performed – This is the city in which the work was performed. If the work was performed outside the limits of any city, write “N/A” in this space
Indicate total dollar amount of your contract – Including sales tax (**No Time & Material allowed**)
Date Contract Awarded – This is the date the contract was awarded to the contractor by the awarding agency. (month/day/year)
Date Work Completed – This is the date you completed work on the project.
2. **Craft/trade occupation** – List each craft/trade/occupation of workers employed on this project. If this is residential, landscape, or underground sewer and water construction, please state so on the form. If operating engineers and/or truck drivers were used, describe the type, and list the size or rated capacity of the equipment. If the work was performed by owners/partners, state “Owner/operator” under the “Craft” section, and sections 4, 5 and 6 need not be completed. (Individuals who own less than 30% of the company are not considered to be owners/operators, and must be paid prevailing wage.)
3. **Number of Workers** – List the number of journey-level workers employed for each craft/trade/occupation on this project.
4. **Total Number of Hours Worked** – List the total number of hours worked for each craft/trade/occupation.
5. **Rate of Hourly Pay** – Enter the rate of hourly pay for each craft/trade/occupation. This is the wage you actually paid to the workers.
6. **Rate of Hourly Fringe Benefits** – Enter the rate of hourly fringe benefits. This is the cost of fringe benefits, as defined by RCW 39.12.010, that you actually paid to the workers. The amount listed for “Rate of Hourly Pay” plus the amount listed for “Rate of Hourly Fringe Benefits”, if any, must equal or exceed the prevailing rate of wage.
7. **Apprentices** – If apprentices were employed on this project, list each by name, registration number, craft, stage of progression, beginning and ending dates of work performed on this project, and rate of hourly pay and fringe benefits. Any workers not registered with the Washington State Apprenticeship and Training Council must be paid prevailing journeyman wages. Any apprentice not registered with the Washington State Apprenticeship and Training Council within 60 days of hiring must be paid prevailing journeyman wages for the time preceding the date of registration. To verify apprenticeship registration and status, call (360) 902-5324.
8. **Company Name (This can only be a contractor working directly for the Awarding Agency)** – Indicate your company’s name, address, phone number, and the signature of an authorized company representative with date signed. (Contractor registration number begins with the first letters of company name).
9. **Awarding Agency Approval** – Indicate name, phone number, date and signature with title of the authorized awarding agency representative.

Please submit forms and \$50 filing fee to:

**Management Services
Dept. of Labor and Industries
PO Box 44835
Olympia, WA 98504-4835**

**SMALL WORKS
PUBLIC WORKS CONTRACT
(\$2,500 or less including tax)**



**STATEMENT OF INTENT TO
PAY PREVAILING WAGES
&
AFFIDAVIT OF WAGES PAID**

This form must be typed or printed in ink and completed in full or it will be returned for correction. Large, bold numbers match instructions on back of form. Shaded areas are for Awarding Agencies and L & I use only.

No filing fee

Contractors are to obtain this form from the CONTRACT AWARDING AGENCY and then return the form to the CONTRACT AWARDING AGENCY. The Awarding agency approves the form and then sends the form to Labor and Industries within 30-days of receipt.

1 Contract Awarding Agency	Project Name	
	Contract or Purchase Order Number	
	County where work was performed	City where work was performed
	Date contract awarded (mm/dd/yy)	Date work completed (mm/dd/yy)
Address		
City	State	ZIP+4
Indicate total dollar amount of your contract - Include Sales Tax (No Time & Material) \$		

2 Craft/trade/occupation	3 Number Of Workers	4 Total # of hours worked - ea. Trade	5 Rate of Hourly Pay	6 Rate of Hourly Fringe Benefits	7 Apprentices: (See #7 on back of form)

8 Company name

Address _____

City _____ State _____ ZIP+4 _____

Contractor Registration No. _____ UBI _____

Industrial Insurance Account Number _____

Email address _____ Phone number _____

I hereby certify that the above information is correct and that all workers I employed on this Public Works Project were paid no less than the Prevailing Wage rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries. I understand that contractors who violate Prevailing Wage laws, i.e., incorrect classification/scope of work of workers, improper payment of prevailing wages, etc., are subject to fines and/or debarment and will be required to pay any back wages due to workers. RCW 39.12.050.

Signature _____	Date _____	Title _____
Contract amount indicated can only be for a single contract with the awarding agency.		
For liability to the awarding agency: See RCW 39.12.040(2)(d)		
Awarding Agency by approving this for has verified that the Contractor's Contractor Registration Number is current and valid.		

9 Approval by Awarding Agency, Name, Title, Phone Number and Email

Signature _____ Date _____

Approved: Department of Labor and Industries

By _____
Industrial Stastician

INSTRUCTIONS TO COMPLETE THE
STATEMENT OF INTENT TO PAY PREVAILING WAGES & AFFIDAVIT OF WAGES PAID

FOR SMALL WORKS PUBLIC WORKS CONTRACTS \$2,500 OR LESS

Contractors: Please submit this form to the CONTRACT AWARDING AGENCY, not to Labor and Industries.

NOTE: Numbers on instructions match large bold numbers on front of form.

1. **Contract Awarding Agency** – This is the name of the public agency that awarded the contract.
Address, City, State, ZIP +4 – This is the address of the contract awarding agency.
Project Name – The name of the project.
Contract or Purchase Order Number – This is the number of the contract or purchase order assigned by the awarding agency.
County where work was performed – This is the county in which the actual work was performed.
City where work was performed – This is the city in which the work was performed. If the work was performed outside the limits of any city, write “N/A” in this space
Indicate total dollar amount of your contract – Including sales tax (No Time & Material allowed)
Date Contract Awarded – This is the date the contract was awarded to the contractor by the awarding agency. (month/day/year)
Date Work Completed – This is the date you completed work on the project.
2. **Craft/trade occupation** – List each craft/trade/occupation of workers employed on this project. If this is residential, landscape, or underground sewer and water construction, please state so on the form. If operating engineers and/or truck drivers were used, describe the type, and list the size or rated capacity of the equipment. If the work was performed by owners/partners, state “Owner/operator” under the “Craft” section, and sections 4, 5 and 6 need not be completed. (Individuals who own less than 30% of the company are not considered to be owners/operators, and must be paid prevailing wage.)
3. **Number of Workers** – List the number of journey-level workers employed for each craft/trade/occupation on this project.
4. **Total Number of Hours Worked** – List the total number of hours worked for each craft/trade/occupation.
5. **Rate of Hourly Pay** – Enter the rate of hourly pay for each craft/trade/occupation. This is the wage you actually paid to the workers.
6. **Rate of Hourly Fringe Benefits** – Enter the rate of hourly fringe benefits. This is the cost of fringe benefits, as defined by RCW 39.12.010, that you actually paid to the workers. The amount listed for “Rate of Hourly Pay” plus the amount listed for “Rate of Hourly Fringe Benefits”, if any, must equal or exceed the prevailing rate of wage.
7. **Apprentices** – If apprentices were employed on this project, list each by name, registration number, craft, stage of progression, beginning and ending dates of work performed on this project, and rate of hourly pay and fringe benefits. Any workers not registered with the Washington State Apprenticeship and Training Council must be paid prevailing journeyman wages. Any apprentice not registered with the Washington State Apprenticeship and Training Council within 60 days of hiring must be paid prevailing journeyman wages for the time preceding the date of registration. To verify apprenticeship registration and status, call (360) 902-5324.
8. **Company Name (This can only be a contractor working directly for the Awarding Agency)** – Indicate your company’s name, address, phone number, and the signature of an authorized company representative with date signed. (Contractor registration number begins with the first letters of company name).
9. **Awarding Agency Approval** – Indicate name, phone number, date and signature with title of the authorized awarding agency representative.

Please submit forms to:

**Prevailing Wage
PO Box 44540
Olympia, WA 98504-4540**



TELEPHONE PRICE QUOTATIONS

DATE: _____ DEPARTMENT: _____
 CONTACTED BY: _____ EXTENSION: _____
 DETAILED DESCRIPTION OF ITEM(S) TO BE PURCHASED: _____

Vendor: _____
 Phone #: _____
 Vendor Contact: _____
 Date Quote Rec'd: _____
 Delivery Date: _____
 F.O.B.: _____
 Price Good Through: _____
 Payment Terms: _____
 Discount: _____
 Shipping Method: _____

Quantity	Item	Item Part No.	Price	Total
Total				

Vendor: _____
 Phone #: _____
 Vendor Contact: _____
 Date Quote Rec'd: _____
 Delivery Date: _____
 F.O.B.: _____
 Price Good Through: _____
 Payment Terms: _____
 Discount: _____
 Shipping Method: _____

Quantity	Item	Item Part No.	Price	Total
Total				

Vendor: _____
 Phone #: _____
 Vendor Contact: _____
 Date Quote Rec'd: _____
 Delivery Date: _____
 F.O.B.: _____
 Price Good Through: _____
 Payment Terms: _____
 Discount: _____
 Shipping Method: _____

Quantity	Item	Item Part No.	Price	Total
Total				



WRITTEN QUOTATION FORM - NOT AN ORDER

The City of Shoreline is requesting quotations for the following item(s). This quote must be received back by _____ to be considered. Please enter your address and telephone number. If you have any questions regarding this quote, please contact _____ at (206) _____.

**PLEASE FILL IN ALL BLANKS AND SIGN THIS QUOTE FORM
IN THE DESIGNATED AREA**

Vendor name:				Vendor address:		
Contact person				Phone number:		
Authorized Vendor Signature:						
Item	Qty	Unit	Item description	Item part no.	Unit Price	Total Amount
FOB point:				Sub-total		
				Freight **		
Delivery date:				Sales tax @ _____%		
				TOTAL:		
Comments:				** Prices quoted are to be freight included or firm freight amount is to be listed.		
Payment terms:						
Discount:						
Shipping method:						

PRICES QUOTED ARE FIRM FOR _____ DAYS.

THE CITY OF SHORELINE IS NOT RESPONSIBLE FOR QUOTES NOT RETURNED ON TIME.



Contract # _____
(obtain from City Clerk)

CONTRACT REVIEW/APPROVAL ROUTING FORM

INSTRUCTIONS: 1. First time original contracts a. Contact City Clerk's Office for Contract Number b. One copy of the Contract Routing Form c. Two original contract documents	2. Amendments/Change Orders a. Contact City Clerk's Office for a NEW Contract Number b. One copy of the Contract Routing Form c. Two original amendments/change orders d. One copy of the original contract
---	--

CONTRACT DESCRIPTION			
Originator:		Routed by:	
Department/Division:		Date:	
Type of Contract:	<input type="checkbox"/> (A) Addendum/Change Order	<input type="checkbox"/> (W) Public Works	<input type="checkbox"/> (O) Other
	<input type="checkbox"/> (GR) Grants	<input type="checkbox"/> (S) Purchase of Services	
	<input type="checkbox"/> (L) Lease Agreement	<input type="checkbox"/> (I) Intergov't Agreement	
CONTRACT TITLE: _____			
Brief Description of Services: _____			
Contract Modification: Has the original contract boilerplate language been modified? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, list which sections have been modified:</i> _____			
Bid/RFP Number: _____			
Name of Consultant/Contractor: _____			
Effective Date: _____		Termination Date: _____	

Total Amount of Contract <i>(including reimbursable expenses):</i> _____			
Org Key – Obj Number: _____	Amount: _____	J/L Number <i>(if required):</i> _____	
Org Key – Obj Number: _____	Amount: _____	J/L Number <i>(if required):</i> _____	
Org Key – Obj Number: _____	Amount: _____	J/L Number <i>(if required):</i> _____	
Org Key – Obj Number: _____	Amount: _____	J/L Number <i>(if required):</i> _____	

Budget: Are there sufficient funds in the current budget to cover this contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If no, where are the additional funds coming from?</i> _____	
Payment Terms <i>(monthly installments, progress payments, etc.):</i> _____	
Remarks: _____	

SIGNATURE ROUTING	
<input type="checkbox"/> 1. Project Manager/Director _____	<input type="checkbox"/> 6. City Manager _____
<input type="checkbox"/> 2. Risk Management/Budget _____	- or -
<input type="checkbox"/> 3. City Attorney _____	<input type="checkbox"/> Dept. Director _____
<input type="checkbox"/> 4. Send to Consultant for signature <i>(only contract documents)</i>	<input type="checkbox"/> 7. City Clerk _____
<input type="checkbox"/> 5. City Council Approval <i>(if required)</i> _____	<input type="checkbox"/> 8. Originating Dept. _____

EMERGENCY SUPPORT FUNCTION #8

PUBLIC HEALTH AND MEDICAL SERVICES

ESF COORDINATOR: Deputy Fire Chief

LEAD AGENCY: Fire Department

SUPPORT AGENCIES: Emergency Operations Center
Police Department
Local Hospitals
Local Morticians
Seattle-King County Public Health Department
King County Medical Examiner
Puget Sound Blood Center
Washington State Emergency Management Division

I. Introduction

A. Purpose

To coordinate the organization and mobilization of medical, health and mortuary services for emergency management activities within the City of Shoreline (City) which may include veterinary and/or animal health issues when appropriate.

B. Scope

This ESF addresses medical, health, and mortuary concerns for the City including:

1. Assessment of public health/medical needs
2. Public health surveillance
3. Medical care personnel
4. Medical/health equipment and supplies

C. Policies

1. The Shoreline Fire Department (FD) will provide Basic Life Support (BLS) and Advanced Life Support (ALS).
2. All activities within ESF #8 – Public Health and Medical Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).

3. Mutual aid agreements exist with numerous jurisdictions and department throughout King, Pierce and Snohomish Counties. Requests for assistance will be initiated by the City Emergency Operations Center (EOC) and directed to the Zone 1 Regional Emergency Coordination Center (Zone 1 RECC), King County Emergency Coordination Center (KC ECC), and Washington Emergency Management Division (WA EMD).
4. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.
5. The King County Fire Chief's Mutual Aid Agreement and the Washington State Fire Services Resource Mobilization Plan is the mutual aid agreement for the FD.
6. All City mutual aid emergency medical responders, assigned to provide emergency medical assistance within the City, should operate under the direction and control of the FD.
7. The Seattle-King County Public Health Department may provide guidance to City agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, and infectious or hazardous waste.
8. In the event of an incident of national significance, requiring federal response at the request of the state, the NRP, Emergency Support Function #8 – Public Health and Medical Services may coordinate assistance and resources. The primary Federal agencies will be the U.S. Department of Health and Human Services.
9. In the event that mental health counseling is necessary for emergency workers, the City will utilize the Employee Assistance Program and/or the services of the King County Critical Incident Stress Debriefing Team. Mental health counseling for citizens and disaster victims may be obtained through the American Red Cross and other local area mental health organizations following the disaster.
10. The City's Public Information Officer (PIO), in coordination with the Shoreline Fire Department's PIO, may be authorized to release general medical and public health response information to the public after consultation with King County Public Health Department and the Washington State Department of Health. To ensure patient confidentiality, the release of medical information will be in accordance with the Health Insurance Portability and Accountability Act (see ESF #15 – Public Affairs).

In the event of a zoonotic disease (infectious agents that can be transmitted between animals and humans) outbreak, the release of public health information may be coordinated with the Washington State Department of Agriculture, King County Department of Natural Resources and Parks and the City's Parks, Recreation & Cultural Services Department (see ESF #11 – Agriculture and Natural Resources) as well as the Washington State and King County Public Health Departments.

II. Concept of Operations

A. General

1. As the primary agency for this ESF, the Fire Department will facilitate the identification of public health and medical needs of victims after a disaster and provide for those needs with all City assistance and with mutual aid resources that are available. In the event the health and medical needs of the public overwhelm available medical facilities and services within the City, the Fire Department will coordinate with other agencies including County, State and Federal Public Health Departments, as necessary, to ensure the needs of the public are met. Once the Seattle-King County Public Health Department is on site, they will assume responsibility for public health needs.
2. During a local disaster, County and State health and medical resources may be available upon request. Federal health and medical resources may be available upon request for incidents of national significance. The King County, Washington State and U.S. Public Health Departments will work with the FD to determine medical and public health assistance requirements.
3. An employee of the FD will perform or delegate the oversight function of coordinating medical and health resources within the City.
4. Mortuary Services will be coordinated by the Shoreline Police Department until the Medical Examiner can assume control within the City.
5. The Shoreline Fire Department will utilize the King County Multiple Casualty Incident Plan (published separately) which depicts operations according to the ICS. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed.
6. Hospitals will respond according to their established emergency response plans.

7. In the event of structural failure or inaccessibility of medical clinics and hospitals relating to a disaster, any city facility or temporarily established site may act as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established by the City's EOC.
8. Communications will be through established channels. (See ESF #2 – Communications, Information Sharing and Warning)
9. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

B. Organization

1. The Fire Chief or his designee shall provide direction and control over the FD resources in coordination with the EOC.
2. On-scene management of emergencies will follow the Incident Command System (ICS) in accordance with the (NIMS).
3. Any site designated by the Incident Commander (IC) may serve as any of the six ICS facilities: incident command post, staging area, base, camp, helibase or helispot, or in any other function capacity appropriate for the situation.
4. The FD will work under the Seattle Area Hospital Plan to establish emergency medical support and provide support to local hospitals and the EOC in the coordination and establishment of expanded hospital facility needs during an emergency.
5. The FD may establish a system to expand emergency medical support and provide support to local hospitals and the EOC in the coordination and establishment of expanded hospital facility needs during an emergency.

III. Responsibilities

A. Lead Agency

1. Shoreline Fire Department
 - a. Develop an inventory of medical facilities, clinics, medical personnel, medical transportation, communications and supply sources

- b. Implement the King County Fire/Medical Resources Plan which specifically deals with handling multiple casualty incidents (separately published document)
- c. The FD officer in charge of the incident shall establish Incident Command and:
- Provide initial incident evaluation to ensure appropriate coordination of resources and mitigation of the incident.
 - Initiate implementation of the Simple Triage and Rapid Treatment (S.T.A.R.T.) system is not delayed pending the arrival of the primary medic units.
 - Assure that all responsibilities of the medical group supervisor position are completed.
 - Responsible for fire suppression, crash rescue, and mitigation of mass casualties.
 - Coordinate all aspects of medical care and transportation of patients at a specific scene including but not limited to triage, treatment, transportation and set-up of an initial morgue area.
 - Contact the appropriate disaster medical control facility (primary: Harborview Medical Center) in King County and activate the Seattle Area Hospital Disaster Plan when appropriate.
 - Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated as resources permit.
 - Provide incident status and requests for resources to the EOC at regular intervals.
 - Evaluate the on-scene situation and determine whether or not there is a need for post-incident critical incident stress de-briefing (CISD). Requests for the CISD Team will be coordinated through the EOC.
 - Coordinate with the EOC regarding requests for County, State and Federal health and medical resources.

- d. Communications shall be through normal established channels. (See ESF #2 – Information Systems, Communications and Warning)

B. Support Agencies

- 1. Shoreline Emergency Operations Center
 - a. Provide initial coordination and notification of mutual aid requests for outside agencies to provide operational support based on requests from field personnel.
 - b. Request County, State and Federal resources, as necessary.
- 2. Police Department
 - a. Coordinate initial mortuary activities
 - b. Provide assistance to the medical examiner to identify the deceased.
 - c. Provide security to field morgue operations and facilities.
 - d. Provide perimeter control at incident scenes when requested.
- 3. Local Hospitals
 - a. Coordinate movement of patients from the field to area hospitals through Disaster Medical Control (DMC). Primary DMC is located at Harborview Medical Center. Back up DMC is Overlake Hospital.
 - b. Coordinate the establishment of temporary medical facilities with the EOC and FD personnel.
- 4. Local Morticians
 - a. Assist the medical examiner in establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
 - b. Assist with victim identification as needed.
 - c. Provide liaison at the EOC to assist in coordination activities when requested.

5. Seattle-King County Public Health Department
 - a. Organize and mobilize public health services during an emergency.
 - b. Monitor potential causes of communicable diseases and environmental health hazards.
 - c. Identify and coordinate activation of additional mental health professionals when needed.
 - d. Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.
 - e. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
 - f. Provide inoculation of individuals if warranted by threat of disease.
 - g. Provide information on health department activities to the EOC.
 - h. Serve as the lead agency across the county for the development and release of health messages to response partners, the media, and the public.
 - i. Implement and direct public health response actions including the isolation and quarantine of patients, when needed.
 - j. Maintain critical public health functions (continuity of operations).
 - k. Support the response and recovery of health care system partners.
 - l. Lead mass fatalities planning and response efforts.

7. King County Medical Examiner
 - a. Coordinate with the local morticians to expand mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
 - c. Coordinate activities with the EOC, morticians, police, and incident commander.

- d. Coordinate activities associated with the identification of victims with City, County, State and Federal agencies.
 - e. Provide liaison at the EOC to assist in coordination activities when appropriate.
8. Puget Sound Blood Center
- a. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.
 - b. Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility services interruption.
 - c. During a disaster situation, assure adequate blood supply to meet demand and coordinate acquisition of additional resources if necessary.
9. Washington State Emergency Management Division
- a. Coordinates supplemental emergency medical and logistics support as requested by local political subdivisions.
 - b. Emergency Medical Services are partially funded, licensed, and basically controlled by the State Department of Health, Emergency Medical Services/Trauma Division.
10. Washington State Department of Public Health
- a. Coordinates with the FD for all public health and medical assistance efforts within the City.
 - b. Requests the activation of the Federal Emergency Support Function #8 – Public Health and Medical Services through the Homeland Security Operations Center (HSOC) as necessary.
 - c. Requests the deployment or pre-deployment of the Strategic National Stockpile (SNS) as deemed appropriate by State requirements.
11. Federal Emergency Management Agency (FEMA)
- When local, state, and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies

under mission assignment to supplement state and local emergency medical efforts.

12. U.S. Department of Health and Human Services (DHHS)

The US DHHS has primary responsibility for Federal activities associated with health hazards resulting from a disaster or emergency that is categorized as an incident of national significance.

- a. Provide leadership in coordinating and integrating overall Federal efforts to provide public health and medical assistance within the City.
- b. Upon request from the State EOC, the DHHS will request appropriate organizations to activate and deploy health and medical personnel, equipment, and supplies.
- c. Assist and support the FD in monitoring for internal contamination and administering pharmaceuticals for internal decontamination and deemed necessary.
- d. Assist in the assessment of whether food facilities within the City are able to provide safe and secure food.
- e. Assist with the creation of a registry of potentially exposed individuals, performing dose reconstruction, and conducting long-term monitoring of Shoreline residents and commuters for potential long-term health effects.
- f. Monitor blood and blood product shortages and reserves with the coordination with appropriate agencies.
- g. Evaluate the request for deployment of or pre-deployment of the SNS based upon relevant threat information.
- h. Assist the City to assess potable water, wastewater, solid waste disposal issues, and other environmental health issues, provide water purification and provide technical assistance on potable water and wastewater/solid waste disposal issues
- i. Assigns professional and technical personnel to augment state and local forces.

13. U.S. Department of Agriculture
 - a. Coordinates efforts to control and eradicate the outbreak of highly contagious or economically devastating animal diseases
 - b. Assists to ensure food safety and security
 - c. Coordinates with the City (ESF # 11 Agriculture and Natural Resources) and State Department of Agriculture on efforts to dispose of animal carcasses, protect livestock health and zoonotic diseases associated with livestock.
 - d. Provide support for public health matters for radiological incidents.

IV. APPENDICES

- A. Guidelines for Handling and Care of Human Remains

V. REFERENCES

- A. King County Emergency Operations Plan, ESF # 8 Public Health and Medical Services
- B. The National Response Plan, ESF #8 Public Health and Medical Services
- C. Washington State Comprehensive Emergency Management Plan

**ESF #8 PUBLIC HEALTH AND MEDICAL SERVICES
APPENDIX A
KING COUNTY MEDICAL EXAMINER'S OFFICE
MULTIPLE FATALITY INCIDENT
GUIDELINES HANDLING AND CARE OF HUMAN REMAINS**

Introduction:

The Medical Examiner's Office is responsible for investigating all sudden and unexpected, violent and suspicious deaths. This responsibility includes:

- *thorough evaluation of the death scene to assist in determining the cause and manner of death*
- *accurate identification of the deceased*
- *timely notification to the next-of-kin*
- *proper control of personal property such as money, jewelry and other valuables*

Anyone altering the location or condition of the human remains must be aware of these Medical Examiner responsibilities before proceeding:

*If a major regional disaster occurs many persons will likely be injured or killed. The Medical Examiner's Office and other public response agencies (fire, police) may be overwhelmed in performing their responsibilities. The following guidelines for the handling of human remains are to be used **ONLY** in the event of a major disaster when significant delays are expected before the Medical Examiner is able to retrieve the dead. Deceased will be removed from work areas only:*

- *to lessen shock and stress to remaining co-workers*
 - *to prevent spread of disease*
 - *to provide some dignity to the deceased*
-

Procedures:

1. Only staff designated by site managers, security guards, and building management may remove bodies to a designated and secured (locked) holding room until proper authorities arrive to take them away.
2. **Do not release the identity of the deceased until positive identification is confirmed by the Medical Examiner. Family members should not be allowed access to bodies until Medical Examiner has arrived. Families may be told that identification is pending but not confirmed.**
3. It is very important to practice precaution and protect oneself from bloodborne pathogens. Therefore, wear disposable gloves, mask, apron and eye protection. Change gloves and wash hands after each deceased patient contact.

4. Take pictures, if possible, of the body position and immediate area at the time of person's death.
5. Do not remove anything from the body, including clothes, jewelry, wallet, etc. It becomes increasingly difficult with the passage of time to physically identify a body, so clothes, jewelry, and belongings help in making accurate identification. Put wallet or purse into a plastic bag and leave with the body.
6. If identification of the deceased person is known, prepare an identification card from the site's disaster supplies kit, and pin the identification card to their clothes. Provide name of deceased, date and approximate time of death, location of death, apparent cause of death, and next-of-kin and phone number, if known. Also write "info provided by (**your name**) and employed by (**your employer**)" and phone number.
7. If identification of the deceased person is not known, prepare an identification card as in procedure step #6, but exclude name.
8. Wrap each body in a body bag or plastic sheet and tape securely to prevent spillage of body fluids.
9. Cover bloody, contaminated area with plastic sheet or block access to the area and post a warning sign.
9. With assistance, take body and personal belongings to designated holding room. The room must be lockable, have adequate ventilation, and be as cool as possible. It should be near street access, have more than one path to the door, be windowless, and have open floor space. The bodies will be stored in this room until the Medical Examiner's Office can take them. Keep room locked and maintain as cool temperature as possible.
10. Dispose of used gloves, aprons, masks and other materials into large garbage bag and seal.
11. Have supervisor notify the proper authorities (Medical Examiner, police, or fire) where the deceased are stored. Assist, as necessary, when they come to take the bodies.
12. Prepare a list with names of the deceased. Post one list on inside of door, and give a copy of list to manager.

Remember, that while this task is very difficult, care and dignity of the deceased will ease the anguish of their family by knowing that someone took care of their loved one.

Deceased Kits

In addition to disaster supply kits, offices should consider preparing a “Deceased Kit.” The kit should include:

- preprinted identification cards with large safety pins
- *name of deceased* _____
- *location of death* _____
- *date of death and approximate time of death* _____
- *apparent cause of death* _____
- *next-of-kin, if known, and phone number* _____
- *info provided by* _____, *employed by* _____, *phone number* _____
- plastic sheets and large roll of duct tape or large body bags
- plastic ziploc bags for wallets and other personal belongings
- large plastic garbage bags
- disposable gloves, masks, aprons, and goggles

Designated Holding Rooms should be:

- near street access, so that authorities can easily drive up and remove the bodies when able to respond
- two access routes (in case one is blocked)
- cool and windowless, if possible
- kept securely locked and monitored
- for health reasons, bodies must not be left near a water source (e.g. kitchens, bathrooms)

King County Medical Examiner’s Office
Seattle-King County Department of Public Health

***See Resource Book for phone numbers**

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EMERGENCY SUPPORT FUNCTION #9

URBAN SEARCH AND RESCUE

ESF COORDINATOR: **King County Sheriff's Office**
 Shoreline Police Captain

LEAD AGENCIES: **Police Department**

SUPPORT AGENCIES: **Fire Department**

I. Introduction

A. Purpose

This ESF #9 Urban Search and Rescue (USAR) provides guidance for urban search and rescue operations during or following natural or manmade disasters.

B. Scope

This ESF addresses urban search and rescue operations.

C. Policies

1. All activities within ESF # 9 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. The City of Shoreline (City) Police Department (PD) will be responsible for activities under ESF #9 within the City with support from the Fire Department (FD).
3. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KC ECC), whenever possible.
4. The legal definition of search and rescue is as follows: Search and Rescue (SAR) means the act of searching for, rescuing or recovering by means of ground, marine or air activity any person who becomes lost, injured or killed while outdoors or as a result of a natural or manmade disaster, including instances involving searches for downed aircraft when ground personnel are used. (RCW 38.52.010[7]).

5. The definition of USAR is as follows: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures. (NRP p. 73)
6. The Chief Law Enforcement Officer within the political subdivision shall be responsible for local USAR activities. Operation of USAR activities shall be in accordance with state and local operations plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400[1]).
3. The City's Emergency Operations Center (EOC) will coordinate direct support to all USAR activities.
4. Heavy rescue operations will be a team effort of law enforcement, fire service, heavy rescue trained USAR volunteers and other required agencies under the Incident Commander (IC).

II. Concept of Operations

A. General

1. The Incident Command System (ICS) will be used by the PD for all field operations. The IC will report information and requests to the City's Emergency Operations Center (EOC).
3. At least one incident command post will be established for the coordination of all field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. People may become lost, injured or killed during disasters such as the collapse of buildings, , leaving persons in life-threatening situations requiring prompt USAR and medical care. .

B. Organization

1. The PD is the lead agency for the USAR activities within the City. The police department is a contract department through the King County Sheriff's Office and as such has access to the King County Search & Rescue Unit for any urban search and rescue needs.
2. The FD will support the PD in USAR activities.
3. Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through mutual aid within the area. Rescue

personnel from outside the area may be requested by the Washington State Division of Emergency Management (WA EMD). The City has personnel from the PD, FD, Customer Response Team and Public Works Departments trained in some areas of specialty rescue.

4. Advanced search and rescue operations during or following natural or manmade disasters will be coordinated by the FD with support from the PD, Customer Response Team and Public Works Departments. The Planning and Development Department will provide technical support in the event of structural damage or collapse. Volunteers, outside agencies and the private sector may also be utilized during heavy rescue emergencies. Additional resources may be obtained through the KC ECC.
5. USAR volunteer units will be organized under the authority of the PD. Any volunteers not already affiliated with the King County Sheriff's Office Search and Rescue Unit must be registered as Volunteer Emergency Workers (VEW)s with the City's emergency management organization. VEWs must follow guidelines established by RCW 38.52 and WAC 118-04.
6. USAR volunteers and emergency workers should be trained in Basic ICS. This requirement may be waived during situations that require temporary registration of VEWs.
7. The primary resources for wilderness area SAR are the volunteers of the King County Search and Rescue Association and may be activated through the Police Department or the KC ECC. The Snohomish County Volunteer Search and Rescue is an additional resource, which may be activated through King County Sheriff's Office.
8. Search and rescue operations for missing aircraft are the responsibility of the Washington Department of Transportation (DOT), Division of Aeronautics. The Police Department will be responsible for coordinating ground support for these operations upon request.
9. In the event of an incident of national significance, Federal USAR resources may be available at the request of the WA EMD.

C. Incident Related Actions

1. See PD USAR Standard Operating Procedures

III. RESPONSIBILITIES

A. Lead Agency

1. Police Department

- a. Coordinates the City's USAR activities, including, pre-incident activities such as training, equipment purchases, and evaluation of operational readiness.
- b. Provide support to specialty rescue operations when appropriate.
- c. Develops policies and procedures for USAR activities within the City.
- d. Provides status reports to the City's EOC on USAR operations throughout the City.
- e. Coordinates logistical supports for USAR assets during field operations.
- f. Manages USAR team deployment to, employment in, and deployment from an affected area of the City.

B. Support Agency

1. Emergency Operations Center

- a. Coordinate support for USAR activities within the City.
- b. Provide support for USAR activities by coordinating additional resources and activating the City's EOC when appropriate.
- c. Provide for the registration and coordination of emergency workers.
- d. Submit and coordinate requests for assistance to the Z1 ECC, KC ECC, and/or the WA EMD.

2. Fire Department

- a. Provide operational support for USAR activities.
- b. Provide trained staff and resources for USAR activities as appropriate.

3. Public Works

- a. Provide trained staff and resources for USAR activities as appropriate.

4. Planning and Development Department

- a. Provide technical expertise in the evaluation of damaged structures.
- b. Provide resources for USAR activities when requested.

5. Zone 1 Emergency Coordination Center

- a. Coordinate requests for resources from jurisdictions within Zone 1.
- b. Facilitate communication with local jurisdictions, KC ECC, WA EMD, and other organizations, as needed.

6. King County Emergency Coordination Center

- a. Coordinate requests for resources from Z1 ECC and/or jurisdictions within King County to the WA EMD.
- b. Facilitate communication with Z1 ECC, WA EMD, and local jurisdictions, as needed.

7. Washington State Emergency Management Division

- a. Alerts appropriate state agencies of the possible requirement to assist with USAR activities.
- b. Coordinates incoming resources for deployment within the State, as needed.

IV. APPENDICES

- A. WAC 118.04.120 Urban Search and Rescue Volunteer Emergency Workers

V. REFERENCES

- A. National Incident Management System (NIMS)
- B. National Response Plan (NRP)
- C. RCW 38.52 and WAC 118.04

D. Washington State Comprehensive Emergency Management Plan

ESF #9 URBAN SEARCH AND RESCUE
APPENDIX A
WAC 118.04.120 SEARCH AND RESCUE EMERGENCY WORKERS

WAC 118.04.120 - Classes and qualifications of search and rescue emergency workers.

There are three classes of search and rescue emergency workers: Novice, support personnel, and field personnel. The basic qualifications listed below define each of the three classes. Local requirements may include more extensive and detailed qualifications to meet local needs. Authorized officials also may require search and rescue emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

Emergency workers who are not qualified for specific search and rescue duties shall not be assigned to such duties unless specifically directed by an authorized official and then only when under the direct supervision and control of personnel who are qualified for that specific assignment.

(1) The following are basic qualifications for novice search and rescue emergency workers without specific duties including those personnel in a training status. Novice personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess sufficient knowledge of search and rescue skills and techniques to fulfill their emergency assignment.

(2) The following are basic qualifications for support search and rescue emergency workers. Support-qualified personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess knowledge of the skills required of field search and rescue emergency workers but are not required to have the field tested experience nor the physical capabilities of field-qualified personnel.

(c) Possess knowledge in first aid for the control of bleeding, cardiopulmonary resuscitation, bone immobilization, protection from the elements, and protection from exposure to bloodborne pathogens.

(d) Possess basic knowledge of helicopter operations. Successful completion of a helicopter operations basic course approved by the emergency management division satisfies this requirement.

(e) If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate and, as applicable, advanced course, approved by the emergency management division satisfies this requirement.

(3) The following are basic qualifications for field search and rescue emergency workers. Field-qualified personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess knowledge of and demonstrated proficiency in survival techniques and outdoor living.

(c) Possess knowledge in first aid for the control of bleeding, cardiopulmonary resuscitation, bone immobilization, protection from the elements, and protection from exposure to bloodborne pathogens.

(d) Possess knowledge in wilderness navigation including map, compass, and other navigation methods as appropriate.

(e) Possess basic knowledge of helicopter operations. Successful completion of a helicopter operations basic course approved by the emergency management division will satisfy this requirement.

(f) Possess knowledge of search and rescue techniques.

(g) Possess knowledge of crime scene recognition, evidence recognition, human remains recognition and the provisions of RCW 68.50.010, 68.50.020, and 68.50.050.

(h) If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate, and, as applicable, advanced course approved by the emergency management division, satisfies this requirement.

EMERGENCY SUPPORT FUNCTION #10 HAZARDOUS MATERIALS RESPONSE

ESF COORDINATOR: **HazMat Team Leader**

LEAD AGENCY: **Shoreline Fire Department**

SUPPORT AGENCIES: **Customer Response Team**
 Seattle Fire Department
 Police Department
 Public Works Department
 King County Emergency Coordination Center
 State and Federal Agencies

I. INTRODUCTION

A. Purpose

This ESF provides for the response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (hazmat) during a disaster within the City of Shoreline (City). (NOTE: For the purpose of the ESF, hazmat is a general team intended to mean hazardous substances, pollutants, and contaminants as defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (separately published document).

B. Scope

1. This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazmat within the City. It includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, and the environment caused by an actual or potential oil and hazardous materials incident.
2. This ESF is intended to defer to and coordinate with existing plans that are referenced in the ESF. It is not intended to serve as a hazardous material response plan

C. Policies

1. All activities within ESF 10 – Hazardous Materials Response will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will

utilize the Incident Command System (ICS). In addition, hazardous material incident response will be carried out according to:

- The Shoreline Fire Department Standard Operating Procedure (separately published document)
 - King County Hazardous Materials Emergency Resource Plan (separately published document)
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.
 3. Planning related to this ESF will be conducted and maintained in conjunction with SARA Title III requirements and WAC 118.40.

II. CONCEPT OF OPERATIONS

A. General

1. The Shoreline Fire Department (FD) will be the lead agency for the coordination of hazmat activities within the City. The Shoreline Fire Department has agreed to provide Hazardous Materials initial response for the City at the operations level, understanding that the City has overall jurisdiction of any hazardous materials incident within its jurisdictional boundaries.
2. The Shoreline Fire Department will send resources to assess any potential hazmat incident, initiate incident command, manage the incident and, depending on the need, request assistance from the Seattle Fire Department Hazmat Team, or other appropriate team, for technician level response.
3. The ICS will be used by all responders within the City for all response operations. The Incident Commander (IC) will report information and requests to the Emergency Operations Center (EOC) Manager as appropriate.
4. An incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
5. In the event of a disaster, fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites which produce, generate, use, store, or dispose of hazmat) could be damaged so that

- existing spill control apparatus and containment measures are not effective.
6. Hazmat that is transported may be involved in railroad accidents, highway collisions, waterways or airline mishaps.
 7. Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.
 8. Emergency exemptions may be needed for disposal of contaminated material.
 9. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.
 10. State and federal assistance may be available, but will take time to mobilize.
 11. The King County Emergency Coordination Center (KC ECC), Washington Emergency Management Division (WA EMD), and the Washington State Department of Ecology will be contacted in the event of any reportable spill or release. A mission number will be assigned for significant events.
 12. The U.S. Coast Guard (USCG) will be notified of any hazmat spill or release in navigable waters. The USCG may assume the role of IC upon arrival.
 13. Training requirements for personnel involved in emergency response operations for hazmat events is defined in WAC 296-62-3112.

B. Organization

1. It is the responsibility of the Shoreline Fire Department, in cooperation with the City of Shoreline to coordinate the command, control, and effective mitigation of hazmat emergencies. The department will operate under NIMS during all emergencies.
2. Any employee involved in emergency response operations relating to the release of hazardous substances must be trained in accordance with WAC 296-62-3112.
3. The KC ECC may coordinate additional resources that are available to the City through mutual aid agreements and the Regional Disaster Plan (RDP).

4. Trained fire department staff will be utilized for hazmat emergencies within the City. Initial FD operations will be defensive in nature at the operations level. The FD may utilize mutual aid HazMat Teams or private contractors to stop and/or contain the release or spill.

C. Incident Related Actions

1. For more detailed actions, see the Fire Department – Hazardous Materials Team Standard Operating Procedures.
2. In accordance with the NIMS, the structure of local agency on-scene management will depend on the size and scope of the incident. The IC will be responsible for the coordination and management of the on-scene response. The ICS requires the IC to be the most qualified responder at the scene regardless of rank or seniority.
3. Upon arriving at the incident scene, the Incident Commander may do the following:
 - a. Management and Control
 - i. Approach uphill and upwind
 - ii. Initiate the Incident Command System
 - iii. Call for additional resources as needed
 - iv. Identify and start setting up control zones (hot, warm, cold)
 - v. Notify proper authorities – DOE, EPA, FBI, etc.
 - vi. Begin site safety plan
 - b. Identify the hazardous material
 - i. Use placards, UN ID#, reference DOT Emergency Response Guide.
 - ii. Use other clues-container shape, size, location, shipping papers, MSDS
 - c. Hazard and Risk Analysis
 - i. Identify if product is solid, liquid or gas
 - ii. What is the product doing?
 - iii. Where is it likely to go?
 - iv. What will happen if we do nothing?
 - v. What is the primary hazard – toxic, flammable, reactive?

- d. Personal Protective Equipment (PPE)
 - i. Identify appropriate level of PPE based on hazard
 - ii. Will firefighting turnouts protect personnel?
 - iii. If not, wait for HazMat team
- e. Containment
 - i. Control run-off to storm drains, sewers, streams
 - ii. Vapors may be controlled with ventilation or hose streams
 - iii. Refer to DOT ERG for isolation and evacuation distances, control and evacuate area as needed.
- f. Decontamination
 - i. Decontamination must be set up prior to entry to hazard area
 - ii. Hose lines may be used for decontamination (Gross Decon Line)
 - iii. Decontaminate those exposed to hazmat
 - iv. Decontaminate patients prior to transports to hospital
- g. Termination
 - i. Equipment cleaned
 - ii. Product disposed and contained by authorized company
 - iii. All documentation completed, event reviewed.
- h. Be alert for the possibility of terrorist action. Indicators include:
 - i. Is the response to a target hazard?
 - ii. Has there been a threat?
 - iii. Are there multiple victims (not trauma-related)?
 - iv. Are responders victims?
 - v. Are hazardous substances involved?
 - vi. Has there been an explosion?
 - vii. Has there been a secondary attack/explosion?
- i. The lead person from each responding agency should work with the IC to ensure their agency's objectives are identified and coordinated.

III. RESPONSIBILITIES

A. Lead Agency

1. Fire Department

- a. Utilize the ICS for all hazmat activities.
- b. Maintain Operations Level readiness for hazmat response.
- c. Develop and maintain relationships with specialized response teams such as:
 - i. Seattle Fire HazMat Team
 - ii. Eastside HazMat Team
 - iii. Snohomish County HazMat Team
 - iv. Private facilities
 - v. Technical advisors for response and recovery
- d. During an incident, establish command and on-scene control, assess the situation, decontaminate and provide emergency medical treatment for exposed victims, contain and control for release of escaping hazardous substances only if:
 - i. such containment and control could reasonably be expected to have a favorable impact the outcome of the emergency and,
 - ii. personnel are available with the necessary equipment and training to perform such operations safely.
- e. During an incident, safety and/or evacuation zones will be established to provide for the safety of emergency responders and the community.
- f. Assist Public Works and CRT with efforts that are determined to be non-emergent in nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots.

B. Supporting Agencies

1. Police Department

- a. Provide perimeter and traffic control at hazmat scenes.

- b. Coordinate with the Fire Department for evacuation, as necessary.
- c. Provide incident command in the event of an intentional release or spill and coordinate crime scene operations.

2. Public Works Department

- a. Assume command of HazMat incidents once the incident is stabilized and the fire department is ready to transfer Command.
- b. Assist with releases and spills that enter sewers, drains, and waterways and provide materials and equipment when necessary.
- c. Coordinate efforts that are determined to be non-emergent in nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots.
- d. Coordinate with CRT, private facilities, and contractors to ensure an effective and efficient recovery and clean up.

3. Private Facilities

- a. Each facility will appoint a facility emergency coordinator, who:
 - i. Notify appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of hazmat (consistent with the emergency notification requirements of SARA Title III, Section 304 and other state and federal regulations governing hazardous material incidents).
 - ii. Inform the City of any relevant changes taking place at their facility as the changes occur or are anticipated to occur.
 - iii. Promptly provide information to responders that may be needed for developing and implementing the emergency plan, upon request.

4. King County Emergency Coordination Center

- a. Coordinate requests for additional assistance at the request of the City's EOC Manager or Incident Commander.
- b. Serve as the coordination point for the local emergency planning efforts and maintain the King County All Hazards Plan and other appropriate SARA Title III records.
- c. Prepare follow-up documentation and reports and make appropriate notifications as needed.
- d. Provide technical expertise and on scene assistance if requested.

5. Washington State Emergency Management Division

- a. Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, state and federal response agencies.
- b. Coordinate the procurement and allocation of state resources as requested by local EOCs, local IC, or other designated local response agencies or state response agencies.
- c. Other responsibilities as identified in the *Washington State Comprehensive Emergency Management Plan*.

6. Washington State Department of Agriculture

- a. Develop, with the assistance of county extension agents, lists of farms, dairies, and stock ranches that may require monitoring or sampling due to a hazmat release.
- b. Provide technical assistance, laboratory testing and sampling, and estimates on recovery costs for incidents involving pesticides and environmental contamination of farm properties, in coordination with the Department of Health.
- c. Quarantine contaminated food, feed and hay.

7. Washington State Department of Ecology

- a. Lead agency for spill response cleanup. Provides on-scene coordination, technical information on containment, cleanup, disposal, and recovery; environmental damage assessment; laboratory analysis and evidence collection for enforcement

action for non-radioactive environment threatening hazmat incidents.

- b. Serve as the state on-scene coordinator under the Federal National Contingency Plan.
- c. Other responsibilities as identified in the Washington State Comprehensive Emergency Management Plan.

8. Washington State Department of Fish and Wildlife

- a. Provide coordination and resource information on potential or actual fish or fish habitat damage and cleanup.
- b. Provide coordination and resource information on potential or actual wildlife or wildlife habitat damage and cleanup.

9. Washington State Fire Marshal

- a. Provide assistance in damage assessments, investigations, and coordination with officials.
- b. Authority for incidents involving common or special fireworks (Class B and C) explosives.

10. Washington State Department of Labor and Industries

- a. Enforce safety and health standards whenever employees are exposed to hazardous chemicals.
- b. Provide technical expertise and information concerning worker exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.

11. Washington State Department of Health

- a. Assume the role as lead agency in incidents involving radioactive materials. Provides technical personnel and equipment and advises state and local governments of the hazards of radioactive materials.
- b. Provide technical expertise and guidance regarding the health hazards of pesticides and other toxic substances. Provides technical assistance, sample collection and laboratory

analysis, risk assessment, and control information relative to incidents involving pesticides and other toxic substances.

12. Washington State Patrol

- a. Act as designated Incident Command Agency for hazmat incidents unless the local jurisdiction assumes that responsibility as per Section 4, Chapter 172, laws of 1982, as amended, and SHB Number 154, April 1987 in conjunction with RCW 70.136.060 and 70.136.070.
- b. Coordinate with the WA EMD to notify other agencies as needed.

13. Washington State Department of Transportation

- a. Coordinates the activation of WSDOT personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. Activation may be initiated by the State Patrol.
- b. WSDOT personnel will initially establish traffic control and notify the Washington State Patrol when they discover a hazmat spill, on state roads and interstate highways.

14. Washington State Utilities and Transportation Commission

- a. Investigates rail accidents involving hazmat in conjunction with the State Patrol.
- b. Assists first responders by providing supportive data on shippers and haulers of hazmat statewide.
- c. Investigates maritime vessel accidents.

15. Environmental Protection Agency (EPA)

- a. Maintain close coordination between EPA headquarters and the affected regional offices; the Department of Homeland Security/U.S. Coast Guard (DHS/USCG), as appropriate; the Interagency Incident Management Group (IMG), the National Response Coordination Center (NRCC); other ESFs; and the National Response Team (NRT).

- b. Provide expertise on the environmental effects of oil discharges and releases of hazmat and environmental pollution control techniques.
- c. Manage EPA special teams under the NCP, including the Environmental Response Team and Radiological Emergency Response Team, which provides specialized technical advice and assistance to responders.
- d. Coordinate, integrate, and provide investigative support, intelligence analysis and legal expertise on environmental statutes related to oil and hazmat incidents, particularly regarding criminal cases, in support of responders.
- e. May provide damage reports, assessments, and situation reports to support ESF #5.
- f. Provide technical, coordination and administrative support and personnel, facilities, and communications for ESF #10
- g. Develop and promulgate the National Contingency Plan (NCP), chairs the NRT and co-chairs the Regional Response Teams (RRTs), implements Superfund and other environmental legislation, can provide emergency response team support for hazardous material contingencies, and trains state emergency officials.
- h. Act as sector lead for critical infrastructure protection and bio-monitoring for the water sector under Homeland Security Presidential Directive 7 and Homeland Security Presidential Directive 9.

16. Department of Homeland Security/United States Coast Guard (DHS/USCG)

- a. Assist in planning and preparedness efforts as Vice-Chair of the NRT and Co-Chair for RRTs.
- b. Maintain the National Response Center (NRC)
- c. Manage the National Strike Force, composed of three strike teams located on the Pacific, Atlantic, and Gulf coasts, to provide technical advice, assistance, and communications support for response actions.

- d. Offer expertise in domestic and international port safety and security, maritime law enforcement, ship navigation, and the manning, operation, and safety of vessels and marine facilities.
- e. Maintain continuous staffed facilities that can be used for command, control, and surveillance of oil discharges, and hazmat releases occurring within its jurisdiction.

17. U.S. Department of Energy (DOE)

- a. Provide a Federal On-scene Coordinator and direct response actions for releases of hazmat from its vessels, facilities, and vehicles.
- b. Provide advice in identifying the source and extent of radioactive releases relevant to the NCP, and in the removal and disposal of radioactive contamination.
- c. Provide additional assistance for radiological incidents pursuant to, or in coordination with, ESF #8-Public Health and Medial Services.

18. U.S. Department of Transportation

- a. Provide expertise on all modes of transporting oil and hazmat including information on the requirements for packaging, handling, and transporting regulated hazmat.

19. Emergency Preparedness and Response Directorate/Federal Emergency Management Agency (FEMA)

- a. Provide coordination support during national ESF activations, as well as recovery and mitigation assistance during federally declared disasters or emergencies.

IV. APPENDICES

- A. Vulnerability to Hazardous Materials and Waste
- B. Hazardous Materials Incident Response Levels and Action Classifications

V. REFERENCES

- A. Washington State Comprehensive Emergency Management Plan
- B. The National Response Plan, ESF #10 – Oil and Hazardous Materials Response
- C. Superfund Amendments and Re-authorization Act (SARA Title III)
- D. City of Shoreline Fire Department Standard Operating Procedures
- E. King County Hazardous Materials Emergency Resource Plan

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ESF #10 HAZARDOUS MATERIALS RESPONSE
APPENDIX A
VULNERABILITY TO HAZARDOUS MATERIAL AND WASTE

1. The City of Shoreline (City) has, or may have, or be adjacent to, various hazardous materials; the general types of hazardous materials are:
 - a. Chemical Materials: Those materials that do not exhibit etiological or radiological properties.
 - b. Etiological Materials: Those organisms that have a pathogenic effect on life or the environment and can exist in normal ambient environments.
 - c. Radioactive Materials: Those materials that emit alpha, beta, or gamma radiation.
2. The physical state of hazardous materials may be classified as gases, solids, or liquids. They can be stored or contained at high or low pressure and may be affected by the environment in which the incident occurs.
3. The City has several major highway transportation corridors. High volumes of vehicle traffic move daily on these highways. Most of the hazardous materials and waste in King County is moved to, from, and through King County on this same highway net.
4. Some types of hazardous materials moving over the highways are:

Acids	Lacquers
Adhesives	Monomers
Aerosols	Office Copier Chemicals
Anodizing Chemicals	Paints
Battery Fluids	Pesticides
Catalysts	Photographic Chemicals
Cleaning Agents (all types)	Photoresists
Degreasing Agents	Pickling Agents
Detergents	Printing Inks
Duplicating Machine Fluids	Process Chemicals
Electrolytes	Radioactive Materials
Electroplating Chemicals	Resin Ingredients
Etching Baths	Rubber Chemicals
Etiological Material	Shellacs
Explosives	Soaps
Foaming Resins	Solvents
Foundry Mold Material	Surfactants
Fuels (all types)	Varnishes
Industrial Oils	Wastewater Treatment Chemicals
Janitorial Supplies	Water Treatment Chemicals

5. Waterborne hazardous material spills could easily occur due to the storm sewer system that has direct discharge into the natural watercourses.
6. While aircraft carry hazardous materials, including fuel, and flight paths fly over the City, it is a low probability that a major airliner or cargo aircraft would crash in the City.
7. Natural gas is supplied to the City through large underground gas transmission lines that run through the County. The primary hazard of piped natural gas is the rupture of lines and release of gas in areas affected by major earthquake. In this case, explosion and widespread fuel fed fire would likely occur.
8. A demonstrated hazard is the storage of flammable fuels in above and below ground storage tanks. Leaks and ruptures pose a direct threat to not only the people and structures nearby, but to the environment, especially water.
9. Continued growth in population and business will increase the need for certain hazardous materials and will result in more hazardous waste.

ESF #10 HAZARDOUS MATERIALS RESPONSE
APPENDIX B
HAZMAT INCIDENT RESPONSE LEVELS
AND ACTION CLASSIFICATIONS

MINOR

1. Spills which can be contained and absorbed by equipment and supplies immediately available to the emergency personnel.
2. Fires which can be extinguished with the resources immediately available to the first response agency.
3. Leaks which can be controlled using equipment and supplies immediately available to the emergency personnel.
4. Incidents which do not require evacuation.

MODERATE

1. An incident involving a greater hazard or larger area which poses a potential threat to life, property and/or the environment.
2. An incident involving a toxic substance which may require evacuation of citizens.
3. A hazardous materials incident which requires assistance from outside agencies (such as the Red Cross) to work with evacuees, medical facilities, and personnel for treatment of casualties and agencies concerned with the environmental impact.

MAJOR

1. A major hazardous materials incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.
2. A hazardous materials incident within the City of Shoreline that involves evacuation of areas outside of the City.
3. A hazardous materials incident whose location is outside the City of Shoreline but requires evacuation of areas within the City.

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EMERGENCY SUPPORT FUNCTION #11 AGRICULTURE AND NATURAL RESOURCES

ESF COORDINATOR: **Parks Director**

LEAD AGENCY: **Parks, Recreation and Cultural Services Departments**

SUPPORT AGENCIES: **Emergency Management Coordinator
Communications Specialist
Public Works Department**

**Planning and Development Department
Finance Department
All City Departments
Seattle-King County Public Health Department
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center**

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to coordinate efforts to provide nutrition assistance; control and eradicate an outbreak of highly contagious or economically devastating animal/zoonotic or plant disease or plant pest infestation; assure food safety and security; and protect natural and cultural resources and historic properties prior to, during, and after a disaster

B. Scope

This ESF provides for four primary functions:

- Provision of nutrition assistance
- Animal and plant disease and pest response
- Assurance of the safety and security of food supply
- Protection of natural, cultural, and historic resources (NCH resources)

C. Policies

1. General

- a. The City of Shoreline (City) Parks, Recreation and Cultural Services Department is responsible for the four primary functions within ESF 11.

- b. All activities within this ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
- c. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KC ECC), whenever possible.
- d. Actions conducted under ESF# 11 are coordinated and conducted cooperatively with Federal, State, County and Regional agencies and private and nonprofit organizations, whenever possible.
- e. All public information released regarding any aspect of ESF# 11 will be coordinated by the Communications Specialist who is the City's designated Public Information Officer. This will be done through the Emergency Operations Center (EOC) if it is activated and approved by the Director of Emergency Management or his/her designee.
- f. The City may utilize volunteer disaster workers to assist the Parks Department with ESF# 11 operations. Any volunteer disaster worker should be pre-registered with the City's emergency management organization. If a volunteer is not pre-registered they can be registered onsite as a temporary disaster worker for the duration of specific disaster operations under ESF# 11.

2. Nutrition Assistance

- a. It is the policy of the City to educate its citizens, businesses and City staff regarding their responsibility to provide for their own food and water for a minimum three with days following a natural or man-made disaster.
- b. The City government does not have the infrastructure or resources to provide food and water to the population. The City relies on a partnership with human services organizations such as the American Red Cross (ARC) and Salvation Army; State and County public service agencies; faith based organizations; and the private sector to provide food and water

to citizens following a disaster. Actions taken under ESF #11 relating to nutritional support will be coordinated and conducted cooperatively with the above organizations whenever possible.

- c. In the event of a major disaster, Parks Department will attempt to identify and coordinate local and city resources providing food and water. Parks Department will attempt to use any and all local resources to meet the community's need for food and water.
- d. Parks Department will establish predetermined points of distribution (POD) sites throughout the City for the distribution of food and water, such as recreation centers, schools, faith based facilities, etc.
- e. Priority is given to provide critical supplies of food to areas of acute need and then to areas of moderate need.
- f. The Finance department will assist the Parks Department in procuring food and water from the public and private sectors, as needed.
- g. The Parks department will utilize congregate feeding arrangements as the primary outlet for disaster food supplies whenever possible.
- h. The EOC will coordinate with County, State and Federal agencies through the KC ECC to provide food and water to residents on a long term basis.
- i. The Emergency Coordinator will assist in facilitation of this by liaisons with those social services agencies who will be providers during such an event.
- j. The Communications Specialist unit will assist in developing and dissemination of all information that is needed to educate the public.

3. Animal and Plant Disease and Pest Response

- a. All action taken in ESF# 11 regarding animal and plant disease and pest response will be coordinated with Seattle King County Public Health (KCPH) whenever possible.

- b. When addressing animal diseases, all animal depopulation activities will be conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.

4. Food Safety and Security

- a. Under emergency/disaster conditions Parks Department will be responsible for the security and protection of food, water and donated goods.
- b. The Shoreline Police Department (PD) will assist with the security and protection of food, water, and donated goods whenever possible.
- c. Whenever possible, the City will utilize SKCPH to ensure the safety of food, water, and donated goods.
- d. The City will not accept unprocessed donated goods during an emergency/disaster.

5. Natural and Cultural Resources and Historic Properties (NCH)

- a. Actions taken under ESF# 11 to protect, conserve, rehabilitate, recover, and restore NCH resources are guided by City policies and procedures. During a disaster these actions will be coordinated with the EOC.
- b. The Parks Department may utilize volunteers to carry out the tasks necessary to protect, conserve, rehabilitate, recover, and restore NCH resources.
- c. The Parks Department will ensure appropriate use of volunteers to carry out NCH resource tasks and will ensure appropriate measures are in place to protect the health and safety of all workers.

II. CONCEPT OF OPERATIONS

A. General

1. The Parks Department is the lead agency for the coordination of activities with this ESF within the City. The Parks staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures. As communication systems may fail in a major event, Parks Department staff should report to work as soon according to the City's 24 hour staffing plan.
2. The Incident Command System (ICS) will be used by Parks Department for all field operations. The Incident Commander will report information and requests to the Emergency Operations Center (EOC) Manager.
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. Distribution of food, water and donated goods will tax government agencies and every social service agency in the City, and in a Puget Sound-wide disaster, and the entire state.
5. The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event.
6. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission that must clearly be avoided.
7. If ARC shelters are activated, the primary distribution of food and water will be handled through their emergency shelter/mass care system, whenever possible.
8. In a Puget Sound-wide disaster, the management of donated goods will not only overwhelm government and social agencies, but many donated goods may never be used and will require disposal.
9. The City will coordinate all "nationally donated goods" with the Washington State Emergency Management Division (WA EMD), KC ECC, and the Z1 ECC to ensure equitable distribution of donated goods and resources throughout the affected area.

10. Donated goods are divided into two categories: solicited goods and unsolicited goods:

Solicited Goods - The impacted community has identified a need and requests specific items from either the general public and/or the community at large. Usually the request is for cash to the ARC, Salvation Army or other agency providing major relief efforts to the affected community.

Unsolicited Goods - The public sees or hears of the disaster through the media and is motivated to “send a donation and/or donated good” to the impacted area whether it is needed or not.

B. Organization

1. During a disaster, the Parks Department will be responsible for actions taken in conjunction with ESF# 11. The City’s EOC will coordinate these actions along with other emergency management activities within the City, as appropriate.
2. During a large scale disaster that impacts multiple jurisdictions, the City’s EOC may submit requests for nutritional support to the Z1 ECC, the KC ECC, or directly to the WA EMD. As a signatory to the Zone 1 Regional Disaster Plan, the City will attempt to submit requests through the Z1 ECC whenever possible.
3. The EOC may coordinate through the Z1 ECC or KC ECC with Federal, State, and County services to provide food and water to Shoreline residents on a long-term basis.
4. The EOC will coordinate the transportation and delivery of incoming donated goods and resources. The Parks Department will coordinate and manage the distribution of donated goods and resources within the community.

C. Actions

See Parks Department Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Parks, Recreation, and Cultural Services Department

Nutrition Assistance

- a. Determine the availability of food within the City that could be used for human consumption and assess damage to food supplies.
- b. Working with the King County Public Health Department determine the nutritional needs within the City based on the following categories: acutely deficient, moderately deficient, self-sufficient, and surplus supplies.
- c. Coordinate with the EOC to ensure incoming nutritional supplies are delivered to the appropriate POD and to ensure the security of the supplies.
- d. Coordinate with regional, County, State and Federal agencies and volunteer organizations to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, as appropriate.
- e. Predetermine multiple PODs throughout the City for the disbursement of nutritional supplies to the residents of the City.
- f. Develop and maintain procedures for procuring food and water from local businesses, whenever possible, to provide for the nutritional needs of first responders and the community.
- g. Designate staff member(s) to act as Emergency Food Coordinator.
- h. Coordinate with the Finance Department regarding the purchase of food and water.
- i. Coordinate with city departments and relief agencies regarding transportation and distribution of food and water to citizens.
- j. Coordinate with all City departments regarding preparation, transportation and distribution of food and water to city employees.

- k. Alert the local volunteer organizations about the disaster and damage.
- l. Coordinate with food distributors for the provision and distribution of food to disaster victims or food service organizations.
- m. Coordinate the donation or purchase of food and water through pre-identified sources.
- n. Coordinate the transportation of food and water through the pre-identified sources.
- o. Develop plans and select sites for the distribution of food and water to City of Shoreline residents.
- p. Coordinates with the EOC of potential sites for holding donated goods, food and water supplies. Provides logistical support in distribution of food, water and donated goods.

Animal and Plant Disease and Pest Response

- a. During a disaster, coordinate with the King County Public Health and Animal Control agencies reference any changes in animals and plant life within the City to ensure any abnormalities are notices and reported to the EOC.
- b. Coordinate surveillance activities along with ESF #8 – Public Health and Medical Services in the event of zoonotic diseases.
- c. Coordinate with ESF #8 in the event of a natural disaster in which there are animal/veterinary/wildlife issues to ensure support for each issue.
- d. Coordinate with Shoreline FD and PD on all incidents involving the intentional release of chemical and biological substances.
- e. Assist PD to quarantine any person, animal, or plant that becomes exposed to a chemical or biological agent.

Food Supply Safety and Security

- a. Assess whether businesses within the community are able to provide safe and secure food.

B. Support Agencies

1. Emergency Operations Center
 - a. Alert the Parks Department Director when activation of ESF# 11 is necessary.
 - b. Coordinate with EOC for holding sites.
 - c. Coordinate through the EOC the dissemination of public information concerning availability of food and water.
 - d. Coordinate all public information and instructions and media relations as defined in ESF #15 Public Affairs.
2. Planning and Development Department
 - a. In coordination with the Parks, Recreation, and Cultural Services Department, provide for distribution of food and water to city employees.
3. Finance Department
 - a. Provide for the procurement of food and water.
 - b. Develop system for the tracking of necessary financial expenditures such as staffing, vehicles, food, water, etc.
4. All City Departments
 - a. City employees may be requested to assist in the transportation of food and water to distribution sites as directed through the EOC.
5. King County Office of Emergency Management
 - a. Coordinate food and water distribution needs with appropriate city, county, state, federal and volunteer agencies.
6. American Red Cross (ARC)
 - a. Whenever possible, the ARC may assist the City to provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical/nursing care and assist the City to meet other urgent immediate needs.

- b. Will maintain a list of ARC shelters within the City and surrounding communities and will open shelters in or around the area as needed.
 - c. May certify additional shelters as needed during a disaster depending on the size and significance of the disaster.
 - d. Assess and maintain ARC equipment and supplies staged within the City.
 - e. Provide training related to mass care and sheltering to City employees and citizens.
 - f. Provide a liaison to KC ECC during disasters and exercises, whenever possible.
7. Salvation Army
- a. May provide mobile canteen services, as resources allow.
 - b. May provide emergency feeding services, as resources allow.
 - c. Whenever possible, will coordinate with ARC and the City's EOC to collect and distribute food, clothing and other supplies.
 - d. Maintain a resource listing of equipment, supplies and facilities and their availability.
 - e. Provides a copy of the resource listing to the Emergency Management office upon request.
 - f. Assesses equipment and training needs.
 - g. Coordinates activities with the City EOC.
8. Seattle-King County Public Health
- a. Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
 - b. Develops procedures to notify the residents of the City how to treat contaminated food and water.
 - c. Inspects (if available) donated goods with the Department of Agriculture. Oversees the safe distribution of food, water and donated goods.

9. Washington State Emergency Management
 - a. Requests the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
 - b. Provides overall logistical support of nationally donated goods by managing the State Logistics Center 72 hours following its activation.
 - c. Alerts those state and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).
10. Washington State Department of Health
 - a. Supplements local health agencies in the regulation and inspection of consumable foods at the point of preparation.
 - b. If available, coordinates and inspects appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).
11. Other State Agencies
 - a. Responsibilities as identified in the Washington State Comprehensive Emergency Management Plan.
12. U.S. Department of Agriculture
 - a. Responsibilities are outlined in the National Response Plan. The US Department of Agriculture assists in the inspection of donated foods and other goods.

IV. APPENDICES

- A. Points of Distribution/Staging Areas

V. REFERENCES

- A. Zone 1 Regional Disaster Plan
- B. Washington State Comprehensive Emergency Management Plan
- C. National Response Plan

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ESF # 11 AGRICULTURE AND NATURAL RESOURCES
APPENDIX A
POINTS OF DISTRIBUTION/STAGING AREAS

Hamlin Park

16006 15th Ave NE

(73 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 320' X 275'), 2 Grass Baseball Fields (approx. 275' X 275' each), 1 Picnic Shelter with water/electricity, 2 Restroom buildings with electricity/water, 1 playground, and 3 parking lots.

Adjacent to: Kellogg Junior High School, Shorecrest High School and Shoreline School District Warehouse.

Cromwell Park

North 179th St. & Meridian Ave.

(9 Acres) CENTRAL AREA OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 300' X 300'), 1 Playground, 1 Outdoor Basketball Court, mostly on-street parking.

Adjacent to: District Court building.

Shoreline Park (at Shoreline Center)

1st Ave. NE @ N. 190th Street (9 Acres)

CENTRAL AREA OF CITY

Facilities: 2 Synthetic Field Turf Fields (approx. 320' X 225'/side-by-side), 1 Grass Multi-Purpose Field (approx. 320' X 225'), 1 restroom building, 4 tennis courts, 1 playground, small parking lots and angle parking for 50 cars.

Adjacent to: Shoreline Pool, Shoreline Conference Center, Shoreline School District Administration and Maintenance Facilities, Shoreline Stadium.

Richmond Highlands Recreation Center and Ball fields

16544 Fremont Ave. N.

(4.3 Acres) WEST SIDE OF CITY

Facilities: 1 Community Center (capacity 214) with small kitchen, meeting room, game room, small gym, 3 restrooms and small parking lot 30 cars, 1 Grass Multi-Purpose Field (250' X 300'), 1 outdoor restroom near ball fields and on-street parking.

Adjacent to: 1 block south of Shorewood High School

Hillwood Park

3rd Ave. NW & NW 190 St.

(10 Acres) WEST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field, 1 restroom building, 1 playground, small parking lot, and natural area

Adjacent to: Einstein Junior High

Shoreview Park

Innis Arden Way & 9th Ave. NW

(47.5 Acres) WEST SIDE OF CITY

Facilities 2 Grass Baseball Fields (Upper Field approx. 200' X 200' / Lower Field approx. 250' X 250'), 1 All-Weather (Dirt) Soccer Field (approx. 320' X 225'), 2 restroom buildings, 6 Tennis Courts, 155 parking stalls.

Adjacent to: Shoreline Community College and Highland Terrace Elementary School

Richmond Beach Community Park

Richmond Beach Road @ 21st Ave. NW

(3.8 Acres) WEST SIDE OF CITY

Facilities 1 Grassy meadow, 1 sanican, 1 playground, 2 tennis courts, and on-street parking

Adjacent to: Richmond Beach Library

EMERGENCY SUPPORT FUNCTION #12

ENERGY

ESF COORDINATOR: **Public Works Director**

LEAD AGENCY: **Public Works Department**
 Seattle City Lights
 Puget Sound Energy

SUPPORT AGENCIES: **Emergency Operations Center**
 Zone 1 Emergency Coordination Center
 King County Emergency Coordination Center

I. INTRODUCTION

A. Purpose

ESF #12 - Energy is intended to restore damaged energy systems and components during a potential or actual disaster and to provide for the effective utilization of available electric power and natural gas, as required, to meet essential needs in the City of Shoreline (City) during a disaster. This ESF provides for electricity and natural gas systems only. Other utilities such as water and sewer are coordinated through ESF # 3 Public Works and Engineering.

B. Scope

This ESF addresses the collection, evaluation and coordination of information on energy system damage and estimations on the impact of energy system outages within the City. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

C. Policies

1. All activities within ESF #12 – Energy will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and

through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and King County Emergency Coordination Center (KC ECC), whenever possible.

3. Energy is provided to the City by Seattle City Light. Natural gas is provided by Puget Sound Energy (PSE). Restoration of normal operations at energy facilities is the responsibility of the facility owners.
4. The Public Works Department (PW) will be responsible for coordinating the activities with ESF #12 with Seattle City Lights and PSE.
5. The City has established the protection of lives and property as the top priority during a disaster.
6. During an emergency or disaster, City departments and other organizations, such as utility companies, may need the authority to go onto private property to evaluate and repair utilities that jeopardize the integrity of public and private property or threaten public health or the environment.
7. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

"To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local agency is authorized and directed to take action to carry out the orders issued by the Governor.....a local governmental agency shall not be held liable for any lawful actions consistent with RCW 43.21G.030.....in accordance with such orders issued by the Governor." (RCW 43.21G.050)

II. CONCEPT OF OPERATIONS

A. General

1. The PW is the lead agency for the coordination of public works activities within the City.
2. In the event of a disaster, the PW staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures. As communication systems may fail in a major event, PW staff should report to work according to the City's emergency staffing (Green/Gold) plan.
3. The ICS will be used by PW for all field operations. The Incident Commander will report information and requests to the Emergency Operations Center (EOC).
4. An incident command post (ICP) will be established for the coordination of field operations. The Incident Commander (IC) will provide regular status reports and provide timely reports to the EOC. A unified command system will be utilized, whenever necessary, to enable multiple departments/agencies to coordinate operations with the ICP.
5. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities, ESF #12 provides the appropriate information and resources to enable restoration of services to the City in a timely manner.
6. A natural disaster or other significant event may sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect firefighting, transportation, communication, and other lifelines needed for public health and safety.
7. There may be widespread and/or prolonged electric power failure. With no electric power, communications will be affected, and traffic signals will not operate, causing service movement gridlock. Such outages will impact all emergency response services.
8. The PW will assist industry authorities with requests for emergency response actions as they pertain to the restoration of services with the City.
9. The City concurs with PSE that citizens should turn off gas **ONLY** if a leak is detected (heard or smelled). The City also agrees with PSE

that gas service should not be reestablished (turned on) by anyone other than a qualified representative of PSE. There may be a delay for PSE to reestablish gas service once it has been turned off.

10. To the maximum extent possible during a disaster, utility companies will continue to provide services through normal means.
11. Seattle City Lights and PSE are responsible for the continuation of service and available energy resources will be used to meet immediate local needs, whenever possible. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be necessary to limit the use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when limited, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
12. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on the proper use of services.

B. Organization

1. The City does not own any energy facilities. Electricity is provided by Seattle City Light and natural gas is provided by PSE. Restoration of normal operations at energy facilities is the responsibility of the facility owners.
2. Seattle City Light and PSE are the lead organizations for the rapid restoration of infrastructure-related services after an incident occurs. Appropriate entities of the private sector will be integrated into ESF #12 planning and decision-making processes and will be included in the disaster related training and exercise activities of the City.
3. The PW will coordinate the activities within ESF #12 with Seattle City Light and PSE to ensure an effective and efficient response to energy related situation during a disaster within the City.
4. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. During a disaster all resources should be accounted for at the EOC. Request for additional assistance should be coordinated through the EOC to the Z1 ECC, KC ECC, and/or the Washington State Emergency Management Division (WA EMD).
5. Communications between the IC and the EOC shall be through established channels.

6. A complete list of utility service providers is provided in Appendix A. This ESF provides for electricity and natural gas systems only. Other utilities such as water and sewer are coordinated through ESF # 3 Public Works and Engineering.

C. Actions

1. See PW Standards Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Public Works Department

- a. The PW Director or designee will designate at least one EOC representative to coordinate communications, field operations, and resources for maintenance crews from the EOC when it is activated.
- b. PW will provide damage assessments of public utility facilities. The department will also provide for emergency repairs and restoration of all city-owned facilities. Priority shall be given to facilities which provide critical and essential services.
- c. Coordinate repair operations with outside agencies and private utility field representatives as appropriate.
- d. Provide or contract major recovery work and/or services, as appropriate.
- e. Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to (a) maintain passable vehicular circulation on priority routes, (b) control flooding on public drainageways or resulting from failure of public drainageways, (c) mitigate damage to public utilities caused by ground movement, and/or (d) mitigate damage to any facility, public or private, resulting from ground movement caused by the failure of public utilities.
- f. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.

- g. Develop coordination mechanisms (i.e., franchise agreements, letters of understanding, contracts, and other formal documents) with private utilities and other private businesses responsible for electricity and natural gas services to ensure all response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

2. Seattle City Light – Electricity

- a. Provide for the rapid restoration of infrastructure-related electrical services after an incident occurs.
- b. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
- c. Participate in disaster related training and exercise activities, when requested.
- d. Provide for the continuation of service and energy resources to meet immediate local needs, whenever possible.
- e. Coordinate with the PW department and the EOC to ensure an effective, efficient response during a disaster.

3. Puget Sound Energy – Natural Gas

- a. Provide for the rapid restoration of infrastructure-related natural gas services after an incident occurs.
- b. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
- c. Participate in disaster related training and exercise activities, when requested.
- d. Provide for the continuation of service and energy resources will be used to meet immediate local needs, whenever possible.
- e. Coordinate with the PW department and the EOC to ensure an effective, efficient response during a disaster.

B. Support Agency

1. Emergency Operations Center

- a. Submit and coordinate requests for resources to the Z1 ECC, KC ECC and/or WA EMD.
- b. Facilitate communication with Seattle City Light and PSE EOCs to ensure effective and efficient response and recovery activities.

2. Fire Department

- a. Provide support in debris removal, emergency protective measures, and utility restoration when appropriate.
- b. Provide support in establishing an ICP.

2. Police Department

- a. Provide assistance in implementing road closures and detours for roadways.
- b. Provide support in field operations as appropriate.
- c. Provide perimeter control due to unsafe conditions.

3. All Departments

- a. Provide support in the initial damage assessment of city infrastructure.
- b. Provide assessment of damage or endangered structures due to flooding or land movement.
- c. Provide support in field operations activities as appropriate.

4. Zone 1 Emergency Coordination Center

- a. Coordinate requests for resources from jurisdictions within Zone 1.
- b. Facilitate communication with local jurisdictions, KC ECC, WA EMD, Seattle City Lights and PSE, as needed.

5. King County Emergency Coordination Center

- a. Coordinate requests for resources from Z1 ECC and/or jurisdictions within King County.
- b. Facilitate communication with Z1 ECC, WA EMD, Seattle City Lights, PSE, and local jurisdictions, as needed.

6. Washington State Emergency Management Division

- a. Alerts appropriate state agencies of the possible requirement to supplement local energy and utility needs.
- b. Coordinates with the Utilities and Transportation Commission and State Energy Office to provide supplemental assistance to local government.

IV. APPENDICES

- A. Energy Services Emergency Contact Information

V. REFERENCES

- A. The National Response Plan, ESF #12 - Energy
- B. Washington State Comprehensive Emergency Management Plan

**ESF #12 ENERGY
APPENDIX A
ENERGY SERVICES EMERGENCY CONTACT INFORMATION**

NATURAL GAS SERVICE

Puget Sound Energy 1-888-225-5773

ELECTRICAL SERVICE

Seattle City Light (206) 625-3000

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EMERGENCY SUPPORT FUNCTION #13

PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

ESF COORDINATOR: **Police Chief**

LEAD AGENCY: **Police Department**

SUPPORT AGENCIES: **Shoreline Fire Department**

I. INTRODUCTION

A. Purpose

This document has been developed to coordinate public safety and security capabilities and resources to support the full range of incident management activities associated with a potential or actual natural or man-made disaster.

B. Scope

This ESF addresses the coordination and provision of law enforcement and public safety related activities during a disaster or emergency. Those activities may include but are not limited to the following:

1. Warning and evacuation
2. Damage assessment
3. Crime scene control
4. Search and rescue
5. Emergency Operations Center (EOC) representation and coordination
6. Emergency transportation
7. Emergency communications
8. Control of disaster site access
9. Looting control
10. Crowd control
11. Emergency traffic control

ESF #13 activities should not be confused with the activities described in the Terrorism Annex section of this City of Shoreline's (City) Comprehensive Emergency Management Plan (CEMP). Terrorism specific activities will be addressed in that Annex.

C. Policies

1. All activities within ESF #13 – Public Safety, Law Enforcement, and Security will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.
3. Local authorities have primary responsibility for public safety and security within the City, and are typically the first line of response and support in these activities.
4. The City’s Police Department (PD) will coordinate activities within ESF #13. It is anticipated that the City will retain primary authority and responsibility for law enforcement activities, utilizing the ICS for all response and recovery activities.
5. Law enforcement units supplied by other levels of government will remain under the command of that agency but will operate under the direction and control of the PD while operating within the City.

II. CONCEPT OF OPERATIONS

A. General

1. The City’s PD is a contracted unit of the King County Sheriff’s Office and therefore functions as both the City’s PD and as part of the King County Sheriff’s Office.
2. The City’s PD is the lead agency for the coordination of public safety, law enforcement, and security activities within the City.
3. The ICS will be used by PD for all field operations. The Incident Commander (IC) will report information and requests to the EOC Manager.
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.

4. In addition to maintaining 24-hour operational capabilities, the PD has two way radio communications on the 800 MHz system and Nextel telephones. Each officer has a handheld radio and mobile radio. In addition, the Police Department has a portable satellite phone and has access to a fixed one installed in the Police EOC and an additional fixed one in the City's EOC located at the Shoreline Fire Department Headquarters. (See ESF #2 Communications, Information Systems, and Warnings).
5. The PD is set up with "Gold/Green" squads of officers in the event of an emergency. The on-duty supervisor will distribute personnel into Gold and Green squads depending on who is actually on duty for the transition period. The Gold/Green schedule will change shifts at 6:00 a.m. and 6:00 p.m. after the transition period. The department will work two shifts of 12 hours, 24 hours a day, seven days a week until the event is over.
6. PD units, with the use of their sirens and public address systems, will be used to disseminate warning and emergency information.
7. The Police Chief or designee may designate a communications officer to operate backup communications equipment from the EOC when requested by the EOC manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of city resources.
8. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
9. The alert system utilized to mobilize PD personnel shall be the call out system established with critical incident standard operating procedures. As communication systems may fail in a major event, Police staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.
10. Mutual aid agreements exist with all Washington law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

B. Organization

1. The Police Chief or successor will designate an EOC representative to coordinate field operations and resources from the EOC when it is activated.
2. The Police Department will follow all departmental policies and procedures relating to chain of command and on-scene management and will utilize the ICS.
3. A unified command structure will normally be established when law enforcement agencies from outside the City are assisting with operational activities within the City.
4. In the event military support is utilized within the City, the Police Chief or designee will coordinate activities with the military commander.
5. Communications between the EOC and the IC will be through established channels.

C. Actions

See PD Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Police Department
 - a. Provide support to the Director of Emergency Services in the dissemination of emergency warning information to the public and in the operation of the EOC. (See ESF #2)
 - b. Provide command and control for field operations through established command posts as appropriate.
 - c. Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.
 - d. Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.

- e. Provide emergency traffic control.
- f. Assist and support Public Works Department in determining satisfactory evacuation routes. (See ESF #16 Evacuation)
- g. Provide direction and control for evacuation efforts as appropriate. (See ESF #16 - Evacuation)
- h. Provide direction and control for urban search and rescue activities. (See ESF # 9 Urban Search and Rescue)
- i. Work with the Fire Department in locating and setting up possible temporary morgue sites and provide site security. (See ESF #8 Medical, Health, and Mortuary Services)
- j. Provide windshield survey and initial City-wide damage assessment in coordination with the Shoreline Fire Department and the City's Customer response Team as appropriate.
- k. Document costs and activities.
- l. Develop emergency and evacuation plans for facilities under department management.
- m. Provide for the identification and preservation of essential department records.
- n. Develop and maintain resource lists for equipment, personnel and supply sources.
- o. Develop and maintain departmental plans and standard operating procedures for emergency operations.
- p. Coordinate with the Shoreline Fire Department to develop and maintain a public warning system for the City. (see ESF #2 Communications, Information Systems, and Warning)

B. Support Agencies

1. Emergency Operations Center
 - a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
 - b. Coordinate information between various departments within the City to ensure efficient and accurate communication.
 - c. Submit and coordinate requests for additional resources to the Zone 1 Emergency Coordination Center (Z1 ECC), King County Emergency Coordination Center (KC ECC), or Washington Emergency Management Division (WA EMD).
2. Fire Department
 - a. The Shoreline Fire Department (FD) will assist and support the PD as needed with activities within this ESF.
3. 911 Center(s)
 - a. King County Sherriff's Office 911 Center will provide for the continuation of day to day emergency communication, whenever possible. They have back-up contingencies in place if their 911 lines are not operational.
4. Zone 1 Emergency Coordination Center
 - a. Communicate and coordinate with jurisdictions within Zone 1 and KC ECC.
 - b. Submit and coordinate requests for assistance from Zone 1 jurisdictions with KC ECC to ensure proper distribution of resources.
5. King County Emergency Coordination Center
 - a. Communicate with Zone 1, 3, and 5 ECCs and cities, WA EMD and all related agencies regarding law enforcement activities.

- b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
6. Washington Emergency Management Division
- a. Provide coordination of State resources to provide support , as appropriate, when all local, regional and county resources have been expended.
 - b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
 - c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).
7. Washington State Patrol
- a. Assist the PD in law enforcement operations, when requested and as available.
 - b. Coordinate and maintain liaison with the appropriate state departments, as identified in the Washington State Comprehensive Emergency Management Plan.
 - c. Provide warning and communications support.

IV. APPENDICES

- A. Police Department Disaster Incident Checklist
- B. Warning/Evacuation Notification Instructions

V. REFERENCES

- A. Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7 [1])
- B. Washington State Comprehensive Emergency Management Plan
- C. King County Zone 1 Regional Disaster Plan
- D. National Response Plan

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ESF #13 PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY

APPENDIX A

POLICE DEPARTMENT DISASTER INCIDENT CHECKLIST

- ____ 1. Notify key staff: The decision to notify remaining staff of possible activities will be made on the basis of information received from the EOC and based on visual observations of the conditions that pose a threat to lives and/or property of citizens.

- ____ 2. Activate emergency operating procedures.

- ____ 3. Activate public warning and evacuation procedures, as necessary.

- ____ 4. Support emergency operations as defined in agency emergency operating procedures or as requested by the EOC or the King County EOC.

- ____ 5. Provide windshield survey and initial citywide damage assessment as appropriate.

- ____ 6. Assist and support Public Works in determining satisfactory evacuation routes.

- ____ 7. Provide direction and control for evacuation efforts as appropriate.

- ____ 8. Establish an Incident Command Post as needed.

- ____ 9. Provide support the King County Medical Examiner in the identification of the deceased.

- ____ 10. Provide direction and control for urban search and rescue activities.

- ____ 11. Provide crime scene, security and perimeter control at incident scenes and the EOC as appropriate.

- ____ 12. Document costs and activities.

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ESF #13 PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY
APPENDIX B
WARNING/EVACUATION NOTIFICATION INSTRUCTIONS

1. Drive slowly the length of all streets in the warning area. Use your siren to get people's attention.
2. Stop at appropriate intervals and use your public address system to announce the message provided by the Police Department, Fire Department, or the EOC.

Message - variable to the situation.

Immediate evacuation is recommended due to: _____

If you need transportation assistance, please come outside.

Be sure to lock your doors and windows when you leave.

3. Do not use force to ensure evacuation.
4. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of the people who are not evacuating and an out-of-area next of kin. *Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.*
5. Direct residents to use the designated evacuation routes to the nearest reception center.
6. Continue to travel your designated area until residents have been notified to evacuate.
7. Upon completion of notifications in your assigned area, inform the EOC via the appropriate chain-of-command. Relocate to the staging area.

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EMERGENCY SUPPORT FUNCTION #14 LONG TERM COMMUNITY RECOVERY AND MITIGATION

ESF COORDINATOR: **Emergency Management Coordinator**

LEAD AGENCIES: **City Manager's Office**

SUPPORT AGENCIES: **All City of Shoreline Departments**
 Zone 1 Regional Emergency Coordination Center
 King County Emergency Coordination Center
 Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to provide guidance for the implementation of federal, state, county, local, and private resources to enable the long term recovery of the community and to reduce or eliminate risk from future incidents, whenever possible.

B. Scope

This ESF applies to organizations and agencies that may be involved in the long term recovery of the City of Shoreline (City) and the mitigation of future disasters.

C. Policies

1. All activities within ESF 14 – Long Term Community Recovery and Mitigation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KC ECC), whenever possible.
3. ESF 14 excludes economic policymaking and economic stabilization.
4. Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to

mitigation of future impacts of a similar nature, whenever possible.

5. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
6. ESF 14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure.
7. The long term recovery efforts for the City will be coordinated through the Emergency Operations Center (EOC) until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the City Manager's Office until all recovery and mitigation activities have been concluded.
8. The Emergency Management Coordinator in conjunction with the Finance Director and other department Director as applicable, will apply for and coordinate the receipt of state and federal recovery funds.

II. CONCEPT OF OPERATIONS

A. General

1. The Incident Command System (ICS) will be used by all organizations operating within this ESF.
2. The City Manager's Office will advise the City Council on the long term recovery implications of response activities and will coordinate the transition from response to long term recovery.
3. The City will conduct assessments of the social and economic consequences of the disaster within the City to better understand the requirements needed to develop an effective long term recovery plan.
4. The City will determine/identify responsibilities for long term recovery activities within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

B. Organization

1. The City Manager's Office will serve as the lead agency for the coordination of long term recovery and mitigation activities within the City.

2. The Emergency Management Coordinator will coordinate the long term recovery and mitigation activities with all of the applicable city departments.
3. All City departments will participate in post-incident coordination activities to ensure an effective long term recovery process.

C. Actions

See the City Manager's Office Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agencies

1. City Manager's Office

- a. Coordinate the development of ESF 14 operational procedures.
- b. Lead long term recovery planning efforts within the City.
- c. Coordinate the post-incident assistance efforts within the City.
- d. Coordinate with the EOC for the transition from response activities to long term recovery activities.
- e. Coordinate with federal, state, county, local and private organizations involved in the long term recovery activities.

B. Support Agencies

1. All City Departments

- a. Document all costs associated with long term recovery and mitigation.
- b. Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.
- c. Assist with the development of a city-wide long term recovery plan and operational procedures.
- d. Train departmental personnel in the implementation of the recovery plan and operational procedures.

2. King County Emergency Coordination Center

- a. Coordinate county, state and federal long term recovery assistance with communities within King County to ensure equitable distribution of resources.

3. Washington Military Department

- a. Support local long term recovery and mitigation activities. This support will be contingent upon the resources available.

IV. REFERENCES

- A. National Response Plan
- B. Washington Comprehensive Emergency Management Plan
- C. King County Regional Disaster Plan

EMERGENCY SUPPORT FUNCTION #15

PUBLIC AFFAIRS

ESF COORDINATOR: **City Public Information Officer**

LEAD AGENCY: **Communications Specialist, City Manager’s Office**

SUPPORT AGENCIES: **Fire Department - Public Information Officer**
 Police Department – Public Information Officer
 School District – Public Information Officer
 All Departments

I. INTRODUCTION

A. Purpose

To provide guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the citizens of the City of Shoreline (City), City personnel and their families, government and public agencies, the media and the private sector.

B. Scope

1. This ESF addresses the communication needs of the City and outlines the responsibilities for processing, coordinating, and disseminating incident-related information to affected audiences.
2. This ESF also provides for the coordination of Federal public affairs support for the City’s public information activities.

C. Policies

1. All activities within ESF #15 – Public Affairs will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.
3. In the event of a disaster or emergency situation, it is the responsibility of the City to provide accurate and timely incident-related information to affected audiences.

4. The release of incident-related information will be through the Emergency Operations Center (EOC) or the Joint Information Center (JIC).
5. All incident-related information will be developed by the Public Information Officer (PIO) in coordination with EOC staff.
6. Before being released to the public, all incident-related information must be approved by the Emergency Management Coordinator (EMC) or his/her designee.

II. CONCEPT OF OPERATIONS

A. General

1. The release of incident-related information is the responsibility of the City through either the EOC or the JIC.
2. When activated, the King County Emergency Coordination Center (KC ECC) and the Washington Emergency Management Division (WA EMD) EOC may release incident-related information to the affected audiences and the public by working with lead agency.
3. In the event of an Incident of National Significance, the Federal Emergency Management Agency (FEMA) may provide support to the City to assist with the dissemination of accurate and timely information.
4. In the event of a terrorist incident, the release of information to the public may be coordinated with the Federal Bureau of Investigation (FBI) and other Federal agencies.
5. During an incident of national significance, the WA EMD and FEMA may establish a JIC to coordinate federal, state, and local information.
6. Demands for information from media outside the City will be significantly increased during and after a disaster.
7. Normal means of communication within the affected areas may be either destroyed or largely incapacitated; and therefore only limited or incomplete information should be anticipated from the disaster area until communication can be restored.
8. Sufficient support personnel may be available to coordinate public information and interface with the media and other agencies.

B. Organization

1. The Emergency Management Coordinator (EMC) will appoint a PIO to coordinate the dissemination of incident-related information to the public.

The following individuals are designated to serve as PIO:

- a. Communications and Intergovernmental Relations Department – Director
- b. Assistant City Manager
- c. Communications Specialist

Support may be provided by the following:

- a. Shoreline Police Department PIO
- b. Shoreline Fire Department PIO
- c. Shoreline School District PIO

2. The release of incident-related information shall be coordinated by the PIO through the EOC or JIC.
3. Assistants may be assigned from other agencies or departments involved.
4. The designated PIO may appoint an Assistant PIO as needed. This Assistant PIO may be used to ensure the media is kept informed regarding media briefing locations.
5. A media staging area will be designated by the PIO and the Emergency Management Coordinator.
6. The location of media briefings will be determined by the event. In the event that the location is not functional or communications are inadequate, an alternate location will be identified and announced by the PIO.
7. In some situations, it may be necessary to release incident-related information from field command posts. Should this occur, the Incident Commander (IC) will contact the EOC in a timely manner and provide a detailed account of the information that was released.
6. The PIO will utilize the PIO Emergency Checklist and the PIO Press Release Worksheet during any emergency situation or disaster that requires the dissemination of incident-related information to the public.

(See Appendix A - PIO Emergency Checklist and Appendix B - Press Release Worksheet).

III. RESPONSIBILITIES

A. Emergency Management Coordinator

1. Appoint PIO to coordinate the dissemination of emergency public information.
2. Approve incident-related information prior to release by the PIO.

B. Public Information Officer(s)

1. Serve as the City's lead Public Information Officer. Establish and maintain standard operating procedures for use during emergencies, pre-establish priorities for release of emergency information. Establish contact with media; develop information dissemination channels and systems.
2. Gather and coordinate emergency public information for timely release to the public, with approval by the Emergency Management Coordinator.
3. Give information briefings to City officials, King County, news media and the public.
4. Provide pre-printed emergency public information brochures for distribution to the public.
5. Coordinate with King County when information is to be released via the Emergency Alert System.
6. Notify appropriate agencies to assist in the dissemination of emergency public information.
7. Determine appropriate location(s) for public official and media briefings.
8. Oversee all media releases.
9. Provide liaison with State or County Public Information Officer.
10. Provide support for King County jurisdictions and/or the JIC.
11. Maintain copies of information released.

C. City Departments

1. Provide timely information to the EOC regarding field activities and incident-related public information.
2. In coordination with the HR Director, timely information will be disseminated to employees with their families if necessary.
3. Coordinate requests for assistance through the EOC.

D. State of Washington

1. The Governor's Communications Director serves as the State Emergency Public Information Officer (EPIO), and under the direction of the Governor, may direct, coordinate and supervise the release of all State emergency instructions and news releases pertaining to the State's disaster operations.
2. In the absence of the Governor's Communications Director or Assistant, the State Emergency Management Division's PIO may direct, coordinate and supervise the incident-related public information functions in coordination with local jurisdiction.
3. The EPIO coordinates with local and federal agencies on the release of emergency information and instructions.

E. Federal

1. The Department of Homeland Security (DHS) through the National Response Plan (NRP) ensures that sufficient Federal assets are deployed to the field during a potential or actual Incident of National Significance to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.
2. According to the NRP, the DHS recognizes that it is the City's responsibility to provide information to the citizens of the City.

IV. APPENDICES

- A. Public Information Officer Checklist
- B. Public Information Officer Press Release Worksheet
- C. Media Contact List

V. REFERENCES

- A. The National Response Plan, ESF #15 External Affairs
- B. The National Incident Management System

ESF #15 PUBLIC AFFAIRS
APPENDIX A
PUBLIC INFORMATION EMERGENCY CHECKLIST

In the event of a major emergency when communications may have been disrupted, pre-designated PIOs should report to the Emergency Operations Center (EOC) as soon as possible.

PRIOR TO ARRIVAL:

- ____1. When possible, ask what the situation is, where the EOC is located, who the Emergency Management Coordinator is, and where they want you located.
- ____2. Advise them of how long it will take for you to reach your assigned location.

AFTER ARRIVAL AT YOUR ASSIGNED AREA:

- ____1. Meet with the Emergency Management Coordinator, or his designee, to get an update as to the situation and any specific concerns.
- ____2. Establish a work area for yourself and an area for the media to be briefed. The media area should be a distance away from the EOC so there is no interruption in the work of the EOC.
- ____3. Set up the network to have access to the information you need. A part of this process is to make sure field personnel know you are in place and will be doing releases.
- ____4. Try to establish a set schedule for press conferences (such as every hour, every two hours). This will reduce interruptions and allow all to be aware when releases will be available.
- ____5. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
- ____6. Take a pro-active stance. Develop plans for possible situations that may occur. This could include such things as street closures, evacuations, information sheets on purifying water, guidelines for items to bring if evacuated to a shelter, etc.
- ____7. If possible, acquire at least one person to assist you in the paperwork and the information handling process of the job.
- ____8. If possible, get access to a word processor and a copier.

DURING THE EMERGENCY:

- ____ 1. Establish an event journal to log the emergency events and activities of the PIO function. This PIO event journal will be of value to track activities during the event and to evaluate activities after the emergency is over.
- ____ 2. Establish a press release binder or folder. Keep copies of all press releases in chronological order.
- ____ 3. Have regular briefings with the EOC to assure that you have timely information and the facts that the EOC needs to be disseminated.
- ____ 4. Make extra copies of all press releases. This will allow you to update late arriving media without needing to recreate a release or to spend time giving the data verbally.

DEMOBILIZATION:

- ____ 1. Assure all “loose ends” are taken care of and that there is someone available to handle any late-coming inquiries.
- ____ 2. Make sure that the PIO event journal is up to date and covers all activities of your office.
- ____ 3. Assure that any information the public needs to access is released to the media and to those who will be contacts after the EOC is deactivated.

**ESF #15 PUBLIC AFFAIRS
APPENDIX B
PUBLIC INFORMATION OFFICER PRESS RELEASE WORKSHEET**

Action Item: _____ Date: _____

Time: _____

General Situation: _____

Who: _____

What: _____

When: _____

Where: _____

Why: _____

How: _____

Source of Info.: _____

Who was it released to: _____

Comments: _____

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**ESF #15 PUBLIC AFFAIRS
APPENDIX C
MEDIA CONTACT LIST**

Print Media

<p>King County Journal Attention: Dan Partridge, Editor 11400 SE 8th St Suite 450 Bellevue, WA 98004 Tel 425.455.2222 Dan.partridge@kingcountyjournal.com newsroom@kingcountyjournal.com</p>	<p>Seattle Times Metro Desk P. O. Box 70 Seattle, WA 98111 Tel 206-464-2200 Fax 206-464-2261 newstips@seattletimes.com</p>
<p>Shoreline Journal Theresa Poalucci, Editor 4610 200th SW, #F, Lynnwood, WA 98036-6606 Tel 425-775-2400 Fax 425-670-0511 editor@journal-newspapers.com</p>	<p>Seattle P-I Attention: Gordy Holt 555 116th Avenue NE Bellevue, WA 98004 Tel 425.646.7900 Fax 206-448-8166 gordyholt@seattlepi.com</p>
<p>The Herald Attention: Bill Sheets PO Box 930 Everett, WA 98206 Tel (425) 339-3439 sheets@heraldnet.com</p>	<p>The Seattle Times Eastside/Suburban Attention: Arlene Bryant 1200 112th Ave NE Suite C-145 Bellevue, WA 98004 Tel 206.464.2974 Tel 425.453,0449 east@seattletimes.com abryant@seattletimes.com</p>
<p>Shoreline Enterprise Attn: Brooke Fisher, Editor 4303 198th St SW Lynnwood, WA 98036 Tel 425.673-6522 Fax 425.774-8622 shoreline@heraldnet.com</p>	<p>Associated Press 3131 Elliott Avenue, Suite 750 Seattle, WA 98121 Tel 206-682-1812 Fax 206-621-1948 apseattle@ap.org</p>

TV and Radio Media

Outlet	General email	Reporter contact	Other info
KING 5 TV (NBC)	Newstips@king5.com	Cathy Kiyomura ckiyomura@king5.com Ed White (assignment editor) ewhite@king5.com	206.448.4508 (Cathy) 206.448.4525 fax 206.448.3860 (Ed) 206.448.3850 (Assignment desk)
KOMO TV (ABC)	tips@komo4news.com	Bryan Johnson BryanJ@komotv.com	1-TV-T 1-TV-TIPS-KOMO press 1 Newsroom (206) 404-4145 (206) 404-4422 FAX
KIRO TV (CBS)	newstips@kirotv.com	Alison Grande Eastside Bureau Chief agrande@kirotv.com	KIRO (206) 728-7777 (206) 441-4840 FAX
Q13 News (FOX TV)	newstips@q13.com	Lowell Deo Lowell@q13.com Melissa Boggs Assignment Editor MBoggs@tribune.com	Newsroom Assignment Desk: 206-674-1305 Newsroom Fax Number: 206-674-1713
NWCN (Northwest Cable News 24 hour news channel)	viewercenter@nwcn.com		(206) 448-3600
RADIO		ON THE DIAL	
KIRO Newsradio AM	newstips@entercom.com	710 AM	206.421.KIRO (5476) 206-726-5446 FAX
KOMO Radio news AM	comments@komo1000news.com	AM 1000	206.404.3404 206-404-3646
Star 101.5 FM	starproducer@mindspring.com	Leonard Barokas (Ken & Alan show) 101.5 FM	206.516.3082 Leonard (direct)
NPR/KUOW	letters@kuow.org	94.9	(206) 543-2710

Shoreline Comprehensive Emergency Management Plan
ESF #15 Public Affairs

KBSG	kbsg@kbsg.com	97.3 FM	(206) 622-9797/ Toll Free: 1-877-668-9797
KISS 106.1	studio@kiss1061.com	106.1 FM	(206) 421-1061
KMPS	email@kmps.com	94.1 FM	Main Phone Line: (206) 805-0941 Contest Line: (800) 464-94FM Studio Line: (206) 421-KMPS Fax: (206) 805-0911
KVI	KVIComment@fisherradio.com	570 AM	Call-In Lines: King County: (206) 421-5757 or Toll Free: (888) 312-5757 Business Line: (206) 404-4000 Fax Line: (206) 404-3648
KIXI FM	bobb@kixi.com	AM 880	KIXI Main Switchboard: 425-562-8964 KIXI Studio request line: 1.866.880.KIXI KIXI Contest line: 1.866.880.KIXI KIXI fax line: 425-653-1088
KRKO North Sound FM	tony.stevens@krko.com	North Sound AM 1380	
Mix 92.5 FM/KLSY	lisa@mix925.com	MIX92.5FM Lisa Adams	MIX 92.5 Contest, Request and Studio Line 1-866-MIX-9250 MIX 92.5 Administrative Office 425-653-9462 MIX 92.5 Promotions 425-653-1010 MIX 92.5 Comment Line 425-373-5520 Contest and Request FAX Line 1-888-FAX-KLSY
KUOW – FM (NPR)	letters@luow.org	Guy Nelson, News Director	206-543-2710 206-543-2720 fax

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EMERGENCY SUPPORT FUNCTION #16

EVACUATION

ESF COORDINATOR: **Police Chief**

LEAD AGENCIES: **Police Department**

SUPPORT AGENCIES: **Emergency Operations Center**
 Fire Department
 All Departments
 Washington State Department of Transportation
 Washington State Patrol
 Surrounding Cites, King and Snohomish County

I. INTRODUCTION

A. Purpose

This ESF has been developed to provide guidance to the City of Shoreline (City) to affect an evacuation should a major disaster threaten or occur within the City. Evacuations may result from naturally occurring events such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, terrorism or illegal activities like drug labs and waste dumping.

B. Scope

This ESF addresses evacuation activities to ensure an efficient and effective evacuation of people within the City and the authorization, direction, routing and relocation of people from their homes, schools and places of business.

C. Policies

1. All activities within ESF 16 – Evacuation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. Primary emergency evacuation responsibilities will be coordinated by the Police Department (PD).
3. In accordance with RCW 38.52.110, (1) in carrying out the provisions of this chapter, the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other

municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.

4. As a signatory to the Regional Disaster Plan (RDP), the City will conduct activities in accordance with the RDP whenever possible.
5. All City owned vehicles (not otherwise involved in emergency response) will be made available for use by the Evacuation Coordinator.
6. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

II. CONCEPT OF OPERATIONS

A. General

1. All operations conducted within the scope of ESF 16 - Evacuation, will utilize the ICS in accordance with the NIMS and the NRP.
2. In the event of an incident requiring the evacuation of a part or all of Shoreline, the evacuation order may be issued by the Mayor, City Manager, Emergency Management Coordinator, Police Chief or Fire Chief. On-scene incident commanders may issue evacuation orders to mitigate dangers and/or life threatening situations. Except when an immediate life-threatening situation exists, evacuation efforts should be coordinated through the Emergency Operations Center (EOC).
3. The individual ordering an evacuation shall notify the Emergency Management Coordinator who shall notify the King County Emergency Coordination Center and City Manager any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
4. The Police Department is responsible for the evacuation of the City. In the event all City and mutual aid resources have been expended, the Police Department will notify the City's EOC that additional assistance is needed. The EOC will request outside assistance

through the Z1 ECC or the KC ECC. Every effort will be made to make initial requests through the Z1 ECC. In the event the Z1 ECC and KC ECC are not available, the EOC will submit requests for assistance directly to the WA EMD.

5. Public Works staff will coordinate with the Police Department to provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or acceptance of victims shall be through the EOC and King County Emergency Management.
6. The City will coordinate, as appropriate, with jurisdictions within Zone 1 through the Zone 1 Emergency Coordination Center (Z1 ECC); King County Emergency Coordination Center and Snohomish County Emergency Operations Center; and the Washington State Emergency Management Division (WA EMD) to insure expeditious resolutions to issues resulting from an emergency or disaster.
7. For purposes of this plan, an evacuation is the removal of persons from the area at risk prior to an emergency's impact. Physical removal of victims from an area impacted by the emergency is considered a rescue and is covered in ESF Annex 9 (Rescue).
8. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the EOC.
9. In the event of an evacuation in which the size of it would impact the traffic flow of the major arterials, Interstate 5, and/or HWY 99 and in which the impact would not only be to the traffic, but to the surrounding communities as well, every effort will be made to include in the planning process representatives of those impacted areas. The Washington State Department of Transportation and the Washington State Patrol maybe able to give input so as produce an integrated plan for the evacuation. Neighboring cites should be notified of any route that may include their cities.

B. Organization

1. The Police Department is the lead agency for the coordination of evacuation activities within the City. The Police Department has pre-designated individuals to be assigned to the EOC to facilitate the coordination of ESF 16 operations.

C. Actions

See Police Department Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Police Department

- a. Provide direction and control for evacuation efforts.
- b. Coordinate ESF 16 activities with appropriate agencies and jurisdictions.
- c. Provide internal and perimeter security of evacuation zone.
- d. Provide emergency traffic control in and around the evacuation zone.
- e. Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
- f. Provide dissemination of evacuation information to the public as appropriate.
- g. Coordinate with King County Sheriff's Office to obtain marine and/or air assets to support response and recovery.

B. Support Agencies

1. Emergency Operations Center

- a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b. Notify Z1 ECC, KC ECC and/or WA EMD regarding the evacuation efforts within the City.
- c. Coordinate evacuation information between various departments within the City to ensure efficient and accurate communication.
- d. Submit requests for additional resources to the Z1 ECC, KC ECC, or WA EMD.

- e. Provide information on emergency services including evacuation information and routes, staging areas and public shelters.
- 2. Public Works Department
 - a. Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.
 - b. Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including Metro Transit, Community Transit, School Districts, etc., through the EOC. Discussions on how to access transportation resources and any necessary written agreements should be in place prior to an event that would necessitate their need.
 - c. Provide for the removal of debris and vehicles abandoned or having mechanical problems from evacuation routes as requested.
 - d. Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to staging areas when requested.
- 3. Fire Department
 - a. Provide support to the EOC in dissemination of evacuation information to the public.
 - b. Provide assistance, as possible, during the evacuation efforts.
- 4. All Departments
 - a. Assist in evacuation information to the public.
 - b. Provide support in evacuation efforts affecting the city.
- 5. Zone 1 Emergency Coordination Center
 - a. Communicate and coordinate with jurisdictions within Zone 1 and KC ECC regarding the status of evacuation activities within the area.
 - b. Coordinate with Zone 1 jurisdictions and KC ECC to ensure proper distribution of resources.

6. King County Emergency Coordination Center
 - a. Communicate with Zone 1, 3, and 5 ECCs and cities, Snohomish County, WA EMD and all related agencies regarding evacuation efforts within the area and associated activities.
 - b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
 - c. Coordinate activities of the KC DOT.
7. Washington Emergency Management Division
 - a. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
 - b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
 - c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).
8. Washington Department of Transportation
 - a. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate to ensure efficient and effective evacuation activities.
 - b. Coordinate emergency transportation resources, as appropriate.

IV. APPENDICES

- A. Staging Areas and Evacuation Sites
- B. Standard Operating Procedures

**ESF #16 EVACUATION
APPENDIX A
RESOURCE STAGING AREAS**

(This information is also located in ESF #1 – TRANSPORTATION, as locations may serve multiple purposes)

Hamlin Park

16006 15th Ave NE

(73 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 320' X 275'), 2 Grass Baseball Fields (approx. 275' X 275' each), 1 Picnic Shelter with water/electricity, 2 Restroom buildings with electricity/water, 1 playground, and 3 parking lots.

Adjacent to: Kellogg Junior High School, Shorecrest High School and Shoreline School District Warehouse.

Cromwell Park

North 179th St. & Meridian Ave.

(9 Acres) CENTRAL AREA OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx. 300' X 300'), 1 Playground, 1 Outdoor Basketball Court, mostly on-street parking.

Adjacent to: District Court building.

Shoreline Park (at Shoreline Center)

1st Ave. NE @ N. 190th Street (9 Acres)

CENTRAL AREA OF CITY

Facilities: 2 Synthetic Field Turf Fields (approx. 320' X 225'/side-by-side), 1 Grass Multi-Purpose Field (approx. 320' X 225'), 1 restroom building, 4 tennis courts, 1 playground, small parking lots and angle parking for 50 cars.

Adjacent to: Shoreline Pool, Shoreline Conference Center, Shoreline School District Administration and Maintenance Facilities, Shoreline Stadium.

Paramount School Park

NE 155th Street & 8th Ave. NE

(7 Acres) EAST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field (approx 275' X 275'), 1 skate park, 1 restroom building, 1 picnic shelter, 1 playground, 1/3 mile walking path, 2 small parking lots for approx 40 cars

Adjacent to: Not Applicable

Richmond Highlands Recreation Center and Ball fields

16544 Fremont Ave. N.

(4.3 Acres) WEST SIDE OF CITY

Facilities: 1 Community Center (capacity 214) with small kitchen, meeting room, game room, small gym, 3 restrooms and small parking lot 30 cars, 1 Grass Multi-Purpose Field (250' X 300'), 1 outdoor restroom near ball fields and on-street parking.

Adjacent to: 1 block south of Shorewood High School

Hillwood Park

3rd Ave. NW & NW 190 St.

(10 Acres) WEST SIDE OF CITY

Facilities: 1 Grass Multi-Purpose Field, 1 restroom building, 1 playground, small parking lot, and natural area

Adjacent to: Einstein Junior High

Shoreview Park

Innis Arden Way & 9th Ave. NW

(47.5 Acres) WEST SIDE OF CITY

Facilities 2 Grass Baseball Fields (Upper Field approx. 200' X 200' / Lower Field approx. 250' X 250'), 1 All-Weather (Dirt) Soccer Field (approx. 320' X 225'), 2 restroom buildings, 6 Tennis Courts, 155 parking stalls.

Adjacent to: Shoreline Community College and Highland Terrace Elementary School

Richmond Beach Community Park

Richmond Beach Road @ 21st Ave. NW

(3.8 Acres) WEST SIDE OF CITY

Facilities 1 Grassy meadow, 1 sanican, 1 playground, 2 tennis courts, and on-street parking

Adjacent to: Richmond Beach Library

Twin Ponds Park

1st Ave. NE and N. 155th Street

(21.8 Acres) CENTRAL SOUTH SIDE OF CITY

Facilities: 1 All-Weather Field (to be converted to synthetic field turf in 2007), 1 restroom building, 1 playground, limited open grassy area, large natural space, 2 small parking lots

Adjacent to: Not applicable

**ESF #16 EVACUATION
APPENDIX B
STANDARD OPERATING PROCEDURES
EVACUATION**

- (1) PRIOR TO THE ACTUAL EVACUATION**
- (2) ALERT AND NOTIFICATION**
- (3) TRANSPORTATION**
- (4) SHELTER**
- (5) RE-ENTRY INTO EVACUATED AREAS**
- (6) LAW ENFORCEMENT AND CONTROL POINTS**
- (7) SHELTER-IN-PLACE PROS AND CONS**
- (8) SHELTER-IN-PLACE INSTRUCTIONS**
- (9) SHELTER-IN-PLACE PROTECTION CHECKLIST**
- (10) FIRE/LAW ENFORCEMENT EVACUATION INSTRUCTIONS**
- (11) CITIZEN'S PRE-PRINTED EVACUATION INSTRUCTIONS**

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APPENDIX B (1)
PRIOR TO THE ACTUAL EVACUATION

The speed and effectiveness of an evacuation will be determined by how thoroughly the following operations are carried out:

NOTE: Due to the limited amount of time available in many evacuation situations it is understood that each of the below steps may not be followed to the letter. Again, it is important to plan ahead.

1. Establish the perimeter of area(s) to be evacuated. Use street names/highway numbers/geographic separations (rivers, streams, etc.) to define perimeter. Draw on map.
2. Determine the number of dwelling units to be evacuated.
3. Determine time allotted for evacuation.
4. Determine resources necessary to accomplish evacuation.
5. Determine assignment of personnel to divisions based on safety, protective equipment required, and personnel resources. Define areas of responsibility -- what agency (police, fire, public works, or SAR volunteers) will evacuate what sectors.
6. Establish evacuation routes and develop an evacuation traffic management plan. What routes are people going to use to evacuate? Are they clear? Do you need to alter traffic flow (turn streets into one-way)? Hopefully, you have a generic and/or site specific evacuation plan already prepared; if so, use it.
7. Establish ingress/egress routes for emergency response. Should be separate from evacuation routes when available. If there is only one road in and out of an area, develop a traffic control plan to be able to control traffic on the route.
8. Establish control points along ingress/egress routes to block unwanted traffic and to facilitate rapid movement out of the affected area.
9. Identify special needs of population to be evacuated. Do they require transportation? Do they understand English? If not, do you need an interpreter and for what language(s)? Do you have disabled or non-ambulatory persons?
10. Arrange for buses to transport those persons who do not have their own transportation.
11. Provide transporters with the number of persons who will or could require transportation.
12. Provide transporters with routes they are to use.

Shoreline Comprehensive Emergency Management Plan
ESF #16 Evacuation

13. Where is the public going to evacuate to? People need to know where you want them to go. Just sending them out of an area will cause confusion and traffic congestion.
14. Requested shelters are established. This can be requested of the Parks Department Staff who will coordinate with the Red Cross if they are available.

NOTE: Many evacuees will not require long term shelter as they can find shelter with friends and relatives. The number of self-sheltering persons is difficult to determine initially so plan to shelter your total estimated number of evacuees.

15. If there is no time to establish a sheltered area prior to evacuation, establish an evacuation staging area; a large well-lighted parking lot will do. This will enable citizens to leave the hazard area and provide for some orderly transition to a shelter once it is established.
16. Make arrangements for pets and livestock. Coordinate with Humane Society.

APPENDIX B (3)
ALERT AND NOTIFICATION

I. PLANNING OF ALERT AND NOTIFICATION MESSAGE

- A. Messages should be specific and brief.
- B. Public messages regarding evacuation and personal protection measures should be consistent. Evacuation plans may need to be altered to meet unexpected conditions. However, inconsistent alert information can lead to great confusion among evacuees. The Incident Commander should determine which of the following methods are appropriate to use for alert/notification of recommended evacuation.

II. RESOURCES

A. Emergency Alert System (EAS)

As the primary means for alert of a large area, in conjunction with Cable Interrupt, PA systems, door-to-door notification, or telephone notification depending on the needs of the incident.

1. Procedure

- a) Activate the EAS through King County DEM 577-3130 or 577-3090 (24 hour).
- b) Consult with the DEM Duty Officer (contact through King 9-1-1 if necessary).

NOTE: EAS use is restricted to situations where other warning messages would be ineffective and where time is critical.

NOTE: It is the choice of each media outlet as to whether they want to broadcast the alert.

B. Media Outlets -- Primarily Radio and Television

- 1. For the evacuation of larger areas.
- 2. For less urgent situations.
- 3. As a follow-up to an EAS broadcast.
- 4. To provide more detailed information than an EAS alert.

5. Procedure

Assign a Public Information Officer to ensure that news conferences, press releases, and interviews include correct and consistent information about the evacuation.

C. Telephones to Notify Large Occupancy Buildings

1. Hospitals, convalescent/long term care facilities.
2. Large office buildings, plants.
3. Schools.

D. Door to Door Notification

1. As the primary method for evacuating a small area.
2. For evacuation of population with special needs (e.g., elderly, handicapped, foreign language speakers).

3. Procedure

- a) Specific divisions or sectors should be developed; i.e., the Fire Department would be responsible for evacuation of those areas where special equipment and/or protective clothing would be needed or in areas where rescue, decontamination, or medical services may be needed on a large scale.
- b) Law enforcement can be responsible for notification in non-hazardous sectors.
- c) Provide a system for keeping a detailed record of the addresses of the residences that have been contacted and of any special conditions or needs that exist in specific residences or neighborhoods.
- d) Prepared instructions for citizens on evacuation speeds up notification.

NOTE: There is no Washington law allowing forced or mandatory evacuation. However, the Incident Commander should make every reasonable effort to insure that every resident has been fully appraised of the threat to their safety.

E. Vehicle Mounted and Portable Public Address Systems

1. When there is not sufficient time for a door to door evacuation.
2. For notification of evacuees in large open areas, e.g., parks, large businesses, concert halls, clubs, and pedestrian areas.
3. PA systems should be used as a last resort because this is not an efficient means of providing detailed alert information.

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APPENDIX B (3)
TRANSPORTATION

I. PLANNING EVACUATION ROUTES

- A. Consider the quality of road surfaces and the potential for any damage to transportation routes that may have occurred during the disaster. Public Works is responsible for assessing damage to roads.
- B. Coordinate with logistics and operations to ensure that the evacuation routes do not interfere with routes that may be used for other functions related to the incident, e.g., abatement, emergency medical services, routes used by SAR or other emergency personnel and equipment.
- C. Public Works is responsible for placing the signs that will show evacuation routes.
- D. Coordinate with the Washington State Patrol and WSDOT in the event that evacuation routes will effect state highways and roads.

II. RESOURCES

A. Private Transportation

Will be used by most evacuees.

1. Procedure

- a) Mark the evacuation routes (Public Works).
- b) The Evacuation Branch Director in consultation with a law enforcement liaison(s) will determine the rules of the evacuation route.
- c) Control points should be set up to regulate and direct evacuation traffic.
- d) Washington State Patrol will be responsible for traffic control on state controlled roads.
- e) Control points will also be used to regulate traffic into the evacuated area (see Control Points below).

What types of vehicles/equipment will be allowed on evacuation routes?
For example, will commercial machinery, semis, RVs, trailers, etc., be allowed on the transportation route?

NOTE: In major evacuations car-pooling should be encouraged to alleviate traffic congestion.

NOTE: The Evacuation Branch Director should decide whether non-evacuation traffic should be allowed on the evacuation route.

B. Use Metro and/or Community Transit Services

1. For transportation of elderly or handicapped populations.
2. For transportation of school children in the event that school buses cannot be activated easily for emergency use.
3. For evacuees who do not have ready access to transportation.

4. Procedure

- a) There is informal agreement that Metro may provide emergency transportation services.
- b) Notify EOC of the need to activate Metro.
- c) Provide the Police with:
 - 1) Pickup location.
 - 2) Number of evacuees to be transported.
 - 3) Shelter location.
 - 4) Route to shelter location.
 - 5) Name of person in charge of pickup place (and phone number if available)
 - 6) Phone number or other means of communication to be used for follow-up.

NOTE: Be aware that Metro Transit, Community Transit, and/or Shoreline school district buses may be used as back up for Emergency Medical Services, temporary shelter, or decontamination. This may limit the number and availability of buses.

C. Use School Buses

1. When time allows for long-range planning of an evacuation.
2. For transportation of students when drivers are available.

Shoreline Comprehensive Emergency Management Plan
ESF #16 Evacuation

3. If buses and drivers are available.

4. Procedure

Contact school district superintendent or transportation office. If the EOC is activated, this resource **must** be ordered through the EOC.

NOTE: In King County, school buses are unavailable for emergency use for most of the normal workday, on weekends, and holidays. As a rule, Evacuation Division Commanders should exclude school buses as a choice in the event of an immediate evacuation.

NOTE: School buses may be an option in situations where time allows long range planning of an evacuation.

NOTE: The primary use of school buses in a disaster will be for the implementation of the school or school district's emergency plan.

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**APPENDIX B (4)
SHELTER**

SEE ESF #12 MASS CARE AND SHELTER FOR DETAILS

I. PLANNING THE LOCATION

- A. Determination of the best location for shelter shall be made by the Parks Department with consultation with the American Red Cross.
- B. Shelter should be a safe distance outside of the evacuation area but also close enough to the evacuation area to minimize transportation time.
- C. Shelter should be easily accessible from all evacuation routes.

II. RESOURCES

A. Use Metro, Community Transit, or Shoreline Buses

- 1. Where need is to get people out of the open air and under cover for short periods of time.
- 2. For purposes related to EMS, or decontamination effort.

3. Procedure

- a) When the EOC is activated, bus agency should be notified by the EOC.
- b) Provide Metro or Community Transit with the following information:
 - 1) Purpose of using buses.
 - 2) Length of time buses will be needed.
 - 3) Number of people needing shelter.
 - 4) Location of staging area.
 - 5) Best route to the staging area.
 - 6) Name and number of contact at the staging area.

NOTE: Buses may be utilized for other aspects of incident abatement and control; number and availability of buses may be limited.

B. Parks Department and the American Red Cross (ARC)

- 1. For all sheltering needs contact the Parks Department. Red Cross, if available will assist in coordinating this effort.

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2. If evacuees cannot provide shelter for themselves, e.g., staying with family, friends, neighbors, etc.

3. **Procedure**
 - a) Activate through the Police on duty Sergeant who will contact the Parks Department who will determine if assistance is available through King County or Snohomish County Chapters of the American Red Cross.

 - b) Red Cross, if available, can provide for most aspects of managing an emergency shelter. This includes identification and inventory of shelters, opening and closing of shelters, registration, medical care, feeding and the accountability of personnel occupying shelters. If there are not available this function will be provided by the City of Shoreline Parks Department.

 - c) Provide either agency with the following information:
 - 1) Number of people needing shelter.
 - 2) Expected length of evacuation.
 - 3) Special needs of evacuees.

APPENDIX B (5)
RE-ENTRY INTO EVACUATED AREAS

Safety of the public and emergency personnel is the primary concern when making decisions on re-entry. Once the re-entry process begins it is often difficult to stop or turn around.

Limited Re-entry

Authorities can restrict entry back into an evacuated area. Personnel staffing control points restricting access to the evacuated area will be faced with an onslaught of persons requesting to be allowed back into the area.

The determination must be made if it is safe to allow anyone to return into the area, based on the incident.

The approval of re-entry must be cleared through the Operations Chief and Incident Commander and communicated to all levels and organizations involved in the operation. Everyone must know that re-entry is being allowed and under what circumstances.

The public must be made aware of the re-entry policy and procedure including what qualifications must be met for re-entry, number of people per vehicle, identification requirements, length of time allowed in the evacuation area, and any escort requirements.

Pre-printed Closed Area Access Passes are helpful to identify individuals who have permission to be in the closed area.

Re-entry -- Closed area is safe or incident has terminated

It is important to advise evacuees that the danger is over and that their neighborhood has been evaluated and determined safe for them to re-enter.

Do not forget about persons requiring transportation from their shelter location back to their homes or drop-off points near their homes.

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APPENDIX B (6)
LAW ENFORCEMENT AND CONTROL POINTS

This section will provide an overall summary of the security role that law enforcement would play in an evacuation.

I. LAW ENFORCEMENT PLANNING

In the course of evacuation, the Incident Commander and the Evacuation Branch Director, in consultation with law enforcement agencies, will need to develop procedures that will govern evacuation, transportation, and sheltering.

In the course of evacuation, regulations will have been developed that will control the following items:

- A. The amounts and types of property that evacuees can bring with them (e.g., RVs, trailers, farm machinery, etc.).
- B. The roads that must be kept clear and the roads that are required for use in evacuation.
- C. The types of vehicles that will be approved for evacuation.
- D. The prohibition of evacuees from return roads into the evacuation area.
- E. Prohibition of non-evacuees from evacuation and emergency service transportation routes.

II. NOTIFY EVACUEES OF THE RULES THAT WILL GOVERN THE EVACUATION

- A. When there is a need to control the pressures on transportation routes and shelters.

B. Procedure

Inform the evacuees of regulations by the following methods as appropriate:

1. Emergency Alert System (EAS) Activation
2. Door-to-Door Notification
3. Control points, and at shelters
4. Media (radio and TV)

NOTE: It should be clear that evacuation cannot be forced.

NOTE: Instructions should be available to people who speak foreign languages.

NOTE: Rules that govern **non-evacuees** should also be communicated (e.g., prohibition from evacuation routes, prohibition from the evacuated area).

III. USE CONTROL POINTS

- A. As the primary means by which the rules of the evacuation are enforced.
- B. To control entrance and entry into an evacuated area.
- C. For traffic control.
- D. To control volunteer and professional emergency service providers.

E. Procedure

1. Establish control points safely outside of any exclusion zone that requires protective equipment or clothing, yet close enough to provide maximum coverage and control.
2. Appoint non-law enforcement personnel to control points to hand out information and provide other non-law enforcement related duties. This will free up law enforcement resources.
3. Update control points with up to the minute information about the incident, information about evacuation routes and alternate evacuation routes, and printed materials.
4. Check identification in the event that re-entry is allowed to residents of an evacuated area.
5. Have control points provide access passes to allow entry into restricted roads and areas.
6. Check identification in the event that evacuation routes are restricted to residents of the evacuated area.

IV. TERMINATE THE EVACUATION

- A. If the expected emergency has either run its course or has been effectively contained.
- B. If the evacuation needs to be canceled in progress.
- C. Procedure**
 - 1. The Incident Commander is responsible for ensuring that the all-clear order is broadcast.
 - 2. Provide information through notification methods mentioned above (EAS, radio and TV, bull horn, etc.), and to all operatives involved in the evacuation (control points, shelters).

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Shoreline Comprehensive Emergency Management Plan
ESF #16 Evacuation

APPENDIX B (7)
SHELTER-IN-PLACE PROS AND CONS

PRO	CON
<p>1. <u>Immediate Protection.</u> Protection can be provided immediately with little or no time required after warning.</p>	<p>1. <u>Public Training Needed.</u> The general public needs to be trained on shelter-in-place actions and acceptance, as this action may be contrary to normal human nature to run from danger.</p>
<p>2. <u>Short Warning Message.</u> The public warning message is short since it is only necessary to identify the danger, describe the area affected, describe expedients to reduce air infiltration to the home or building, etc.</p>	<p>2. <u>Indoor Air Uncertainties.</u> Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.</p>
<p>3. <u>Little Preparation Time.</u> Little or no preparation time is necessary for shelter (only possible to “sealing” of room by expedient improvements).</p>	<p>3. <u>Explosive/Flammable Materials.</u> Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.</p>
<p>4. <u>Ideal Life Support System.</u> The home is an ideal life support system with food, water, sanitation, medicines, bedding, clear air, communications (TV, radio, telephone), and familiar surroundings.</p>	<p>4. <u>Long-term Exposures.</u> May be very inappropriate for long-term exposures (“plume” potential) of 92 hours or more.</p>
<p>5. <u>Short-term Exposures.</u> May be very appropriate for short-term exposures (particularly “puff” releases) of 2-4 hours duration.</p>	<p>5. <u>Need To Air Out.</u> Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures unless the structure is vacated and “aired out” after the plume outdoors has passed on or dispersed.</p>
<p>6. <u>Little Staff Support.</u> Requires considerably less emergency staff support than evacuation, as public shelter, traffic control, special transportation, and security personnel are not needed.</p>	<p>6. <u>Transients.</u> Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.</p>
<p>7. <u>Reduced Liability.</u> An in-place public protection action issued for a chemical leak may not be as liable as an evacuation order if the protective action decision was made using a sound decision-making process with good faith effort.</p>	

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APPENDIX B (8)
SHELTER-IN-PLACE INSTRUCTIONS

1. Go inside your home or other building. If possible, choose a room with few or no windows.
2. Close all doors and windows. Use duct tape, wet rags or similar materials to seal air leaks around doors and windows.
3. School children will be with school officials who are prepared to take special care of them. **DO NOT** go to the school to pick up your children.
4. Do not use telephone lines. They will be needed for official business.
5. Stay inside until your TV or radio announces that you may safely leave. If the emergency involves hazardous materials, authorities will notify you when to open windows and doors to ventilate the building.

APPENDIX B (9)
SHELTER-IN-PLACE PROTECTION CHECKLIST

1. Determine area to be sheltered in place by readily identifiable boundaries.
2. Activate alert warning devices (sirens, bullhorns, etc.).
3. Issue specific instructions to population (through EAS, cable TV).
4. Implement in-place protection instructions including:
 - a) Stay inside house or building, or go inside immediately.
 - b) Close windows and doors.
 - c) Turn off air conditioners and heating system blowers.
 - d) Close fireplace dampers.
 - e) Gather radio, flashlight, food, water, medicines, duct tape.
 - f) Go to inside room or basement of building and seal cracks and openings to provide extra protection (particularly if inside stay is to be longer than 2 hours).
 - g) Provide protective breathing if necessary (may be wet towel).
5. Provide special sheltering for transient populations (people in campgrounds, marinas, parks, etc.).
6. Provide special instructions to special populations (hospitals, nursing homes, etc.).
7. Provide special instructions to group quarters (prisons, jails, senior centers, care centers, etc.).
8. Provide special instructions to handicapped (mental and physical).
9. Once conditions have stabilized, monitor and inspect affected areas for safe exit.
10. Issue all-clear.
11. Instruct residents to go outdoors, air out house or building.

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APPENDIX B (10)
FIRE/LAW ENFORCEMENT EVACUATION INSTRUCTIONS

1. Drive slowly on all streets and roads in assigned areas using high\low siren.
2. Stop frequently, turn off siren and use the public address systems. Announce in a calm, clear voice that "Immediate Evacuation is recommended due to the hazardous material spill in the vicinity. If you need transportation assistance please come outside. For further information tune your radio _____ on the AM dial or _____ on the FM dial".
3. Direct residents to use the designated evacuation routes to the nearest reception center.
4. Do not use force to ensure evacuation.
5. Log name and address of persons who will not evacuate.
6. Continue to travel your designated area until all residents have been notified to evacuate.
7. Upon completion of evacuation and confirmation of your assigned area, notify King County Communications Center and relocate your vehicle to staging area.

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APPENDIX B (11)
CITIZEN'S PRE-PRINTED EVACUATION INSTRUCTIONS

Whenever an emergency has the possibility of becoming life threatening you may be asked or ordered to prepare for an evacuation.

When you are directed to evacuate, take the following steps:

1. Stay calm -- gather your family.
2. Gather only what you need:
 - a) This leaflet
 - b) Pets (No exotic or farm animals)
 - c) Extra clothing, blankets
 - d) Eyeglasses, dentures, prescriptions, other medicines, and a first aid kit
 - e) Baby supplies
 - f) Portable radio or TV, flashlight, fresh batteries
 - g) Checkbook, credit cards, cash
 - h) Drivers license, other identification
3. Your children in school will be taken to the evacuation center/shelter for their school area.
4. Lock your house; turn off lights and household appliances.
5. Do not use more than one car for your family. Take neighbors who need a ride. Keep car windows and vents closed. Listen to your car radio for information.
6. Police/Traffic Officers may be stationed along emergency routes to direct you to an evacuation center.

EMERGENCY SUPPORT FUNCTION #20 MILITARY SUPPORT TO CIVIL AUTHORITIES

ESF COORDINATOR: **Police Chief**

LEAD AGENCIES: **Police Department**

SUPPORT AGENCIES: **Washington Military Department**
 Local Federal Military Activities

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 20 - Military Support to Civil Authorities describes the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities.

B. Scope

This ESF applies to all requests for military support originated by the City of Shoreline (City) following a local declaration of emergency.

C. Policies

1. All activities within ESF 20 – Military Support to Civil Authorities will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KC ECC), whenever possible.
3. RCW 38.52 (Emergency Management) assigns responsibility for state emergency management to the Washington State Emergency Management Division (WA EMD) within the Washington State Military Department.
4. Members of the Washington National Guard (WNG) and Federal military personnel, when mobilized under proper authority, are insured and protected or indemnified from legal action under state and federal law.

5. Military forces, either state or federal, remain under and will follow the military chain of command. WNG personnel and equipment will remain under the operational control of the designated Military Task Force Commander or WNG Emergency Operations Center (WNG EOC).
6. The Adjutant General will deploy resources of the WNG in a federally funded status in response to an emergency involving imminent loss of life, to prevent great suffering and/or to mitigate great destruction of property, in accordance to federal and state regulates and statutes. As soon as the emergency situation is stabile , the WNG will begin to withdraw support unless a determination is made to order the WNG into active service and the Governor so orders.

II. CONCEPT OF OPERATIONS

A. General

1. The City's Police Department (PD) is the lead agency for the coordination of military activities within the City.
2. The Incident Command System (ICS) will be used by all organizations operating within this ESF. The Incident Commander will report information and requests to the Emergency Operations Center (EOC).
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. The military is capable of providing a wide range of support to local governments in an emergency; however, its use must comply with guidelines set down in Department of Defense Directive 3025.1 and federal law.
5. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local resources have been, or will imminently be, exhausted.
6. Military assistance is a supplement to local emergency response and recovery efforts during and/or following a natural or manmade disaster and may come from any military base in the country. Military assistance may be utilized in establishing and operating tent cities, providing medical services, providing and distributing food and water, removing debris, providing site security, enforcing curfews, and performing other contracting and construction services as requested.

7. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST-Fort Lewis) may be requested through the State Department of Emergency Management through King County Department of Emergency Management.
8. The National Guard may be available following activation by the Governor. Requesting National Guard assistance must be done through the Washington State Emergency Management. The City will attempt to coordinate the submission of military support requests through the Z1 ECC and/or KC ECC. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

B. Organization

1. Military units responding to assist local authorities maintain their own chain-of-command and supervision.
2. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.
3. The Police Department shall facilitate coordination with military units during major emergency and disaster operations. A military liaison may be established at the City's EOC or incident command post as appropriate.

C. Actions

See PD Standard Operating Procedures

III. RESPONSIBILITIES

A. Lead Agencies

1. Police Department
 - a. Act as liaison with the assigned military officer during major emergency and disaster operations.
 - b. Assist military in locating suitable space for equipment staging and personnel encampment.

B. Support Agencies

1. Washington Military Department - National Guard
 - a. Establish and maintain ongoing liaison for emergencies and planning purposes with military bases and units.
 - b. Provide support to civil authorities consistent with their designated mission and capabilities, whenever possible.
 - c. Control and direct the use of state military resources employed in state active service.
 - d. Establish appropriate readiness levels for the WNG.
2. Washington Military Department - Emergency Management Division
 - a. Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.
 - b. Coordinate emergency plans for military support to civil authorities
 - c. Coordinate requests for military support to state and federal agencies as appropriate.
 - d. Alert the WNG for possible military support requests.

IV. APPENDEXES

- A. Standard Operating Procedures to obtain MSCA

V. REFERENCES

- A. National Response Plan
- B. Department of Defense Directive 3025.1
- C. Washington State Comprehensive Emergency Management Plan

APPENDIX A
STANDARD OPERATION PROCEDURES TO OBTAIN MSCA

I. PURPOSE

This SOP applies to all efforts to obtain military assistance, including an imminently serious situation or a disaster.

II. RESPONSIBILITY

The responsibility to determine the need for military assistance and provide the necessary information and coordination depends on the situation and includes:

- Emergency Management Coordinator
- Incident Commander
- Police or Fire Chief
- EOC Logistics Leader
- Mayor
- City Manager

III. CONDITIONS

- A. If the City of Shoreline cannot accommodate a resource request using city or private assets, a resource request will be made to the Zone #1 Liaison at the City of Bellevue as part of the Regional Disaster Plan, King County EOC as part of routine resource management activities. If Zone #1 or the County cannot meet the need, the request will be sent to the state EOC. It will be up to the state to determine the appropriate means of meeting the county's request, including the use of military assets.
- B. If the Logistics Coordinator is aware of a specific resource owned by the military and needed by the county, the specific resource may be requested as part of the request sent to the state EOC.
- C. In an imminently serious situation, the city may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:
1. An imminently serious situation exists.
 2. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.

3. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the county in alleviating the situation.
4. The City Manager has proclaimed a local emergency.
5. The City or Washington State government is willing to certify to the Commander, 6th Continental US Army (CONUSA) that conditions 1, 3, and 4 exists.
6. The City agrees to assume the costs incurred by the military unit to provide the requested support.
7. A mission number is issued by the 6th CONUSA Duty Officer.

IV. PROCEDURE

A. Emergency Management Coordinator (or designee)

1. Determine if and when a recommendation will be made to request military support.
2. Prepare requests for military support to include:
 - a) Type of support.
 - b) Amounts, as applicable.
 - c) When needed.
 - d) Where and to whom the support is to be delivered and the locations where it will be used.
 - e) The intended use of the requested support.
 - f) Any special conditions on the issue and/or provisioning of requested support assets that would impact the state's ability to achieve desired results.
 - g) A best estimate of how long the support will be needed.
3. Transmit the request to State Emergency Management.
4. Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.
5. Coordinate activities to ensure efficient use of requested assets.

REQUEST FOR MILITARY ASSISTANCE

MISSION #:

EVENT:

DATE:

REQUESTED BY:

TYPE OF SUPPORT:

AMOUNTS, AS APPLICABLE:

WHEN NEEDED:

WHERE, AND TO WHOM , THE SUPPORT IS TO BE DELIVERED:

INTENDED USE OF THE REQUESTED SUPPORT:

SPECIAL CONDITIONS ON THE ISSUE AND/OR PROVISIONING OF REQUESTED SUPPORT ASSETS:

BEST ESTIMATE OF HOW LONG THE SUPPORT WILL BE NEEDED:

COMPILED BY: _____

TELEPHONE #: _____

DATE: _____

TIME: _____

APPENDIX A
MILITARY ORGANIZATIONS

U.S. CORPS OF ENGINEERS IN SEATTLE

(206) 764-3406

***MILITARY CONTACTS MUST BE MADE THROUGH THE WASHINGTON STATE
EMERGENCY OPERATIONS CENTER OR DUTY OFFICER***

SHORELINE U.S. ARMY RESERVE CENTER

139 ½ 228th St. SW

Bothell, WA

(425) 487-4730

Facility Manager (425) 487-1380

This facility has several units.

WASHINGTON ARMY NATIONAL GUARD

Camp Murray, WA 98430

US ARMY ACTIVE DUTY

Commander, 5th Continental US Army (CONUSA)

Headquarters, 1st Army Corps

Fort Lewis, WA 98431-5000

Madigan Army Medical Center

Tacoma, WA 98431-5000

US ARMY RESERVE

FEMA Site

130 228th Street SW

Bothell, WA 98021

(425) 487-2657

124th Regional Support Command

4575 36th Ave. W.

Fort Lawton, WA 98199-5000

A Company, 6th Battalion, 158 Aviation Regiment

3433 109th St. SW

Everett, WA 98204

US NAVY ACTIVE DUTY

Naval Base Seattle
1103 Hunley Rd.
Silverdale, WA 98315-1103

Naval Base Everett
2000 W. Marine View Drive
Everett, WA 98207-5001

Naval Hospital Bremerton
Bremerton, WA 98312

Engineering Field Activity NW
35005 NW Anderson Hill Rd.
Silverdale, WA 98382-9130

Naval Submarine Base Bangor
Silverdale, WA 98315-1200

US AIR FORCE ACTIVE DUTY

62nd Air Force Wing
McChord Air Force Base, WA 98438

FEDERAL EMERGENCY MANAGEMENT AGENCY

130 228th St. SW
Bothell, WA 98021

24-hr number for Emergencies
(425) 487-4600

APPENDIX A
EXAMPLES OF MILITARY RESOURCES AND SERVICES
(Not all-inclusive)

A. Washington Military Department

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications
- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water
- Aerial reconnaissance

B. U. S. Department of Defense Assets

- Medical assistance
- Patient evacuation
- Urban fire suppression
- Communications equipment
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings
- Demolition
- Water supply
- Restoration services for critical facilities
- Contracting and construction management
- Electrical generation

SHORELINE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TERRORISM ANNEX

ESF COORDINATOR: **Police Chief**

LEAD AGENCY: **Police Department**

SUPPORT AGENCIES: **All City Department**

I. INTRODUCTION

A. Purpose

The purpose of this annex is to establish a method to enable a coordinated law enforcement and investigative response between the Federal government and the City of Shoreline (City) to all threats or acts of terrorism within the City, regardless of whether they are deemed credible and/or whether they escalate to an incident of national significance. To accomplish this, this annex establishes a structure for a systematic, coordinated, unified, timely and effective law enforcement and investigative response to threats or acts of terrorism within the City.

B. Scope

This annex is a strategic document that provides planning guidance and outlines operational concepts for the implementation of Federal law enforcement and investigative response to a threatened or actual terrorist incident within the City.

C. Policies

1. All activities within the Terrorism Annex will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KC ECC), whenever possible.
3. The City's Police Department (PD) will coordinate activities within ESF #13. It is anticipated that the City will relinquish criminal investigative authority to the Federal Bureau of Investigation (FBI).

II. CONCEPT OF OPERATIONS

A. General

1. The City's PD is a contracted unit of the King County Sheriff's Office and therefore functions as both the City's PD and as part of the King County Sheriff's Office.
2. The City's PD is the lead agency for the coordination of activities within this Terrorism Annex with federal, state, and county law enforcement agencies.
3. The FBI has authority for the criminal investigation of all potential or actual terrorist incidents within the United State.
4. The ICS will be used by all law enforcement agencies for all field operations.
5. An incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
6. Federal resources will be made available in the event of a terrorist incident.

B. Organization

1. The Police Chief or his/her designee will designate an Emergency Operations Center (EOC) representative to coordinate field operations and resources with federal agencies.
2. The PD will follow all departmental policies and procedures relating to chain of command and on-scene management and will utilize the ICS.
3. A unified command structure will normally be established when law enforcement agencies from outside the City are assisting with operational activities within the City.
4. The FBI has authority for the criminal investigation, crime scene, and apprehension of those responsible for potential or actual terrorist incidents. The Police Chief or designee will coordinate activities with the FBI.

C. Actions

See PD Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Police Department
 - a. Coordinate with the FBI and assist with criminal investigation, as needed.
 - b. Provide support to the Emergency Management Coordinator in the dissemination of emergency warning information to the public and in the operation of the EOC.
 - c. Coordinate with and assist the Emergency Management Coordinator to conduct the terrorism threat assessment.
 - d. Make recommendations concerning area access, security and evacuation procedures.
 - e. Develop and conduct security and crime prevention training programs.
 - f. Coordinate terrorism response activities with other departments and agencies.

B. Support Agencies

1. Emergency Operations Center
 - a. Coordinate response activities with the FBI.
 - b. Implement the City's Comprehensive Emergency Management Plan and Terrorism Annex.
 - c. Coordinate information between various departments within the City and external agencies to ensure efficient and accurate communication.
 - d. Submit and coordinate requests for additional resources to the Z1 ECC, KC ECC, or Washington Emergency Management Division (WA EMD).
 - e. Assist the City Manager to ensure continuity of government in the event of a terrorist incident.

- f. Activate the Intelligence function within the ICS if applicable and advised to do so by the police department
- 2. Fire Department
 - a. Coordinate terrorism response activities with other departments and agencies.
 - b. Provide emergency medical services as needed in accordance with the department's standard operating procedures.
 - c. Assist and support the PD as needed with activities within this ESF.
 - 3. Zone 1 Emergency Coordination Center
 - a. Communicate and coordinate with jurisdictions within Zone 1 and KC ECC.
 - b. Submit and coordinate requests for assistance from Zone 1 jurisdictions with KC ECC to ensure proper distribution of resources.
 - 4. King County Emergency Coordination Center
 - a. Communicate with Zone 1, 3, and 5 ECCs and cities, WA EMD and all related agencies regarding terrorism response activities.
 - b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
 - 5. Washington Emergency Management Division
 - a. Provide coordination of State resources to provide support, as appropriate, when all local, regional, and county resources have been expended.
 - b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
 - c. Request and coordinate Federal resources through the Department of Homeland Security.
 - 6. Washington State Patrol
 - a. Assist the FBI with criminal investigation activities as needed.

- b. Coordinate terrorism response activities with the FBI and local jurisdictions.
- c. Provide warning and communications support.

IV. REFERENCES

- A. National Response Plan
- B. Emergency Management Assistance Compact

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