

**Woodinville Emergency Preparedness &
Public Safety Commissioners**

Janine Brown, Chair - Pos. 1
James Walker, V. Chair – Pos. 2
Vacant – Pos. 3
John Halpin – Pos. 4
Mark Van Wormer – Pos. 5
Police Chief Larson – Ex. Officio
Fire Chief Ahearn – Ex. Officio



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

November 14, 2016, 5:30 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

SPECIAL PRESENTATIONS

PUBLIC COMMENT

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

BUSINESS ITEMS

1. Minutes for October 10, 2016
2. Discussion of Topics for Articles Commission will submit to the Woodinville Weekly
3. Emergency Management Program Consultant Update
 - Data Gaps & Information Gathering
 - Developing Partnership
 - Outreach & Stakeholder Meetings
 - Volunteer Proposal
 - Upcoming Plans & Schedule
 - King County Office of Emergency Management Services

REPORTS FROM PUBLIC SAFETY PERSONNEL

1. Woodinville Police Department, Chief Larson
2. Woodinville Fire District, Chief Ahearn

COUNCIL LIAISON COMMENTS

1. General Comments & Reports

REPORTS FROM STAFF

1. Kellye Mazzoli, Assistant to the City Manager

REPORTS FROM COMMISSION MEMBERS

1. General Comments & Reports
2. Setting Future Meetings & Agendas

ADJOURNMENT

NEXT REGULAR MEETING:

**December 12, 2016
January 9, 2017**

**5:30 p.m.
5:30 p.m.**

AGENDA ITEM 1



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** November 14, 2016

From: Kellye Mazzoli, Asst. to the City Manager 

Subject: Meeting Minutes from October 10, 2016

ISSUE: Shall the Emergency Preparedness and Public Safety Commission approve the meeting minutes from the October 10, 2016 commission meeting?

RECOMMENDATION: To approve the meeting minutes from the Emergency Preparedness and Public Safety Commission meeting on October 10, 2016.

BACKGROUND/DISCUSSION: The Emergency Preparedness Commission held its regular monthly meeting on October 10, 2016. Pursuant to RCW 35A.39.010 and our rules of procedure it is necessary to keep true and accurate records of the proceedings of commission meetings. The attached draft minutes were prepared by the city's transcriptionist to describe the discussions and decisions made by the commission at the above meeting.

ALTERNATIVES:

1. Approve the meeting minutes as presented.
2. Approve the meeting minutes as amended.

RECOMMENDED MOTION:

I MOVE THAT THE COMMISSION APPROVE THE MEETING MINUTES FROM THE OCTOBER 10, 2016 EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION AS PRESENTED.

ATTACHMENTS:

- 1 – Draft Meeting Minutes from October 10, 2016 Emergency Preparedness & Public Safety Commission Meeting

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

**Monday
October 10, 2016**

**5:30 p.m.
Council Chambers, City Hall**

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chair Brown.

ROLL CALL

PRESENT: Chair Janine Brown, and Commissioners John Halpin and Mark Van Wormer.

ABSENT: Vice Chair James Walker.

Also present were Assistant to the City Manager Kellye Mazzoli, Management Analyst Lauren Broudy, Police Chief Kathleen Larson, Fire Chief Greg Ahearn and Council Liaison to the EPPSC Paula Waters.

FLAG SALUTE

Chair Brown led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

**Commissioner Van Wormer moved to approve the agenda in content and order.
Commissioner Halpin seconded the motion.**

Vote: All voted in favor of the motion, and the motion carried (3-0).

SPECIAL PRESENTATION – None

PUBLIC COMMENT – None

BUSINESS ITEMS

1. Approval of Minutes – September 12, 2016

**Commissioner Van Wormer moved to approve the minutes of September 12, 2016.
Commissioner Halpin seconded the motion.**

Vote: All voted in favor of the motion, and the motion carried (3-0).

2. Discussion regarding Speeding on NE 175th Street between Woodinville-Duvall Road and 140th Avenue NE

Commissioner Halpin reported drivers typically travel 10 mph over the posted speed limit and suggested either changing the speed limit or installing speed bumps. Following a brief discussion, Chief Larson offered to have staff put out the traffic counters to monitor speeds. Depending on information gathered, she will make a determination whether traffic emphasis in that area is needed.

3. Discussion of Topics for Articles Commission Will Submit to Woodinville Weekly

The following topics and article authors were identified:

- Map Your Neighborhood (Brown)
- Defensive Driving (Van Wormer)
- Chemical safety (Halpin)
- Home Security
- Fire safety
- Checklist for emergency preparedness (home and car)
- Plan for response
- HAM Radio
- First aid
- Food safety
- Gun safety

Discussion followed regarding whether there is a fee for publishing articles in the Woodinville Weekly (staff will research), hosting an emergency preparedness fair, Police Department workshops at City Hall in October, Woodinville Fire District's annual safety fair, and the Commission reviewing article submissions prior to publication. It was agreed authors for the remaining topics would be identified at a future meeting.

4. Report on Emergency Management Consultant Process and Status

Assistant to the City Manager Kellye Mazzoli introduced Rebecca Weston, Red Barn Engineering, who will provide the City emergency management consultant services. Ms. Weston described her background and plans for updating the Comprehensive Emergency Management Plan.

REPORT FROM PUBLIC SAFETY PERSONNEL

1. Woodinville Police Department

Chief Larson reported that the end of August crime is down overall. She reported on the resolution of a series of burglaries at Brittany Park. She stressed the need to lock vehicles and remove valuables.

2. Woodinville Fire District

Chief Ahearn reported the District is prepared for fall and winter storms. He reported the District recently hired Erik Wallgren as Deputy Fire Chief of Operations.

COUNCIL LIAISON COMMENTS

1. General Comments & Reports

Councilmember Waters looked forward to the EPPSC updating the CEMP. In response to a question, Ms. Mazzoli advised the EPPSC's recommendations regarding human service grants will be presented to Council on November 1 during the budget process.

REPORTS FROM STAFF

1. Kellye Mazzoli, Asst. to the City Manager

REPORTS FROM COMMISSION MEMBERS

1. General Comments and Reports

Chair Brown relayed her plans to attend the November 1 Council meeting to represent the EPPSC.

2. Setting Future Meetings & Agendas

Ms. Mazzoli advised the open house planned for the December 12 meeting will be moved to January in hopes of a better turnout.

ADJOURNMENT

Commissioner Van Wormer moved to adjourn the meeting. Commissioner Halpin seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (3-0). The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** November 14, 2016
From: Kellye Mazzoli, Asst. to the City Manager *KMM*
Subject: Discussion of Topics for Commission Articles for the Woodinville Weekly

ISSUE: Shall the Emergency Preparedness and Public Safety Commission continue discussing topics for articles for the commission to submit to the Woodinville Weekly?

RECOMMENDATION: To continue discussion regarding topics for articles for the commission to submit to the Woodinville Weekly.

BACKGROUND/DISCUSSION: The Emergency Preparedness Commission is interested in writing educational articles about emergency preparedness and public safety to inform the Woodinville community through the local paper, the Woodinville Weekly.

ALTERNATIVES:

1. Do not discuss articles for the commission to submit to the Woodinville Weekly.
2. Schedule the discussion of articles for the commission to submit to the Woodinville Weekly for a later date.

RECOMMENDED MOTION:

Motion is not needed to discuss the item.

ATTACHMENTS:

None

AGENDA ITEM 3



City of Woodinville, WA

Report to the Emergency Preparedness & Public Safety commission

To: Honorable Emergency Preparedness and Public Safety Commission **Date:** November 14, 2016

From: Kellye Mazzoli, Asst. to the City Manager *KAM*

Subject: Emergency Management Program Consultant Update

ISSUE: Shall the Emergency Preparedness and Public Safety Commission receive a report and discuss the emergency management consultant update?

RECOMMENDATION: To receive a report and discuss the emergency management consultant update.

BACKGROUND/DISCUSSION: The City of Woodinville is in the process of updating its Comprehensive Emergency Management Plan (CEMP). Based on the time required to prepare a CEMP, the city solicited professional proposals on August 16, 2016 for an emergency management consultant that would be responsible for both updating the CEMP and providing a roadmap for emergency management in the city.

Proposals were scored by a team of city staff and a volunteer EPPSC commissioner and three interviews were conducted with qualified candidates during the week of September 19, 2016.

The top candidate, Red Barn Engineering and Kathy Gleaves Consulting, were selected and a contract was negotiated for services on October 10, 2016.

The Consultant will be present at the meeting to give a report on progress, discuss future schedule of the project and begin working through some aspects of the project with the Commission.

ALTERNATIVES:

1. Do not receive a report or discuss the emergency management consultant update.
2. Schedule the discussion of the emergency management consultant update for a later date.

RECOMMENDED MOTION:

A motion is not needed to receive a report or discuss this item.

ATTACHMENTS:

- Attachment 1— Emergency Management Consultant Update Report – October
- Attachment 2 – Volunteer Structure Proposal
- Attachment 3 – King County Office of Emergency Management Service Catalog

Emergency Management Update - Progress Report for October 2016:

This report is a progress report for what the Project Team (City and Consultant Team) have been doing for the emergency management update as well as the forecast for November 2016.

Data Gaps & Information Gathering

The project team has been gathering emergency response and hazard mitigation plans from the Water District, Fire Department, and King County to review “Who’s in Charge”. The City’s current plan has a matrix of who is doing what as the primary lead or support role. The project team is reviewing this.

For the Data Gaps Analysis, the plans (any and all related to emergency planning) are being logged and reviewed with follow-up questions to make sure 1) the right contacts are available, and 2) the plan is coordinated with the City’s plan. This means going through each plan and finding where the City has a role, who is the contact, how is the contact being made, and what are the alternatives.

In a situation where local resources are consumed and regional coordination is needed, the plans need to reference the proper channels for contacting King County Office of Emergency Management, when to contact the County, and what is needed, which includes staffing. The project team is looking into how to update the current plan with this information.

Developing Partnerships

Meeting #1 – King County Support Meeting

The project team met with King County Office of Emergency Management – Walt Hubbard (Director) and Jody Miller (Deputy Director) to discuss the options for all stages of emergency management – preparedness, mitigation, response and recovery as a Whole Community.

The County discussed what they can offer as far as resources and capabilities to the City of Woodinville. Knowing what the County can provide is instrumental in how the Comprehensive Emergency Management Plan (CEMP) is updated and the assignment of roles. The project team is now looking into how this information fits with the City’s CEMP and updating accordingly.

Outreach

Stakeholder Meeting #1 – Water District, Fire, and Police

The project team is scheduled to meet with Woodinville Water District, Woodinville Fire & Rescue, and the Police Department on November 10th to discuss the coordination of the emergency management plans. This meeting is held to get input into the following Emergency Support Functions (which contain specific information for the CEMP):

- ESF #4 – Firefighting
- ESF #5 – Emergency Management
- ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
- ESF #9 – Search and Rescue
- ESF #10 – Oil and Hazardous Materials and Response
- ESF #13 – Public Safety and Security

ESF #14 – Long-Term Community Recovery*

ESF #15 – External Affairs

*King County is in the process of developing a leading programming for recovery.

What are we doing next?

November

Updating the Comprehensive Emergency Management Plan

The project team will be spending most of November and December updating the Comprehensive Emergency Management Plan to be coordinated with the King County Office of Emergency Management resources that we learned about on the November 2nd meeting. We will also be updating the ESFs based on information obtained from the November 10th meeting.

Developing outlines for the Incident Accident Plans and IT Disaster Response Plan

The project team will be developing outlines for the City Hall, which includes the IT Disaster Response plan.

Developing the capital/technological needs to execute the Emergency Management Plan.

The project team will be starting to collect cost information and items related to the capital improvements needed.

December

Stakeholder Meeting #2 will be held on December 10th to gather information for the following ESFs:

ESF #1 – Transportation

ESF #2 – Communications

ESF #3 – Public Works and Engineering

ESF #7 – Logistics Management and Resource Support

ESF #8 – Public Health and Medical Services

ESF #11 – Agriculture and Natural Resources

ESF #12 – Energy

The main body of the Comprehensive Emergency Management Plan will continue to be updated.

Developing outlines for the Incident Accident Plans

The project team will be developing outlines for the Fire Station and Public Works.

Developing the capital/technological needs to execute the Emergency Management Plan.

Development of the capital improvements will continue through December.

Handout #1: Emergency Support Function (ESF) #7 Logistics Management & Resource Support

One of the items that the project team will be updating after the December 10th meeting is the Volunteer Structure that is part of ESF #7, which is an appendix to the report. In a lot of plans, the structure is given very generally with the headings listed below. What we need to do is understand what resources are available and create a list for the plan that shows collaboration with citizen volunteers who are interested in helping.

Volunteer Structure (as written in the Comprehensive Emergency Management Plan)

Role: Neighborhood and City Volunteer Coordinator(s)

1. During an emergency serve in the Logistic Section of the Emergency Operation Center (EOC) as the Volunteer Management liaison.
2. When appropriate oversee the activation of a Volunteer Coordination Center.
3. Assist in mobilizing and managing volunteers through the neighborhood associations and other liaisons.
4. Assist in implementing a Family and Neighborhood Preparedness Program.

What can we do to be prepared in response to these needs above?

1. Develop a list of volunteers who are trained in the following FEMA Incident Command System (ICS) and CERT:
 - a. FEMA IS – 700 National Incident Management System (NIMS) An Introduction
<https://training.fema.gov/is/courseoverview.aspx?code=is-700.a>
 - b. FEMA IS-100.B: Introduction to Incident Command System, ICS-100
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
 - c. FEMA IS-200.B: ICS for Single Resources and Initial Action Incidents, ICS-200
<https://training.fema.gov/is/courseoverview.aspx?code=is-200.b>
 - d. FEMA IS-244B. Developing and Managing Volunteers
<https://training.fema.gov/is/courseoverview.aspx?code=is-244.b>
 - e. CERT training
2. Develop a list of places that could be used as the Volunteer Coordination Center:
 - a. Where could this be? What are the options?
3. Develop a list of neighborhood associations and liaisons.
 - a. Contact Information
 - b. Name, information about the association, inventory of supplies/resources
 - c. “Map Your Neighborhood” Information
4. Through working with City staff, help staff in developing additional ways to connect with citizens for preparedness.

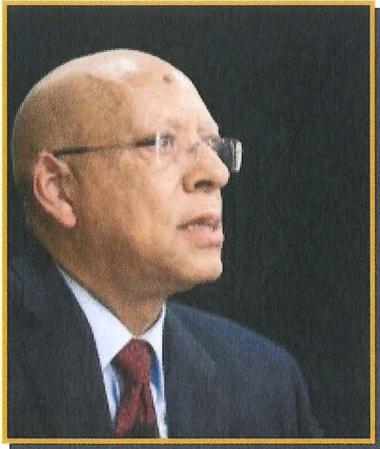


King County
OFFICE OF EMERGENCY MANAGEMENT

Service Catalog



3511 NE Second Street ♦ Renton, WA 98056 ♦ 206-296-3830 ♦ ecc.kc@kingcounty.gov



From the Director's desk...

September 2013

Dear Colleague:

Welcome to the King County Office of Emergency Management Service Catalog - a comprehensive guide to resources available to emergency management professionals, elected leaders, and anyone with a responsibility for preparing their organization to deal with disasters. Inside you'll find a concise description of the services we offer in training and exercise, plan development, communications, public affairs, program management, and much more.

This catalog is a direct reflection of our office's commitment to ensure that everyone in King County receives the very highest level of access to emergency services, whenever the need arises. We do that by providing your agency, business, or jurisdiction with the tools you need to carry out your local mission.

This catalog was developed in response to multiple requests for a simple, yet thorough guide to the services we offer. While all of these services are provided regionally at no charge, many can also be tailored to the specific needs of your organization, for a reasonable fee.

As emergency managers throughout our region - and across the nation - face reduced support from federal, state and local sources, it is more important than ever that we work strategically to develop the very best practices in the areas of prevention, protection, response, recovery, and mitigation, as we build a more disaster-resilient Puget Sound region.

Of course, collaboration is the touchstone for effective emergency management. In that spirit, I solicit your feedback on the services outlined in these pages, and your guidance on ways to improve them.

I look forward to working with you to meet the needs of your agency.

Sincerely,

A handwritten signature in blue ink, which appears to read "Walt Hubbard". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Walt Hubbard, Director
King County Office of Emergency Management
3511 NE 2nd Street
Renton, WA 98056

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TECHNICAL/ADMINISTRATIVE ASSISTANCE

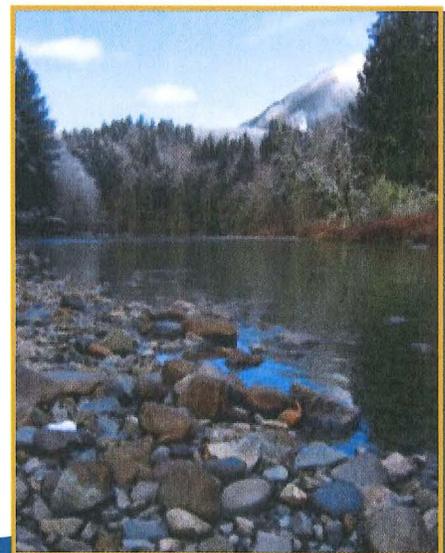
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Communication Services

Crisis communications presentation

Our external affairs staff are available to speak to groups at various venues to address elements of an effective crisis communications plan. “Golden rules” and best practices are shared in a way that engages the audience. The presentation can be adapted to fit an established timeframe and may include hands-on activities. This topic is appropriate for government, tribal, business, and non-profit audiences, as no organization is immune to crisis.

Benefits:

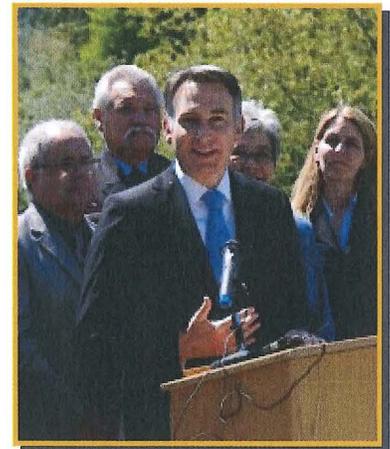
- ◆ Increases awareness about the importance of having at least a basic crisis communications plan in place—identifying who is prepared to serve as spokesperson and methods available for communicating accurate and timely information.
- ◆ Useful for any “crisis” situation; not just emergencies and disasters.
- ◆ Presentation can stand alone, or be incorporated into a broader event (e.g. conference) focused on crisis/emergency planning and communication strategy development.

Crisis communications reference guide

We developed a pocket reference guide for elected officials and public relations representatives to communicate key public safety messages in the first few hours of a disaster. This customizable guide provides government and business leaders with basic tips for effective and consistent public and employee communications during unexpected crisis situations. Key messages for specific natural and man-made hazards, as well as a list of public information resources, are included in this tri-fold pamphlet.

Benefits:

- ◆ Provides consistent language that has been vetted among regional public information officers for a variety of hazards that threaten our region.
- ◆ Avoids potentially conflicting messages that could confuse the public and/or embarrass organizations.
- ◆ Provides a template which is customizable for a given agency’s communications team contacts, employee hotline numbers, website address, etc.

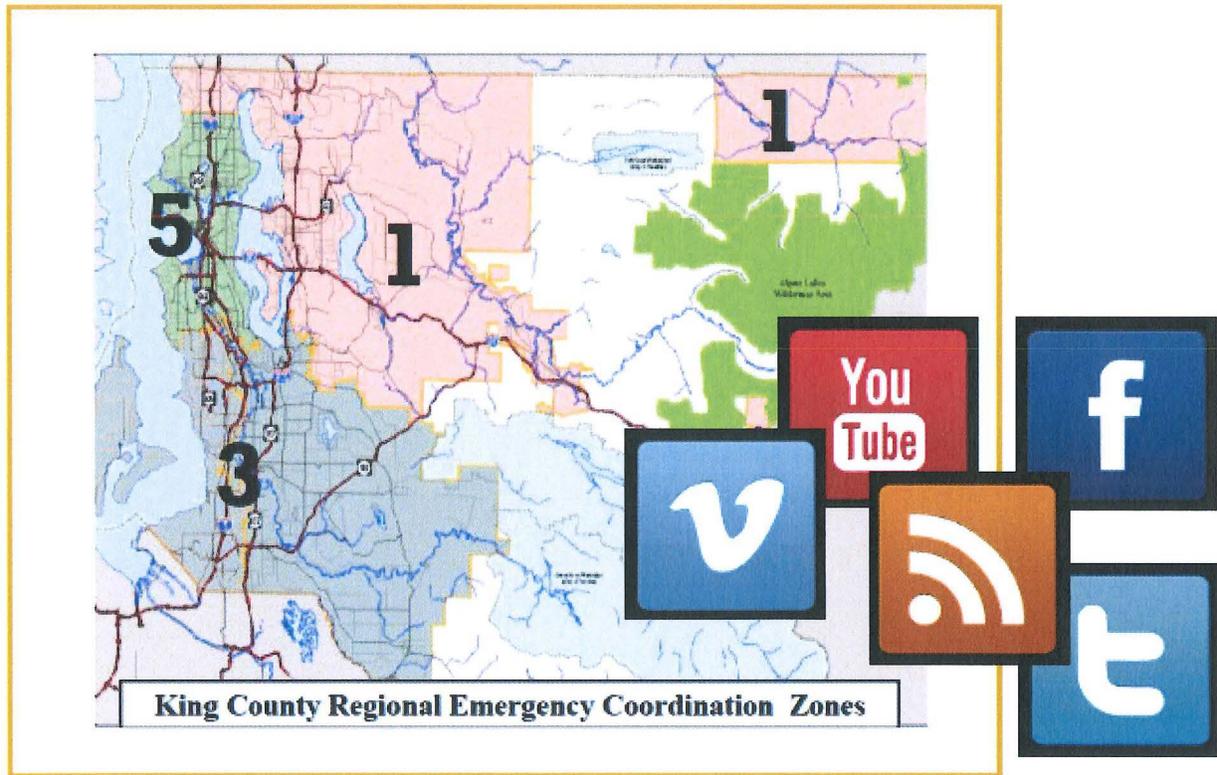


Regional public information web page

A web-based, regional information hub can be created by our office for public access to emergency and hazard-specific safety directives. Content may include multi-stakeholder project, program, or public outreach efforts. While housed within the King County web site framework, this web page remains neutral and inclusive of agencies involved in an incident's response and recovery efforts.

Benefits:

- ◆ Provides a centralized, single source depository and web link for consistent and up-to-date information.
- ◆ Saves individual organizations employee costs to build and maintain a similar web page.
- ◆ Avoids public confusion over potentially conflicting or outdated information posted on several different agency web sites.





Federal Assistance Programs

Individual Assistance

After a major event (flood, storm, earthquake, etc.), our office works with everyone affected to gather information on community losses and to request a federal disaster declaration from the Federal Emergency Management Agency (FEMA), Small Business Administration (SBA), or Department of Agriculture.

Benefits:

- ◆ Streamlines the process and eliminates local overhead through a centralized collection of damage information.
- ◆ Satisfies the federal threshold requirement for Individual Assistance eligibility.
- ◆ Releases funding support to help recover economic losses to real estate and business property, jobs/income, personal property, farm and agriculture, transportation, and food commodities.
- ◆ Enables and quickens the recovery of individuals, communities and the local economy.

Public Assistance

After a major event (flood, storm, earthquake, etc.), our office works with affected jurisdictions to gather information on losses and physical damage to critical infrastructure (bridges, roads, public utilities, etc.), and to request a federal disaster declaration for the County. Once a declaration is achieved, the County acts as the Applicant Agent for all County departments and agencies, and facilitates the reimbursement and recovery process on behalf of all jurisdictions.

Benefits:

- ◆ Satisfies the federal threshold requirement for Public Assistance eligibility.
- ◆ Enables and quickens the recovery of critical infrastructure, government services, and the local economy.
- ◆ Upon approval, the Federal Emergency Management Agency (FEMA) reimburses up to 75% of the total eligible losses. The state may match up to 12.5% in additional support. This return is often critical to enabling a jurisdiction to recover from a major event.

Plan Development



Comprehensive Emergency Management Plan (CEMP)

This “all hazards” plan is the foundational document for any jurisdiction and emergency management agency. It describes “who does what” before, during, and after an emergency. It also provides guidance for developing emergency procedures and detailed checklists.

Benefits:

- ◆ Establishes sensible expectations and a common understanding of emergency capabilities.
- ◆ Provides a clear understanding of authorities and responsibilities.
- ◆ Provides access to grants that support ongoing emergency management programs.
- ◆ Provides a platform for regional management of logistics, communications, mitigation, and recovery efforts.
- ◆ Supports recovery of eligible emergency expenses.

Continuity of Operations and Business Recovery Plans (COOP/COG/BRP)

Known as **Continuity of Operations Plans** (COOPs), **Continuity of Government** (COG) plans or **Business Recovery Plans** (BRPs), these documents describe an organization’s essential products and/or services, and how they can be continued or restored following a disaster. Elements in these plans include legalities and policy criteria for defining essential services, employee/customer safety and access to information, and the time evolution between response, alternate operations, and restoration of normal operations.

Benefits:

- ◆ Supports continuation of an organization’s most essential services.
- ◆ Supports prioritization of resource allocations between Comprehensive Emergency Management Plan obligations and COOP needs.
- ◆ Provides a framework for expanding or refining human resource policies, such as working remotely, flex time, and alternate work locations.

Dam Emergency Action Plan (EAP)

Washington State law requires owners of any dam holding greater than ten acre-feet of water to maintain an Emergency Action Plan (EAP). This plan addresses the alert and warning system for people living or working below the outflow areas should the dam fail. Our office is required to examine EAPs and offers support in achieving compliance.

Benefits:

- ◆ Establishes effective and consistent alert and warning standards for all who live or work within a dam failure outflow area in King County.
- ◆ Eliminates a sequential notification system for more efficient communications.
- ◆ Enhances life safety by unilateral and timely notification.



Evacuation Plan

This plan describes the elements of evacuation, including evacuation triggers, inter-jurisdictional impacts, sheltering and mass care, transportation, warning and public information, legal authorities, and more.

Benefits:

- ◆ Reduces decision-making timeframe when minutes count.
- ◆ Ensures a well-thought-out process for a life safety response.
- ◆ Improves coordination of resources.
- ◆ Contributes to regional preparedness.



Hazard Mitigation Plan

This plan focuses on actions that can permanently eliminate or reduce long-term risks to human life and property from natural hazards. It is prepared by local governments and provides access to federal funding afforded under the Robert T. Stafford Act. As required every five years, King County is updating the regional base plan along with annexes from participating jurisdictions and special purpose districts.

Benefits:

- ◆ Takes a proactive approach to identifying and preparing for a variety of hazards.
- ◆ Sets the course for response to and recovery from natural disasters.
- ◆ Allows jurisdictions to establish and maintain eligibility for post-disaster grant funds.

Mass Feeding Plan

This plan is a component of the Regional Shelter Operations Incident Annex. It provides a framework for the development of an all-hazards feeding program for use during major and catastrophic disaster operations, and is implemented through the King County Emergency Coordination Center.

Benefits:

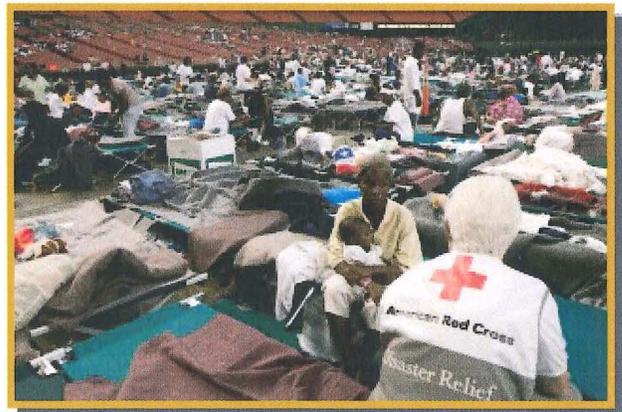
- ◆ Identifies response capacities and provides a strategy for implementation of a mass feeding program on behalf of affected jurisdictions.
- ◆ Provides procedures for managing feeding resources available within King County.
- ◆ Describes integration of county, regional, state, and national agencies/organizations into the response.

Shelter and Mass Care Plan

A local Shelter and Mass Care plan addresses volunteer management, pet and animal sheltering, lead agency identification, and public information. It supports the local evacuation plan and regional emergency coordination of resources.

Benefits:

- ◆ Ensures efficient and effective use of shelter resources.
- ◆ Coordinates public, private, non-profit, and faith-based resources.
- ◆ Supports evacuation operations.



Public Education and Outreach



Disaster preparedness events

Our office provides support and representation at outreach fairs and events, with personnel ready to answer questions, provide preparedness guidance, and increase public awareness about disasters. Outreach support often includes free products branded with regional web sites that provide checklists and resources for disaster planning.

Benefits:

- ◆ Brings important disaster preparedness information to people - at work or in the community.
- ◆ Allows individuals to ask detailed questions to experienced staff in a friendly environment.
- ◆ Provides citizens with useful take-home products that can be used in a preparedness kit or as a reminder to visit preparedness web sites.

Personal preparedness presentations

We provide presentations focused on the components of personal preparedness - make a plan, build a kit, get involved. Through a combination of lecture and discussion, these presentations can be tailored for specific audiences.

Benefits:

- ◆ Provides education and training that helps keep people and communities safe during disasters.
- ◆ Empowers people to play an active role in preparing for emergencies.
- ◆ Opens lines of communication between communities and King County Office of Emergency Management.
- ◆ Establishes communities that are self-sufficient for the first 7 to 10 days of a disaster.
- ◆ Provides local businesses with training, support, and education focused on business continuity measures that foster quick economic recovery after a disaster.

Regional Technology



MyStateUSA notification system

We administer this interoperable, first responder communication system with public warning, information sharing, and coordination elements. Using a web-based, secure cloud infrastructure, MyStateUSA's AlertSense system enables any government agency, tribe, state, county, city, or corporation to immediately disseminate information to all levels of emergency response personnel, employees, and concerned citizens.

Benefits:

- ◆ Web-based, easy to use, no additional hardware required.
- ◆ Public sign-up forms, including disability designation.
- ◆ Private communication, conference calling, voice calls (text-to-speech), and public call-out capability.
- ◆ Pre-scripted messaging (templates).
- ◆ Scheduled alerts and automatic triggers (sensors, weather alerts).

Next Generation 9-1-1

Our Enhanced 9-1-1 Program Office is poised to implement Next Generation 9-1-1 (NG9-1-1). This advanced system ensures that 9-1-1 service is available to users of new technologies (wireless phones, VoIP, OnStar-type systems, etc.). In cooperation with national 9-1-1 associations and technology industries, King County is adopting national standards and upgrading equipment at our twelve 9-1-1 call centers, known as Public Safety Answering Points (PSAPs).

Benefits:

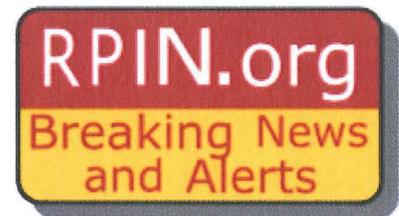
- ◆ Ensures that everyone can access emergency services through many different communication devices.
- ◆ Improves services to vulnerable populations (deaf or hard of hearing, Limited English Proficiency, etc.).

Regional alert, notification and warning

Our office supports local jurisdictions and partner agencies throughout the County by researching, proposing, funding, and maintaining regional public alert systems that quickly communicate safety information via text and voice technology. The *Regional Public Information Network (RPIN)* is offered free of charge and currently used by over 70 organizations to post general safety, transportation, and emergency text notifications to over 15,000 subscribers. As technology changes, we will adapt and integrate new strategies and tools that serve the region.

Benefits:

- ◆ Integrates emerging and cost-effective technologies for emergency notifications.
- ◆ Enables any government agency, tribe, state, county, city, or corporation to immediately disseminate information to all levels of emergency response personnel, employees, and concerned citizens.



Regional Incident Management System (RIMS)

During an emergency, our office administers RIMS in collaboration with local jurisdictions. Together, we use this system to maintain a common operating picture and process resource requests in support of response efforts.

Benefits:

- ◆ Reduces confusion and streamlines coordination through a single, regional resource management system.
- ◆ Provides a common operating picture for situational awareness and resource allocation prioritization, increasing our ability to protect citizens.
- ◆ Efficient record-keeping speeds funding and reimbursement from local, state and federal agencies.

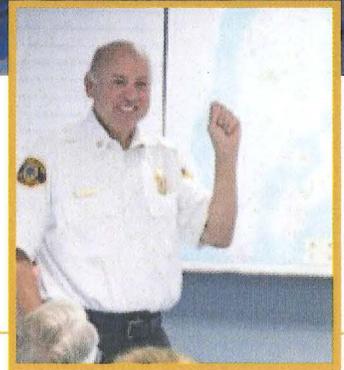
Regional SharePoint

Our regional SharePoint content management system supports collaboration on documents, projects, and contact lists. It supports regional organizations, including Urban Area Working Group, Emergency Management Advisory Committee, the Partners in Emergency Preparedness Conference, and the Regional Hazard Mitigation Program.

Benefits:

- ◆ Allows user-friendly and efficient sharing of files at a centralized location outside firewalls and agency access restrictions.





Technical/Administrative Assistance

Facilities, meeting space, and equipment

Our state-of-the-art Regional Communications and Emergency Coordination Center (RCECC) is available for use by regional partners for meetings, trainings, and public forums. Rooms can accommodate up to 180 people and most include high-speed Internet and audio-visual equipment (laptops, projection screens, conference lines, whiteboards, etc.). To reserve space or equipment, please call 206-296-3830.

Benefits:

- ◆ Provides a convenient and cost-free location for events.
- ◆ Features abundant parking.
- ◆ Includes on-call technical support.
- ◆ Accommodates press conferences and media events.



Grant management

Each year, we administer and pass through substantial funds from the State Homeland Security Program to regional partners, increasing our collective capabilities. Our management of these grants includes federal investment justification, State contract management, and sub-grantee contract development, execution, and management. We also review and process invoices and reimbursement requests, and provide research and assistance on grant guidance, fiscal standards and audit requirements. In addition, we monitor fiscal records, systems and programs, and physical inventory of equipment, as well as meet State and federal reporting requirements.

Benefits:

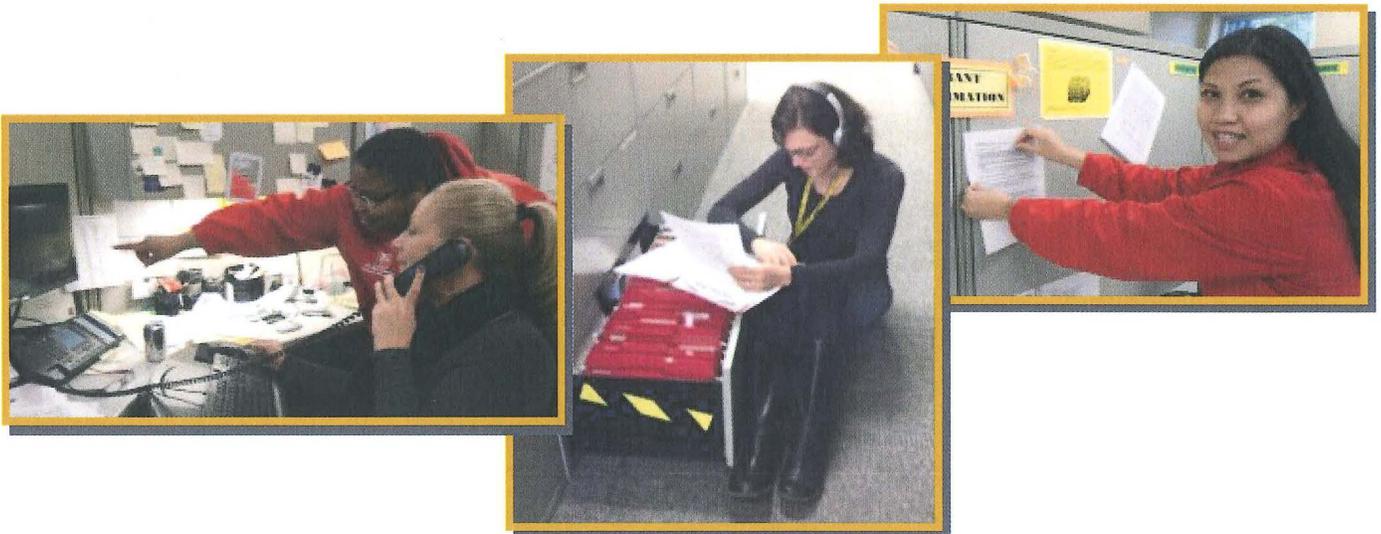
- ◆ Ensures expenditures are eligible for reimbursement.
- ◆ Meets compliance requirements.
- ◆ Maintains good fiscal stewardship and eligibility to receive federal grant funds.

Plan evaluation

Our office can review plans for formatting and content compliance in accordance with the Comprehensive Planning Guide and Emergency Management Accreditation Program. All plans, such as CEMP and COOP/COG, should be reviewed regularly to ensure effectiveness and efficiency.

Benefits:

- ◆ Ensures inclusion of essential elements of information and plan maintenance, in compliance with state and/or federal requirements.
- ◆ Synchronizes alignment of planning efforts and plans.
- ◆ Ensures content correction and improvement as the field of emergency management evolves.



Training and Exercise



Exercise design, control and evaluation

Our office designs and conducts regional exercises in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards. In addition, exercises can be developed to support jurisdictional objectives. Services can include planning support, materials development, tabletop and full-scale exercise delivery, evaluation, hot wash, After Action Report, and Improvement Plan development.

Benefits:

- ◆ Tests and improves capabilities.
- ◆ Ensures compliance with grant requirements and deliverables.
- ◆ Builds effective and cohesive team environments.



Strategies for training and exercise programs

Our office can facilitate an assessment of program needs, core capabilities, and improvement concepts for developing a training and exercise strategy. Following Homeland Security Exercise and Evaluation Program guidelines, we walk agencies through a comprehensive planning process which results in a documented, multi-year training and exercise plan/schedule.

Benefits:

- ◆ Validates funds and ensures that administrative support is appropriately aligned to sustain core capabilities prioritized by the jurisdiction.
- ◆ Increases competitiveness for federal grant funds.

Training curriculum design and delivery

Our office supports curriculum development through a facilitated process to identify purpose and concept of operations, audience, training objectives, content design, expected outcomes, and evaluation. Training registration, facilitation, and administrative support is also available.

Benefits:

- ◆ Provides a standards-based approach in accordance with the nationally recognized Analysis, Design, Development, Implementation, and Evaluation (ADDIE) curriculum development model.
- ◆ Builds regional collaboration.



Volunteer Management

Credentialing coordination

Our office's credentialing process helps qualified organizations verify and track their volunteers. We register all emergency worker volunteers per the requirements of WAC 118.04.080 and maintain a centralized record of their legitimacy and qualifications. Credentials (printed photo ID) can be printed upon request.

Benefits:

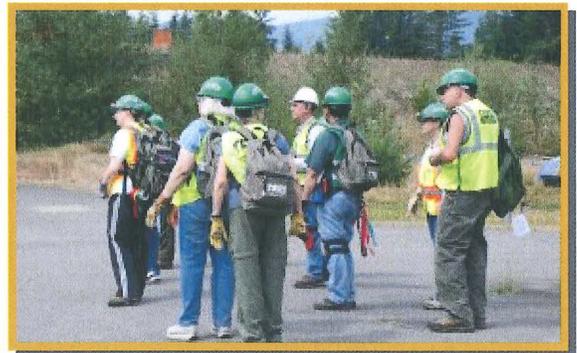
- ◆ Meets or exceeds requirements for access to emergency operations/coordination centers, and to incident scenes.
- ◆ Provides a standardized format that complies with state guidelines.
- ◆ Lowers costs and reduces duplication through region-wide, web-based, secure data access.

Emergency Worker Program

Volunteers within King County assist in response and recovery functions during hazardous events. Our office maintains a database of all emergency workers, builds a schedule for their training, and ensures each program manager understands their responsibilities and limits. We keep records of events, track incidents, and file claims with Washington State Emergency Management Division (EMD) for any individual, when necessary.

Benefits:

- ◆ Provides liability coverage for emergency workers during trainings and activations.
- ◆ Guarantees direction of volunteers by a skilled manager.
- ◆ Qualifies for matching federal disaster funds.



What our partners are saying...

"The staff we worked with at King County Office of Emergency Management and the King County Sheriff's Office were instrumental in the successful completion of our Comprehensive Emergency Management Plan and Standard Operating Procedures. They were able to guide our efforts through a collaborative and well managed process."

Shaunna Lee-Rice, CPM MMC, City Clerk/Emergency Management PIO
City of Maple Valley

"The Registered Emergency Worker program at the King County Office of Emergency Management has been key to the success of the Citizen Corps programs on Vashon Island."

Michael Cochrane, Manager
Vashon REW Program

"King County provided the skills and expertise needed in conducting a detailed exercise tailored precisely to our needs."

Jennifer Franklin, Emergency Manager/Crime Prevention Officer
Mercer Island Police Department

"Thanks for continuing to make these regional PIO meetings and training opportunities available to all of us. They are a great part of the bigger picture of public outreach."

P.J. Lowery, Assistant Chief
Kent Police Department





Our mission:

*“To provide leadership and
high-quality services that improve
public safety in King County.”*



King County

To request any of the services listed in this catalog, contact King County Office of Emergency Management.

206-296-3830 ◆ ecc.kc@kingcounty.gov