

AGENDA ITEM 1

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

**Monday
July 25, 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, Vice Chair Nancy Montgomery and Commissioners Lillie Clinton, Johanna Berkey, Dominic Marzano (ex-officio) and Janine Brown (ex-officio) (arrived 7:15 p.m.).

ABSENT: Commissioners Rick Chatterton and Al Taylor.

Vice Chair Montgomery moved to excuse Commissioner Chatterton. Commissioner Berkey seconded the motion.

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

Commissioner Berkey moved to excuse Commissioner Taylor. Commission Clinton seconded the motion.

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

Vice Chair Montgomery moved to excuse Commissioner Brown. Commissioner Clinton seconded the motion.

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

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

FLAG SALUTE

Chair Brady led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Vice Chair Montgomery requested the topic of evacuation be discussed under the Shelters and Policy agenda item.

PUBLIC COMMENT – None

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Shelters and Policies

Management Analyst Zach Schmitz provided background on the topic of shelters. The City's Comprehensive Emergency Management Plan (CEMP) was adopted in August 2009. Changes in City staffing levels and Federal civil rights laws have changed the City's ability to operate an emergency shelter as outlined in the CEMP. He described other cities' plans for providing shelters, summarizing most identify Red Cross as their main shelter agency, provide staff as available, and use city facilities and park sites as reception centers or staging areas. Mr. Schmitz also described the 2004 King County Regional Mitigation Plan that established zones for regional coordination.

Commissioner Marzano clarified a city coordinating with Red Cross to provide a shelter did not necessarily mean establishing a shelter in that city but coordinating with regard to a regional shelter.

Discussion followed regarding sheltering on property (tent in a resident's own yard), ESCA as the liaison with non-governmental agencies, the City's partnership with churches, communicating with the public during a disaster, preparedness education, communication tools in emergency preparedness kits, the community's expectation with regard to shelters, whether an emergency generator is needed for the CEC, the City's lack of a Parks & Recreation Department, RCWs that mandate emergency planning, and establishing policies based on what City will not do.

Commissioners identified the following issues for the Commission to consider:

- Ball field/park use
- Use of the CEC as a shelter
- Providing a distribution/processing center
- Providing transportation needs
- Providing a warming/cooling center
- Whether an emergency generator is needed
- Emergency equipment storage

Commissioner Berkey moved that the EP&PSC recommend the current language in ESF6 of the CEMP be revised to reflect the City's current staffing capabilities. Commissioner Clinton seconded the motion.

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

It was agreed the revisions would be reviewed by the Commission at a future meeting.

Vice Chair Montgomery inquired about the City's evacuation policy. Assistant to the City Manager Alexandra Sheeks explained evacuation routes differ depending on the disaster. Snow removal routes are posted on the City's website. Review of the Evacuation Plan is on the Commission's Work Plan in early 2012; the priority of that item could be increased.

Commissioner Marzano explained Kent identified the primary routes within the City. He also commented on the availability of Reverse 911 via the NORCOM dispatch center in the event of an evacuation.

2. Farmer's Market Further Discussion

Commissioners discussed dates to staff a table at the Farmer's Market (August 6, September 10 and October 1), and logistics with regard to table/chairs and materials.

3. Work Plan Status Update

Ms. Sheeks reviewed target dates and the status of Work Plan items.

A brief discussion followed regarding advertising to fill the Commission vacancy. Commissioners expressed interest in promoting the Commission vacancy at the Farmer's Market.

REPORT FROM EMERGENCY MANAGER

Ms. Sheeks invited Commissioners' input on the materials staff provided for distribution at the Farmer's Market. It was agreed staff would provide a variety of materials and the Commissioners staffing the table could select the materials to display.

Ms. Sheeks announced a webinar tomorrow at 11:00 a.m. hosted by FEMA regarding best practices of volunteer managers and those interested in volunteering during disasters. She offered to email Commissioners regarding FEMA's Community Preparedness Webinar series.

REPORT FROM COMMISSION MEMBERS

Commissioner Marzano asked whether Woodinville Fire & Rescue hired an Emergency Manager. Ms. Sheeks advised they had.

Commissioner Clinton advised Partners in Emergency Preparedness is seeking presenters for their April 2012 conference.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Shelter Policy Statement**
- b) **Evacuation Routes (on website)**

ADJOURNMENT

The meeting was adjourned at 8:58 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:** 9/26/11
From: Alexandra Sheeks, Assistant to the City Manager *AS*
Subject: 2011-12 Work Plan for City Council

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss and prepare for its upcoming report to City Council, scheduled for October 11, 2011?

RECOMMENDATION: To review the attached work plan to forward to the City Council.

BACKGROUND/DISCUSSION: The City Council reviewed and approved the Commission's 2011-12 Work Plan on April 5, 2011. The Commission approved a timeline for completing the work plan items on May 9, 2011. Staff has prepared an update of the work plan items for the Commission's review and discussion.

As part of the Work Plan, the Commission plans to update the City Council on its Work Plan progress in May and October of each year. The next Council update of the Work Plan will occur on October 11, 2011.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Attachment 1: 2011-12 Work Plan Quarter 3 Update

**WOODINVILLE EMERGENCY PREPAREDNESS
and PUBLIC SAFETY COMMISSION
2011 / 2012 WORK PLAN**

ATTACHMENT 1

GOAL	ORD. 506 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
1) Raise Emergency Preparedness and Public Safety Commission's awareness of emergency management & public safety legal mandates and authority.	N/A	<ul style="list-style-type: none"> • Include educational presentations @ meetings from staff and local authorities. 	<ul style="list-style-type: none"> • Ongoing 	Briefings in Kenmore; presentations from WFR, Red Cross
		<ul style="list-style-type: none"> • Understand how the EOC Functions and resources available during disasters. 	<ul style="list-style-type: none"> • 2011 Q4 	
		<ul style="list-style-type: none"> • Attend educational conferences as reviewed by the Commission. 	<ul style="list-style-type: none"> • Ongoing 	
		<ul style="list-style-type: none"> • Confer with ESCA regarding potential grants and educational opportunities. 	<ul style="list-style-type: none"> • Ongoing 	
		<ul style="list-style-type: none"> • Be acquainted with National Incident Management System (NIMS) and the Emergency Notification process. 	<ul style="list-style-type: none"> • 2011 Q4 	
		<ul style="list-style-type: none"> • Raise commissioners' awareness of City and regional emergency preparedness operations. 	<ul style="list-style-type: none"> • 2011 Q3 - <u>2012 Q1</u> 	Discussion of Emergency Shelter operations and capabilities
		<ul style="list-style-type: none"> • Raise commissioners' awareness of Emergency Preparedness Planning policies and procedures. 	<ul style="list-style-type: none"> • 2011 Q3 - <u>2012 Q1</u> 	Discussion of Emergency Shelter operations and capabilities
2) Review and make recommendations concerning emergency preparedness and public safety ordinances.	(2) Review public safety issues as directed by the City Council. (3) Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission. (5) Review and make recommendations concerning public safety ordinances and City options relating to public safety grants from U.S. Department of	<ul style="list-style-type: none"> • Review Comprehensive Emergency Management Plan (CEMP) and update(s). 	<ul style="list-style-type: none"> • 2011 Q3 – 2012 Q4 	
		<ul style="list-style-type: none"> • Review Emergency Notification System. 	<ul style="list-style-type: none"> • 2011 Q3 2011 Q4 	
		<ul style="list-style-type: none"> • Review Shelter Activation Plan. 	<ul style="list-style-type: none"> • 2011 Q3 	Began review 7/11/11; to continue through the quarter

**WOODINVILLE EMERGENCY PREPAREDNESS
and PUBLIC SAFETY COMMISSION
2011 / 2012 WORK PLAN**

GOAL	ORD. 506 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
	Homeland Security and other external funding sources. (6) Review updates to the City's Comprehensive Emergency Preparedness Plan, future annexes and emergency support functions.	<ul style="list-style-type: none"> • Review Evacuation Plan (Regional). • Review ordinances pertaining to emergency preparedness and public safety and make recommendations to City Council. 	<ul style="list-style-type: none"> • 2012 Q1 • Ongoing 	Revised membership for EPPSC to include business, non-profit representatives
3) Assess and evaluate levels of emergency preparedness and public safety needs.	(1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities. (7) Assess levels of community preparedness and recommend policies, training and facility investments.	<ul style="list-style-type: none"> • Develop survey and needs analysis to assess levels of community awareness and identify deficiencies. • Assess funding needs. 	<ul style="list-style-type: none"> • 2012 Q1 • 2012 Q1 	
4) Recommend Projects and community outreach that raises awareness of emergency preparedness and public safety.	(1) Analyze community needs for public safety services and provide recommendations concerning the utilization of present and future public safety facilities. (4) Review emergency response procedures for City sponsored community events. (8) Review proposed community preparedness public outreach programs and events. (9) Coordinate with relevant community organizations for effective resource sharing, public education and grant solicitation.	<ul style="list-style-type: none"> • Explore the possibility of utilizing Citizen Corp (Medical Reserve, Fire Reserve, VIPS, Block Watch, CERT) and other organizations for outreach and education. • Discuss Emergency Preparedness focus for Block Watch Organizations. • Participate at National Night Out, Celebrate Woodinville, Winter Preparation Fair, and other public events. 	<ul style="list-style-type: none"> • 2011 Q2 • 2011 Q2 • Ongoing 	Reviewed at June 13 mtg; Presentation at June 13 mtg; wrote article for Weekly Farmers' Market Outreach held Aug, Sept, Oct; Winter Preparation Fair Oct; Display case at City Hall for Nat'l Preparedness Month

**WOODINVILLE emergency PREPAREDNESS
and PUBLIC SAFETY COMMISSION
2011 / 2012 WORK PLAN**

GOAL	ORD. 506 REFERENCE 2.25.040 Duties and Responsibilities	TASKS	TARGET DATE(S)	STATUS
5) Communicate progress with City Council.		<ul style="list-style-type: none"> • Meet with City Council twice per year; target May and October. 	<ul style="list-style-type: none"> • 2011/2012 Q2/Q4 	Council presentation 4/5/11; Scheduled for Oct. 2011
		<ul style="list-style-type: none"> • Provide briefings through staff reports. 	<ul style="list-style-type: none"> • Ongoing 	

Note: Ordinance 506, section 2.25.040 Duties and Responsibilities (3) "Review and formulate recommendations on matters referred to the Commission by the City Council within the authority of the Commission" was considered and understood, on-going duty and is therefore not outlined specifically in the work plan.

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:** 8/22/11
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

A draft version of the revised shelter policy is attached for review.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Attachment 1: Draft Revision of Woodinville ESF 6

EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES: ~~City of Woodinville Parks and Recreation
Department American Red Cross
City of Woodinville Development Services Department
Woodinville Police / King County Sheriff~~

SUPPORT AGENCIES: ~~American Red Cross
City of Woodinville
Woodinville Police/King County Sheriff Administrative
Services Department
Emergency Services Coordinating Agency (ESCA)
King County 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 ensure a coordinated effort between government and community service organizations to provide basic human needs support to affected people after a disaster.~~

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.~~ the sheltering needs in the City of Woodinville during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC) in coordination with the American Red Cross, Emergency Services Coordinating Agency (ESCA), and other entities as appropriate.

~~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.
- ~~BA.~~ The American Red Cross is the primary agency responsible for providing mass care services and will assist in providing mass care services in do so in accordance with policies and procedures governing the agency and will maintain administrative and financial control over its activities.
- ~~CB.~~ 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.
- ~~DC.~~ Appropriate Federal, State and City, volunteer agency and private sector resources will be used as available.

- ED. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.
- FE. Shelters for pets may be activated by ~~City of Woodinville Parks and Recreation Department~~ identified with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens.
- GE. 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

A. Emergency/Disaster Hazards and Conditions

Several hazards exist that could cause the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Those conditions include, but are not limited to, wildfire, earthquake, floods and hazardous materials emergencies.

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.

B. Planning Assumptions

1. The American Red Cross has existing agreements in place for shelters and an activation and staffing plan for shelter operations.
2. Continued coordination will be necessary with the American Red Cross as long as people are in need to remain in public shelters.
3. For planning purposes, it is assumed that 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 make their own arrangements for shelter in non-impacted areas.

4. The City of Woodinville may provide resources for temporary comfort centers for people in need of temporary relief from disaster or emergency situations. Such centers are not for overnight or extended periods of stay, and will be provided as resources are available.

5. The City of Woodinville and other related organizations in the community will make reasonable efforts to inform and educate citizens about the benefits of emergency preparedness and making their own provisions to stay in their homes when it is safe to do so in a disaster or emergency 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. Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency. The Parks and Recreation Department 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.~~

- ~~BC.~~ 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.

- ~~C.~~ The use of City facilities and parks for mass care activities Parks and Recreation will coordinate the use of City facilities and parks for use as mass care locations will be coordinated through the City's Emergency Operations Center.

- ~~D.~~ Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency.
- ~~DE.~~ Public Works will be responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping. 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.~~ Parks and Recreation 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. Development Services 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 Volunteer needs will be coordinated through ESCA.

- I. Parks and Recreation, with assistance from local animal welfare groups, is responsible for The City will pre-identifying appropriate locations and coordinate with private and volunteer animal welfare organizations or service providers for pet shelters within the city and developing plans for shelter operation.

~~J.~~ Parks and Recreation will be the primary agency for providing food and shelter support to City employees working during emergency operations.

~~KJ.~~ The Woodinville/King County Police Department is responsible for providing security at shelter and mass care locations when necessary.

~~LK.~~ 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.~~ Development Services is responsible for developing policies and procedures for the use of City property and facilities for mass care operations. This Department 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.

~~BA.~~ 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.

~~CB.~~ Assistance for individuals with "special needs" during disasters will be coordinated with Public Health Seattle/King County~~King County Public Health~~, ESCA and local human services agencies.

~~WVI.~~ RESPONSIBILITIES

~~A.~~ 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 ESCA Emergency Operations Center.

~~A.~~ City of Woodinville Parks and Recreation Department

~~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.~~

B. 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 human services assistance through appropriate human services agencies.

C. City of Woodinville Public Information Officer

1. Collect and disseminate information related to mass care facilities and locations to the public through the City of Woodinville Emergency Operations Center.

BD. City of Woodinville Development Services Department

- ~~1. Develop policies and procedures for the operation of City facilities as mass care centers.~~
- ~~2. Develop resource lists for mass care supplies and assistance. In coordination with the American Red Cross, inspect facilities in the City for use as shelters or other mass care-related uses.~~

E. City of Woodinville Public Works Department

1. Maintain roadways and infrastructure to ensure access to public shelters and mass care facilities.
2. Identify City parks and other locations appropriate for camping and recreational vehicles.

D. Woodinville/King County Police Department

1. Provide law enforcement services at public shelters as needed.

E. City of Woodinville Administrative Services Department

1. 1. Maintain accurate tracking, recording and documentation of all expenses incurred for mass care services.

F. City of Woodinville Executive Department

1. Maintain lists of local resources available to support mass care activities. Register volunteer workers according to established procedures.
2. Create partnerships with community members and organizations to provide shelter operations and/or other mass care needs to the community.

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/King County Police Department

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. King County Public Health, Local Human Service Agencies, Volunteer

~~Organizations and Disaster Assistance Council~~

1. Provide mass care and human services according to established policies and procedures.
2. Coordinate activities with the Red Cross and the Emergency Services Coordinating Agency to ensure community needs are met.

H. Local Animal Service Agencies and Volunteer Organizations

1. Provide animal care and sheltering assistance according to established policies and procedures.
2. Coordinate activities with the Emergency Services Coordinating Agency to ensure community needs are met.

AGENDA ITEM 4



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

To: Honorable Emergency Preparedness Commission **Date:** 9/26/11
From: Alexandra Sheeks, Assistant to the City Manager AS
Subject: Review Article Regarding Disaster Preparedness Volunteers

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review an article regarding disaster preparedness volunteers?

RECOMMENDATION: To review, discuss, and provide input on a volunteer outreach article.

BACKGROUND/DISCUSSION: At its August 8 meeting, the Commission reviewed an article drafted to inform the public about volunteer opportunities, especially concerning emergency sheltering.

After reviewing the article and the intent of the outreach, staff recommends that the Commission take a two-pronged approach to conducting outreach related to volunteers and shelter. First, staff recommends that the Commission review, edit, and approve the attached article related to volunteer opportunities.

Second, staff recommends that the Commission schedule a discuss at a future Commission meeting regarding targeted outreach to Woodinville-based organizations or businesses to ask if they would be interested in providing mass care-related resources in the event of an emergency or disaster.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Attachment 1: Proposed volunteer outreach article

BE PART OF THE DISASTER PREPAREDNESS SOLUTION

~~The eCity of Woodinville encourages residents and business to is-seeking volunteers and organizations to provide shelters, feeding and first aid following an emergency or disaster. In the event of an incident that calls for mass care facilities, our community will need we wish to identify individuals and facilities to make needed services available for our community many volunteers to help out.~~

You are encouraged to become trained as an emergency shelter volunteer (animals or people), communications volunteer, or a member of a Community Emergency Response Team (CERT)—a volunteer who helps others while waiting for first responders. If you are interested, call ~~t~~The Emergency Services Coordinating Agency (ESCA) at (425) 776-3722. CERT classes are offered several times during the year, and run for 8 consecutive weeks. The cost is \$45. Call ESCA today to find out how you can become a volunteer in your neighborhood and in your community.

If you'd like assistance in determining whether your facility can adequately accommodate people or animals visit the American Red Cross Website at _____. *If you'd like to list your facility with the city of Woodinville as a possible [temporary] warming or cooling site in the event of a disaster or hazard, you are welcome to submit your information to the administrative office.*

~~The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS) require local and state emergency preparedness authorities include plans for pets and service animals in disaster plans. If you'd like to review emergency brochures and talk with a Woodinville Emergency Preparedness and Safety Commissioner, stop by our booth at the Woodinville [Saturday] Farmers' Market on August 6th, September 10th or October 1st, or visit us at the Winter Safety Fair on Saturday, October 29, at Woodinville Fire & Rescue Station 31. The Station is located at 17718 Woodinville-Snohomish Rd.~~

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