

**Woodinville Emergency Preparedness
& Public Safety Commissioners**

Vacant - Pos. 1

Lillie Clinton – Pos. 2

Rick Chatterton – Pos. 3

Al Taylor – Pos. No. 4

Mace Brady, Chair – 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 AND PUBLIC SAFETY
COMMISSION AGENDA**

August 8, 2011; 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 July 11, 2011
2. National Preparedness Month Outreach Opportunities
3. Emergency Preparedness Information on City Website
4. Continued Discussion on Emergency Shelter Policy

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: August 22, 2011 7:00 p.m.
September 12, 2011 7:00 p.m.
September 26, 2011 7:00 p.m.

AGENDA ITEM 1

**CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND
PUBLIC SAFETY COMMISSION
Regular Meeting**

**Monday
July 11, 2011**

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Mace Brady.

ROLL CALL

PRESENT: Chair Mace Brady, and Commissioners Al Taylor, Rick Chatterton, Johanna Berkey, and Janine Brown (ex-officio).

ABSENT: Vice Chair Nancy Montgomery and Commissioners Lillie Clinton and Dominic Marzano (ex-officio).

Also present were Assistant to the City Manager, Alexandra Sheeks; Executive Assistant/Deputy City Clerk, Linda Fava; Management Analyst, Zach Schmitz; and Peter Fuerbringer, Summer Policy Intern.

FLAG SALUTE

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

**Commissioner Chatterton moved to approve the agenda in content and order.
Commissioner Taylor seconded the motion.**

Vote: All voted in favor of the motion, and the motion carried (4-0).

PUBLIC COMMENT – None

SPECIAL PRESENTATION – Red Cross: Sheltering

Mike O'Day, Government Liaison, Red Cross, provided two handouts, Notification and Contact Procedures and a list of services the Red Cross provides. Sheltering or mass care falls under the Emergency Support Function (ESF) 6 section of the King County Emergency Management Plan. The lead agency is always the government or in this area, the City of Woodinville. The Red Cross is a support agency. He described how sheltering is done in this area, typically at either a community center or church. If the Red Cross opens a shelter, they provide food and shelter materials (cots and blankets); they will need assistance from the City with security, traffic control and assistance with unaccompanied minors. FEMA requires pre-existing shelter agreements to avoid delay or denial of reimbursement of shelter costs.

Mr. O'Day commented on the regional shelter concept via Zone, Red Cross volunteers, training of City employees, the need for large capacity shelters that are handicapped accessible and have reliable power, Red Cross' emergency response vehicle (ERV) that can be used as an emergency

feeding vehicle as well as for deliveries, costs associated with maintaining an emergency generator, non-discrimination with regard to shelter residents and the expectation that homeless persons will come to shelters, percentage of the population that typically show up at a shelter in a disaster (10-15%), Japan's versus the United States' level of preparedness, and challenges associated with earthquakes and heavy winter storms.

In response to Commissioners' questions, Mr. O'Day and Jamie Gravelle of ESCA commented on the biggest need – ability of residents to be self-reliant, the difference between talking to facilities about opening their doors during an emergency versus actually opening them as shelters, typical needs at a shelter (get information, hot coffee and charge electronics), capacity Red Cross looks for in an emergency shelter (250+), encouraging organizations interested in providing shelter to contact the Red Cross so they can be entered into their facilities data base, expectations for a shelter, inventorying buildings and the most approachable organizations/facilities, lessons learned from the Japan earthquake/tsunami, coordination between ESCA cities, and establishing a pre-existing shelter agreement for the Carol Edwards Center.

Mr. O'Day encouraged the City to contact Don Price, King County's Mass Care Lead. He also encouraged the City to learn what neighboring cities have and what they can offer with regard to resources, and to consider installing a transfer switch rather than purchasing an emergency generator.

BUSINESS ITEMS

1. Minutes of June 13, 2011

Commissioner Chatterton moved to approve the minutes of June 13, 2011. Commissioner Berkey seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0).

2. Sheltering

Management Analyst Zach Schmitz introduced Summer Policy Intern Peter Fuerbringer, a graduate student at Seattle University in Public Administration. Mr. Fuerbringer explained the City's current EFS-6 policy needs to be updated because it states the Parks Department will oversee shelter operations at the Carol Edwards Center. He described issues with the current EFS-6 including changes in City staffing levels, shelter volunteers, liabilities including ADA accessibility and food and facility costs. He also identified shelter facilities available in neighboring communities.

Suggestions include working with non-government organizations to open shelters in the area and developing a shelter-in-place policy. Options for the EP&PSC are to, 1) recommend to the Council that EFS-6 be updated, 2) suggest alternative policy options for the emergency shelter, or 3) request further information from staff.

Mr. Schmitz identified additional issues associated with a shelter including shelter volunteers and accommodating divergent needs.

Assistant to the City Manager Alexandra Sheeks described changes in City staffing and facilities operations since the EFS-6 was written and when the City opened a shelter during previous events. Issues for the Commission to consider include whether purchasing an emergency generator is still appropriate, what the community expects and needs, available resources, community outreach, and agreements that are needed with community organizations.

Discussion followed regarding working with ESCA on sheltering, sheltering in place (residents sheltering in their own homes), avoiding discrimination, availability of portable emergency generators via the State and Red Cross, out of state resources, installing a transfer switch rather than purchasing an emergency generator, survey of empty/availability buildings, timeline for updating the EFS-6, current staff trained in shelter operations, agreements the City has with two area churches for sheltering, likelihood people will shelter in place due to their reluctance to leave their homes and their animals, areas most likely to need shelters, 3 days/3 ways preparedness, whether the City will provide an emergency shelter, adding shelters and sheltering policy to a future agenda, and the capacity of the CEC.

Ms. Gravelle announced an 8-week CERT training class at ESCA that begins September 8. The cost is \$45.

3. Farmer's Market

Mr. Schmitz circulated brochures for the Commission to consider as handouts at the Farmer's Market. Ms. Sheeks provided dates of Farmer's Market events when attendance may be higher. Ms. Sheeks reported the Fire Explorers program is being restructured and they are unable to participate at this time.

The Commission discussed dates for outreach at the Farmer's Market and dates Commissioners were available to participate. Commissioners agreed to staff a booth one Saturday a month, tentatively scheduled for August 6, September 10, and October 1. It was agreed to discuss materials to be distributed at the Farmers Market at the next meeting. It was the consensus of the Commission to schedule a meeting on July 25.

4. Report on Brightwater Tour

Commissioners who attended the tour were very impressed by the facility. Ms. Sheeks advised that tours will also be offered at the grand opening on September 24.

5. Block Watch Program

Commissioner Chatterton provided an article regarding the Block Watch program. Commissioners reviewed the article and made minor changes.

Commissioner Berkey moved to approve the article with the recommended changes (reverse the order of the paragraphs and change last sentence of first paragraph to read, "If you are a Block Watch Captain, ~~or~~ would like to be become one, *or would like to know if there is a Block Watch in your neighborhood,...*"). Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0).

Mr. Schmitz advised a Block Watch must be active for a neighborhood to display Block Watch signs.

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks distributed the updated 2010-2011 Commission's Work Plan and invited feedback.

REPORT FROM COMMISSION MEMBERS

Commissioner Berkey announced she submitted her resignation from the Commission effective August 31.

Commissioner Brown reported her plans to rappel from the Rainier Tower as a fundraiser for Special Olympics.

Commissioner Chatterton observed the Council had approved the changes to EP&PSC appointments and asked about next steps. Ms. Fava reported the vacancy is being advertised through the end of the month and Council interviews are scheduled in September.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Sheltering and Policies**
- b) **Further Discussion of Farmer's Market Brochures**

ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



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

To: Honorable Emergency Preparedness Commission **Date:** 8/8/11
From: Alexandra Sheeks, Assistant to the City Manager AS
Subject: National Preparedness Month Outreach Opportunities

ISSUE: Shall the Commission discuss opportunities to conduct outreach during September, which is National Preparedness Month?

RECOMMENDATION: Discuss and recommend outreach opportunities for National Preparedness Month.

BACKGROUND/DISCUSSION: National Preparedness Month (NPM) is an annual campaign to encourage Americans to take steps to prepare for emergencies in their homes, schools, organizations, businesses, and communities. NPM is lead by the Federal Emergency Management Agency (FEMA) and is sponsored by the *Ready* Campaign in partnership with the Citizen Corps. Every September, NPM works with public and private sector organizations to increase emergency preparedness awareness and activities across the nation.

This is an excellent opportunity for the City to provide information to its citizens and businesses about being prepared for emergencies. Staff has identified the following opportunities to provide outreach, and is seeking input from the Commission on these and other possible ideas:

- Participation in the Woodinville Farmers' Market (*planned for September 10*)
- Creating a display in the City Hall display case with a sample disaster kit and posters provided by
- Posting National Preparedness Month posters on City bulletin boards
- Including National Preparedness Month information in the next edition of the CityView newsletter
- Writing an article for the Woodinville Weekly and Woodinville Patch
- Airing preparedness Public Service Advertisements (PSAs) on the City's website and radio station

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

AGENDA ITEM 3



CITY OF WOODINVILLE, WA
**REPORT TO THE EMERGENCY PREPAREDNESS
COMMISSION**

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 8/8/11
From: Alexandra Sheeks, Assistant to the City Manager AS
Subject: Emergency Preparedness Information on the City's website

ISSUE: Shall the Commission review and discuss emergency preparedness information on the City's website?

RECOMMENDATION: Review emergency preparedness information currently on the City's website and provide suggestions for additional information to be included in the future.

BACKGROUND/DISCUSSION: The City's website contains a variety of information related to emergency preparedness. Due to constantly-changing information, the website easily becomes out-of-date and needs refreshing on a regular basis. The website can be a helpful resource for citizens and businesses in Woodinville who are searching for emergency preparedness information.

Staff will show the City's website to Commissioners at the meeting and provide examples of other cities' websites and ideas about additional information to add to Woodinville's site.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

AGENDA ITEM 4



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

To: Honorable Emergency Preparedness Commission **Date:** 8/8/11
From: Alexandra Sheeks, Assistant to the City Manager AS
Subject: Continued Discussion on Emergency Shelter Policy

ISSUE: Shall the Emergency Preparedness and Public Safety Commission continue to review, discuss, and make recommendations regarding changes to the Woodinville emergency shelter policy?

RECOMMENDATION: To review, discuss, and provide input on staff recommendations on changes to the Woodinville emergency shelter policy.

BACKGROUND/DISCUSSION: The current emergency shelter policy was established in August of 2009. Changes in City staffing levels and Federal civil rights laws have changed the City's ability to run an emergency shelter as outlined in the emergency shelter policy (Woodinville CEMP, ESF 6 – Mass Care, Housing, and Human Services).

At its July 22, 2011 meeting, the Commission directed staff to revise the City's current shelter policy to reflect recent changes in the City's staffing and resources. The Commission suggested areas of the policy to review, including:

- Use of City parks and fields for emergency camping
- Transportation to shelters
- Use of the Carol Edwards Center as an emergency shelter
- Utilizing the City's existing shelter supplies for an emergency
- Utilizing warming/cooling shelters in lieu of full-scale emergency shelters

Several examples of shelter policies from various cities have been attached for reference.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

- Attachment 1: City of Woodinville ESF 6
- Attachment 2: City of Sequim ESF 6
- Attachment 3: City of Bainbridge Island ESF 6
- Attachment 4: City of Kent ESF 6
- Attachment 5: City of Mercer Island ESF 6
- Attachment 6: City of Kirkland ESF 6

**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.

EMERGENCY SUPPORT FUNCTION 6 MASS CARE

PRIMARY AGENCIES:

Clallam-Jefferson Chapter of the American Red Cross
Clallam County Disaster Assistance Council

SUPPORT AGENCY:

Emergency Management

I. INTRODUCTION

- A. Purpose: To develop a capability for public shelter support during times of emergency or disaster.
- B. Scope: To ensure a coordinated effort between government and community service organizations to provide basic human needs support to affected people after a disaster.
- C. Limitations: Presently, the City of Sequim, with mutual aid from adjacent jurisdictions, can provide emergency short-term protection to meet the needs of residents and an additional percentage of evacuees by maximizing use of public buildings, churches and schools as temporary housing, feeding or medical facilities. Existing public fallout shelters are inventoried but not equipped, supplied, or maintained due to the lack of state or federal funding for the continuation of such programs.

II. POLICIES

- A. All appropriate governmental and volunteer agency resources will be used as available.
- B. All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- C. This Emergency Management Plan will not supersede the American Red Cross (ARC) response and relief activities. ARC operations will conform to the ARC Board of Governors' Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures.
- D. Tracking of displaced citizens will be accomplished by the ARC Disaster Welfare Inquiry (DWI) procedures.

III. SITUATION

- A. Emergency/Disaster Hazards and Conditions: Several different hazards exist that could cause

City of Sequim Comprehensive Emergency Management Plan

the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Those conditions are, but not limited to Wildfire, Earthquake, Floods and Hazardous Materials emergencies.

B. Planning Assumptions

1. The shelter program shall be developed on the assumption that people may have to remain in public shelters for a period of time.
2. For planning purposes, it is assumed less than twenty percent of the population will require public shelter services in any given situation. Research indicates most people evacuated from their homes for extended periods of time will find their own shelter in non-impacted area either with friends or relatives.
3. There are enough resources available locally to care for local population for at least two weeks.
4. The Red Cross has existing agreements in place for shelters and an activation and staffing plan for shelter operations.

IV. CONCEPT OF OPERATIONS

A. General

1. The American Red Cross has established a mass care/shelter plan. They are responsible for inventorying potential shelter locations and have:
 - a. Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
 - b. Written agreements to use shelters, as appropriate.
 - c. Trained volunteers for mass care and shelter operations.
 - d. Established a communication system for communications between shelters, Red Cross HQ, and the EOC.
 - e. Established, with other social service organizations, a crisis counseling system.
2. In an actual emergency, information concerning the shelter program including public shelter locations, will be disseminated in cooperation with the designated Public Information Officer in coordination with the American Red Cross
3. The Red Cross representative to the EOC will function as the mass care representative.

B. Organization

1. The American Red Cross has developed a mass care/shelter plan for the Sequim and Clallam County area. Red Cross also has trained volunteers and paid staff to carry out the plan.
2. Emergency Management has and continues to work with the Red Cross to assist in the

City of Sequim Comprehensive Emergency Management Plan

coordination and liaison with local government and the public in instituting mass care and shelter activities for the public.

- C. Procedures: Sheltering and mass care will follow the SOP's developed and implemented by the Mass Care plan of the American Red Cross.
- D. Mitigation Activities: For the purpose of this ESF, mitigation and preparedness are considered the same.
- E. Preparedness Activities
 - 1. The American Red Cross will:
 - a. Identify usable facilities for shelter and mass care.
 - b. Maintain a current listing of all available shelters.
 - c. Recruit and train volunteers for mass care operations.
 - d. Coordinate with Emergency Management in planning issues and other mass care concerns.
 - e. Develop a liaison with other community service organizations for providing mass care to the public.
 - f. Provide Disaster Welfare Inquiry services.
 - 2. Emergency Management will:
 - a. Coordinate with the Red Cross in Shelter and mass care issues. Ensure capability between the city emergency Plan and the Red Cross mass care plan.
 - b. Obtaining shelter operations training from the Red Cross.
- F. Recovery Activities
 - 1. Primary Agencies:
 - a. Provide for crisis counseling, as appropriate.
 - b. Provide necessary support services, as per their national policies.
 - 2. Emergency Management:
 - a. Perform disaster impact assessments.
 - b. Coordinate with Clallam County, FEMA and State Emergency Management for any programs that are made available, as appropriate.

V. RESPONSIBILITIES

- A. The American Red Cross: As the lead agency responsible for implementing the shelter

City of Sequim Comprehensive Emergency Management Plan

program, will designate a shelter coordinator responsible for:

1. Identification of suitable community facilities and development of emergency Suggested Operating Procedures.
2. Maintenance of listing of shelters, capabilities and resources available.
3. Developing shelter management and staffing assignments and supporting training.
4. Documenting costs for reimbursement and auditing purposes.
5. Evaluation and review of procedures to ensure operational readiness.
6. Coordinating support services in an actual emergency.
7. Tracking of displaced individuals.
8. Handles all aspects of the community sheltering plan and other shelter activities in accordance with their mission.

B. Emergency Management is responsible for:

1. Ensuring current inventories of available public shelter facilities and capabilities.
2. Coordinating the Implementation of the overall shelter program as needed.
3. Establishing communications between the shelter and the EOC with assistance from amateur radio operators, when appropriate.

C. Clallam County Disaster Assistance Council (CCDAC): An American Red Cross representative will be the CCDAC Liaison in the Emergency Operations Center to work with the Clallam County Disaster Assistance Council in tracking and reporting the needs and services offered to the community.

VI. RESOURCE REQUIREMENTS

Red Cross responsibility.

EMERGENCY SUPPORT FUNCTION 6 SHELTERING AND MASS CARE

LEAD: American Red Cross

SUPPORT: City: Finance & Administrative Services - Public Information Officer
Planning and Community Development Department
Police Department
Public Works Department

Local: Kitsap County Department of Emergency Management
Kitsap Mental Health Services
Salvation Army

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency or disaster who are unable to care for themselves.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering needs in the City of Bainbridge Island (City) during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC) in coordination with Kitsap County Department of Emergency Management (DEM) and the American Red Cross (ARC).

II. POLICIES

American Red Cross Disaster Plan

III. PLANNING ASSUMPTIONS

A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

B. The opening of ARC shelters in the City will be coordinated through DEM or the County EOC.

- C. The Emergency Management Coordinator (EMC), in cooperation with DEM, shall coordinate City resources and services necessary for disaster relief in the Bainbridge Island community.

IV. CONCEPT OF OPERATIONS

- A. Mass care provides for the immediate survival needs of victims through group services and facilities.
- B. Mass care will normally be carried out during and immediately after an emergency or disaster, until individual services can be provided. Mass care services are usually provided for less than a week, coordinated, and managed by the ARC, in cooperation with local government.
- C. The impacts of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health, and mental health care for disaster victims, as well as crisis support and training for City staff and volunteers.
- D. DEM will coordinate the delivery of the appropriate services with the ARC, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.
- E. Mass care includes such basic human needs as emergency medical care, emergency shelter, and provisions of emergency food, water, and medicine.
- F. The EOC shall coordinate with the ARC through the County EOC to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, and the duration of use, etc.
- G. The City, DEM, and ARC will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public press releases.
- H. Public information regarding shelter availability and locations shall be coordinated through the City's designated Public Information Officer (PIO) and other PIOs using the County EOC Joint Information Center, if appropriate.
- I. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building and repair supplies, and occupational and mental health services.
- J. Individual assistance to disaster victims will be provided primarily by insurance companies, local human service organizations, and various City, County, and State government agencies.

- K. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits.
- L. Individuals or families arriving at shelters or mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelters provided. Facilities are generally selected with adequate parking areas.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Finance & Administrative Services – Public Information Officer

Serve as the Public Information Officer (PIO) and coordinate the dissemination of public information concerning mass care and individual assistance with DEM or the County EOC.

2. Planning and Community Development Department

Provide building safety inspections of shelters, if requested and as resources allow.

3. Police Department

If requested and as resources allow:

- a) Establish security and crime prevention at the shelters located within the City.
- b) Provide crowd and traffic control at public shelters located within the City.
- c) In coordination with the Public Works and Utilities Department, assist in identifying safe routes to shelters.

4. Public Works Department

- a) Coordinate disposal of solid waste from shelters.
- b) Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers and staging areas or shelters with the EMC, in coordination with DEM.
- c) Ensure the availability of water to shelters.

- d) Assist in crowd-control operations with temporary traffic control measures and barricades.
- e) In coordination with the Police Department, identify safe routes to shelters.
- f) Make vehicles available to transport donated mass care supplies to shelters and feeding or service center sites, when requested.

B. Local

1. American Red Cross

- a) The Act of Congress constituting the ARC Charter requires the ARC to undertake relief activities for the purpose of mitigating suffering caused by a disaster and obligates the ARC to develop and carry out measures to prevent suffering.
- b) Act as the lead agency for emergency shelter operations and mass care facilities.
- c) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical or nursing care and meet other urgent needs, if requested and as resources allow.
- d) The opening of shelters or aid stations is a function of the ARC. Upon request for, or in coordination with DEM, the ARC will open, staff, and fund its shelters or aid stations. The location of the shelters or feeding stations to be opened will depend on the affected area, accessibility, security, staffing, and supply considerations.
- e) Assess equipment and training needs.
- f) Maintain and update shelter agreements.

2. Kitsap County Department of Emergency Management

- a) Coordinate the activities of local agencies charged in local plans for the provision of emergency mass care shelters.
- b) Inform the ARC of the need for shelters or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.

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- c) Coordinate and maintain liaison with private providers of mass care resources and services.
 - d) Coordinate with the EOC for mass care resources and facility support and mutual aid.
3. Kitsap Mental Health Services
- In coordination with DEM, respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations, or individuals.
4. Salvation Army
- Assist the ARC, as requested by the EMC and/or DEM.

VI. REFERENCES

- A. *American Red Cross Disaster Plan*
- B. *City of Bainbridge Island Emergency Operations Center Manual*
- C. *Kitsap County Comprehensive Emergency Management Plan*
- D. *Kitsap County Emergency Operations Center Manual*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Plan*

VII. ATTACHMENTS

None

Kent ESF #6

EMERGENCY SUPPORT FUNCTION 6

MASS CARE

Primary Agency: **City of Kent Parks Department**

Support Agencies: **American Red Cross**

Salvation Army

City of Kent Emergency Management

City of Kent Employee Services

All other City of Kent Departments

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts in providing shelter, feeding, and emergency first aid following an emergency or disaster within the City of Kent.

B. Scope

The needs of emergency workers and the general population are often the same during times of disaster. An emergency worker care program will be established by the Kent Parks Department to meet these needs. This program will be established under the guidance and assistance of the American Red Cross but will not be dependent upon the Red Cross for delivery.

As part of the Federal Response Plan the American Red Cross, largely through volunteers, plans and prepares for regional mass care needs. The City of Kent Parks Department will work with the American Red Cross in an effort to facilitate delivery of the following mass care services established by the Red Cross and their volunteers. However, resources and Kent personnel will first be assigned to the needs of emergency workers.

1. Shelter

The provision for emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters.

2. Feeding

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The provision for feeding victims and emergency workers is through a combination of fixed sites, mobile feeding units, and bulk food distribution.

3. Emergency First Aid

Emergency first aid services will be provided to victims and workers at mass care facilities and at designated sites within the effected area. This emergency first aid service will be supplemental to ESF 8, Emergency Health and Medical Services

4. Disaster Welfare Information

Disaster welfare information regarding individuals residing within the effected area will be collected and provided as capabilities allow to immediate family members outside the area, through a Disaster Welfare

Information System. This will also help in the reunification of family members within the area who were separated at the time of the event.

5. Bulk Distribution of Emergency Relief Items

Sites will be established within the effect area for distribution of emergency relief items. The bulk distribution of these items will be determined by the requirements to meet urgent needs of victims for essential items.

Initial response activities will focus on meeting urgent needs of victims on a mass care basis. FEMA (the Federal Emergency Management Agency) and other government agencies will provide disaster assistance such as loans, grants, and temporary housing. Coordination of these assistance programs between the providers and the users will be required.

II. POLICIES

The City of Kent has designated Kent Commons to be the primary shelter for emergency workers. Other general public shelters may be designated and established through the regional planning guidance of the American Red Cross. All mass care shelters and services will attempt (but not guarantee), to meet the needs of those with disabilities. Services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation.

The American Red Cross (ARC) relief operations will conform to the ARC Board of Governors' Disaster Services Policy Statements and will be performed following the *ESF 6 - Mass Care 3 City of Kent Comprehensive Emergency Management Plan 2nd Edition, August 2004*

ARC Disaster Services Regulations and Procedures: ARC 3000 Series. The American Red Cross will maintain administrative and financial control over its activities.

III. SITUATION

A. Emergency/Disaster Hazards and Conditions

1. The amount of damage to structures, essential systems and services could rapidly overwhelm the capacity of the City of Kent to assess the event and respond effectively to basic and emergency human needs. Damage to roads, airports, communications systems, etc. could hamper emergency response efforts. The movement of supplies could be seriously impeded. Many professional emergency workers and others who normally would help during an event could be unable to reach their assigned posts. Emergency facilities could be severely damaged or inaccessible.

2. Thousands of victims could be forced from their homes, depending on such factors as the time of occurrence, area demographics, building construction, and existing weather conditions. There may be numerous dead and injured. Thousands of family members may be separated immediately following a sudden-impact event, such as children at school and parents at work. There may be transients, tourists etc. also involved.

B. Planning Assumptions

1. Planning for ESF 6 is based on a worst-case scenario in which an event occurs without warning at a time of day that will produce maximum casualties. Consideration should also be given to other events that could cause numerous casualties and require the temporary relocation of victims.

2. The City of Kent, through the Emergency Coordination Center (ECC) will provide support and coordination with the American Red Cross for shelter operations in the City as resources allow.

3. American Red Cross volunteers in the effected area, upon request, will attempt to exercise their established plans and provide for feeding, shelter, and emergency first aid services.

4. Many victims will remain with or near their damaged homes. Some will go to mass shelters, others will find shelter with friends and relatives, and some will also go to public areas such as fire and police stations looking for guidance. However, fire and police stations will not be viable locations for public shelter.

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5. The magnitude of the event will determine the need for large, long-term shelters.

6. The restoration of communication systems, disrupted by damages and overloads, may take weeks.

7. Mass care shelter facilities will receive priority consideration for structural inspections to ensure the safety of occupants.

8. Large numbers of spontaneous volunteers will require a planned staging area, registration and operational procedures.

9. The American Red Cross has formed a partnership with King County Parks and several jurisdictions to store containers supplied with cots, blankets, Meals Ready to Eat, etc. in cities and at county parks facilities. Currently there is one container located in the City of Kent at the Kent Meridian Pool that is under the control of King County Parks.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Kent Parks Department has been designated the primary agency responsible for managing the activities of ESF 6. Resources from the private sector will also be applied to the response and recovery effort.

2. The City of Kent will coordinate with the American Red Cross through the City of Kent ECC. The capability of the Red Cross to provide representation to the ECC is not assumed. If American Red Cross liaison staff cannot support the Kent ECC, communications will be established through the King County or Washington State EOC.

3. The City of Kent has numerous parks and ball fields that may accommodate recreational vehicles, tents, etc. in the event of an emergency or disaster.

B. Organization

The City of Kent Parks Department will manage the mass care needs of emergency workers with the support of the American Red Cross and other agencies such as the Salvation Army. The American Red Cross with their personnel, network of volunteers and like agencies will deliver and manage the mass care services as described in this ESF to the general population, with support

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(as capabilities allow) from the Kent Parks Department.

C. Procedures

City of Kent Parks Department will develop standard operating procedures to support this ESF and working relationship with the American Red Cross.

Disaster Services Numbered Notice 116, dated June 22, 1994, subject: The American Red Cross Role in the Federal Response Plan.

D. Mitigation Activities

1. Primary

City of Kent Parks Department

a) Establishes an emergency food and water program which stocks and maintains all City facilities with enough food and water to support City employees for a minimum of 72 hours.

2. Support Agencies

None

E. Preparedness Activities

1. Primary Agency

City of Kent Parks Department

a) Develops plans and procedures for emergency worker shelter operations in coordination with Kent Emergency Management.

b) Develops partnership plans with the American Red Cross.

c) Develops and participates in emergency management training, drills and exercises in support of this ESF.

2. Support Agencies

American Red Cross

a) Develops partnership plans with City of Kent Parks Department.

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b) Participates in emergency management training, drills and exercises in support of this ESF.

Kent Emergency Management

a) Assists City of Kent Parks Department with the development of plans and procedures for emergency worker shelter operations

b) Facilitates partnership plans between the City of Kent Parks and the American Red Cross.

c) Supports the development of and participates in emergency management training, drills and exercises in support of this ESF.

City of Kent Employee Services

a) Develops plans and procedures for the registration and use of volunteers during an emergency or disaster.

b) Participates in emergency management training, drills and exercises in support of this ESF.

F. Response Activities

1. Primary Agency

City of Kent Parks Department

a) Operates emergency worker shelter.

b) Coordinates and supports response efforts with the American Red Cross.

2. Support Agencies

American Red Cross

- a) Provides and operates required mass care services.
- b) Provides meals at fixed feeding locations and provides mobile feeding, as required.
- c) Provides emergency first aid services in shelters, fixed feeding sites, and emergency first aid stations.
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- d) Distributes potable water and ice.
- e) Distributes bulk emergency relief items, as needed.
- f) Provides and coordinates Disaster Welfare Information.
- g) Staffs and supplies shelters, feeding units, emergency first aid stations, and the Disaster Welfare Information operation.
- h) Secures transportation resources and needed supplies.
- i) Establishes communications between shelters, feeding units, emergency first aid stations, and relief operation locations.
- j) Manages American Red Cross logistical support and fiscal activities.
- k) Maintains contact with the American Red Cross representatives in the City of Kent ECC or King County ECC and Washington State EOC.
- l) Evaluates the mass care needs and makes recommendations to American Red Cross National Headquarters for the allocation of resources.
- m) Makes recommendations to the City of Kent ECC for the establishment of mass care priorities.

The Salvation Army

Supports the American Red Cross as resources and capabilities allow.

City of Kent Employee Services

Registers and assigns volunteers as requested by the ECC.

All other City of Kent Departments

Provide support to the Kent Parks Department as resources and capabilities allow.

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G. Recovery Activities

1. Primary Agency

City of Kent Parks Department

- a) Continues to support the American Red Cross as capabilities allow.
- b) Continues to operate emergency worker shelter.

2. Support Agencies

American Red Cross

Salvation Army

Supports recovery activities consistent with the mission and capabilities of the American Red Cross and the Salvation Army.

City of Kent Emergency Management

City of Kent Employee Services

All other City of Kent Departments

a) Continues to support mass care recovery activities through the Kent Parks Department.

V. RESPONSIBILITIES

A. Primary Agency

City of Kent Parks Department

In conjunction with the ECC, provides coordination and support with the American Red Cross for the accomplishment of this ESF.

B. Support Agencies

City of Kent Emergency Management

City of Kent Employee Services

All other City of Kent Departments

Salvation Army

Supports the City of Kent Parks Department and the American Red Cross in the accomplishment of ESF 6.

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American Red Cross

Coordinates efforts to provide sheltering, feeding, and emergency first aid following a natural or technological event requiring response and recovery assistance. Operates a Disaster Welfare Information System to collect, receive, and report information regarding the status of victims and assist with family reunification within the event area. Coordinates bulk distribution of emergency relief supplies necessary to the needs of this ESF.

VI. RESOURCE REQUIREMENTS

A. Resources that may have to be mobilized in support of mass care activities include the transportation of cots, blankets, air mattresses, sleeping bags, portable toilets, water containers, cooking equipment, registration forms, tables, chairs, medical supplies and transport vehicles. Many of these supplies will already be in shelter locations or can be obtained through normal supply channels.

B. Personnel resources will include American Red Cross staff, volunteers such as veterans groups, labor unions, scouting organizations, professional associations, and City of Kent employees trained in shelter operations and private organizations with which the American Red Cross has agreements. Specially skilled individuals will be identified from among these groups.

VII. REFERENCES

A. American Red Cross Disaster Services Regulations and Procedures (ARC 3000 Series)

B. Disaster Services Numbered Notice 116, dated June 22, 1994

VIII. TERMS AND DEFINITIONS

IX. APPENDICES

None

EMERGENCY SUPPORT FUNCTION 6

MASS CARE

PRIMARY DEPARTMENTS:	Parks and Recreation
SUPPORT PRIMARY:	Youth and Family Services
	Human Resources
	City Clerk
SUPPORT DEPARTMENTS:	All Departments
	Mercer Island School District (MISD)
	American Red Cross (ARC)
	Mercer Island Voluntary Disaster Teams
	External Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Mass Care Shelter system to collect, receive, and report information about the status of victims and assist with family reunification within the City of Mercer Island, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following an emergency or disaster. Additionally, this ESF covers the inclusion of pet shelters as well.

B. Scope

1. The Parks and Recreation Department has been designated as the lead department for coordinating all Mass Care Community Shelter activities within the City of Mercer Island. Youth and Family Services, Human Resources and the City Clerk have also been designated as Support Primary to Parks and Recreation ESF 6. Youth and family Services are primary lead with ESF 11, Food and Water. Youth and Family Services are primary lead for ESF 8 Mental Health Services as well. The City of Mercer Island Parks Department will work with local non-governmental organizations (NGOs) such as the American Red Cross (ARC) in an effort to facilitate delivery of mass care services within the City of Mercer Island.
2. Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Recovery assistance, such as temporary housing, loans and grants for individuals under the traditional disaster assistance programs of the Federal Emergency Management Agency (FEMA) and other federal agencies' initial recovery efforts, may commence as response activities are taking place. Likewise, the provision of the customary American Red Cross (ARC) disaster services of Emergency Assistance and Additional Assistance will be considered based on the needs of the victims, the situation, and available resources. As

recovery activities are introduced, close coordination will be required between those federal agencies responsible for recovery activities, and NGOs providing recovery assistance.

3. The (ARC) independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 2000, and 2006).
4. Department of Homeland Security/FEMA assumes primary agency responsibility under the National Response Plan/Framework (NRP/F) to coordinate federal response assistance to mass care response of state and local jurisdictions, and the efforts of other NGOs, including ARC relief operations.
5. Mass Care includes:
 - a. Shelters (to include provisions for special needs victims as well as pets: See Appendices attached to this ESF)
 - 1) The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary. Mercer Island currently has one designated shelter site and pet shelter site.
 - b. Feeding
 - 1) The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will attempt to include provisions for meeting dietary requirements of victims with special dietary needs.
 - c. Emergency First Aid
 - 1) Emergency first aid services are provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service is supplemental to emergency health and medical services established to meet the needs of the victims.
 - d. Disaster Welfare Information
 - 1) Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a Disaster Welfare Information (DWI) System. Disaster Welfare Information (DWI) will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
 - e. Bulk Distribution of Emergency Relief Items
 - f. Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items Emergency First Aid

6. The Mercer Island Community Shelter will be established and operated according to Department of Homeland Security/FEMA guidelines, training, and documentation required for the ARC to assist with shelter responsibilities, as available.
7. No information will be released about status of a victim without consent and approval by the Mercer Island EOC, Incident Commander. The Mercer Island EOC and the King County Medical Examiner’s Office will decide the best method and or mechanism to inform outside family members about a fatality.
8. The initial provision for emergency assistance will be considered based on the priority needs of the victims, the situation, assessability of Mercer Island, and available resources. ARC will coordinate with WAVOADs additional support services.
9. As recovery activities are introduced, close coordination will be required between each department, local jurisdictions, county and State and those federal agencies responsible for recovery activities, and voluntary agencies providing recovery assistance, including the ARC.

II. POLICIES

- A. Parks and Recreation is the lead department for coordinating all ESF 6 Mass Care Community, Pet Shelter and special needs activities.
- B. ESF 6 will be implemented and coordinated through the EOC.
- C. Upon request, resources will be used as available from City, MISD, the private sector, before activating the voluntary agencies, and King County RDP, King County ECC, State EOC, and federal agencies.
- D. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- E. Information about those injured, deceased or remaining within the affected area will be by approval of the Director of Emergency Services.
- F. Disaster Welfare Information (DWI), consisting of those persons identified on shelter lists, National Disaster Medical System (NDMS) casualty lists, and any further information made available by the State Emergency Operations Center (EOC), local jurisdiction EOCs, and hospitals, but not limited to these sources, will be collected and made available to immediate family members within or outside the affected areas.
- G. An initial moratorium, not to exceed 48 hours, is issued to allow activation of the Disaster Welfare Information (DWI) System and determination of the affected area.
- H. Information about those injured and remaining within the affected area will be limited to that provided by local medical care units to the Disaster Welfare Information (DWI) System.
- I. Information on casualties evacuated from the affected area to other medical facilities will be restricted to that provided by the National Disaster Medical System (NDMS) tracking capability. The listing of incident related deaths will be limited to officially confirmed fatalities.

- J. Federal communications support agencies identified in Federal ESF 2 - Communications will be tasked with transmitting information to the Disaster Welfare Information (DWI) Center. Fatality lists are not to be transmitted via amateur radio or the ARC 47.42 MHZ system.
- K. The Disaster Welfare Information (DWI) operation is to be discontinued as soon as practical after recovery operations.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. The magnitude of damage to structures and lifelines could rapidly overwhelm the capacity of City of Mercer Island resources to assess the event and respond effectively to basic and emergency human needs. Damage to communications systems, roads, buildings, and more, could hamper emergency response efforts. The movement of emergency supplies could be seriously impeded if the SeaTac International Airport was effected. Many professional registered Emergency Workers and others who normally would help during an event could be incapacitated resulting from the situation, or unable to reach their assigned posts. City of Mercer Island, local and county jurisdictions, State and emergency operations facilities could be severely damaged or inaccessible.
2. In a catastrophic event, hundreds of victims could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There could be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden impact event, with children in school and parents at work. Large numbers of transient populations defined as workers at Mercer Island businesses, tourists, students, foreign visitors may be affected. Over eleven percent of Mercer Island's population speak two main foreign languages and interpreters may be needed.
3. The uniqueness of the City being on an island creates additional challenges for staff and family members. Most City personnel live off island and may not be able to get to Mercer Island. Most citizens work off island creating an immediate need for parents and children to receive information about each others safety and to get back on Mercer Island.
4. The City of Mercer Island would have difficulty managing and operating a Community Shelter if an event accured at night or on the weekend to this end we have implimented the following:
5. The Mercer Island Emergency Volunteer Disaster Teams is an important component of Mercer Island's emergency preparedness. The Volunteer response teams consist of 12 different teams that are tasked with meeting at a predesignated place after the initial effects of a disaster. These teams are prepared to support most ESF's if needed. (ESF's 1, 2, 3, 5, 6, 7, 8, 9, 11, 14, Annex A & B, damage assessment and evacuation respectively) Specifically to

ESF 6, the shelter, child care, elder care, mental health, medical and Ham teams will provide assistance to limited staff.

6. For procedures on Animal Shelters see appendix 1 to this ESF.
7. For procedures on assistance with special needs victims see appendix 2 to this ESF.
8. Refer to the City of Mercer Island 2003 Hazard Identification and Vulnerability Assessment (HIVA).

B. Planning Assumptions

1. Planning for ESF 6 is based on a worst-case scenario in which an event occurs without warning at a time of day that will produce widespread building damage necessitating the temporary relocation of victims to a Community Shelter. Only those citizens with dire needs would require a Community Shelter location.
2. Primary shelter location is the Community Center at Mercer View. The primary location for the Pet Shelter is the Luther Burbank tennis courts. If these facilities are compromised it might be necessary to use MISD facilities or private facilities, coordination must be made with MISD or the private entity and the City for co-use of the facility as a Community Shelter.
3. Mass Care Community Shelter facilities should receive priority consideration for structural ATC-20 inspections to ensure safety of occupants.
4. The nature and extent of the event requires a planned, immediate, and automatic response from Parks and Recreation with cooperating supporting departments, MISD, registered Emergency Workers, other volunteer organizations, and the private sector.
5. Parks and Recreation with EMAC registered Emergency Workers will provide shelter, feeding, and emergency first aid services, if possible. The plan is to provide these services without external support for at least the first seven days, or however long resources dictate, following the onset of the event.
6. The impacts of the emergency or disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health and mental health care for disaster victims and pets, as well as crisis and mental health support for City staff and volunteers.
7. The magnitude of the event may require the operation of long term shelters or housing relocation services.
8. Sheltering and feeding activities may be required to accommodate a large number of victims for seven days or longer after the onset of the event.
9. Some dire need victims may go to Mass Care Community Shelter, others may find shelter with friends and relatives, and many victims may remain with or near their damaged homes.
10. Many of the injured or more seriously injured may be transported, if safely possible, to a local first aid treatment location or hospitals outside the event area respectively.
11. Medical clinics and disaster medical registered Emergency Workers may be so over taxed that accurate record keeping on individuals may be compromised,

however it is still necessary to attempt to gain as accurate information as possible.

12. Surviving telephone service into and within the event area may be either inadequate or prioritized to emergency uses to the extent that it will be unable to handle citizen inquiries.
13. Loss of connectivity with the mainland by I-90 may limit or prevent most services.
14. The restoration of communication systems, disrupted by damages and overloads, may take weeks.
15. Mass Care Community Shelter operations and logistical support requirements should be given high priority by departments and supporting organizations.
16. Large numbers of spontaneous volunteers in the affected area will require City Human Resources to register them as Emergency Workers and will be assigned to their duty station in accordance with the EOC needs.
17. The Emergency Operations Center Team (EOCT) will coordinate ESF 6 planning activities to ensure an appropriate immediate and automatic response.
18. A formal ESF 6 organizational structure is in place to support the efforts of NGOs and government agencies, provide feeding, shelter, emergency first aid stations, bulk distribution centers, and to provide Disaster Welfare Information (DWI) in the incident area within 48 hours after the activation of the State EOC
19. The Disaster Welfare Information (DWI) system should be capable of responding to one million disaster welfare inquiries, from around the world, within 30 days of the onset. These inquiries will relate to persons who are residents of the affected area, as well as transients such as foreign and domestic tourists, business travelers, students, and their immediate families, etc. In addition, the system must provide information needed to reunite family members separated at the time of the incident.

IV. CONCEPT OF OPERATIONS

A. General

1. Parks and Recreation has been designated the primary department responsible for managing the activities of ESF 6, and Youth and Family Services is designated as support primary to Parks and Recreation. If all local resources and private sector are overwhelmed or exhausted, Mercer Island EOC can activate mutual aid, the King County Regional Disaster Plan (RDP), and State and federal agencies designated to support the ESF 6 mission.
2. The EOC is responsible for notifying supporting departments and organizations that an event has occurred that requires staffing the EOC.
3. Requests for assistance will be recommended by Parks and Recreation and forwarded to the EOC. Parks and Recreation will work directly with coordinating department counterparts to provide the needed support, as identified.
4. Direction for support of ESF 6 will originate from the EOC.

5. Support organizations will be notified and expected to provide 24-hour representation, as necessary. Support representatives will have sufficient knowledge of the capabilities and resources of their departments, organizations and agencies, with appropriate authorities to commit resources to the response and recovery effort.
6. Upon notification of the staffing of the EOC and activation of ESF 6, the EOC will inform ESF 6 lead and support departments and organizations of the activation, and share information about what has occurred including initial response actions.
7. ESF 6 ARC or WAVOAD support agencies will notify their local representatives to report to the appropriate locations as designated in their plans or at the request of the EOC.
8. The ARC upon request and if available, may assume, manage, and support established Mercer Island Community Shelters and would provide related services needed by displaced populations.
9. All supplies or equipment used must be documented for accounting and resupply needs.

B. Organization

1. City of Mercer Island

- a. Parks and Recreation will activate its departmental SOGs or operational plans to implement Community Shelter site(s) depending on the size of emergency or disaster, in coordination with the EOC.
- b. EFS 7 Resource Support will be coordinated and provided by the Human Resources Dept., City Clerk and Finance.
- c. ESF 11 Food and Water will be coordinated and provided by Youth and Family Services.
- d. ESF 8 Health, Medical, and Mental Health Services will be coordinated and provided by Fire EMS and Youth and Family Services.
- e. The Human Resource Manager will manage and track the assignment of City workers to disaster relief efforts in cooperation with other City lead departments and for the registration of emergent volunteers as Emergency Workers and the assignments in coordination with the EOC, as specified in WAC 118-04-200.

2. King County Department of Natural Resources and Parks (DNRP) - Recreation Division

King County DNRP is responsible for mass care for unincorporated King County. For local jurisdictions the King County RDP may be activated.

3. State Level Response Structure

- a. The State-level response structure is initially composed of representatives at the FEMA Region X Regional Response Center (RRC) and representatives on the Emergency Response Team A (ERT-A) element. When fully operational, the State-level response structure includes the State JFO element and the State EOC.

- b. The State EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief operation and other voluntary agencies for action and exchange information with these organizations.
- c. Support agency liaisons will be available to state ESF 6 units at the JFO, as necessary, and available on a 24-hour basis for the duration of the incident.
- d. ESF Liaisons will be identified and deployed by state ESF 6 JFO element. Public Affairs and Congressional Affairs liaisons will be identified and deployed.

4. National Level Response Support Structure

- a. The national ESF 6 will operate under the direction of FEMA and the Department of Homeland Security.
- b. The State EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief operation and other voluntary agencies for action and exchange information with these organizations.
- c. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits. These services are normally available through a teleregistration process coordinated by the Federal Emergency Management Agency (FEMA).
- d. Representatives of agencies designated to support ESF 6 will be available on a 24-hour basis for the duration of the emergency response period.

C. Procedures

Parks and Recreation Mass Care Community Shelter operations and management and departmental SOGs or operational plans will be implemented in accordance with this ESF.

D. Mitigation Activities

1. Primary Department – Parks and Recreation

- 1) Reconfirms with DSG possible helicopter landing sites and GPS coordinates, and updates and maintains the list in the EOC procedures manual.
- 2) Creates departmental SOGs or operational plans to support this ESF.

2. Support Primary – Youth and Family Services

Creates departmental SOGs or operational plans to support this ESF.

3. Support Departments – All

Develops departmental SOGs or operational plans to support this ESF.

E. Preparedness Activities

1. Primary Department – Parks and Recreation

- 1) Develops departmental SOGs or operational plans consistent with FEMA and the Department of Homeland Security as well as ARC's Mass Care Community Shelter operations and management, and training.
- 2) Coordinates with Youth and Family Services, ARC and MI volunteers for assistance.

- 3) Identifies safe routes of travel to and from the predesignated possible shelter sites.
- 4) Inventories emergency shelter supplies and replenishes when necessary.
- 5) Coordinates and executes training, drills, and exercise activities with appropriate departments and support agencies on an ongoing basis to conform to FEMA/ Homeland Security guidelines.

2. Support Departments – All

a. Human Resources

- 1) Updates procedures for processing registered Emergency Workers as initially developed by the Emergency Preparedness Officer.
- 2) Maintains, updates, and resupplies four mobile registered Emergency Worker’s registration kits initially developed by the Emergency Manager.
- 3) Coordinates the registration of Emergency Workers. Works with MI Emergency Volunteers tasked with assisting in this administrative job.
- 4) Participates in training, drills, and exercises to support Mass Care Community Shelter operations and management facilities with Parks and Recreation.

b. Fire Division

Ensures building safety plans of the designated shelters are in place with appropriate fire safety equipment on site.

4. Support Agencies

a. General

Coordinates anticipated response and recovery activities in accordance with support to ESF 6 functions.

b. Mercer Island Emergency Management Action Committee (EMAC)

- 1) Consists of 12 disaster response team leads:
- 2) Medical
- 3) Utility shut off & Debris Clearing
- 4) Search & Rescue
- 5) Sheltering
- 6) Mental Health
- 7) Child Care
- 8) Senior Care
- 9) Damage Assessment
- 10) Communications:HAM Radio Operators
- 11) Business (MIBNA)
- 12) Faith Community
- 13) Resource Inventory
- 14) Transportation
- 15) Animal Shelter Care

F. Response Activities

1. Primary Department – Parks and Recreation

- a. Coordinates overall citywide operations and shelter management in accordance with FEMA / Homeland Security Guidelines.

- b. Coordinates required mass care services and tracks victim status.
 - c. Coordinates for feeding sites, potable water and ice with ESF 11.
 - d. Coordinates and provides meals at fixed feeding locations and provides mobile feeding, as required.
 - e. Coordinates bulk emergency relief items, as needed.
 - f. Coordinates shelters, pet shelters and emergency first aid stations.
 - g. Coordinates transportation and needed supplies.
 - h. Coordinates communications between shelters, feeding sites, emergency first aid stations, and relief operation locations.
 - i. Provides supplies such as cots, blankets, as needed from other Emergency Supply Container inventory.
 - j. Coordinates mass care activities with support agencies, ARC, NGO and other volunteer WAVOAD organizations, as available.
- 2. Support Primary – Youth and Family Services**
- a. Provides food supplies to the EOC and Community Shelter or other sites.
 - b. Supplies food for meals at fixed feeding locations and provides mobile feeding, as required.
 - c. Supplies potable water and ice, with assistance from the Maintenance Department.
 - d. Supplies bulk emergency relief items, or receives donations via the Thrift Shop and ARC.
 - e. Coordinates transportation and receiving of needed supplies.
- 3. Support Departments – All**
- a. **General**
All departments will support this ESF as requested and or according to their assigned ESF functions.
 - 1) Human Resources**
 - i. Human Resources executes SOGs or operational plans for processing Emergency Workers.
 - ii. Maintains four mobile Emergency Worker’s registration kits.
 - iii. Registers spontaneous volunteers as Emergency Workers and assigns them to their duty station in accordance with the EOCT’s needs.
 - iv. Signs in and out Emergency Workers for assignment or demobilization to or from their duty location.
 - 2) Public Information Officer**
 - i. Disseminates Community Shelter availability and locations.
 - ii. Assures that appropriate information is disseminated to the local citizens.
 - c. **EOCT**
Provides space in the EOC for outside agency representatives, if needed.
 - d. **Fire Department**
Provides fire suppression and emergency medical services at shelters or food services areas.

e. Maintenance

- 1) Coordinates disposal of waste and solid waste from shelters.
- 2) Assists in identifying safe routes of travel for shelter staff and the transport of supplies.
- 3) Assists in crowd control operations with temporary traffic control measures and barricades.

f. Police Department

- 1) Assists in providing emergency communications between shelters and the EOC.
- 2) Provides security at shelters and other City sites as requested in support of ESF 6.
- 3) Provides crowd and traffic control as requested.
- 4) Assists in identifying and assessing safe routes of travel to and from possible or established shelter site(s).

4. Support Agencies

- a. Coordinates anticipated planned response activities in accordance with support to ESF 6 functions.
- b. Supports response activities consistent with the mission and capabilities.

G. Recovery Activities

1. Primary Department – Parks and Recreation

- 1) Supports recovery activities consistent with the mission and required follow up to predisaster readiness.
- 2) Restocks and replenishes supplies to predisaster conditions.

2. Support Primary – Youth and Family Services

- a. Supports recovery activities consistent with the mission and required follow up to predisaster readiness.
- b. Restocks and replenishes supplies to predisaster conditions.

3. Support Departments – All

- a. Supports recovery activities consistent with the mission and required follow up to predisaster readiness.

4. Support Agencies

- a. Coordinates planned recovery activities in accordance with directives.
- b. Supports recovery activities consistent with the mission and required follow up to predisaster readiness.

V. RESPONSIBILITIES

A. Primary Department – Parks and Recreation

10. Lead department in EFS 6 Mass Care on Mercer Island.
11. Manages the operations of the emergency Mass Care Community Shelters in coordination with supporting departments.
12. Provides staff and supplies to manage pet shelters.
13. Coordinates efforts of local organizations, ARC, WAVOAD, and others as appropriate to support mass care operations.

14. In recovery, coordinates with FEMA to establish Disaster Assistance Centers (DACs) in support of individual recovery efforts.
- B. Support Primary – Youth and Family Services**
1. Takes support primary lead in the administration and execution of ESF 6 and 8.
 2. Develops and assists in implementing plans that utilize volunteer groups to identify and assist “special needs” for individuals in their homes and senior care facilities that may need assistance or shelter in an emergency or disaster.
 3. Supports Parks and Recreation in setting up emergency shelters and transporting “special needs” individuals to designated shelter sites as necessary.
 4. Supplies mass care sites with needed food and water.
 5. Develops emergency, safety, and evacuation plans for facilities under department management, including the Mercer Island Thrift Shop.
 6. Manages, trains, and coordinates the citizen Community Mental Health Response Team Committee in concert with Emergency Management.
- C. Support Departments – All**
1. **General**
 - a. Supports the EOC in the accomplishment of ESF 6 roles and activities.
 - b. Provides staff to assist with Mass Care Community Shelter operations, as requested.
 2. **Human Resources**
 - a. Manages the administration of staff and registered Emergency Workers.
 3. **Public Information Officer**
 - a. Coordinates the dissemination of public information concerning mass care and individual assistance with ARC, local jurisdictions, King County ECC, State and federal government agencies.
 - b. Assures that EOC approved information is disseminated to the public during response and recovery.
 4. **Development Services Group**
 - a. Provides ATC 20 building safety inspections of a possible Community Shelter location prior to activating ESF 6.
 5. **IT**
 - a. Assists with computer and/or telephone services in shelters.
- D. Support Agencies**
1. **General**
 - a. Coordinates planned and anticipated response and recovery activities in accordance with their directives.
 - b. Supports response activities consistent with their mission and capabilities.
 2. **Mercer Island Emergency Management Action Council (EMAC)**
 - a. Supports ESF 6 as previously stated.
 3. **Local American Red Cross (ARC)**
 - a. Coordinates its response and recovery activity with the EOC through liaisons to the King County ECC.

- b. Provides, manages, and coordinates food, shelter and first aid for victims, bulk distribution of relief supplies, family reunification and direct assistance to families with verified event caused needs, as available.
 - c. Provides mental health counseling for disaster victims as available in support of Youth and Family Services.
 - d. Coordinates, within its agreements, the provision of relief efforts by any volunteer organization actively engaged in providing relief assistance to disaster survivors through WAVOAD.
 - e. Provides training for Mass Care Community Shelter support staff, shelter operations, and management.
- 4. Private Sector Volunteer Organizations, and Others**
- a. Supports mitigation and disaster preparedness concepts of self-sufficiency for three to seven days on Mercer Island.
 - b. Provides resources to assist in the response and recovery phases of emergency or disaster operations.
 - c. Participates as members of EMAC.
 - d. Participates and supports drills and exercises and by including the City in business and industry activities.

VI. RESOURCE REQUIREMENTS

- A. The city will provide space, telephones, and limited administrative support at the EOC for ARC, WAVOAD, and liaison personnel.
- B. The support agencies may provide phone representatives, on a 24-hour basis, to the EOC and shelter locations.
- C. Support organizations or agencies are responsible for their own vehicles, transportation, and supplies.
- D. Available undamaged facilities may be augmented by large tents, as available.
- E. Personnel resources will include Parks and Recreation, Youth and Family Services staff, volunteers such as members of ARC, WAVOAD and private organizations and businesses, if available. Specially skilled individuals will be identified from among these groups.

VII. REFERENCES

- A. CEMP Basic Plan
- B. King County Regional Disaster Plan (RDP), ESF 6.
- C. Washington State CEMP, ESF 6.
- D. The National Response Framework, ESF 6, dated April 1992.
- E. Disaster Relief Act of 1974, (P.L. 93-288, as amended by the Stafford Act of 1988).
- F. American Red Cross. See national website at www.redcross.org, and local at www.seattleredcross.org.

VIII. DEFINITIONS AND ACRONYMS

City of Kirkland

LEAD AGENCY: Parks & Community Services Department

SUPPORT AGENCIES: Office of Emergency Management

Amateur Radio Emergency Services

Fire Department

Human Resources Department

Police Department

Public Works Department

All City Departments

American Red Cross

Public Health-Seattle and King County

King County Animal Care and Control

The Humane Society for Seattle/King County

American Humane Association

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency or disaster.

B. Scope

This ESF addresses the implementation of local emergency shelters, mass care, and human services within the City of Kirkland; working in coordination with nongovernmental organizations and with other agencies to set up regional facilities or assistance within Kirkland. High Risk Population coordination and sheltering will be coordinated with Public Health Seattle and King County. Pet rescue and sheltering will be addressed in the Pet shelter Operations Manual.

II. POLICIES

A. 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 Framework (NRF) and will utilize the Incident Command System (ICS). The American Red Cross Shelter Operation Workbook will be used as the template for all human shelter operations within Kirkland and all of King County.

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B. The City of Kirkland Parks & Community Services Department has primary responsibility for coordinating activities under ESF 6 within Kirkland.

C. The day to day organizational structure of Kirkland City Departments will be maintained as much as feasible for major emergency and disaster situations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Vulnerability Assessment, Kirkland is subject to a number of hazards, both natural and man-made that may negatively impact facilities and communications systems, and cause disruption or reduction of essential services.
2. The nature of the damage to structures and lifelines from some types of disasters can be such that citizens of Kirkland will be forced to leave their homes or places of business and seek alternative shelter. Because City of Kirkland resources and employees may also be affected by the same event, it is expected that it may take time to assess building damage and authorize specific buildings within the city for shelter and feeding purposes.
3. Thousands of victims could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden-impact incident, such as children in school and parents at work. Large numbers of transients, such as tourists, students, and foreign visitors, may be involved.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.
2. In a disaster or major emergency, Kirkland's facilities and communications systems will likely sustain damage or be impacted which will result in disruption or reduction of some essential services.
3. Disaster response and recovery activities that rely on the use of facilities and communications systems will likely be impacted and may be difficult to coordinate.

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4. While the City anticipates assistance from human service organizations, such as the American Red Cross (ARC), there is no guarantee that assistance will be available. The City may initially have to operate shelters or meal sites with few or no external resources available and the City's ability to provide shelters and resources to manage those shelters may be severely limited.
5. Sheltering and feeding activities may be required to accommodate victims for at least 30 days after the onset of the incident.

IV. CONCEPT OF OPERATIONS

A. General

1. The Parks and Community Services Department has been designated the lead agency responsible for managing the activities of ESF 6 state and

federal agencies have been designated to support the ESF 6 mission. Resources from the private sector will also be applied to the response and recovery effort.

2. Parks and Community Services will work directly with coordinating organization counterparts to provide the needed support, as identified. Requests for assistance will be initiated by the City EOC and Parks and Community Service Department will be notified.

3. The American Red Cross is congressionally mandated to provide emergency mass care services to populations affected by natural and technological disaster. As a primarily volunteer agency, those mass care services can take some time to mobilize initially. The Kirkland Parks & Community Service Department, therefore, is responsible for initial operation of the emergency shelter and mass care service coordination for the City of Kirkland in conjunction with local Red Cross and King County Emergency Coordination Center (KCECC) guidance. Upon request, and as coordinated through the KCECC, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations. The Parks & Community Services Department will support shelter operations as needed beyond Red Cross limitations.

4. The City of Kirkland's shelter operations will be coordinated regionally through the EOC whenever possible.

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5. High Risk Population assistance is dependent on scope of disaster and may include accessibility needs, functional needs or medical needs.

6. 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 emergency, and could include temporary housing, furniture, building/repair supplies, occupational and mental health services.

7. If City resources cannot meet the needs for a given situation, requests for assistance can be made, through the EOC, to the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center (State EOC).

8. Animal care and control services in Kirkland are provided by contract with King County Animal Care and Control. An animal shelter is located at the Eastside Pet Adoption Center 821 - 164th Ave. NE Bellevue, WA 98008 (206) 296-3940.

9. The Humane Society for Seattle/King County operates an animal shelter at 13212 SE Eastgate Way, Bellevue, WA 98005 (425) 641-0080. The shelter may be able to provide services or support for animal care.

10. An agreement is in place between the City of Kirkland and the American Humane Association, headquartered out of Denver, CO, to provide additional animal support services, if requested, and resources are available.

B. Organization

1. Command Centers and Field Command Posts may be established for the coordination of field operations. The Command Center shall provide regular status reports and provide timely reports regarding emergency public information to the EOC. Co-location of field command posts will be the preferred method of field operations when multiple departments or agencies have field command posts established.

2. The impacts of disaster may necessitate the provision of emergency food, water, shelter, sanitation, clothing, childcare, health and mental health care for disaster victims, as well as crisis support for City staff and volunteers. The Kirkland Parks & Community Services Department will coordinate the delivery of the appropriate services with the American Red Cross, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.

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C. Procedures

1. The Parks & Community Services Department shall coordinate with the Kirkland EOC and appropriate City departments to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc. It is imperative that sheltering needs are clearly identified and coordinated, whenever possible, through the King County Emergency Coordination Center (KCECC) before shelter sites are activated.

2. The Parks & Community Services Department, in coordination with the Office of Emergency Management, will identify and maintain a list of City-owned public facilities or other public and private facilities that may be used as emergency shelter facilities.

3. Designated City-owned facilities may be used as emergency shelter facilities in situations where there may or may not be other Red Cross shelters operating. City-owned facilities may also be used when there will be a delay in opening official Red Cross shelters or when it is the most expedient method for providing temporary shelter during a disaster. Parks & Community Services Department staff will coordinate the management of City-owned facility operations until Red Cross is able to assume control of shelter operations. In all cases, we will continue to assist, however necessary, in providing temporary shelters to the public.

A number of public and private schools, churches, and other facilities have also been identified as potential disaster relief sites.

4. City of Kirkland staff may be requested to act as emergency workers in Red Cross shelters and will be offered shelter operation training through the American Red Cross. The Human Resource Department shall be responsible for the assignment of City workers to disaster relief efforts in cooperation with Parks & Community Services and other City departments and for the registration of emergent volunteers as emergency workers as specified in WAC 118-04-200.

5. The Office of Emergency Management, in cooperation with King County Office of Emergency Management, shall coordinate county, state and federal resources and services necessary for disaster relief in the Kirkland community.

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6. Public information regarding shelter availability and locations shall be coordinated through the City's Emergency Operations Center Public Information Officer.

7. Individual assistance to disaster victims will be provided primarily by insurance companies, local human service organizations and various city, county and state government agencies. In the event of a presidential disaster declaration, additional assistance may become available to eligible individuals. This may include low interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits. These services are normally available through a tele-registration process coordinated by the Federal Emergency Management Agency (1-800-621-3362; TTY: 1-800-462-7585).

8. The Parks & Community Services Department will coordinate with various community and service groups that may be able to provide relief services or resources within the community. Individual organizations will retain the responsibility for identifying and screening volunteers before they are assigned a task. Background checks will be required of all non-City employee volunteers prior to them staffing a Red Cross or City-operated shelter. City staff working in Red Cross shelters must meet Red Cross level background checks. The Parks & Community Services Department is also responsible for maintaining lists of community and service groups that could serve and assist in this vital role.

9. The hearing impaired can call 711 for assistance. The City will seek assistance from human service agencies to ensure that high risk populations receive sheltering assistance.

10. A complete listing of agencies and services providing emergency assistance in disasters is in the Emergency Operations Center Procedure

Manual.

D. Prevention and Mitigation Activities

See City of Kirkland's Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 6.
2. Conduct drills and exercises to test the plan and procedures.

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3. Maintain a good working relationship with partner agencies.
4. Maintain updated contact information for personnel and support agencies.
5. Maintain updated list of resources that support ESF 6.

F. Response Activities

1. Provide designated representatives to the EOC.
2. Assess need for opening shelters and other sites for providing assistance.
3. Assess safety and operational status of selected shelter facilities.
4. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 6.
5. Open or coordinate opening of shelter(s), meal site(s) or other services as dictated by the situation and as resources permit.
6. Coordinate with the American Red Cross and other support agencies.
7. Coordinate with the EOC - Finance Chief to ensure expeditious purchasing of food, equipment and supplies as required.
8. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged facilities and infrastructure associated with ESF 6 in Kirkland.
2. Continue gathering, documenting and reporting damage assessment information and financial information.
3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.
4. Coordinate/manage restoration of facilities and infrastructure associated with ESF 6 in Kirkland.
5. Coordinate with other agencies as needed.

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V. RESPONSIBILITIES

A. Lead Agency

1. Parks & Community 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 necessary shelter supplies and support logistics with the EOC. Make vehicles, supplies and personnel available to transport mass care supplies to shelters, disaster meal sites, or service center sites as required.
- c. Coordinate resources of various volunteer, religious, community and human service groups, and private businesses that can assist with relief efforts.
- d. Coordinate pre-planning of high risk population care and services with King County Public Health, other medical services and agencies as needed.
- e. Coordinate animal care and services issues with King County Animal Care and Control, the Humane Society for Seattle/King County, veterinarians, and other private agencies as needed.

B. Support Agencies

1. Office of Emergency Management

- a. Coordinate with county, state and federal representatives for provision of mass care and individual assistance services.

2. Amateur Radio Emergency Services (ARES)

- a. Assist in providing emergency radio communications between shelters and the Kirkland EOC.

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3. Fire Department

- a. Provide fire suppression and emergency medical services at Red Cross shelters and/or City operated shelters.

4. Human Resources Department

- a. Coordinate registration of emergent volunteers as emergency workers, as outlined in WAC 118-04-200.
- b. In coordination with other City departments, provide for emergency sheltering of City staff during disaster activities.
- c. Identify City staff available to assist at Parks-operated disaster relief sites such as shelters.

5. Police Department

- a. Establish security and crime prevention at Red Cross and/or City operated shelters.
- b. Provide crowd and traffic control at Red Cross and/or City operated shelters.

c. Assist in identifying safe routes of travel for shelter staff and transport of supplies.

6. Public Works Department

- a. Coordinate disposal of solid waste from shelters.
- b. Assist in crowd control operations with temporary traffic control measures and barricades.
- c. Assist in providing potable water supplies for distribution.
- d. When requested through the EOC, and prior to opening, the Facilities Division will provide building safety inspections of potential Red Cross shelters and/or City operated shelters.

7. All City Departments

- a. Provide staff to assist with temporary shelter operation and provide backup to Parks & Community Services Department staff

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in the use of City facilities for staging/reception areas or temporary shelters.

8. American Red Cross (ARC)

- a. Act as the lead agency for emergency shelter operations and mass care service delivery when resources permit. This is a coordinated effort with the City and the King County ECC.
- b. Provide food, clothing, temporary housing, mobile canteen service, medical services, mental health services and other necessities to disaster victims.
- c. Provide health and welfare inquiry services.

9. Public Health-Seattle and King County

- a. Provide assistance in coordinating response and sheltering need of high risk populations in King County.

10. King County Animal Care and Control

- a. Provide assistance in finding shelter and services for owners of pets and other animals.
- b. Coordinate reunification of pets with owners.
- c. Provide staff and facilities to handle stray or injured pets.
- d. Assist in placing stray or injured pets and animals with local veterinarians or kennels.

13. The Humane Society for Seattle/King County

- a. Provide assistance in finding shelter and services for owners of pets and other animals.
- b. Assist with reunification of pets with owners.
- c. Assist with handling of stray or injured pets.
- d. Assist in placing stray or injured pets and animals with local

veterinarians or kennels.

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14. American Humane Association

- a. Provide staffing, coordination of resources and documentation.
- b. Provide pre-evacuation personnel to assist in the evacuation of humans and their companion animals from predicted storm impact areas.
- c. Provide damage assessment personnel to assist in determining what resources may be needed.
- d. Assist in the coordination of outside assistance and relocation of animals within or outside the affected area as may be appropriate.
- e. Provide skilled animal handlers for assistance in existing or temporary animal shelters.
- f. Provide certified technical animal rescuers.
- g. Provide rescue equipment designed specifically for animals.
- h. Provide vehicles as a support for technical rescuers or other agencies (depending upon resources).
- i. Act as a liaison to the NARSC (National Animal Rescue & Sheltering Coalition).

VI. APPENDICES / ATTACHMENTS

APPENDIX 1 – King County Shelter Typing Table

APPENDIX 2 – Letter of Agreement with American Humane Association

VII. REFERENCES

- A. Shelter Operations Participant's Workbook, American Red Cross
- B. City of Kirkland Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan
- C. Pet shelter Operations Manual

**WOODINVILLE
WEEKLY**

**ARTICLE
SCHEDULE**

Woodinville Weekly Article Schedule

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1st Review	2nd 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	
Winter Safety & Fallen Trees	October	Commissioners Chatterton/Brady	10/18/2010	10/25/2010	
Winter Safety & Fallen Trees	November	Commissioner Brown	11/01/2010	11/08/2010	
Home Fire Safety	December	Commissioner Brady	12/6/2010	12/13/2010	

Woodinville Weekly Article Schedule 2011

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1st Review & Approval	Prior Articles Reprinted
Public Safety	January	Commissioners Chatterton/Tountas	1/03/2011	1/10/2011	
Emergency Pet Care	February	Commissioners Brown/Chatterton	2/07/2011	2/14/2011	
	March				
Heat Exhaustion	April	Commissioner Berkey	4/04/2011	4/11/2011	
	May				
	June				Emergency Supplies for Car
Neighborhood Watch	July	Commissioners Chatterton/Brady	7/1/2011	7/11/2011	
Securing Your Home While Away	August	Commissioners Taylor/Montgomery	8/1/2011	8/8/2011	Travel Tips
Sheltering	September	Commissioner Taylor	9/2/2011	9/12/2011	
	October				Winter Safety & Fallen Trees
	November				Flood Safety/Wind & Storm Safety
	December				Generator Safety

Woodinville Weekly Article Topics by Season

Spring	Summer	Fall	Winter	Year Round
Spring Cleaning	Heat Exhaustion	Wind Storms/Falling Trees/Wires	Snow Storms-Driving in them; what if you get stuck?	Earthquake-Getting prepared, What to do when they strike. Recovery from
Check your pool	Safety in Water/Cottage Lake	Flooding	Cold Weather Travel	Pet Safety
Check your HVAC	Safety in Heat	Power Outages	Holiday Safety-Xmas Trees, Travel, etc.	Volcanoes
Generators	Travel Tips for Summer	Getting Ready for Winter	Dangers of Snow Shoveling-How to Do It Safely	Basic Safety Tips
	West Nile Virus	Generator Safety	Holiday Safety Travel	Preparedness Tips