

**Woodinville Emergency Preparedness  
& Public Safety Commissioners**

Marc Rojas, V. Chair - Pos. 1  
Lillie Clinton – Pos. 2  
Dennis Lone – Pos. 3  
Angelo Krakoff – Pos. 4  
Mace Brady, Chair – Pos. 5  
vacant – Pos. 6  
Nancy Montgomery – Pos. 7  
Janine Brown – Ex officio member  
Dominic Marzano – Ex officio member



**CITY OF WOODINVILLE  
EMERGENCY PREPAREDNESS AND PUBLIC SAFETY  
COMMISSION AGENDA**

September 10, 2012; 7:00 PM

COUNCIL CHAMBERS; 17301 133<sup>rd</sup> Avenue NE Woodinville, WA 98072  
[www.ci.woodinville.wa.us](http://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 9, 2012
2. Wood-Duvall Signage Options
3. Emergency Support Functions 8-Public Health & Medical; 9-Search & Rescue; and 10-Hazardous Materials
4. Report on Cascade Bicycle Club – Comm. Lone

**REPORT FROM EMERGENCY MANAGER**

**REPORTS FROM COMMISSION MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT REGULAR MEETINGS:** October 8, 2012 7:00 p.m.  
November 13, 2012 7:00 p.m.

# AGENDA ITEM 1

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

**Monday  
July 9, 2012**

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

**CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Chair Brady.

**ROLL CALL**

**PRESENT:** Chair Mace Brady, Vice Chair Marc Rojas and Commissioners Nancy Montgomery, Dennis Lone and Dominic Marzano (ex-officio).

**ABSENT:** Commissioners Lillie Clinton, Angelo Krakoff, and Janine Brown (ex-officio).

Also present were Executive Assistant/Deputy City Clerk Linda Fava, Management Analyst Zach Schmitz, and Council Liaison to the EPPSC Councilmember Les Rubstello.

**FLAG SALUTE**

Chair Brady led the flag salute.

**APPROVAL OF AGENDA IN CONTENT AND ORDER**

There were no changes requested in the content and order of the agenda.

**PUBLIC COMMENT – None**

**SPECIAL PRESENTATION – Red Cross Readiness Rating Program and King County’s New Approach to the 3 Days/3 Ways Campaign**

Z. Schmitz indicated that Kelly Casper, the representative for Red Cross was unable to attend, but offered that her contact information be made available to the Commissioners. Mr. Schmitz explained the Red Cross Ready Rating Program is intended to assist businesses and organizations better prepare for emergency situations. To that end, they have created an internet site to help organizations take the steps to put such a program in place.

The Commissioners felt this was certainly a valuable tool, but that the Chamber of Commerce would be the better organization to push out the information to its members. They see the Chamber as better able to reach a greater number of business entities than the Commission could attempt to do. Mr. Schmitz stated that he would contact Dave Witt, the Executive Director of the Chamber, to ascertain his interest.

Along the lines of “readiness”, Mr. Schmitz reminded the Commission that the City had prepared the Display Case with Summer Preparedness information intended to get the community thinking how they could be prepared in their own homes. A slide depicting the Display Case was projected on the screen so that the Commissioners could see what was contained, and offer their suggestions for additional information.

Vice Chair Rojas offered an emergency kit that could be added to the Case should the Commissioners feel that of value, and he produced one from his car. Mr. Schmitz will add it to the exhibit and return it when the display is removed.

Mr. Schmitz reminded the Commission that September is Emergency Preparedness month, and the Display Case exhibit would remain in place through the end of the month. Perhaps a few changes would be made to incorporate that message, through additional printed materials.

## **BUSINESS ITEMS**

### **1. Minutes of June 11, 2012**

The minutes of June 11, 2012 were approved by a head nod, and no motion was passed.

### **2. Pedestrian and Bike Safety**

Mr. Schmitz produced a couple of slides depicting signs that caution trail users in Wilmot Park to heed some speed limits near congested areas. These signs, which were installed by King County, on King County portions of the trail system, appear to provide the signage initially requested by the Commissioners.

It was suggested that the Commission could contact the Cascade Bike Club to see if there might be a partnership opportunity for the two entities in exploring additional efforts for safety of trail users. Comm. Lone agreed to make the contact, and Mr. Schmitz provided the name of an individual to whom he could reach out and begin that discussion. He will report his efforts at a future Commission meeting.

There remains concern for the safety of bike riders on the Wood-Duvall Road, and the Commissioners would like to see some signage there as well. However, Public Works Director, Tom Hansen, has stated that because there is no sanctioned bike lane on that road, it would be inappropriate to place any cautionary signs there. He also mentioned to Mr. Schmitz that the road speed does not support safety for bicyclists along that corridor. Although bike riders do frequent this area, the City could possibly incur liability in placing signage here, giving cyclists the false sense of security that they would then be protected.

The Commissioners requested that this item be placed on the City’s CIP for future consideration.

### **3. Discussion of Comprehensive Emergency Management Plan – Emergency Support Function #7: Resource Support - Donations**

At the June 11, 2012 meeting, the Commission raised questions regarding how donations were processed and used.

Mr. Schmitz acknowledged that monetary donations are rarely offered, but that the City does have a policy that governs the use of those donations. Comm. Marzano, who is the Director of Emergency Services for the City of Kent, stated that the City has not had individuals make direct donations to Kent, but that those types of donations are generally done through a bank or church, or other large agency. Then that entity would offer the City one check, and no accountability to a single donor would be required. He indicated it would be too cumbersome during an emergency to have to take in and account for individual donations.

Mr. Schmitz admitted that the City of Woodinville has had no experience in dealing with monetary donations, and the only donations we have received have been in the form of food resources from area grocery stores, or donations as a result of a contract with City businesses. Comm. Montgomery expressed some concern about the donation policy and how donations might be handled. Perhaps the donation language could be made more clear.

Vice Chair Rojas moved to accept ESF7 as presented. Comm. Lone seconded. The motion passed 3-1, with Comm. Montgomery expressing her concerns.

*Action: 1) Clarify with ESCA how donated goods would be handled, and 2) clarify with City's Finance Director authorized use, liabilities and duration of use of monetary donations.*

#### **REPORT FROM EMERGENCY MANAGER**

Mr. Schmitz indicated that the Red Cross has a free emergency app. that provides for CPR and basic emergency assistance. He encouraged the Commissions to check it out. The Commissioners suggested that the information on how to obtain this app. be provided in the City's Display Case. Speaking of Display Case, they also inquired if an announcement of the current vacancy could be posted there as well.

Also, the CERT Expo flyer is available now and he will send a copy to the Commissioners, as well as the CERT-trained members of our community.

#### **REPORTS FROM COMMISSION MEMBERS**

Comm. Montgomery stated that she has been disappointed in the lack of support she feels staff has provided to the Commission. She would like to see some financial support and more compliance from the City for the projects proposed by the Commission.

#### **PUBLIC COMMENT - None**

## UPCOMING AGENDA TOPICS

- a) **Update on the Display Case**
- b) **Information from Public Works Director on Wood-Duvall Alternatives for Signage**
- c) **Report of Cascade Bicycle Club – Comm. Lone**
- d) **Community Outreach – Woodinville Weekly Articles**

## ADJOURNMENT

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Linda Fava  
Staff Liaison

# AGENDA ITEM 2



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

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

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**To:** Honorable Emergency Preparedness and  
Public Safety Commission  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Woodinville-Duvall Signage Options

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**Date:** 9/10/12

**ISSUE:** Shall the Commission review and discuss options to signage on Woodinville-Duvall Road?

**RECOMMENDATION:** Review staff findings on signage options.

**BACKGROUND/DISCUSSION:** Staff has been reviewing signage options on Woodinville-Duvall Road that would provide greater awareness for pedestrians and cyclists on this busy road. Images of the roadway will be presented along with staff's findings regarding allowable signage.

**ALTERNATIVES:**

1. Suggest alternatives.
2. Request additional information.

**RECOMMENDED MOTION:**

*For Discussion Only*

# AGENDA ITEM 3



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

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

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**To:** Honorable Emergency Preparedness and Public Safety Commission **Date:** 9/10/12  
**From:** Zach Schmitz, Management Analyst *ZS*  
**Subject:** Comprehensive Emergency Management Plan Review

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**ISSUE:** Shall the Commission review and discuss the following Comprehensive Emergency Management (CEMP) Emergency Support Functions (ESF):

- ESF 8 - Public Health and Medical,
- ESF 9 – Search and Rescue
- ESF 10 – Hazardous Materials

**RECOMMENDATION:** Review ESF 8, 9, and 10 from the Comprehensive Emergency Management Plan.

**BACKGROUND/DISCUSSION:** There are eighteen (18) ESF's that are identified in the Woodinville CEMP, each will be reviewed, and an approved updated version will be forwarded to City Council for adoption. The Commission has reviewed 7 of the 18 ESF's. The ESF's presented tonight cover issues that the City of Woodinville does not physically handle internally (medical, search and rescue efforts, and hazardous materials).

Here is a synopsis of the ESF's being reviewed:

- ESF 8 provides for the allocation of available medical resources and services in order to meet emergency health and medical need of the community during an emergency.
- ESF 9 coordinates the use of available search and rescue resources.
- ESF 10 defines the overall responsibilities of local agencies for hazardous materials emergencies.

Staff will describe the various functions of each ESF, and take recommendations for updates.

**ALTERNATIVES:**

1. Approve ESF 8, 9, and 10 as presented.
2. Suggest modifications to the ESF's.
3. Request additional information.

**RECOMMENDED MOTION:**

*For Discussion Only*

## EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL

PRIMARY AGENCY: Woodinville Fire and Life Safety District  
Public Health Seattle/King County

SUPPORT AGENCIES: City of Woodinville Police / King County Sheriff  
King County Medical Examiner  
Local Hospitals and Medical Clinics  
Emergency Services Coordinating Agency (ESCA)  
American Red Cross  
Local Ambulance Service Providers

### I. INTRODUCTION

#### A. Purpose

To provide for the coordination of emergency health and medical services during major emergencies and disasters.

#### B. Scope

This Emergency Support Function is designed to provide guidance in the allocation of available medical resources and services in order to meet the emergency health and medical needs of the community in a major emergency or disaster.

### II. POLICIES

- A. The Multiple Casualty Incident Procedures shall be utilized in order to provide timely services to those in having the most urgent medical needs and to assist in the distribution of patients to medical facilities.
- B. The mass medical care procedures established by hospitals and health care support agencies shall be utilized during response to major events.
- C. Additional resources necessary for emergency medical activities beyond existing mutual aid agreements shall be requested through ESCA.

### III. SITUATION

A significant disaster with large numbers of injuries will overwhelm existing medical service capabilities. Much of the immediate medical attention to victims will be administered by well meaning volunteers at the scene who have little or no first aid training. Such a disaster may also pose public health threats, including problems related to food, water, wastewater, solid waste, disease vectors and mental health.

Medical facilities may sustain damages which affect their ability to provide services. Facilities remaining in service may be overwhelmed by the walking wounded and more seriously injured victims who are being transported to those locations. Medical supplies and pharmaceuticals may be in short supply. Disruptions to local transportation, utility and communication systems may cause delays in restocking.

Uninjured persons who require daily medication may have difficulty in obtaining medications due to reduced mobility, damage or destruction of normal supply locations and general shortages within the disaster area.

Major medical emergencies caused by a release of toxic or radioactive substances or by explosion may overwhelm medical resources and facilities as these types of incidents require specialized treatment that are only available at a limited number of medical facilities.

### IV. CONCEPT OF OPERATIONS

- A. The Woodinville Fire District is the lead agency for providing pre-hospital medical services during emergencies within the city.
- B. The Fire Chief or designee shall provide direction and control over Fire District resources in coordination with the Emergency Operations Center.
- C. On-scene management of emergencies shall follow the Incident Command System.
- D. Notification and activation of emergency response personnel will be through established channels and procedures.
- E. In the event of structural failure or inaccessibility of medical facilities in a disaster, any City facility or temporarily established site may serve as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established. The

establishment of these temporary facilities shall be coordinated with supporting agencies, the Emergency Operations Center and ESCA.

- F. Any site designated by the Incident Commander may serve as a command post, staging area, triage or treatment area or transportation station.
- G. Mutual Aid Agreements exist with numerous agencies throughout the Puget Sound Area. Requests for assistance beyond mutual aid will be coordinated through the Emergency Operations Center and the ESCA.
- H. It is anticipated that in major medical emergencies, assistance beyond what may be available through the existing mutual aid agreements will be necessary. In these cases, assistance and resources from state and federal agencies may be requested through the ESCA.
- I. Public Health Seattle/King County shall provide direction to private and governmental service agencies and the general public in the prevention of disease; basic sanitation/cleaning protocols; handling of food, water, wastewater and solid waste; vector control and injury prevention. The department will also conduct inspections at emergency public facilities to ensure health standards are maintained to the greatest degree possible.
- J. Public Health Seattle/King County shall assist in the coordination between City, county, state and federal agencies providing medical and health support services within the county.
- K. Public Health Seattle/King County shall provide direction and assistance in the care and sheltering of the medically fragile.
- L. The King County Medical Examiner is responsible for the identification of the deceased, body recovery, storage and transportation, and disposition of personal effects and unclaimed bodies, and notification of next of kin. The Medical Examiner shall coordinate with supporting service agencies and maintain records on all deaths resulting from a disaster.
- M. Mental health services may be provided through a variety of private, public and volunteer mental health counseling services. Coordination of these services shall be through the ESCA.

## V. PROCEDURES

- A. Field response agencies, medical facilities and supporting organizations

are responsible for the development of operating procedures for their specific agencies and facilities, and for training employees involved in medical operations.

- B. The King County Multiple Casualty Incident Plan is a separately published document which was developed by the Fire Districts and emergency medical service providers in King County to provide for coordinated operations in a mass casualty incident. This plan, or similar procedures, is utilized by all King County Fire Districts and emergency medical service providers and transporters. It is updated periodically.

## VI. RESPONSIBILITIES

### A. Woodinville Fire and Life Safety District

1. Establish incident command at emergency scenes and provide initial incident evaluation to ensure appropriate allocation and coordination of resources.
2. Provide on scene emergency medical treatment and implement the Multiple Casualty Incident Procedures for on-scene management.
3. Provide ongoing incident status and pertinent information to the Emergency Operations Center or the Command Officer on duty as appropriate.
4. Coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues as appropriate.
5. Maintain medical resource lists.

### B. Public Health Seattle/King County

1. Provide information to appropriate agencies and the general public regarding disease prevention and sanitation precautions.
2. Coordinate with local public works departments to determine the potential for water contamination and sewage and solid waste disposal system failures which may pose a health risk to the community. Notify the appropriate agencies and the general public.
3. Coordinate and provide care and sheltering services for the medically fragile.

4. Monitor overall community support activities as they relate to the health department and respond to situations that may pose a risk to the public, including; food storage, handling and distribution; contamination by toxic releases; and public shelter operations.
5. Provide necessary assistance, equipment and health related services as appropriate, including mass immunization, infectious disease control, medical care at health department clinics and coordination of personnel and resource support to area hospitals and medical facilities as required.
6. Provide guidance and direction for the care and handling of deceased shelter occupants. If necessary, provide facilities and personnel for a temporary morgue.

C. King County Medical Examiner

1. Provide for the recovery and disposition of bodies, determination of cause of death, notification of next of kin and maintain records of disaster related deaths.
2. Provide coordination for temporary morgue and mortuary services.
3. Provide information to the news media and the public regarding medical examiner operations and status of activities.

D. Local Hospitals and Medical Facilities

1. Receive any injured person without regard to the person's ability to pay for services. Maintain cost records and treatment documentation.
2. Triage and provide treatment for patients according to established mass casualty procedures. Direct ambulatory patients to alternate care facilities when appropriate.
3. Establish and maintain communications with hospital control. Provide information and facility status as required.
4. Provide personnel and equipment for dispatch to disaster scenes or temporary medical facilities as required.
5. Maintain records and field assessment reports for patients treated and transported.

- E. Emergency Services Coordinating Agency
  - 1. Provide for coordination of area-wide health care related activities through the ESCA Emergency Operations Center.
  - 2. Coordinate requests for and the distribution of resources obtained locally and from state and federal support agencies as requested by health care facilities and local jurisdictions.
  
- F. American Red Cross
  - 1. Provide nursing services and medical treatment at temporary shelters and medical treatment centers as appropriate.
  - 2. Coordinate requests for blood and blood by-products from Red Cross Regional Centers.
  - 3. Mobilize volunteers to assist in the relief efforts and provide emergency feeding for disaster workers.
  
- G. Local Ambulance Service Providers
  - 1. Provide basic life support services to injured victims.
  - 2. Provide transport of victims to medical treatment facilities.
  - 3. Provide advanced life support services as appropriate.
  
- H. Woodinville Police / King County Sheriff
  - 1. Provide security at temporary morgue facilities as required.



## EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

PRIMARY AGENCIES: Woodinville Police / King County Sheriff  
Woodinville Fire and Life Safety District

SUPPORT AGENCIES: King County Search and Rescue  
City of Woodinville Public Works Department  
Emergency Services Coordinating Agency (ESCA)

### I. INTRODUCTION

#### A. Purpose

To provide for the coordinated use of available search and rescue resources.

#### B. Scope

The scope of the search and rescue emergency support function is divided into three operational areas:

- Land search and rescue - primarily utilized for locating the lost or missing in urban, rural or wilderness areas.
- Air search and rescue - locating missing or downed civil aircraft. It is the responsibility of the Washington State Department of Transportation.
- Disaster, or urban search and rescue - searches for individuals missing due to disasters affecting primarily urban areas such as explosions, storms or earthquakes where severe structural damage is incurred.

The City of Woodinville has limited capability for providing search and rescue functions during disaster operations and will rely, when necessary, on outside resources for providing this service.

### II. POLICIES

- #### A.
- Plans for search and rescue operations are separately published documents for each area. The City of Woodinville shall follow the procedures established in these plans in support of the agencies and jurisdictions providing search and rescue activities within the city.

- B. During initial operations, and until primary agencies which provide search and rescue services arrive on scene, the Woodinville Police \ King County Sheriff and Woodinville Fire District will establish a Unified Command and will be responsible for direction and control during all search and rescue operations.

City resource support for outside agencies providing air search and rescue will be provided to the command agency upon request.

### III. SITUATION

The City of Woodinville is primarily urban area with some areas of wild-land and recreational area interface. Most individuals who become lost will be within a few minutes travel from their homes. In addition to individuals becoming lost in wild-land or recreational areas, there is a potential for children and the elderly or confused to become lost or disoriented in the urban environment.

Earthquake poses a particularly severe threat to the City. Given the high population density and the number of vulnerable buildings, the likelihood of structural damage with trapped and injured individuals is very high.

### IV. CONCEPT OF OPERATIONS

- A. The King County Sheriff is responsible for the command and control of land and water search and rescue activities within the City. The primary resource for land search and rescue is the King County Search and Rescue Group, composed primarily of volunteers. The group is organized under the King County Sheriff's Department. Resource requests will be coordinated by the Woodinville Police Department.
- B. Search and rescue operations for missing civil aircraft is the responsibility of the Washington State Department of Transportation, Division of Aeronautics. The United States Air Force is responsible for missing military aircraft and aircraft of international origin. Requests for these resources will be through the ESCA. The King County Sheriff will be responsible for coordinating ground support of these operations upon request.
- C. Woodinville Fire District will be responsible for resource requests through ESCA and the coordination of disaster and urban search and rescue operations within the city. The City has minimal resources for carrying out

heavy rescue operations. Operational activities associated with disaster search and rescue at the local level may require support from outside agencies.

- D. Regional and Federal Urban Search and Rescue Teams for large-scale operations are available to respond within 12 to 72 hours. The closest Urban Search and Rescue Team is located within the Puget Sound area. The team should be requested through the ESCA.
- E. Search and Rescue Teams responding from outside jurisdictions will follow established plans, guidelines and procedures while operating within the city. ESCA will provide coordination and support for these activities whenever necessary.
- F. The search for and recovery of bodies will normally be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by search and recovery personnel.

## V. PROCEDURES

- A. Individual agencies responsible for managing the various types of search and rescue operations are responsible for the development of operating procedures for their specific agencies and for training employees and volunteers involved in these activities. The plans and procedures are separately published documents.
- B. Woodinville Fire District and City of Woodinville Departments involved in the operations and/or support of search and rescue activities shall establish command posts and operate according to the Incident Command System.

## VI. RESPONSIBILITIES

- A. Woodinville Police/King County Sheriff
  - 1. Provide direction and control for air, land and water search and rescue activities within the City of Woodinville.
  - 2. Provide support to search and rescue activities and operations being conducted by teams responding from outside the city.

- B. Woodinville Fire District
  - 1. Provide for the coordination and support of disaster and urban search and rescue activities.
  - 2. Provide staff and resources for disaster and urban search and rescue activities within the capabilities of the City.
- C. City of Woodinville Public Works Department
  - 1. Provide staff and resources in support of search and rescue activities as appropriate.
- D. Emergency Services Coordinating Agency
  - 1. Request search and rescue resources as necessary and provide support to the City and outside agencies as appropriate.
- E. King County Search and Rescue
  - 1. Provide staff and resources to carry out land search and rescue activities.



## EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

PRIMARY AGENCIES: Woodinville Fire and Life Safety District  
Eastside Haz-Mat Consortium

SUPPORT AGENCIES: Emergency Services Coordinating Agency  
City of Woodinville Public Works Department  
Woodinville Police / King County Sheriff  
Public Health Seattle/King County  
Washington State Department of Ecology  
Washington State Emergency Operations Center  
Washington State Department of Health

### I. INTRODUCTION

#### A. Purpose

To define the overall responsibilities of local agencies in Hazardous Materials Emergencies.

#### B. Scope

This Emergency Support Function augments the response procedures of the local Hazardous Materials Response Team, first responder agencies and the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*. This Emergency Support Function also provides for coordination with the Emergency Services Coordinating Agency (ESCA) Local Emergency Planning Committee and all state, federal and private agencies and organizations that may have a role in hazardous materials response and recovery activities within the city.

### II. POLICIES

- A. Federal regulations require each state to establish a State Emergency Response Commission (SERC), to identify local jurisdiction emergency planning districts and form Local Emergency Planning Committees (LEPC). The local LEPC is required to develop hazardous materials response plans. The City of Woodinville shall be part of the ESCA Local Emergency Planning Committee for the purpose of hazardous materials planning.

- B. The ESCA Local Emergency Planning Committee has developed the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*. This plan is a separately published document. It shall serve as the hazardous materials plan for the city.

### III. SITUATION

Hazardous material incidents may occur anywhere and at anytime within the city. The city is impacted by major transportation routes that are used to transport hazardous materials, primarily SR522 and BNSF railway.

Several locations within the city are at minimal risk of terrorist activities that may include the intentional release of chemical, radiological, biological or explosive devices which would impact the City. These locations include City Hall facilities and primary utility stations.

The threat presented by hazardous materials incidents may be to both public health and safety and to the environment. Hazardous materials incidents require response and clean up procedures to vary with the type and quantity of material released. Hazardous material incidents may require multi-agency and multi-disciplinary responses to adequately handle the situation.

### IV. CONCEPT OF OPERATIONS

- A. Woodinville Fire District is the designated Incident Command Agency for hazardous materials incidents within the city. The Washington State Patrol shall have incident command authority on state highways within the city. The Incident Commander will establish unified command with the haz-mat team, Fire District, emergency medical services, public works, police and other local and state agencies as appropriate for the specific incident.
- B. The Eastside Haz-Mat Consortium is the primary response team for hazardous materials emergencies in the city. A mutual aid agreement exists for these services. Woodinville Fire and Life Safety District is a member of the Consortium.
- C. The Incident Command System (ICS) will be used when responding to all hazardous material incidents.
- D. Initial requests for qualified hazardous material team assistance may be made to Woodinville Fire District and/or NORCOM.

- E. The Incident Commander shall be responsible for notifying ESCA when hazardous material releases occur within the city. This notification may be done through the dispatch center or by telephone. ESCA will notify the Department of Ecology, the Washington State Emergency Management Division and King County Office of Emergency Management as needed. These agencies are responsible for providing support during hazardous materials emergencies. Additional notifications may be made when appropriate.
- F. The Washington State Department of Health and Public Health Seattle/King County shall be notified in the event of a release of radioactive materials.
- G. Public Health Seattle/King County will assist responding agencies to ensure the safety of the general public.
- H. The individual, business, or agency responsible for the spill is responsible for assuring effective abatement of the release or threatened release of any hazardous substance. The Washington State Department of Ecology is responsible for monitoring clean-up activities to assure compliance standards are met.
- I. Woodinville Fire District, in cooperation with the Woodinville Police / King County Sheriff, is responsible for overseeing the protection of public health and safety during hazardous material incidents. This shall include evacuation and perimeter control. Long term site isolation and security shall be the responsibility of the Washington State Department of Ecology or their designee.
- J. The Washington State Patrol and King County Sheriff may provide specialty response teams for clandestine drug lab and explosive device responses.
- K. The Woodinville Public Works Department shall be the primary agency for coordinating with Woodinville Water District for the protection of water and sewer systems within the city which may be affected by a hazardous material release.

## V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations for releases of hazardous substances in accordance with current state and federal guidelines.

- B. The ESCA Local Emergency Planning Committee is responsible for the development, maintenance and distribution of the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*.
- C. Response procedures and plans are separately published documents that should be developed in coordination with other response agencies for the jurisdiction.

## VI. RESPONSIBILITIES

- A. Woodinville Fire District and Eastside Haz-Mat Consortium
  - 1. Provide 24-hour response to hazardous material emergencies.
  - 2. Serve as Incident Command Agency or serve as part of a unified command as appropriate during hazardous materials emergencies.
  - 3. Assist with law enforcement, emergency notifications and warning and evacuations as necessary.
  - 4. Coordinate and maintain liaison with other agencies involved in the incident.
  - 5. Provide communications and technical support, including radiological monitoring to the incident.
  - 6. Coordinate fire resources when emergency mobilization is authorized for a hazardous materials incident.
  - 7. Take initial steps to size-up the situation, isolate the scene and protect life and property.
  - 8. Request assistance and make initial notifications to ESCA, local agencies and provide warning to the public as appropriate.
  - 9. Provide on-scene city liaison and public information officer during the emergency.
- B. City of Woodinville Public Works Department
  - 1. Assist Water District in protecting City water and sewer supplies and systems as appropriate, and provide notification to other utility providers which may be affected by the emergency.

2. Establish coordination with other utilities providers during response activities.
- C. Woodinville Police / King County Sheriff
1. Provide for perimeter control, re-routing of traffic and initial security.
  2. Assist with emergency notification of the public and evacuation as appropriate.
  3. Provide public information officer if requested.
  4. Provide response teams for clandestine drug lab and explosive device responses.
- D. Emergency Services Coordinating Agency (ESCA)
1. Activate Emergency Operations Center as necessary to coordinate support activities for the incident such as emergency notifications, public shelters, resource support, public information and liaison with county and state emergency operation centers.
  2. Coordinate activities of outside agencies and departments in support of the incident as requested.
  3. Make notifications to appropriate county, state and federal agencies.
  4. Support activities on-scene when requested by the Incident Commander.
- E. Public Health Seattle/King County
1. Assess potential impacts to food and water supply sources.
  2. Provide timely health information to Incident Command and the public regarding the incident, emergency health treatment, prevention and personal decontamination.
  3. Provide Environmental Public Health support to Incident Commanders.
  4. Conduct syndromic surveillance by monitoring hospital emergency departments for unusual patterns or admissions.

5. Provide authorization for testing of suspected bio-terrorism samples by State Department of Health Laboratory; notify Incident Commanders and appropriate agencies of testing results.
  6. Identify and request appropriate Department of Health resources.
  7. Coordinate provision of emergency supplies and equipment to hospitals.
  8. Provide PIO support to Incident Commanders and Joint Information Centers.
- F. Washington State Patrol
1. Provide response teams for clandestine drug lab and explosive device responses.
  2. Serve as Incident Command or as part of a unified command as appropriate during hazardous materials emergencies.
- G. Washington State Department of Health
1. Provide response, monitoring and clean-up to radiological incidents.
  2. Provide notifications to the general public regarding precautionary measures and health effects related to released materials as necessary.
- H. Washington State Department of Ecology
1. Provide 24-hour response to serious hazardous material incidents.
  2. Provide expertise in containment and clean-up of hazardous materials and ensure that source control, containment, clean-up and disposal are accomplished.
  3. Assume responsibility of incident management and clean-up if the responsible party is unavailable, unresponsive or unidentified.
  4. Provide coordination with other environmental and state agencies involved in clean-up and/or recovery.
  5. Initiate enforcement actions as appropriate.

I. Washington State Emergency Operations Center

1. Maintain 24-hour communication and notification capability.
2. Coordinate state agency response activities through, including procurement of state resources as needed for response activities.
3. Provide a public information officer to support a joint information center if needed.

# AGENDA ITEM 4

Email from Commissioner Lone to Z. Schmitz, Staff Lead to the Emergency Preparedness and Public Safety Commission

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**From:** Dennis Lone [mailto:dennis.lone@gmail.com]  
**Sent:** Monday, July 30, 2012 3:01 PM  
**To:** Zach Schmitz  
**Subject:** Cascade Bike Club trail safety project

Hi Zach

Here's a brief report on my conversation with Serena Lehman with the Cascade Bike Club concerning their trail safety project.

They just started putting signs up five days ago, so they don't have much feedback concerning effectiveness yet. They plan to evaluate the project on August 13, then talk with the county about how to move forward if the results look promising.

Serena is interested in having Woodinville take part in time, but it's too soon to say what form that might take. I asked her to keep me informed of their progress (see cc of mail to her), and I'll call her again after the 13th of next month.

You can send this out to the other commissioners, or I can just say this at the next meeting.

Dennis