

**Woodinville Emergency Preparedness
Commissioners**

Peter Tountas, Chair- Pos. 1
Lillie Clinton – Pos. 2
Rick Chatterton – Pos. 3
Al Taylor – Pos. No. 4
Mace Brady – Pos. No. 5
Johanna Berkey – Pos. No. 6
Nancy Montgomery, V. Chair – Pos. No. 7
Janine Brown – Ex officio member
Dominic Marzano – Ex officio member



**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION AGENDA**

October 11, 2010; 7:00 PM

COUNCIL CHAMBERS; 17301 133rd Avenue NE Woodinville, WA 98072
www.ci.woodinville.wa.us

CALL TO ORDER

ROLL CALL

FLAG SALUTE

APPROVAL OF AGENDA IN CONTENT & ORDER

PUBLIC COMMENT *(You are invited to comment on items not listed on our agenda. If you wish to comment on an item listed on our agenda, please save your comments until that issue is presented for discussion. Comments should be limited to 3 minutes per individual.)*

SPECIAL PRESENTATIONS

BUSINESS ITEMS

1. Minutes of September 13, 2010
2. First Reading of Home Fire Safety – Woodinville Weekly Article
3. First Reading of Revised Safe Travel Tips – Woodinville Weekly Article
4. Update of Woodinville Weekly Article Schedule
5. Meeting of October 25
6. Update of Winter Safety Fair – November 6, 2010
7. Emergency Shelter
8. 2011-12 Work Plan

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: October 25, 2010 7:00 p.m.

AGENDA ITEM 1

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS COMMISSION
Regular Meeting**

Monday
September 13, 2010

7:00 p.m.
City Hall, Council Chambers

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice Chair Montgomery.

ROLL CALL

PRESENT: Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, Al Taylor, Rick Chatterton, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio).

ABSENT: Chair Peter Tountas and Commissioner Johanna Berkey.

Also present were Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Vice Chair Montgomery led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

At Vice Chair Montgomery's request, Item 8 was moved up on the agenda to follow Item 4.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of August 16, 2010

In response to a question raised at a previous meeting, Vice Chair Montgomery reported only the Governor can activate the National Guard during an emergency. Commissioner Brady provided further details on the declaration of an emergency, explaining a county declares an emergency which the Governor may recognize and act upon.

Commissioner Chatterton moved to approve the minutes of August 16, 2010 as written. Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

2. Discussion and adoption of *Woodinville Weekly* Article – Safe Travel Tips

Commissioners reviewed Article #14, Safety Travel Tips, and several changes were made. It was agreed staff would provide Commissioners Clinton, Brady, Marzano and Chatterton a copy of the article for final review before forwarding it for publication.

3. First Reading of *Woodinville Weekly* Article – Ham Operators

Commissioners reviewed Article #15. It was the consensus of the Commission to forward the article for publication.

4. New Topics for *Woodinville Weekly* in 2011

The *Woodinville Weekly* article schedule was revised as follows:

Topic	Publication Month	Author
Safe Travel Tips	October	Clinton
Home Fire Safety	December	Brady
Flood Safety	November February	Brown
Winter Safety & Fallen Trees	December November	Tountas
Public Safety Awareness	January	Chatterton
Emergency Pet Care	March	Chatterton/Brown
Heat Exhaustion	May	

Vice Chair Montgomery offered to research whether the *Woodinville Weekly* had published an article in the past regarding the City's relationship with ESCA.

8. 2011-2012 Work Plan

Vice Chair Montgomery distributed summaries of Chair Tountas' interviews with Councilmembers Glickman and Price and City Manager Rich Leahy. Discussion followed regarding the intent of the interviews, using the information as part of the Work Plan discussion, frustration that the City Council liaison does not attend EPC meetings, need to determine the Council's expectations with regard to the EPC's Work Plan, structure of the Work Plan in the past based on the ordinance, inviting a Fire District representative to describe their role/responsibilities and interaction with City, and a suggestion to continue discussion regarding Chair Tountas' summaries at the next meeting.

Assistant to the City Manger Alexandra Miller explained the Fire District liaison does not attends EPC meetings because the District is no longer the City's emergency manager.

Commissioners agreed to identify issues the EPC should be involved in for discussion at the next meeting. The Commission will then develop a presentation to the Council and seek their input regarding issues of importance related to emergency preparedness and public safety to assist in drafting a Work Plan. The Commission will also work with ESCA to determine what issues they will address. Commissioners who are unable to attend the October 11 meeting are invited to email staff their input.

5. Review Ordinance 506

Ms. Miller explained when the Commission last reviewed Ordinance 506, they included language regarding Commissioner removal that the City Attorney felt was unnecessary. Staff recommends including the guidelines related to meeting conduct in the Commission's bylaws rather than the ordinance.

Commissioner Chatterton moved that Ordinance No. 506 be approved in the current state of Attachment 1 to be presented to the City Council for their approval with the exception of the strikeouts that appear in Section 2.25.020(4). Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Chatterton moved to change the order of business so that Upcoming Meeting Schedule is discussed prior to Preparing for the Upcoming Winter Season. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

7. Upcoming Meeting Schedule

Commissioners discussed whether to meet once or twice a month. It was agreed to cancel the September 27 meeting and discuss the meeting schedule further at the October 11 meeting.

6. Preparing for the Upcoming Winter Season

Management Analyst Zach Schmitz explained the Winter Safety Fair will be hosted by the City, Woodinville Water District and Woodinville Fire & Rescue at the Fire District's Station 31 on Saturday, November 6. The Fire and Water Districts will provide live safety demonstrations. He invited Commissioners to discuss the focus of the City's presentation. He distributed handouts regarding Preparing Your Pets for Emergencies and "Boots Under the Bed" (in the event of an earthquake). He suggested other possible topics such as electronic bank transfers (in the event mail delivery is suspended), pedestrian safety, 3 Days 3 Ways, and Map Your Neighborhood or Neighbor Helping Neighbor.

Commissioner Chatterton moved to extend the meeting for 5 minutes. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

The Commission briefly discussed the role of the EPC at the Fair and agreed to discuss the topic that the EPC would present at the Fair at the October 11 meeting. Commissioners offered the following as possible topics: safe indoor cooking methods and what to do if a snowstorm hits during rush hour. Commissioners requested staff investigate topics that other agencies planned to present at the Fair.

REPORT FROM EMERGENCY MANAGER – None

REPORT FROM COMMISSION MEMBERS

Commissioner Brady asked whether the National Guard would provide tents in an emergency if the Carol Edward Center was not available. Ms. Miller advised the City would route the request through ESCA who would escalate the request. Executive Assistant/Deputy City Clerk Linda Fava advised the CEC could be opened as an emergency shelter if required.

Commissioner Brady suggested pedestrian safety especially for children as the days become shorter be considered as a topic for a *Woodinville Weekly* article next October.

(Commissioner Clinton left the meeting at 9:10 p.m.)

PUBLIC COMMENT

Kevin Coughlin, Woodinville, referred to Section 2.25.010 of Ordinance No. 506 and the statement that the EPC "shall advise and provide recommendations to the City Council on matters concerning emergency medical services, emergency preparedness..." and suggested that advising the Council regarding emergency medical services was outside the purview of the EPC because the Fire District was responsible for EMS. A member of the Woodinville Fire Commission, he advised there was no liaison to the EPC on a staff level because the EPC is a City function. He attends most EPC meetings and reports to staff and the Commission. He asked what information the EPC wanted from the District and offered a station tour and/or overview of their operations.

Commissioner Taylor inquired about services the District would provide in a disaster situation. Mr. Coughlin explained the Fire District will open a department operations center in an emergency and send a liaison to the City's EOC.

UPCOMING AGENDA TOPICS

- a) **Discussion of Work Plan Items**
- b) **Whether to meet on October 25**
- c) **Update on the Winter Safety Fair**
- d) **Update on *Woodinville Weekly* Topic Schedule**
- e) **First Reading of Home Fire Safety article**

ADJOURNMENT

Commissioner Chatterton moved to adjourn the meeting. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). The meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2

HOME FIRE SAFETY

Most parents understand that home fire safety is important, but not everyone realizes what key considerations should be communicated to the family. Posting the following is a great start to insuring family safety.

Install and Check Smoke Alarms: How often have you heard in the news how someone suffered as a result of a home not having an alarm or not having the alarm operational due to low or missing batteries? Install at least one smoke detector/alarm on every level of your home (include the basement). Place these devices outside each sleeping area—you'd be surprised what children can sleep through. Once installed, test them regularly and replace the batteries twice a year. Many recommend checking when you have to adjust your clocks to and from daylight savings.

Pick a Meeting Place: Designate a location (away from the house) where the family can meet, and make sure your kids know how to get there. In the event you're not able to be home during a disaster you may want to discuss different situations that might occur. Remember, not everyone would have a cell phone available or working.

Establish an Emergency Contact: Consider whether this person should be an out-of-town relative or a friend who's nearby. Don't forget to let that person know that he or she is your family's "go-to" person.

Children should know emergency information: This may seem obvious, but have you tested whether or not your child knows their own address, phone number or parents' cell phone or work numbers. This goes beyond just having it programmed in their cell phone, and not everyone is old enough to have one. Sometimes a simple jingle or song can assist with remembering this information.

Create and Practice Your Fire Escape Plan: This plan should include a simple floor plan of your home. Mark each exit route for each room, including windows and an assembly point outside your house. Make sure you have a formal family discussion to help ensure everyone understands how to put your plan into action. Put your “fire drill” on the calendar. Make sure you practice on a regular basis and make adjustments accordingly. You may be surprised what new information arises each time you review the plan. Post this escape plan in a central location (example: refrigerator door or wall by your phone). Write “In Case of an Emergency Call 911” clearly on the escape plan.

AGENDA ITEM 3

It is always Travel time!

Whatever time of year you pick to travel try to be fully prepared, whether just to work or for fun. Keep your car in top operating form by doing all the routine maintenance: antifreeze, wiper fluid, lights, battery, and wipers. Check air in the tires. Don't forget your spare tire. Keep at least $\frac{3}{4}$ full tank of gas, especially in winter. Carry basic tools: jumper cables, pliers, socket set, screwdrivers, Vise-Grips, gloves, chains and flares at all times. Throw in some duct tape. Keep in mind that you will need different preparedness items with the change of seasons. First day of each new season is a good time to check all supplies, including your first aid pack.

Spring into Summer: check your emergency supplies (food/water) for each person and pet are right for summer. Add items like sunscreen, sunglasses, some way to make a shaded area.

Don't forget to add extra water and car fluids. Throw in waste bags for body functions encase you can't get to a rest stop. Don't forget bug repellent.

Fall into Winter: Refill packs used over the summer, changing to high energy foods that do well in cold weather. Add extra blankets, gloves, change of clothes. Get some "hotties" for warming hands and feet. Leave extra room in the water bottles in case of freezing. Carry sand for ice and snow problems.

If vacationing, or for a weekend outing, get phone numbers, driving instructions to destination before leaving. Carry updated maps. Check your route to be sure of no road closures that will cause delays. Put all your important ID papers for each person traveling, Rx copies, important health info and allergy problems, trip plans and other important papers in an air tight container that is easily found in case of an accident. Carry an extra day or two of all needed meds, plus an extra pair of eye glasses.

Put family phone numbers under ICE (in case of emergency) in your cell phone.

Be well rested before starting out. Then be courteous and watchful of others while driving in a safe and sane manner.

AGENDA ITEM 4

Woodinville Weekly Article Schedule

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1 st Review	2 nd review and approval
Introductory Article	July	Commissioners Yabroff, Tountas, and Marzano	Completed		
Family Preparedness	August	Commissioners Montgomery, Chatterton	Completed		
Resources for Family Preparedness	September	Commissioners Montgomery, Chatterton	Completed		
CERT Article/Map Your Neighborhood	October	Commissioners Montgomery, Brown	7/20/2009	7/27/2009	8/10/2009
Wind and Storm Safety/Power Outages	November	Commissioners Yabroff, Marzano	8/17/2009	8/24/2009	9/14/2009
Emergency Supplies for Car	December	Commissioners Tountas/Chatterton	9/21/2009	9/28/2009	10/12/2009
Generator Safety	January	Commissioners Montgomery/Tountas	9/21/2009	9/28/2009	10/12/2009
Emergency Communication	February	Commissioner Taylor	11/2/2009	11/9/2009	12/14/2009
Food Rotation Spring Cleaning	March	Commissioners Clinton/Chatterton	1/11/2010	1/25/2010	2/8/2010
Earthquake Preparedness	April	Chair Yabroff Comm. Chatterton	2/8/2010	2/22/2010	3/8/2010
Post Earthquake Preparedness	May	Comm. Chatterton Comm. Marzano	3/15/2010	3/22/2010	4/12/2010
Water Safety	June	Commissioner Brown	4/12/2010	4/26/2010	5/10/2010
Boat(ing) Safety	July	Commissioner Brady	7/5/2010	7/12/2010	
Travel Tips	August	Commissioner Clinton	8/2/2010	8/9/2010	
Ham Operators	September	Commissioner Berkey	9/6/2010	9/13/2010	

AGENDA ITEM 5



CITY OF WOODINVILLE, WA
REPORT TO THE EMERGENCY PREPAREDNESS COMMISSION
 17301 133rd Avenue NE, Woodinville, WA 98072
 WWW.CI.WOODINVILLE.WA.US

To: Honorable Emergency Preparedness Commissioners **Date:** 10/11/2010
From: Linda Fava, Executive Assistant/Deputy City Clerk LF
Subject: EPC Meeting of October 25, 2010

FINANCIAL ACTION SUMMARY		
Expenditure Required	Amount Budgeted/Approved	(Over)/Under Approved Amount
\$0	\$0	\$0

ISSUE: Shall the Commission meet on October 25, 2010?

POLICY ISSUE: The Emergency Preparedness Commission By-Laws stipulate that regular meetings shall be held on the second and fourth Monday of each month unless otherwise noticed.

BACKGROUND/ANALYSIS:

The Commission has openly discussed meeting once a month during the summer months and has customarily cancelled the second meetings of November and December. October's meetings would be the only month in seven in which the Commission would meet twice.

RECOMMENDED MOTION:

For information only.

2010

September

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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October

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31						

November

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December

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2011

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April

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July

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August

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September

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October

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November

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December

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Legend: 000 = Possible Meeting Dates

000 = Holidays

AGENDA ITEM 6



CITY OF WOODINVILLE, WA
**REPORT TO THE EMERGENCY PREPAREDNESS
COMMISSION**
17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 10/11/10
From: Zach Schmitz, Management Analyst
Subject: Winter Safety Fair

ISSUE: Shall the Emergency Preparedness Commission provide policy direction on the safety topics to be covered at this year's Winter Safety Fair.

BACKGROUND/DISCUSSION: The City's annual Winter Safety Fair and Pancake Breakfast is scheduled for Saturday November 6, from 10:00 am to 2:00 pm. The event will be located in the main bay of Woodinville Fire District 31, which provides plenty of space for a multitude of safety events and information.

The Winter Safety Fair provides a centralized point for the City of Woodinville, Woodinville Water District, and Woodinville Fire and Rescue to get the message out about winter safety. The fair historically features information booths, demonstrations on safety topics (chainsaw safety, generator safety, etc.), interactive activities for kids, and of course a pancake breakfast.

This report is being provided to the Emergency Preparedness Commission as an information item; staff is requesting feedback and policy direction from the Commission on topics of interest to the community that should be present at this year's fair.

RECOMMENDED MOTION: To receive and discuss the report with direction towards the priority message for this year's Winter Safety Fair.

AGENDA ITEM 7



CITY OF WOODINVILLE, WA
**REPORT TO THE EMERGENCY PREPAREDNESS
COMMISSION**
17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 10/11/10
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: Emergency Shelter

ISSUE: Shall the Emergency Preparedness Commission discuss

RECOMMENDATION: To discuss possible alternatives and options for emergency sheltering in the City of Woodinville.

POLICY DECISION: Discussion and feedback from the Commission will assist staff in preparing for future emergencies when an emergency shelter needs to be activated in the community.

BACKGROUND/DISCUSSION: The City's Comprehensive Emergency Management Plan (CEMP) provides for a coordinated method of mass care activities including: shelter of people and animals, feeding and first aid following an emergency or disaster, and other important functions that assist members of the community in need of shelter during an emergency.

Although the CEMP does not specifically reference a designated shelter location, the City has, in practice, used the Carol Edwards Center as a shelter location. Other locations within in the City are available for use as a shelter. As the City addresses changes being made to the Carol Edwards Center use and Parks and Recreation Department, it is a good time to receive feedback from the Commission about what the possible sheltering needs of the community in an emergency.

The section of the City's CEMP that addresses sheltering is attached for reference.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

Attachment 1: Comprehensive Emergency Management Plan, Emergency Support Function 6: Mass Care, Housing and Human Services

EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES: City of Woodinville Recreation Division
City of Woodinville Development Services Department
Woodinville Police / King County Sheriff

SUPPORT AGENCIES: American Red Cross
City of Woodinville Administrative Services Department
Emergency Services Coordinating Agency (ESCA)
Public Health Seattle/King County
Local Human Service Agencies, Churches and Volunteer Agencies

I. INTRODUCTION

A. Purpose

To provide a coordinated method of mass care activities including; shelter of people and animals, feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of victims and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies. Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through Federal Disaster Assistance Service Centers, as needed. Long-term community recovery needs are addressed in ESF #14: Long-term Community Recovery.

B. Scope

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between City of Woodinville, the King/Kitsap County Chapter of the American Red Cross, the Emergency Services Coordinating Agency and other community and volunteer agencies.

The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS), requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans; grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service

animals; authorizes federal funds to help create pet-friendly emergency shelter facilities; and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster. Animal care and pet sheltering issues are addressed here, and more detail can be found in the Washington State and King County *Comprehensive Emergency Management Plan(s), ESF-11: Agriculture & Natural Resources*.

Initial response activities will focus on meeting urgent needs of victims. Recovery assistance available through local agencies and temporary housing, loans and grants for victims under federal disaster assistance programs may need to be coordinated with mass care activities in order to provide the best service to the community. A collaborative response by City, private and non-profit organizations will greatly benefit and facilitate mass care services in the Woodinville area.

II. POLICIES

- A. In circumstances where there is an immediate need for mass care services, the City of Woodinville may provide limited mass care services utilizing available facilities and resources on a temporary basis.
- B. The American Red Cross will assist in providing mass care services in accordance with policies and procedures governing the agency and will maintain administrative and financial control over its activities.
- C. All mass care and shelter services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet current requirements for the *Americans with Disabilities Act* and the standards of the American Red Cross.
- D. Appropriate Federal, State and City, volunteer agency and private sector resources will be used as available.
- E. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.
- F. Shelters for pets may be activated by City of Woodinville Recreation Division with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens.
- G. The Washington State Departments of Agriculture (WSDA) and Fish and

Wildlife (WDFW) represent animal health concerns of the state which may involve the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with Appendix B (*State Animal Response Plan*) of *Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan*.

III. SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations. Damage to roads, airports, communications and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation or be unable to reach their designated posts.

Hundreds of victims may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Transients, such as tourists and business travelers may be stranded long distances from home and require assistance.

There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

IV. CONCEPT OF OPERATIONS

- A. The Recreation Division will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as three days.
- B. Mass care activities undertaken by the City will support emergency operations by providing food, water and rest areas for City staff working during the emergency.
- C. The Recreation Division will coordinate the use of City facilities and parks for use as mass care locations.
- D. Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency.

- E. Once the Red Cross has established mass care operations, ESCA will assist Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations.
- F. Initial information to be released to the public regarding mass care facility services and locations will be coordinated through ESCA and the American Red Cross Public Information Officer if appointed. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.
- G. The Recreation Division will be responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping and for identifying appropriate shelter locations within the city and for developing plans for shelter operation.
- H. Assisted by Development Services, the Recreation Division is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.
- I. The Recreation Division, with assistance from local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operation.
- J. The Recreation Division will be the primary agency for providing food and shelter support to City employees working during emergency operations.
- K. The Woodinville Police Department/King County Sheriff is responsible for providing security at shelter and mass care locations when necessary.
- L. Ongoing mass care and recovery assistance to victims after the disaster will be provided directly to the public through federal, state and county programs and through private agencies and local volunteer organizations.

V. PROCEDURES

- A. The Recreation Division, in coordination with Development Services, is responsible for developing policies and procedures for the use of City property and facilities for mass care operations. The Division is also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.

- B. The American Red Cross and other agencies providing mass care services have established procedures in place for providing mass care services to the community. These are separately published documents that are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these organizations are required to operate according to these procedures.
- C. Assistance for individuals with "special needs" during disasters will be coordinated with Public Health Seattle/King County, ESCA and local human service agencies.

IV. RESPONSIBILITIES

- A. City of Woodinville Recreation Division
 - 1. Identify City property and facilities suitable for use as mass care locations.
 - 2. Provide staff and resources for the operation of mass care centers.
 - 3. Provide food and shelter for City staff working during emergency operations.
 - 4. Develop policies and procedures for the operation of City facilities as mass care centers.
 - 5. Develop resource lists for mass care supplies and assistance.
- B. City of Woodinville Development Services Department
 - 1. Assist in the coordination of shelter operations and the procurement of mass care supplies and assistance.
- C. City of Woodinville Administrative Services Department
 - 1. Register volunteer workers according to established procedures.
- D. American Red Cross
 - 1. Provide mass care operations according to established procedures and policies.
 - 2. Provide coordination of mass care information and activities with

the Emergency Operations Center.

- E. Woodinville Police Department/King County Sheriff
 - 1. Provide law enforcement services at public shelters as needed.
- F. Emergency Services Coordinating Agency (ESCA)
 - 1. Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
 - 2. Coordinate with outside agencies that provide mass care services to ensure the needs of the community are met.
 - 3. Coordinate assistance to "special needs" individuals through local human service agencies.
- G. Local Human Service Agencies, Volunteer Organizations and Disaster Assistance Council
 - 1. Provide mass care and human services according to established policies and procedures.
 - 2. Coordinate activities with the Red Cross and the Emergency Services Coordinating Agency to ensure community needs are met.
- H. Local Animal Service Agencies and Volunteer Organizations
 - 1. Provide animal care and sheltering assistance according to established policies and procedures.
 - 2. Coordinate activities with the Emergency Services Coordinating Agency to ensure community needs are met.

AGENDA ITEM 8



CITY OF WOODINVILLE, WA
**REPORT TO THE EMERGENCY PREPAREDNESS
COMMISSION**
17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 10/11/10
From: Alexandra Miller, Assistant to the City Manager *AM*
Subject: 2011-12 Work Plan

ISSUE: Shall the Emergency Preparedness Commission discuss its 2011-12 Work Plan?

RECOMMENDATION: To discuss possible work plan items for the Commission's 2011-12 Work Plan.

POLICY DECISION: The 2011-12 Work Plan will provide a framework for the Commission's activities for 2011-2012.

BACKGROUND/DISCUSSION: On August 16, the Emergency Preparedness Commission discussed the need to receive feedback from the City Council about its goals for the 2011-12 Work Plan.

The Commission Chair met with City Council liaison Glickman, Mayor Price, and the City Manager to discuss possible work plan items and roles of the Commission; these notes were provided to the Commission at its September 13 meeting. However, as Chair Tountas was absent, the Commission expressed interest in undertaking a dialogue regarding the outcomes of these meetings when the Chair returned.

**RECOMMENDED MOTION:
FOR DISCUSSION ONLY.**

Attachment: 2009-10 Work Plan for reference.

**WOODINVILLE EMERGENCY PREPAREDNESS COMMISSION
2009/2010 WORK PLAN**

GOAL	ORD. 418 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
1) Raise Emergency Preparedness Commissions' awareness of emergency management legal mandates and authority.	N/A	<ul style="list-style-type: none"> • Educational presentations @ meetings • How EOC Functions • Attend King County Elected Officials conference, to acquire information regarding emergency preparedness. • Attend educational conferences as reviewed by the group. 		Shelter Activation Training
2) Review Emergency Preparedness planning policies and procedures.	(2) Review Emergency Preparedness planning policies and procedures as directed by the City Council (4) Review emergency response procedures for City sponsored community events ¹ (6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexes and emergency support functions	<ul style="list-style-type: none"> • Review Comp. Emg. Mgt. Plan (CEMP) update(s) • Assess City's emergency response procedures and plans • Review Shelter Activation Plan • Review Evacuation Plan (Regional) 		
3) Assess compliance with all Emergency Management planning requirements.	(6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexes and emergency support functions (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the US Department of Homeland Security and other external funding sources	<ul style="list-style-type: none"> • Review training requirements • Review exercise requirements • Evaluate timelines for compliance • National Incident Management System (NIMS) compliance 		

¹ This duty appeared operational in nature and is therefore included in broader Emergency Management planning responsibilities

**WOODMYLLE EMERGENCY PREPAREDNESS COMMISSION
2009/2010 WORK PLAN**

GOAL	ORD. 418 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
4) Assess levels of community preparedness.	(7) Assess levels of community preparedness and engage community. Recommend policies, training and facility investments	<ul style="list-style-type: none"> • Explore Possibility of Citizen Corp (Medical Reserve, Fire Reserve, VIPS, Block Watch, CERT)Discuss Emergency Preparedness focus for Block Watch Organizations 		
5) Review options relating to emergency management, public safety grants and other external funding sources.	(8B ²) Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the US Department of Homeland Security and other external funding sources	<ul style="list-style-type: none"> • Assess funding needs • Review ability to research & apply for grants • Recommend to research grant opportunities • Recommend to research and poll community organizations for real resources available during disasters 		
6) Recommend policies, training and capital investments for the City, staff and volunteers	(7) Assess levels of community preparedness and recommend policies, training and facility investments	<ul style="list-style-type: none"> • Recommend coordination with Schools regarding Training (Safe School Legislations) • Recommend NIMS training for city staff • Recommend participation in exercises • Recommend shelter training for volunteers • Review capabilities and determine needs to mitigate and respond to disasters. • Recommend tracking community volunteers • Identify "just in time" training for spontaneous volunteers • Recommend training for City Council and staff on Roles and Authorities during Emergencies. • Recommend and review a joint tabletop with staff and City Council 		

² Ordinance 418 has two #8's under Duties and Responsibilities. For clarification 8A in this work plan references "Review proposed community preparedness public outreach programs and events." And 8B in this work plan references "Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation."

**WOODINVILLE EMERGENCY PREPAREDNESS COMMISSION
2009/2010 WORK PLAN**

GOAL	ORD. 418 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
7) Review and make recommendations concerning public safety ordinances.	(5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from the US Department of Homeland Security and other external funding sources	<ul style="list-style-type: none"> • Review ordinances under consideration 		
8) Review community public safety services needs.	(1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities	<ul style="list-style-type: none"> • Recommend assessment of needs • Shelter availability • Review the coordination of Emergency Response with Water District • Review Emergency Notification System 		
9) Review proposed community preparedness programs and events.	(8A ²) Review proposed community preparedness public outreach programs and events	<ul style="list-style-type: none"> • Winter preparedness fair • National Night out • Other emergency information meetings • Celebrate Woodinville 		
10) Communicate progress with City Council		<ul style="list-style-type: none"> • Meet with City Council twice per year; Target May and October • Provide briefings through staff reports 		

Note: Ordinance 418, section 2.25.040 Duties and Responsibilities (3) "Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission" was considered an understood, on-going duty and is therefore not outlined specifically in the work plan.