

**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
vacant – Pos. 7
Janine Brown – Ex officio member
vacant – Ex officio member



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

January 14, 2013; 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

Serena Lehman, Cascade Bicycle Club

BUSINESS ITEMS

1. Minutes of September 10 and December 10, 2012
2. Request to Council for Removal of Absent Commissioner
3. How to Have a Successful Disaster – Comm. Clinton
4. Comprehensive Emergency Management Plan Review of
Emergency Support Functions 14 and 15

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETINGS: February 11, 2013 7:00 p.m.
March 11, 2013 7:00 p.m.

AGENDA ITEM 1

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

**Monday
September 10, 2012**

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

CALL TO ORDER

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

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Marc Rojas and Commissioners Dennis Lone, Lillie Clinton, and Janine Brown (ex-officio).

ABSENT: Commissioners Angelo Krakoff and Dominic Marzano (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 in the content and order of the agenda.

PUBLIC COMMENT – None

SPECIAL PRESENTATION

Management Analyst Zach Schmitz distributed the 2013-18 Preliminary Six Year Capital Improvement Plan Project list. He suggested Commissioners email him or Assistant to the City Manager Alexandra Sheeks with any ideas for new capital projects.

Commissioner Clinton expressed concern with gaps in sidewalks downtown and damaged sidewalks that are a hazard for small children, the elderly and the disabled.

BUSINESS ITEMS

1. Minutes of July 9, 2012

Vice Chair Rojas moved to approve the minutes of July 9, 2012. Commissioner Lone seconded the motion.

Vote: All voted in favor of the motion, with the exception of Commissioner Clinton who abstained, and the motion carried (3-0-1).

EPPSC September 10, 2012

2. Woodinville-Duvall Road Signage Options

Mr. Schmitz reported the white, upright delineators on Woodinville-Duvall were installed to provide protection for a memorial sign, not to delineate the shoulder as a bike lane.

He explained all the entries to the City have "Share the Road" signage including the City's east boundary on Woodinville-Duvall Road. He relayed the Public Works Director's decision that the appropriate place for signage is at the entry points where signs already exist and he does not find a need to post additional safety signage on internal streets.

Discussion followed regarding areas with designated bike lanes, designated bike routes, and why bike lanes are intermittent.

Action: No action.

3. Emergency Support Function 8 – Public Health & Medical; 9 – Search and Rescue, and 10 – Hazardous Materials

ESF 8 – Public Health & Medical

Mr. Schmitz explained Woodinville Fire & Rescue provides on-scene emergency medical treatment, determines the scope of injuries and the amount of resources needed. They also coordinate first aid stations, temporary medical facilities and morgues. During an incident, the King County Medical Examiner will declare the final number of deaths.

ESF 9 – Search and Rescue

King County Sheriff handles land and water search and rescue efforts. CERT does some search and rescue. Disaster and urban search and rescue (removal and initial stabilization) is performed by Woodinville Fire & Rescue. The City provides backup only.

ESF 10 – Hazardous Materials

Woodinville Fire & Rescue takes the lead; the City would have limited involvement such as establishing roadblocks. Eastside Hazmat Consortium determines threat and mitigation.

Discussion followed regarding the role of CERT volunteers in ESF 8 and 9 depending on the situation and CERT training offered by ESCA.

Action: Names changes, etc. in the document will be done prior to submitting the ESFs to ESCA. The final version will come back to the EPPSC after review by ESCA.

4. Report on Cascade Bicycle Club

Commissioner Lone reported on his conversations with Cascade Bicycle Club staff. They are working with King County to test signage on trails. They also have volunteers who will staff a safety emphasis booth on the trail to educate cyclists. They would be willing to work with Woodinville on a booth. Commissioner Lone stated the booth could be an opportunity for an event that included other community organizations. Mr. Schmitz commented there may be an opportunity on Bike to Work Day in May.

Mr. Schmitz requested further details regarding the size of the tent, expected number of people gathering, potential date, etc. to determine the need for a special event permit. Commissioner Lone agreed to follow up with Cascade Bicycle Club.

Action: Commissioner Lone will obtain details from Cascade Bicycle Club regarding a booth along the trail in Wilmot Park next spring.

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported Commissioner Montgomery will be recognized at the September 18 Council meeting for her service on the EPPSC. CERT volunteers are invited to a refresher tour of the Emergency Operations Center concluding with a search and rescue event on September 22.

REPORTS FROM COMMISSION MEMBERS

Commissioner Clinton reported she was glad to be back and hoped to be able to attend meetings regularly again.

While riding on the Metro Access transit, Comm. Clinton has noticed there are more right turn arrow lights at intersections. The Access driver indicated that he believed it to be illegal to turn right on a red arrow, but Ms. Clinton notices that many drivers do so. She wondered if the City should disseminate information about the illegality of that right turn policy, specifically as it applies to the intersection of 182nd and 131st Avenue NE. Staff informed Ms. Clinton that intersection was under Bothell's oversight.

Deleted: Commissioner Clinton reported that although she believes it is illegal to turn right on a red right turn arrow, many drivers are doing it.

Commissioner Lone reported difficulty seeing the left turn arrow on the signal at Garden Way & 175th when traveling eastbound in the afternoon. Mr. Schmitz will investigate options with Public Works.

Commissioner Brown reported on chaplain training she attended this summer.

Vice Chair Rojas commented on the number of pedestrians crossing from the Little League parking lot during concerts at Chateau Ste. Michelle. Mr. Schmitz requested Vice Chair Rojas email him regarding a potential CIP project to address that issue.

Chair Brady reported his term on the EPPSC expires November 1, 2012. He has requested reappointment to another term.

PUBLIC COMMENT – None UPCOMING AGENDA TOPICS

- a) Spring Bike Event
- b) ESF 11 and others

ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

EPPSC September 10, 2012

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

**Monday
December 10, 2012**

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

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Chair Brady.

ROLL CALL

PRESENT: Chair Mace Brady, Vice Chair Marc Rojas and Commissioners Dennis Lone and Lillie Clinton.

ABSENT: Commissioners 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

Chair Brady requested Discussion of Action to Remove Absent Member be added as Agenda Item 5.

Commissioner Lone moved to approve the agenda as amended. Commissioner Clinton seconded the motion.

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

PUBLIC COMMENT

Management Analyst Zach Schmitz offered to forward Commissioners a citizen's email regarding the Council upcoming discussion in January about the purpose of the EPPSC.

SPECIAL PRESENTATION – None

BUSINESS ITEMS

1. Minutes of September 10, 2012

Commissioner Clinton referred to the report of her comments on page 3, requesting the specific location she referenced be included.

Action: Executive Assistant/Deputy City Clerk Linda Fava will listen to the audio and report back at the next meeting.

2. Reappointment of Ex-Officio Position – Janine Brown

Chair Brady reviewed the staff report.

Vice Chair Rojas moved to confirm the reappointment of Janine Brown to the Emergency Preparedness and Public Safety Commission for the term ending November 1, 2015.

Commissioner Clinton seconded the motion.

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

3. Emergency Support Functions: 11- Food and Water, 12- Energy, and 13- Public Safety, Law Enforcement and Security.

ESF 11 – Food and Water

Mr. Schmitz explained FEMA Point of Distribution information will be incorporated into the document at some point. Commissioner Clinton raised the issue of providing assistance to the special needs population during an emergency. Following a brief discussion, Mr. Schmitz suggested including language in ESF 6 - Mass Care regarding organizations responsible for soliciting information about the special needs population. Discussion continued regarding the Red Cross' involvement in mass distribution of food and water and factors in selecting a point of distribution or shelter. Commissioners requested the following specific changes:

- Delete reference to Woodinville Parks and Recreation Department
- Delete VI.B, move VI.B.1 to VI.A.4, re-letter subsequent paragraphs
- Change “mass feeding” to “mass distribution”

ESF 12 – Energy

Commissioners reviewed and no changes were made. Mr. Schmitz reported on Seattle City Light's use of social media.

ESF 13 – Public Safety, Law Enforcement and Security

Commissioners reviewed and no changes were made.

4. Spring Bike Event

Commissioner Lone relayed a representative from Cascade Bicycle Club was interested in a bicycle event in Woodinville to distribute information regarding bicycles on the trail as well as making a presentation to the EPPSC. Mr. Schmitz reported the All Fools parade and festivities is being moved to the summer; that event and the summer concert series may be opportunities to distribute information regarding trail safety.

Action: Commissioner Lone will invite the Cascade Bicycle Club to make a presentation at an upcoming meeting, possibly the January 14 meeting.

5. Discussion of Action to Remove Absent Member

Vice Chair Rojas moved to submit a letter to the Council requesting they take action in accordance with the EPPSC bylaws to remove EPPSC member, Angelo Krakoff. Commissioner Lone seconded the motion.

Discussion followed regarding the bylaw that allows removal of a Commissioner after three unexcused absences, timeline for the Council to take action, and how a Commissioner is informed that action has been taken. Mr. Schmitz encouraged the Commission to be consistent in the future with requesting removal of Commissioners who have three unexcused absences.

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

REPORT FROM EMERGENCY MANAGER

Mr. Schmitz reported Brightwater has informed the City that they will be included on the list of contacts in their Response Plan and will be notified when an incident occurs.

Mr. Schmitz reported the City is changing their 800 MHz radio frequency to better coordinate with all responders. He reported the 2013-2014 budget includes an additional police officer as well as the purchase of a Public Works vehicle that can be equipped with a snow plow.

REPORTS FROM COMMISSION MEMBERS

Commissioner Lone inquired about efforts to fill the vacancies on the EPPSC. Ms. Fava explained the two vacant positions have been advertised in the Woodinville Weekly and Woodinville Wire since April. Two recent applicants who reside outside the City can only be considered for the vacant ex-officio position. There have been similar difficulties filling Planning Commission and Tree Board vacancies.

Commissioner Clinton reported on a recent public education meeting at the Renton Office of Emergency Management where attendees were provide a flash drive with preloaded information such as Take Winter by Storm, How to Have a Successful Disaster, etc. It was agreed to add a presentation by Commissioner Clinton on "How to Have a Successful Disaster" to the next meeting's agenda.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

- a) **Bylaw Enactment to Request Council Consider Removal of Absent Commissioner**
- b) **How to Have a Successful Disaster (Commissioner Clinton)**

ADJOURNMENT

Commissioner Lone moved to adjourn the meeting. Vice Chair Rojas seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (4-0). 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 and Public Safety Commission **Date:** 1/14/13
From: Zach Schmitz, Management Analyst *ZS*
Subject: Commission Member Removal Recommendation

ISSUE: Shall the Commission review the procedures for removing a Commissioner.

RECOMMENDATION: To submit a letter to City Council requesting the removal of Commissioner Angleo Krakoff from the Emergency Preparedness and Public Safety Commission, as allowed by Ordinance 506 Chapter 2.25.020.

BACKGROUND/DISCUSSION: Commissioner Krakoff has missed four consecutive meetings, with his last attendance being on April 23, 2012. The Commission voted to have staff draft a letter to submit to City Council to request the removal of Commissioner Krakoff under Ordinance 506 Chapter 2.25.020 section 4 of the Woodinville Municipal Code. The Chapter outlines removal as

“Members of the Emergency Preparedness and Public Safety Commission may be removed by a majority vote of the entire City Council for neglect of duty, conflict of interest, malfeasance in office, unexcused absences of more than three consecutive regular meetings, or other cause in the City Council’s sole discretion. The decision of the City Council regarding any such removal shall be final and not subject to appeal.”

A formal letter, once approved would be forwarded to the City Council for review. A draft letter will be presented to help facilitate changes to the draft content or form.

ALTERNATIVES:

1. Approve the letter for formal removal of Commissioner Krakoff as presented.
2. Suggest modifications to the letter.
3. Request additional information.

RECOMMENDED MOTION:

I MOVE TO APPROVE THE FORMAL REQUEST FOR REMOVAL OF COMMISSIONER KRAKOFF [AS PRESENTED OR AMENDED].

AGENDA ITEM 3

How to Have a Successful Disaster

Provided by Commissioner Clinton

AGENDA ITEM 4



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

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** 1/14/13
From: Zach Schmitz, Management Analyst *ZS*
Subject: Comprehensive Emergency Management Plan Review

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

- ESF 14 – Long-term Community Recovery and Mitigation,
- ESF 15 – Public Affairs

RECOMMENDATION: Review ESF 14 and 15 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 13 of the 18 ESF's.

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

- ESF 14 Provides guidance for the recovery and restoration activities after a major emergency or disaster.
- ESF 15 Coordinates the release of critical information to the community, first responders, government agencies, media, and the private sector.

Staff will describe the various functions of each ESF, and take recommendations for updates. After all of the ESF's have been reviewed and updated, a final version will be presented to the Commission for final review and formal approval.

ALTERNATIVES:

1. Approve ESF 14 and 15 as presented.
2. Suggest modifications to the ESF's.
3. Request additional information.

RECOMMENDED MOTION:

For Discussion Only

**EMERGENCY SUPPORT FUNCTION 14
LONG-TERM COMMUNITY RECOVERY AND MITIGATION**

PRIMARY AGENCIES: City of Woodinville Public Works Department
City of Woodinville Development Services Department

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)
All City of Woodinville Departments
King/Kitsap Chapter American Red Cross
Washington State Emergency Operations Center
County, State and Federal Agencies

I. INTRODUCTION

A. Purpose

To provide guidance for the overall recovery and restoration activities taking place in the city following a major emergency or disaster. The recovery phase includes both short-term and long-term activities. Short-term activities begin during the response phase of the disaster and can last up to six (6) months; long-term activities may continue for ten (10) years or more. Mitigation activities are on-going and will continue to be addressed throughout the response and recovery phases of a disaster.

B. Scope

Recovery and restoration activities taking place following any emergency or disaster will be determined by the specific event. The goal of long-term recovery is to restore the City to pre-disaster (or improved) condition. Some of the long-term recovery activities are extensions of short term activities; other long-term tasks begin after short term tasks are completed. City, county, state and federal agencies may be involved in activities depending upon the event and scope of the situation.

II. POLICIES

- A.** A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or if an assessment is requested by state or county officials. This information shall be provided to the Emergency Services Coordinating Agency in order to support the Governor's disaster declaration to the President.

- B. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in Emergency Support Function 23 - Damage Assessment.
- C. Recovery activities of state, federal and organized volunteer agencies will be coordinated through a Disaster Field Office. The location and level of operation will be determined by the extent on the disaster and upon the needs of local jurisdictions.
- D. ESCA will provide a liaison to coordinate activities with the Disaster Field Office when requested by Washington State Division of Emergency Management or the Federal Emergency Management Agency.
- E. Detailed information regarding mitigation policies and activities of the City of Woodinville can be found in the *North King and South Snohomish Counties Regional Mitigation Plan*, a separately published document.

III. SITUATION

Major emergencies or disasters which require recovery and restoration activities to take place may occur at anytime. Recovery and restoration activities include but are not limited to: repair of damaged facilities, utilities and infrastructure; site decontamination; and broad-based assistance to citizens and businesses. Depending upon the nature of the event, one or more City departments will have a role in restoration and recovery activities.

IV. CONCEPT OF OPERATIONS

- A. The Development Services and Public Works Departments shall be the lead agencies for damage assessment activities within the city. The damage assessment process will include staff from all City departments capable of contributing to this effort and shall be carried out in a cooperative manner.
- B. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.

- C. In most disaster recovery situations a team composed of state and federal disaster assistance employees will be assigned to the City to assist with damage survey and provide restoration guidance. The team will normally be located at the ESCA Office.
- D. Following an evaluation of damage, appropriate City staff and other involved agencies will determine priorities for repair of essential facilities, utilities and infrastructure.
- E. In situations where disaster recovery is primarily composed of repair to facilities, utilities and infrastructure the Public Works Department will be the lead City agency for recovery efforts. In situations where there is contamination from hazardous materials releases requiring long term mitigation and clean up activities the Washington State Department of Ecology will be the lead agency.
- F. The Administrative Services Department will be responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.
- G. In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds will be made available to assist local jurisdiction with disaster costs. Administrative Services, with assistance from other City departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.
- H. In major events requiring the involvement of multiple City departments, support agencies or community support groups the City Manager may appoint a Recovery Task Force to coordinate recovery activities within the city.
- I. In disaster recovery situations involving major damage to portions of the city, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. Development Services will be responsible for reviewing such areas and making recommendations regarding re-building, re-zoning and other desirable community improvements. The department will also research potential funding sources for such improvements.
- J. The City Clerk shall provide training and information to City departments regarding the protection of vital city records prior to emergency situations. In post emergency or disaster situations where vital records have been

damaged or destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. City departments shall provide assistance to the City Clerk as requested.

V. PROCEDURES

- A. Specific information on Damage Assessment procedures can be found in the City of Woodinville *Damage Assessment Manual*, currently under development.
- B. The City of Woodinville will follow established state and federal procedures required for the recovery of disaster costs.
- C. The City of Woodinville may develop special policies for recovery and restoration and ordinances for zoning, development and construction following a disaster.

VI. RESPONSIBILITIES

- A. City of Woodinville Public Works Department
 - 1. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
 - 2. Coordinate the evaluation of facilities, utilities and infrastructure damaged during a disaster and establish priorities for repair.
 - 3. Make emergency temporary repairs to City facilities as necessary.
 - 4. Work with other local, state and federal agencies involved in repair and recovery activities within the city to ensure coordinated and efficient operations.
 - 5. When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
 - 6. Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
 - 7. Serve as a member of the Recovery Task Force as appropriate.

- B. City of Woodinville Development Services Department
 - 1. Evaluate land use, zoning and target improvement areas following a disaster. Make appropriate recommendations.
 - 2. Serve as a member of the Recovery Task Force as appropriate
- C. City of Woodinville City Manager
 - 1. Activate the Recovery Task Force when necessary and serve as chairperson.
 - 2. Oversee disaster recovery operations in the city.
- D. City of Woodinville Administrative Services
 - 1. Collect information regarding disaster related costs, prepare documentation and submit to appropriate state and federal agencies.
 - 2. Serve as a member of the Recovery Task Force as appropriate.
- E. City of Woodinville City Clerk
 - 1. Provide training and information to City departments regarding the protection of vital City records.
 - 2. Coordinate recovery and restoration activities associated with vital City records.
- F. All City of Woodinville Departments
 - 1. Evaluate City facilities as appropriate and establish priorities for repair.
 - 2. Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
 - 3. Serve as a member of the Recovery Task Force as appropriate.
- G. Emergency Services Coordinating Agency
 - 1. Coordinate the activation and use of Community Emergency

Response Team (CERT) volunteers to assist with Damage Assessment.

2. Serve as liaison between state/federal disaster recovery teams and the city as appropriate. Assist the City as needed.
3. Provide a location for state/federal disaster recovery teams to work as necessary.

H. WA State Emergency Operations Center

1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

I. County, State and Federal Agencies

1. Provide direction and support to the City during disaster recovery operations.



EMERGENCY SUPPORT FUNCTION 15 PUBLIC AFFAIRS

PRIMARY AGENCY: City of Woodinville Disaster Coordinator
Emergency Services Coordinating Agency (ESCA)

SUPPORT AGENCIES: All City Departments
NORCOM
Washington State Emergency Operations Center
Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated and timely information to impacted communities and populace, first responders, governments, media and the private sector.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary, supplementing first responder public information officers (PIOs) operations with JIC resources.

B. Scope

This Emergency Support Function details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs or public information support; or whose public information support or assets may be employed during an emergency or disaster.

II. POLICIES

- A. It is the policy of the City of Woodinville to provide consistent, accurate, complete and timely information using all available communications methods.
- B. It is the policy of the City to coordinate the development and dissemination of all disaster-related public information through the designated Public Information Officer.

III. SITUATION

Emergency or disaster situations are typically complex and extend beyond one operational period, possibly exhausting the public information capability of the City.

IV. CONCEPT OF OPERATIONS

- A. The City Manager appoints a Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the City Manager.
- B. Emergency public information shall be coordinated by the PIO with prior approval from the City Manager.
- C. The City Manager may appoint an Assistant PIO when media briefings are required from multiple locations or as the situation requires.
- D. Media briefings will normally take place at the Carol Edwards Center. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the City Manager and announced by the PIO.
- E. Any or all of the following methods may be utilized to relay emergency information to the public:
 - 1. Print, radio, cable and television media
 - 2. City website
 - 3. Printed education/information materials
 - 4. Regional Public Information Network (RPIN)
 - 5. City radio systems
 - 6. Amateur Radio Services
 - 7. Public address systems
 - 8. Emergency Alert System
- F. In some circumstances, it may become necessary to release emergency

public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.

- G. The City can post emergency public information on the City's website. The PIO will coordinate all posted information.

V. PROCEDURES

- A. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the City Manager.
- B. Information will also be disseminated to the City Manager, Emergency Preparedness Commission, City Council, emergency personnel in the field and other City employees so they will know what information and guidance is being released to the public.
- C. A Joint Information Center (JIC) may be established by ESCA, in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the City EOC, may include PIOs from other jurisdictions and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined at the time of the emergency.
- D. The designated PIO will maintain up-to-date distribution lists.
- E. Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from WA State Emergency Management Division.
- F. Special instructions and provisions may be made for hospitals, nursing homes, schools and other groups.

VI. RESPONSIBILITIES

- A. City of Woodinville City Manager
 - 1. Represent the City at press conferences, public hearings and other public events, as appropriate.
 - 2. If necessary, appoint a Public Information Officer (PIO) to

coordinate the dissemination of emergency public information.

3. Establish policies and procedures pertaining to the release of emergency information and instructions.
4. Approve all press releases and briefings.
5. Support the PIO in coordinating all press releases and briefings.

B. All City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
2. Coordinate requests for assistance through the EOC.
3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

C. Public Information Officer(s)

1. Represent the City at press conferences, public hearings and other public events as directed by the City Manager.
2. Receive approval from the City Manager for all press releases and briefings.
3. Coordinate with ESCA when information is to be released on the EAS or other shared information system(s).
4. Gather and coordinate emergency public information for timely release to the public.
5. Provide copies of all press releases to ESCA.
6. Notify appropriate agencies to assist in the dissemination of emergency public information.
7. Give regular information briefings to City officials, news media and the public, as authorized by the City Manager.
8. Provide information to City departments that may dispense

information to ensure consistency of messaging.

9. Provide pre-printed emergency public information brochures and/or flyers for distribution to the public.
10. Recommend appropriate location(s) for public official and media briefings.
11. Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.

D. Emergency Services Coordinating Agency (ESCA)

Throughout the emergency or disaster, ESCA will coordinate with City, County and State PIOs to develop and disseminate emergency public information.

E. WA State Emergency Operations Center

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

F. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.