

CITY OF WOODINVILLE,  
WASHINGTON

RESOLUTION NO. 173

**A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON,  
ADOPTING THE WOODINVILLE COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN AND REPEALING RESOLUTION NO. 90**

**WHEREAS**, Chapter 38.52 RCW and Chapter 118-30 WAC require counties and cities within the State of Washington to establish emergency management organizations and emergency plans for the protection of persons and property in the event of disaster and to provide for the coordination of emergency management functions with other public agencies and organizations; and

**WHEREAS**, the City Council finds that the provisions of Resolution No. 90, effective March 27, 1995, are presently inadequate to address the emergency management needs of the City; and

**WHEREAS**, the Comprehensive Emergency Management Plan would provide the City with a method to address the City's preparedness for handling and responding to disasters and emergencies, and assisting citizens to be prepared in the case of disasters or emergencies.

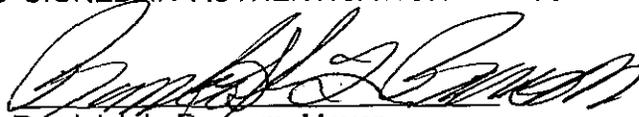
**WHEREAS**, the Woodinville Comprehensive Emergency Management Plan has recently been updated and is ready for adoption by the City Council:

**NOW, THEREFORE,**

**THE CITY COUNCIL OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

That the City Council of the City of Woodinville approve the Woodinville Comprehensive Emergency Management Plan.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE  
THIS 24<sup>th</sup> DAY OF JANUARY, 2000.

  
Randolph L. Ransom, Mayor

ATTEST/AUTHENTICATED:

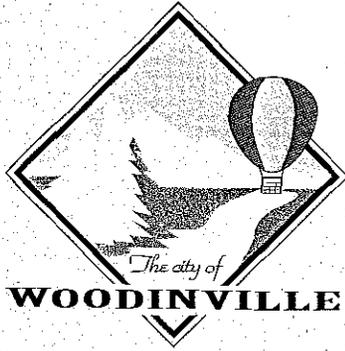
  
Sandra C. Steffler, CMC  
City Clerk

# **Comprehensive Emergency Management Plan**



## **City of Woodinville**

Approved by Council  
January 24, 2000



13203 NE 175th Street

Woodinville, WA 98072

425-489-2700 Fax: 425-489-2705

February 7, 2000

TO: City Council, City Departments, Citizens

FROM: Mayor Randolph L. Ransom 

SUBJECT: 2000 Woodinville Comprehensive Emergency Management Plan –  
Promulgation Memorandum

The 2000 City of Woodinville Comprehensive Emergency Management Plan (CEMP) is designed as a framework for citywide mitigation, preparedness, response, and recovery activities. It details authorities, functions, and responsibilities to establish a mutually cooperative plan of action between public, private and volunteer sector organizations.

This Plan will be utilized to enhance City emergency management capabilities, coordinate phases of emergency management activities in order to minimize the impacts of emergencies and disasters, and to protect the people, public property, economy, and environment of the City of Woodinville.

The Director of Emergency Management is responsible to coordinate emergency management activities to publish, distribute, and revise the Plan, as required.

Every effort has been made to assure the Plan's compatibility with planning guidance provided by the Federal Emergency Management Agency and the laws of the State of Washington, pursuant to Chapter 38.52 RCW. The Plan is formatted to support the Federal Response Plan and is consistent with the State of Washington and King County Emergency Management Plans. It details participant functions and responsibilities called Emergency Support Functions (ESF's), or single function activities. The intent is to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government.

This plan moves us one step closer to being able to minimize the impacts of emergencies and disasters on our community.

# CITY OF WOODINVILLE

## Comprehensive Emergency Management Plan (CEMP)

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**HIVA**

The City of Woodinville

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HAZARD IDENTIFICATION AND  
VULNERABILITY ANALYSIS

Prepared by:  
John R. Labadie  
Emergency Management Consultant

October 1999

**CITY OF WOODINVILLE**  
**HAZARD IDENTIFICATION AND VULNERABILITY ANALYSIS**

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**October 1999**

**CITY OF WOODINVILLE**

**HAZARD IDENTIFICATION AND VULNERABILITY ANALYSIS**

**SECTION ONE – INTRODUCTION**

The purpose of this Hazard Identification and Vulnerability Analysis (HIVA) is to provide information on various large-scale hazards, both natural and technological, that could affect the City of Woodinville. The HIVA serves as a basis for emergency management planning, as a justification for necessary preparedness-related budgeting and expenditures, and as a foundation for mitigation and recovery policy decisions.

The HIVA will allow the emergency manager to establish program goals and priorities commensurate with the need for protection. Decisions for creating new emergency management programs, for modifying existing programs, and for assigning personnel and tasks should be based upon the HIVA and reflected in the City's emergency management plan. Finally, the HIVA can identify areas needing further research on hazards or the application of technical solutions to mitigate their effects.

The HIVA builds on three concepts:

- A hazard is a possible source of danger or harm to people, property, or the environment. Hazard identification is the process of recognizing the various dangers present that could threaten a jurisdiction and its residents;
- Vulnerability is the degree of susceptibility to injury or harm. Vulnerability analysis assesses the relative degree of risk presented by hazards threatening a community;
- The HIVA identifies potential dangers within or near a community and estimates the community's susceptibility to harm from those hazards.

The HIVA is subject to some limitations. First, it represents a "snapshot" in time, identifying the hazards that exist now. The HIVA should be reviewed and updated periodically to incorporate population growth, new development, gain or loss of industrial facilities, changes in transportation routes or other infrastructure, and any new factors that would affect the existence or distribution of hazards to the community.

Second, the HIVA provides an overview and summary of the types of hazards confronting a community. It cannot pinpoint which hazard will occur, at what time, and in what place. Nor can it be exhaustive, based as it is on historical experience and informed judgment. Certain hazards (e.g., droughts, terrorism, or civil disorder) have not been included in this HIVA as they are not sufficiently credible threats to Woodinville or are too diffuse an issue to be addressed at present. New threats may be identified and analyzed at any time.

Finally, vulnerability is a relative – rather than an absolute – judgment. One cannot credibly assign hard numbers to the likelihood of various hazards and then determine that because Hazard A has a low number it can be ignored or that Hazard B is “worse” because it has a high number. The uncertainty limits (on such things as earthquake prediction, for example) are too large to permit such analysis.

By the same token, should we worry about low probability / high consequence hazards, such as a major earthquake, that happen infrequently but could cause numerous casualties and billions of dollars in property damage? Or should we concentrate on high probability / low consequence hazards, such as floods, that occur frequently but cause (relatively) little damage?

Location and circumstance are important factors in assessing hazards. A gas pipeline that runs past an elementary school might be a cause for concern, even though pipeline accidents are relatively rare. Floods that occur every year may be of less concern if the only threatened areas are pasture. A further consideration is that hazards can occur in combination, often in a cause-and-effect manner. Earthquakes can cause landslides, hazardous materials releases, and transportation accidents; severe storms can bring flooding, slides, and utility outages. Trying to outguess Nature and Murphy’s Law is practically impossible and, in the end, not very useful.

A general and accepted principle in emergency management is that preparing against major hazards (such as earthquakes) creates a better level of preparedness for smaller hazards. An HIVA provides a basic framework for identifying likely hazards and evaluating their potential impact on a community. However, making good use of the information developed in a hazard assessment is as much a matter of judgment, policy decision, and budgets as it is a matter of science and numbers.

## SECTION 2 – DESCRIPTION OF WOODINVILLE

The City of Woodinville was incorporated in March, 1993. With a current population of 10,250, the City is bounded on the west by the City of Bothell, on the north by the King-Snohomish County line, and on the remaining sides by unincorporated King County. The area of Grace, just to the north of the County line, may be the subject of annexation sometime in the future. State Route 522, a major highway connecting I-405 and north King County to points east, traverses the northwest corner of the City. The Woodinville-Redmond Road (State Route 202) runs north-south through the City. Two Burlington Northern-Santa Fe (BNSF) railroad tracks, one a passenger and freight line and the other a little-used spur, also pass through the City.

Woodinville is located at the head of the Sammamish River Valley at the place where the Sammamish River meets the Little Bear Creek; their combined flows merge and flow northwest into Lake Washington. The river valley ranges in width from  $\frac{1}{2}$  to  $\frac{3}{4}$  of a mile and is covered with agricultural land. The valley is bounded by steep, thickly-wooded slopes upon which most of the City's residential development is occurring. Commercial, industrial, and agricultural activities mostly cluster on the valley floor, although some light industry is locating on the slopes and plateaus.

Business in Woodinville is concentrated in the northwest and western parts of the City and in the North Industrial area. It consists mainly of commercial establishments, wineries, one brewery, light manufacturing, and warehousing. In addition, auto repair and body shops, recycling companies, construction supply, and nursery businesses round out the business sector. If annexed, Grace would bring much more of the same types of businesses into the City.

Woodinville is primarily a community of single-family dwellings, with only about 37% multi-family development. A sizeable fraction of the population (nearly 32%) is under the age of 18. The City is served by two school districts, the Northshore School District and the Lake Washington School District. Altogether, there are nine elementary schools, three junior high schools, and one high school in the Woodinville area.

Law enforcement capability is provided under contract by the King County Sheriff's Office. The Woodinville Fire and Life Safety District (King County) provides full-service fire and emergency medical capabilities to the City. The Woodinville Water District provides water supply and sewer services, purchasing water from the City of Seattle and conveying waste water to the King County Metro system. The city contracts with King County Public works for road maintenance services.

### SECTION THREE – HAZARD IDENTIFICATION

This section presents an overview of major hazards that would likely have an impact on the City of Woodinville. Hazards discussed are:

- Earthquake
- Severe Weather
- Floods
- Hazardous Materials Releases
- Volcanic Eruption (ashfall)

The section concludes with a discussion of associated hazards that can occur across the range of specific large-scale hazard events and a discussion of potential hazards that are less salient for Woodinville at present but that might need to be addressed at some time in the future. Figure 1 is a summary matrix of hazard characteristics.

#### **Earthquake**

##### General

An earthquake is a naturally-induced shaking of the ground caused by the fracture and sliding of rock within the Earth's crust. The Earth's crust is divided into eight major plates, and many minor plates, which are constantly moving relative to each other. Stresses are created and build up over hundreds of years where these plates come into contact. When this stress is suddenly released, an earthquake occurs. This energy release can occur near the surface or from deep within the crust.

The primary plates of interest in Western Washington are the Juan de Fuca plate and the North American plate which are converging, with the Juan de Fuca plate slowly sliding (or subducting) beneath the North American plate. This collision can produce three types of earthquakes:

The first type occurs along the Cascadia subduction fault as a result of the convergence of the two plates. Such earthquakes typically have a minute or more of strong ground shaking followed by numerous strong aftershocks. No large quakes have occurred along the offshore Cascadia subduction zone since historic records began in 1790, but similar subduction zones around the world have produced very large earthquakes.

**FIGURE 1 – HAZARD EFFECTS SUMMARY**

<b>HAZARD</b>	<b>EARTHQUAKE</b>	<b>FLOOD</b>	<b>VOLCANIC ERUPTION</b>	<b>HAZARDOUS MATERIALS</b>	<b>SEVERE WEATHER</b>
Frequency	Small/medium – several per year; Major/large – low	Annual	Low	Transportation – 1 or 2 per year; Facilities – 1 per 5 years	Annual
Major Effects	Ground shaking; Infrastructure damage; building collapse; many casualties;	Water submergence; infrastructure damage	Blast and heat; pyroclastic flows; ash clouds	Immediate health effects; infrastructure damage; fire; road blockage	High snow, rain, wind; transportation blockage; utility outages
Associated Effects	Landslides; utility outages; fires	Water contamination	Ground tremors; Mudflows; floods; ash clouds	Delayed health effects; environmental damage	Floods; landslide; structural collapse
Onset / Warning	Sudden onset No warning	Slow onset Some warning	Rapid onset Some warning	Sudden onset Little warning	Seasonal Predictions vary
Scope	Small/medium – localized; Major/large – widespread	Localized	Blast, pyroclastic flows – localized; Ash – widespread	Localized	Widespread
Time Scale	Response – days to weeks; Recovery – months to years	Days to weeks	Months to years	Hours to days	Days to weeks

The second type occurs within the Juan de Fuca plate as it sinks into the Earth's mantle. These are primarily deep quakes and do not typically produce aftershocks.

Shallow earthquakes occur within the North American plate, most likely from stress transmitted across the fault into the interior of the plate. This type of earthquake has been felt throughout Washington and Oregon.

### History

Each year, more than 1000 earthquakes are recorded in Washington State, and 15-20 of these are strong enough to be felt. Figure 2 is a summary of large earthquakes that have occurred in the Puget Sound region. There have been no subduction earthquakes in this area since records have been kept. There is geological evidence of very large (magnitude 8-9) earthquakes occurring at intervals of 100 to 1100 years; the most recent subduction earthquake occurred approximately 300 years ago. Two earthquakes that caused the most damage in Western Washington occurred within the Juan de Fuca plate: 1949 in Olympia (magnitude 7.1) and 1965 in Seattle-Tacoma (magnitude 6.5). The approximate interval for this type of quake is 35-110 years. The majority of earthquakes in the Pacific Northwest are of the shallow variety in the North American plate. Examples include: North Cascades, 1872; North Bend, 1945; St. Helens, 1981.

### Effects

Earthquakes cause damage primarily by strong ground shaking and secondarily by ground failure, landslides, liquefaction, and subsidence. Most casualties, however, result from falling materials, and severe quakes also can disrupt electric power, water, sewer, and other utilities.

The time of an earthquake has a large impact on the potential for casualties. Casualties may be greater during the day when traffic is heavy and large numbers of people are concentrated in schools and businesses. Location and intensity are also major determining factors: smaller and shorter quakes will generally produce less damage and fewer casualties. However, a small earthquake during peak hours in a heavily-populated area could be more damaging than a larger earthquake in an isolated area at night.

Ground shaking may be amplified by the character of the soil. Steep slopes may break loose and slide. Floodplains and landfilled areas may be prone to liquefaction. As a result, the ground may fail under buildings, bridges, or pipelines. Building materials and construction will also affect the impact of a quake on a structure: unreinforced masonry structures suffer heavily, while wood frame structures fare rather better.

**FIGURE 2 – LARGE EARTHQUAKES IN THE PUGET SOUND REGION**

Date	Location	Magnitude	Type
1872	North Cascades	7.4	North American Plate
1882	Olympia Area	6.0	Juan de Fuca Plate
1909	Puget Sound	6.0	Juan de Fuca Plate
1915	North Cascades	5.6	--
1918	Vancouver Is.	7.0	--
1920	Puget Sound	5.5	--
1932	Central Cascades	5.2	North American Plate
1939	Puget Sound	5.8	Juan de Fuca Plate
1945	North Bend	5.5	North American Plate
1946	Puget Sound	6.3	Juan de Fuca Plate
1946	Vancouver Is.	7.3	Juan de Fuca Plate
1949	Olympia	7.1	Juan de Fuca Plate
1965	Puget Sound	6.5	Juan de Fuca Plate
1981	Mt. St. Helens	5.5	North American Plate
1990	NW Cascades	5.0	North American Plate
1995	Robinson Pt.	5.0	North American Plate
1996	Duvall	5.6	--

Source: Hazard Identification and Vulnerability Analysis. King County Office of Emergency Management. September 1998.

Earthquake-related casualties are commonly caused by:

- Partial or total building collapse, including toppling of chimneys or walls;
- Flying glass from broken windows and skylights;
- Overtured bookcases, fixtures, heavy furniture or appliances;
- Fires from broken chimneys and broken gas mains;
- Fallen power lines.

The overall effects of an earthquake may vary depending on what is damaged. For example, damage to fire stations, hospitals, and other emergency service facilities could impair emergency response capabilities; street and bridge damage could interfere with the delivery of emergency response; damage to water and electric utilities would make both response and recovery much more difficult.

## Vulnerability

The Pacific Northwest is “earthquake country”, and earthquakes are one of the most potentially-damaging disasters that the City of Woodinville could face. Considerable human and economic losses would result from a major earthquake in the Puget Sound region. Recent experiences in California and Japan indicate that losses from a major earthquake would be on the order of billions of dollars. The potential for associated hazards, such as fires, landslides, building collapse, hazardous materials releases, and infrastructure damage increase the probable dislocation even further.

Although Woodinville does not lie within a defined significant earthquake hazard area, City facilities and residents would no doubt still feel the effects a large earthquake. These effects could include building damage or collapse, road damage or blockage, disruption of vital services, and so on. Slides and slope failures would be a problem, especially in areas of steep slopes or landfills (which may be prone to liquefaction). Finally, earthquake debris would have to be cleared before free movement throughout the City could be restored.

## **Severe Weather**

### General

The Puget Sound area is subject to various localized storms throughout the year, including wind, snow, ice, hail, and – sometimes – even tornadoes. Snow storms or blizzards (snow storm accompanied by strong winds and blowing snow) occur occasionally in the area. As exemplified by the Holiday Blast storm of 1996-97, snow storms can also be associated with other natural hazards such as flooding and landslides. Ice storms occur when rain falls out of a moist upper layer of atmosphere into a cold, dry layer near the ground. The rain freezes on contact with the ground and accumulates on exposed surfaces, often causing damage to trees and utility lines.

### History

The most recent severe storm to affect King County occurred over a several-day period at the end of December 1996 and the beginning of 1997. The storm was a series of three weather fronts that brought considerable amounts of snow and ice, followed by quick melting and runoff, causing flooding and landslides. Bridges and roads were closed; Sea-Tac Airport operations were affected; widespread utility outages occurred; structures collapsed from the weight of snow and trapped water; landslides destroyed or damaged numerous houses.

The western part of Puget Sound was also severely impacted by a windstorm that struck on January 20, 1993 (Inauguration Day). High winds caused significant destruction of public and private property, power and telephone lines, and trees. Over 280,000 Puget Power customers in King County were without electricity for several days.

Six other major wind storms have occurred in Western Washington since 1945. The Tacoma Narrows Bridge (1940) and the Hood Canal Bridge (1979) were destroyed during two of these storms. The most severe windstorm to affect this region was the 1962 Columbus Day storm. Sustained winds of over 85 MPH were recorded; 46 people died, and 53,000 homes were damaged throughout the region. Many businesses, churches, and schools were also damaged.

### Effects

The general effects of most severe local storms are immobility and loss of utilities. Transportation routes are blocked, travelers and commuters are stranded, and families separated. Damage to electric power lines may render many support systems inoperable. These may include: telephones; water and sewer systems; heating and ventilation systems; industrial and commercial operating systems.

Physical damage to homes and facilities can occur from high winds; snow, ice, and water accumulation; hail. Even a small accumulation of snow can cause havoc due to a lack of snow removal equipment and to inexperienced drivers on the roadways. Associated flooding will bring its own problems.

### Vulnerability

All parts of the Puget Sound region are vulnerable to various kinds of severe weather. The use of above-ground electric power lines increases the vulnerability to weather-related hazards. Additionally, the high level of commuting to work and the restricted road/bridge network in this area creates a significant vulnerability for people in transit. Mobility is often greatly reduced, trapping people without the necessary support resources.

Parts of Woodinville have limited routes of ingress and egress. These could easily be rendered impassable by bad weather (snow, flooding, etc.), trapping residents already suffering from a loss of electric power. Also, some services are limited in various areas of Woodinville, and residents may be forced to do without until roads become passable again. Floods, excessive runoff, and washouts could create problems on steeper road sections of the City.

## **Floods**

### General

A flood is the inundation of normally-dry land resulting from the rising and overflowing of a body of water. Human activities and settlement tend to concentrate in floodplains, affecting the timing and distribution of drainage and increasing potential flood problems. The built environment creates localized flooding problems by eliminating, altering, or

confining natural drainage channels. This reduces stream capacity to contain flows and increases flow rates downstream.

There are basically three types of floods: a rising flood caused by prolonged heavy rain and/or melting snow (this type most often impacts rural, urban, and suburban areas in King County); flash floods with quick rise and fall of water levels; wind-driven flood tides.

### History

An estimated dozen people have been killed by floods in King County in this century (most while trying to cross inundated roadways). Property damage has been significant and widespread. The most recent flood disasters occurred during the period November 1995-February 1996 when storms and melting snowpack caused massive flooding throughout Washington and Oregon. King County, along with 22 other counties, was declared a disaster area. Several river basins in the county had flooding, slide, and debris problems. The City of Auburn lost its water supply briefly. Roads and highways were closed, isolating communities in some cases.

The November 1990-March 1991 floods caused two deaths, destroyed nearly 900 homes, and caused over \$15 million damage in King County. Dozens of roads were impassable, and many streets, bridges, levees, and other public property were damaged.

### Effects

Flood damage in King County and Washington State exceeds damage from all other natural hazards. Floods can cause loss of life and extensive damage to structures, land resources, roads, and utilities. Impacts result primarily from inundation and erosion.

Inundation is defined as floodwater and debris flowing through an area. It can cause minor to severe damage, depending on water level, velocity of flow, amount and type of debris entrained in the flow, and the amount and type of the built environment in the flow.

Erosion can threaten areas that are not directly effected by the flood waters. A home on a high bank, above the flood levels, can be undermined by the flood's erosive flow. The degree of erosion of a site depends on its location relative to the channel, the pattern of debris and sediment accumulation in the channel, and the erosion characteristics of the bank.

Secondary hazards associated with flooding and flood cleanup include: sewage system overflow and/or backup; water contamination; electrical hazards from submerged utilities; structural collapse; fires. Flood-borne debris can pile up under bridges, trestles, and culverts, blocking the channel and causing the water to overtop the channel. In addition, debris impact and accumulation can threaten the integrity of the structure.

### Vulnerability

The City of Woodinville is vulnerable to flooding along Little Bear Creek and (to a certain extent) along the Sammamish River. However, the River has been well confined within steep banks in the Woodinville area and, considering that the 100-year floodplain extends only a short distance from the river edge, serious flooding is unlikely. Flooding that does occur along these areas may result both from excess stream flows and from excess storm water volume.

The City is also vulnerable to significant water runoff from steep slopes during heavy rainfall. Localized flooding may occur due to debris blockage of storm drains and gutters, as well as from overflow when runoff volumes exceed drain and culvert capacities. Overflowing storm sewers and unchanneled runoff could block roads, wash out roadways, and undermine culverts and bridges. A stream channel and runoff culvert at 148<sup>th</sup> Avenue NE and 146<sup>th</sup> Place NE makes a sharp right turn to the north; large-volume runoff at this point has compromised the adjacent road surface in the past and remains a matter for concern.

### **Hazardous Materials Releases**

#### General

Hazardous materials are chemical substances which: may do serious or irreversible damage; or cause death; or could harm the environment when released or used outside their intended function. While most incidents involve petroleum products, other extremely hazardous materials are often spilled or released, including ammonia, chlorine, and sulfuric acid.

King County has one of the highest levels of likelihood in Washington for being the scene of a significant hazardous materials release. Hazardous materials are transported over, through, or near numerous watercourses, wetlands, environmentally-sensitive areas, and population concentrations. There are also many industrial facilities that manufacture, use, or store hazardous materials. Hazardous materials present a bewildering variety of hazards to people and the environment. The resources for dealing with spills and releases are expensive to create and maintain, and they are usually in short supply.

Natural disasters, such as earthquakes and floods, can cause associated hazardous releases. Clandestine drug labs and illegal dumping constitute other areas of concern. Local highways (both inter-state and state routes) carry hazardous materials shipments through and within the area. Pipelines carrying gasoline, natural gas, oil, jet fuel, and other substances cross the County. It is difficult to find a home, school, hospital, or workplace in the Puget Sound area that is not potentially vulnerable to a hazardous materials release.

## History

The State of Washington Hazard Identification and Vulnerability Analysis cites an average of 960 hazardous materials releases annually in King County. Recent significant events include: release of 2500 gallons of fuel from the Olympic pipeline in Renton; release of hydrofluoric and nitric acids at the Boeing plant in Auburn; metal finishing facility fires at Boeing and Universal Manufacturing; numerous releases of ammonia from cold storage plants.

Hazardous materials may also be released during transport. The Washington Department of Transportation reported that nearly 60,000 transportation accidents resulted in the release of hazardous materials between 1987 and 1989. The King County Local Emergency Planning Committee (LEPC) conducted a hazardous materials transportation survey over a 1-month period in late 1998. Survey findings showed a large amount of hazardous materials being shipped into or transiting the County. There was no pattern evident in the traffic flow, indicating that hazardous materials are passing through most every area of the County and, as one might expect, mostly during business hours. Fuels were the most heavily-transported commodity, followed by corrosives, chlorine, ammonia, compressed gases, and infectious materials. Significant volumes of explosives and radioactive materials were also noted.

Hazardous wastes also represented a significant portion of hazardous materials shipments. This is no doubt due to disposal and transportation by licensed handlers. King County also has numerous abandoned hazardous waste sites that are being cleaned up under the Superfund program. There are undoubtedly many others that remain to be identified.

## Effects

Immediate and delayed health effects of hazardous materials include: inhalation hazards, skin damage; acute and chronic damage to internal organs. Environmental effects include: soil and water contamination; damage to wetlands; contamination of ground water and aquifers; contamination of structures; damage to sewers and sewage treatment facilities.

Hazardous materials spills or releases could require the immediate evacuation of an affected area. Depending on the nature of the spill and on local weather conditions, residences, businesses, schools, clinics, and other facilities could be evacuated for periods ranging from hours to days. Roadways may be closed to traffic until cleanup can be accomplished. Spills caused by an earthquake could impair response, cleanup, and recovery. A mass casualty incident resulting from a spill/release could overwhelm medical care resources.

## Vulnerability

Approximately 290 facilities in King County are required to report their inventories of extremely hazardous materials to the County under provisions of SARA Title III. More

than 300 hazardous materials incidents require some level of response in King County annually. Inevitably, many events are not reported or go undetected.

Spills primarily happen in the course of daily commerce anywhere that hazardous materials are handled or transported. Facilities that routinely handle hazardous materials include: schools; hospitals; metal plating and finishing; heavy manufacturing; chemical manufacturing and distribution; communications; research. Any facility that uses hazardous materials is required, under various state and Federal regulations, to maintain plans for public warning and notification, evacuation, containment, and site security in the event of a spill.

There are currently 16 hazardous materials response teams operating in King County. Eight of these are public fire services, and eight are operated by the Boeing Corporation. These teams are supplemented by private response and cleanup contractors working with the Environmental Protection Agency and the Department of Ecology.

A search of the King County LEPC data base of facilities reporting in conformance with the SARA Title III regulations indicates that there are currently only four facilities (other than gas stations or other fuel purveyors) in Woodinville that have quantities of hazardous materials on-site above the Threshold Planning Quantity (TPQ).

Company	Hazardous Substance	Hazard	TPQ (lbs.)
Chemgrate Corporation	Styrene	Flammable; polymerizer	1000.
Cuizina, Orca Foods	Ammonia	Inhalation	500
Universal Manufacturing	Sulfuric acid	Corrosive	1000
	Nitric Acid	Corrosive	1000
	Ammonium hydroxide	Corrosive	1000
	Sodium hydroxide	Corrosive	1000
	Potassium permanganate	Oxidizer; reactive	500
	Chateau Ste. Michelle	Ammonia	Inhalation
	Sulfur dioxide	Inhalation	500

Listing in the LEPC data base only indicates that these chemicals are kept in excess of the quantities listed. Actual quantities on site may be considerably larger. Storage and use of more than 10,000 pounds of ammonia would trigger extensive planning requirements under Section 112r of the Clean Air Act (EPA Risk Management Program). There may be other businesses in Woodinville that have hazardous materials below the threshold amounts and, therefore, are not required to make reports. There are, for example, other wineries in the area that may use some quantities of ammonia (for refrigeration) and sulfur dioxide. The Woodinville Fire & Life Safety District is no doubt aware of these companies and includes them in its pre-fire planning activities.

The greatest immediate hazard in event of a release is posed by the inhalation hazards of ammonia and sulfur dioxide. These chemicals could spread quite rapidly and extensively if released, depending on wind and other weather condition, and pose a severe hazard to people. Corrosives, on the other hand, are easily contained if spilled. The other chemicals would pose a hazard primarily in the event of a fire at the facility. Retail quantities of hazardous substances (pesticides, for example) in local stores do not pose a serious threat.

The City of Woodinville would also be vulnerable to hazardous materials released in transportation accidents. SR 522 and SR 202 both pass through the City carrying traffic in hazardous materials. An accident on either route could release air toxics or inhalation hazards that could then be carried by prevailing winds into the City. Such releases could require evacuation or other protective actions to limit exposure of City residents. Hazardous cargo shipments through the City could increase as shippers seek alternate routes to avoid congestion or as traffic is diverted from SR 522 due to an auto accident.

Two sets of Burlington Northern Santa Fe (BNSF) tracks enter the City from Snohomish County parallel to SR 522, cross the river in the downtown area, and continue south on the west side of the river. According to information provided by the BNSF, one of the lines is closed to traffic. The other carries the Dinner Train, as well as three freight trains per week carrying feed grain, wallboard and lumber, and sand. No hazardous cargoes are carried on these tracks. Although the BNSF has an excellent safety record, a derailment or other accident could affect the central and western portions of the City. Tracks are inspected on a regular basis by transiting train crews and by track inspectors.

This analysis is intended solely to identify the potential threats from hazardous materials. It in no way implies that the companies mentioned conduct their operations in an unsafe manner or that releases are likely to occur.

## **Volcanic Eruption**

### General

A volcano is a vent in the Earth from which molten rock (magma) and gas erupt. The molten rock ejected from the volcano may flow out as a viscous liquid, or it may vent explosively as solid particles or aerosols.

The Cascade Range is a 1,000-mile chain of volcanic peaks extending from northern California to southern British Columbia. Many of these have erupted in the recent (geologic) past and are likely to do so again in the future. Eruptions in the Cascades have occurred at an average rate of 1-2 per century over the last 4,000 years. The U.S. Geological Survey (USGS) classifies Glacier Peak, Mt. Adams, Mt. Baker, Mt. St. Helens, and Mt. Rainier as potentially-active Washington volcanoes.

## History

On May 18, 1980, Mt. St. Helens erupted with cataclysmic force, killing 57 people, devastating extensive areas near the mountain, causing large floods along the Toutle River, and spreading significant ash depositions over much of eastern Washington. Subsequent eruptions similarly affected western Washington and the Portland area. In all, the five volcanoes identified by the USGS have erupted a total of 49 times in the last 13,000 years; Mt. Rainier has erupted 19 times in the last 9,000 years.

## Effects

**Lava flows** are coherent masses of hot, partially-molten rock that flow downslope, generally following valleys. Lava flows from Cascade volcanoes tend to be short and slow-moving. The heat of the lava can ignite materials in its path, and the flow itself can bury or block roads.

**Pyroclastic flows** are avalanches of hot ash, rock fragments, and gas that move at high speeds down the sides of a volcano during explosive eruptions. Such flows can be as hot as 1500 degrees Fahrenheit and are capable of destroying and burning everything that comes into contact with the flow.

**Debris flows** (also called mudflows) are dense mixtures of water-saturated debris that move downslope and down valley, looking and behaving much like flowing concrete. A volcanic mudflow is called a "lahar" and can be either hot or cold. Debris and mudflows can cause severe problems down stream by filling and blocking stream channels, eroding banks, causing floods, and damaging or destroying bridges and other structures.

**Volcanic ash** is abrasive, mildly corrosive, and conductive (especially when wet); it may also carry a high static charge for up to two days after being ejected from a volcano. The ash is easily entrained in the air by wind or vehicle movement and may remain suspended in the air for many minutes. Due to the combination of these qualities, volcanic ash is pervasive. It can penetrate all but the most tightly-sealed enclosures, and it can be very difficult to remove from electronic components.

The ash easily absorbs water and can weigh up to 4,000 lbs/yd<sup>3</sup>; water-laden ash may collapse or damage flat roofs. Wet ash is very slippery and can cause traction problems. Dry ash, blown into the air, reduces visibility and piles up on roads and streets. Ash must be physically removed and controlled after removal to prevent re-entrainment.

Ash deposited on electronic components can cause arcing, short circuits, and intermittent failures due to its conductive nature. High-voltage circuits and components are especially vulnerable. Ash dampened by rain can cause arcing, flashovers, and pole fires on electrical distribution systems. Resulting outages may hamper mitigation efforts that require electrical power.

Moving parts are subject to abrasion damage from volcanic ash. The ash is attracted to – and entrained in – any exposed lubricant; thus, abrasion effects will continue even after the bulk of the ash has been removed. Bearings, brakes, and transmissions wear out very quickly. Computer disks, disk drives, and heads are very sensitive to abrasion and are easily damaged by ash. In addition, ash adhering to painted or polished surfaces will scratch and scour the surface unless it is removed carefully.

Filters on air handling and computer systems may become clogged with ash to the point that airflow is completely stopped, leading to equipment overheating. Clogged filters may collapse, severely contaminating the internal environment. Additional filtration can reduce ash penetration, but only at the cost of reduced airflow to critical equipment.

### Vulnerability

Mt. Rainier and Glacier Peak are the closest volcano hazards to King County and the City of Woodinville. Seismologists believe that debris and mudflows from Mt. Rainier are the principal hazard to King County in that they could destroy dams and disrupt the economy of the Kent/Auburn Valley. Glacier Peak, 40 miles north of the King/Snohomish border, has produced larger and more explosive eruptions than any other Washington volcano than Mt. St. Helens.

The City of Woodinville would not likely be impacted by the most direct effects of these two volcanoes. The most likely effect would be ash deposition in amounts that would create problems with electric power, transportation, equipment malfunction, structural collapse, and blocked or slippery streets. Respiratory problems would also be experienced by some people. Residents of Woodinville could also be affected by physical and economic disruption in other areas where business have been damaged or forced to shut down.

### **Hazards Common to Disasters**

**Landslides** (mudslides, slope failure) seldom occur on their own but are usually the result of other causal factors. This HIVA does not consider landslide as a separate, distinct hazard but as a secondary effect of other hazards. Earthquakes, floods, heavy rains can all lead to landslides as a secondary hazard. Changes in slope gradients, development on steep slopes, removal of stabilizing vegetation can all contribute to slide vulnerability. Slide effects include: damage or destruction of roads; blockage of roads; damage to sewer and water mains; disruption of travel and shipping; damage to homes and other structures. In addition, slides can block stream or drainage channels, creating a flood hazard where none existed or worsening an existing flood hazard.

**Infrastructure damage** is a likely concomitant of most disasters. Infrastructure includes electric power systems, natural gas transmission and distribution networks, petroleum pipelines, water and sewer systems, communications, transportation networks, and other

supporting systems usually taken for granted. All of these systems and networks can be destroyed, damaged, or compromised by a variety of disaster effects. Infrastructure damage can create or worsen a large set of cascading hazards that may well spread beyond the immediate damage area:

- Pipelines undermined by a flood or stressed by earth movement can rupture, spilling their contents;
- Loss of electric power can make the management of emergency response and recovery exceedingly difficult;
- Damaged or blocked roads will hinder the evacuation of residents from threatened areas and slow down the arrival of response and relief resources.

**Fires** are a common secondary hazard of earthquakes, but they can also result from other types of disasters. Downed power lines, for example, can cause fires in structures as well as in wooded areas. Hazardous materials releases can result in fires if a flammable substance finds an ignition source.

**Congestion** on roads and streets can result from road damage or blockage, but it can just as easily be caused by uncontrolled evacuation from an area, sightseers, people trying to get home or find family members. Congestion not only prevents people from getting into or out of an area, but it also hinders the movement of emergency service responders and resources.

**Family separation** becomes a hazard consideration when families, who may be scattered between home, workplace(s), schools and other places within and without disaster areas, try to find each other. Disaster effects, both direct and secondary will undoubtedly hamper their efforts, with the result that families could be scattered all over the greater Seattle area. This will place a tremendous burden on emergency responders, local governments, and other relief agencies in dealing with displaced persons, in trying to gather and convey information about family members, and in supporting non-residents who may be temporarily stranded away from their homes and families.

**Loss of vital documents and records** can bring a local government, a business, and even a family to a standstill. Most disasters can render documents or records unusable, whether by direct destruction, by damage to retrieval mechanisms (e.g., computers), or through damage to the facilities in which records are stored or used. Lack of electric power will make it impossible to retrieve and use records that are stored in a computer, even if no other damage has occurred.

**Disaster debris** includes debris from buildings, roads, etc. damaged in an earthquake; flood-borne debris; volcanic ash; and slides. It can be a hazard to transportation; it can block culverts and channels, widening the flood hazard or threatening structures; it can impede emergency response and recovery operations until removed. Disaster debris can easily get mixed with organic materials (food, dead animals) and raw sewage (from sewer damage or overflow), posing a serious public health hazard.

**Lead and asbestos** become hazards when buildings containing these materials have been damaged and must be demolished, repaired, or cleaned.

### **Other Hazards**

There are other hazards that could, under some rare circumstances, threaten the City of Woodinville. However, they have not been included in this HIVA because they are not relevant to the geographic or political circumstances of the City, or because the nature of the threat is so diffuse and ill-defined as to make extended analysis not useful for the City.

For example, Woodinville would not likely suffer from a large-scale terrorist event as there are no Federal facilities, State offices, large corporations, or significant industrial facilities to serve as a focus for terrorist acts. Civil disorders would be unlikely for the same reason. Localized acts of violence (including hostage-taking or barricade situations) would primarily require a law enforcement response, but they could engage the emergency management resources of the City. The Memorial Day 1999 shooting incident in Shoreline lasted several hours, caused the evacuation of an entire neighborhood, and required the lock-down of a nearby elementary school. The City of Shoreline Emergency Management Coordinator provided logistical support to the law enforcement response throughout the incident.

Radiation hazards would not likely be a problem. Woodinville is not located near any fixed nuclear facilities, and the only vulnerability would be an accident involving the transportation of (small) quantities of nuclear materials for hospital or laboratory use. Since response would be handled by King County and State resources, the threat may be subsumed under the overall hazardous materials hazard discussion. Other hazards, such as drought, energy shortages, food and water contamination (such as *E. coli* outbreaks) are too diffuse and broadly defined to permit useful analysis.

These "other" hazards could, of course, occur. They may be included in subsequent analysis as changing circumstances dictate. However, the major hazards discussed in this report are much more important to the development of Woodinville's emergency management program.

## SECTION FOUR – HAZARD CONCERNS SPECIFIC TO WOODINVILLE

### Infrastructure

**Water & Wastewater** – The Woodinville Water District provides water supply and wastewater services to the City of Woodinville as well as to several other communities to the south. Fresh water is purchased from the City of Seattle through seven taps on the Tolt Pipeline. Water is stored in and dispensed through eight water tanks and standpipes, ranging in capacity from 1.1 million gallons to 2.8 million gallons. These structures are of recent vintage, and they have been constructed to meet seismic standards. Although mostly gravity-fed, the water system has two pump stations, each with a backup power source.

The water distribution system is looped and inter-connected, allowing breaks to be isolated and bypassed to keep the water flowing. Buried water pipes are somewhat less susceptible to moderate earthquake effects, but large-scale earth movements could fracture the pipe or break joints in multiple locations, making repair difficult and time-consuming. Buried pipes are also vulnerable to displacement or scour caused by flooding, which could then cause stress and breakage to the pipe. This happened during the 96-97 Winter Storm, when Little Bear Creek went over its banks, scoured out soil around water pipes, and caused breakage.

Perhaps the most vulnerable components of the water system are 34 Pressure Reducing Valves. If one or more of these valves are damaged by an earthquake, the resulting overpressure in the pipes could cause damage to the remaining valves and other parts of the system. Loss of water supply from the Tolt Pipeline would lead to an immediate shutdown of the District system in order to preserve water storage, provide a limited supply of fresh water, and ensure fire flow. The District also has a well which can supply water to limited portions of the City.

**Electricity** – Seattle City Light and Puget Sound Energy electric power transmission lines (115 KV and 230 KV) transit the City north to south following the same right-of-way traversed by the Olympic Pipeline along the ridgeline west of the river. Transmission lines and towers are quite robust, but if they are damaged (whether or not the lines actually come down) the areas along the right-of-way could become dangerous and require evacuation of adjacent structures, and the streets would be unusable until the circuits are rendered safe.

**Bridges** – Two wooden railroad bridges/trestles cross the Sammamish in the downtown area along with a steel & concrete highway bridge (SR 202). SR 202 re-crosses the river at 145<sup>th</sup> Street on a concrete bridge of late 1950s vintage. The wooden bridges could be deformed in an earthquake, although they might not actually collapse, and neither of the highway bridges has been retro-fitted to meet earthquake standards. There are also

overpasses crossing SR 522. Damage to or compromise of the integrity of any of these structures could sever major transportation arteries into and through the City.

**Pipelines** – A petroleum products pipeline transits Woodinville along the ridge line near the western border of the City. The pipeline, owned and operated by the Olympic Pipeline company, carries liquid fuels (primarily gasoline, jet fuel, and diesel) from Bellingham to Seattle, King County, Seattle-Tacoma International Airport, and on into northwest Oregon. High-voltage electric transmission lines also follow the right-of-way overhead. A major natural gas transmission line passes by the City approximately 1-2 miles to the east of the City limits.

A 1996 NTSB report (see References) investigated 742 accidents involving petroleum product pipelines that were reported between 1986 and 1994. The category “outside force damage” accounted for 211 accidents (28%). The report states that pipe failure and outside force accidents tended to be catastrophic failures resulting in large releases. Corrosion-caused failures, on the other hand tended to cause smaller releases that occurred over time. Of the 211 accidents attributed to outside force damage, 17 were the result of natural forces (landslides, subsidence, washout, earthquake). This amounts to only 2.3% of the total, but the potential for significant releases in such accidents is high.

Since the beginning of 1997, two natural gas pipelines in Washington (both owned by the Northwest Pipeline Corporation) have ruptured, one near Bellingham and one near Kalama. Both accidents were caused by earth subsidence which stressed and broke the pipes, resulting in significant releases and large fires (fortunately in relatively isolated areas). In June 1999, the Olympic Pipeline ruptured, spilling over 200,000 gallons of gasoline into a Bellingham park. The gasoline ignited and killed three people. The full cause of the accident is still under investigation, but it seems to be related to faulty control computer operations coupled with operator error. The pipeline has not yet been returned to full operation.

Federal regulations (49 CFR, parts 192, 194, and 195) mandate the development of damage prevention programs and emergency response plans by pipeline operators, and pipeline companies enjoy a relatively good safety record. However, recent events have raised doubts about the ability of pipeline companies (Olympic in particular) to operate safely and about the effectiveness of Federal government agencies in providing regulatory oversight. A catastrophic failure and release of product, caused by earthquake, flood-related earth movement, or even human error must remain a concern for Woodinville.

#### Geologic Hazards

The City contains areas that are susceptible to landslides, as identified on the King County Sensitive Areas Map Folio. Landslide hazard areas are defined as areas with a combination of slopes with greater than a 15 percent gradient, impermeable soils, and groundwater seepage. These unstable slopes are a major hazard to people, structures, roads, and pipelines.

The King County Sensitive Areas Map Folio identifies landslide-prone areas on the slopes along both sides of the Sammamish north of the 145<sup>th</sup> Street bridge. The City also contains areas that are prone to erosion activity, including the slide areas just discussed and limited areas along Little Bear Creek. This limited identification notwithstanding, any area of the City could feel the impact of a moderate to large earthquake or of the effects of heavy rainfall and runoff along steeply-sloped areas.

#### Limited Ingress/Egress Routes

The City has a limited number of high-capacity routes in and out. Other access routes are not really capable of handling sustained high-volume traffic. In parts of Woodinville, the road network is primarily made up of residential curvy streets, with numerous cul-de-sacs, and on slopes. Additionally, the railroad tracks afford a limited number of public crossings, thereby funneling people and traffic into congested areas. All of these factors could cause problems during a major disaster. Portions of the City could be isolated by road damage or blockage. Evacuation of residents from threatened areas or movement of response and recovery resources into and through the City could be hampered or blocked.

#### City Offices

The Woodinville municipal offices are housed in a school building, originally constructed in 1935, that is leased from the school district. Space in this building is currently designated as the alternate emergency operating center for managing the City's response and recovery in a disaster; in addition, the building serves as the control center for field operations during a disaster. However, the building is not seismically-sound and could be severely damaged, or rendered unusable, by an earthquake. While the basic frame of the building remains fairly sturdy, the brick facades are vulnerable to earthquake effects as are the internal fixtures and other non-structural components. There is limited backup electric power generation for the building. In addition, the City offices contain the City's vital records, building plans, licensing records, inspection reports and records, and GIS capability. Loss, damage, or inaccessibility of these vital records would make managing post-disaster recovery exceedingly difficult.

#### Population Age Distribution

Census figures indicate that nearly 33% of the Woodinville population is under the age of 18. While this is not specifically a vulnerability in itself, it does indicate that a large fraction of the population may not be equipped to take care of itself under disaster circumstances. This could require an extra increment in emergency planning and response to provide for children in school, children separated from their parents, and children requiring additional care and support.

Year 2000

Too much has been discussed in the popular press regarding the Y2K Bug (aka the "Millennium Bug") to bear repeating here. Predictions about the potential problems that will occur on 1/1/2000 range from none at all to massive breakdowns in banking, utilities, air travel, medical care, food supply, and so on, lasting for months or even years. The most likely scenario is a variety of localized, short-term disturbances in computer-based systems that will cause – at most – temporary inconvenience and annoyance.

The Woodinville City government will be prepared for Y2K eventualities to the extent that it has: identified its critical business functions, supporting applications, and external dependencies; remediated (through hardware replacement or software modification) those systems not Y2K-compliant; and prepared contingency plans for ensuring continuity of critical business functions that cannot be remediated in time and for dealing with unexpected problems. The City's current Emergency Operations Plan provides a basis for creating a contingency plan, in that it already establishes an emergency management structure and decision process for identifying problems and dealing with them.

## **SECTION FIVE – CONCLUSION**

This HIVA has identified a variety of natural and technological disasters that could have a serious impact on the City of Woodinville. They range from earthquakes, which happen relatively rarely but could cause widespread devastation, to winter storms which seem to happen nearly every year but create only localized problems. Associated hazard effects that are common across a range of disasters have also been identified and discussed as well as specific concerns related to Woodinville's particular circumstances.

The City is fortunate, from an emergency management perspective, in not having major industrial production facilities, hazardous materials treatment and disposal facilities, or large bodies of water within its limits. These entities create their own set of hazards which can only be made worse by the effects of a natural disaster.

The City does, however remain vulnerable to hazards such as earthquakes, landslides, severe weather, hazardous materials releases, and so on. The City's location, topography, development history and future development plans, and resource base all have an effect on the level of concern that may be applied each major hazard. On the other hand, the City has a limited set of resources that can be brought to bear on responding to and recovering from a disaster. Balancing the requirements generated by these hazards with the constraints imposed by limited resources is the central function of emergency management.

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**Ordinance No.  
248**

**ORDINANCE NO. 248**

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ESTABLISHING AN EMERGENCY MANAGEMENT SERVICES ORGANIZATION; PROVIDING FOR AND PREPARATION OF A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN, DEFINING THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES RELATING TO EMERGENCY MANAGEMENT AND SERVICES; REPEALING ORDINANCE NO. 40 AND CREATING A NEW CHAPTER 8.10 OF THE WOODINVILLE MUNICIPAL CODE (WMC); PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, disasters and emergencies may disrupt or destroy existing systems upon which we depend, and thus would diminish the capability of the City of Woodinville to respond to protect life, public health and public property; and

**WHEREAS**, RCW 38.52.070 and WAC 118-06 through 118-30 authorize and direct cities to establish an emergency management and services organization, and to promulgate an emergency management plan; and

**WHEREAS**, the City Council finds that the provisions of Ordinance No. 40, effective March 31, 1993, are presently inadequate to address the emergency management needs of the city and desires to repeal Ordinance No. 40; and

**WHEREAS**, the City Council adopted Resolution No. 173, approving the Comprehensive Emergency Management Plan for the City of Woodinville.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON DO ORDAIN AS FOLLOWS:**

Section 1. Ordinance Repealed. Ordinance No. 40 is hereby repealed.

Section 2. New Chapter Added. A new Chapter 8.10 of the Woodinville Municipal Code relating to Emergency Management is created to read as follows:

**CHAPTER 8.10  
EMERGENCY MANAGEMENT**

Sections:

8.010.010	Purpose
8.010.020	Emergency Management Policy
8.010.030	Definitions
8.010.040	Emergency Management Plan and Program
8.010.050	Private Liability
8.010.060	Penalty
8.010.070	No Special Relationship
8.010.080	Savings Clause

**8.010.010 Purpose**

The declared purposes of this chapter are to provide for the preparation and carrying out of plans, including mock or practice drills, for mitigation, preparedness, response and recovery for persons and property within the City of Woodinville in the event of an emergency or disaster, whether natural or manmade. Further, it is to provide for the coordination of emergency functions and services of the City of Woodinville with all other public agencies and affected private persons, corporations and organizations. Any expenditures made in connection with such emergency management activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the habitants and property of the City of Woodinville.

**8.010.020 Emergency Management Policy**

It is the policy of the City of Woodinville to make effective preparation and use of personnel, resources, and facilities for dealing with any emergency or disaster that may occur. Disasters and emergencies, by their very nature, may disrupt or destroy existing systems and the capability of the City of Woodinville to respond to protect life, public health and public and private property. Therefore, citizens are advised to be prepared to be on their own for up to 72 hours following a disaster or emergency.

**8.010.030 Definitions**

- 1) **“Assistant Director of Emergency Management”** means the person appointed by the City Manager who will assist the Director in the administration and operation of the emergency management program and plan for the City of Woodinville and who shall act for and exercise the powers and perform the duties of the Director during his/her absence or disability.
- 2) **“Director of Emergency Management”** (“Director”) shall mean the person appointed by the City Manager upon the basis of ability and training to be responsible for the administration and operation of the emergency management program and plan for the City of Woodinville and other duties as assigned by the City Manager.

- 3) **“Disaster”** as used in this chapter shall mean an event or set of circumstances which:
  - (a) An event expected or unexpected, in which a community’s available resources are expended; or the need for resources exceeds availability.
  - (b) Demands the immediate action to preserve public health, protect life, protect public and private property, or to provide relief to any area within the City overtaken by such occurrences.
  - (c) Reaches such a degree as to warrant the Mayor proclaiming the existence of a disaster or emergency or the Governor declaring a state of emergency in accordance with appropriate local and state statute.
  - (d) A disaster is a dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service. Disasters are distinguished from emergencies by the greater level of response required.
- 4) **“Emergency Management”** means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters caused by all disasters or emergencies, whether natural or man-made, and to provide support for search and rescue operations for persons and property in distress.
- 5) **“Emergency”** as used in this chapter shall mean an event or set of circumstances which:
  - (a) An event, expected or unexpected, involving shortages of time and resources; that places life, property or the environment in danger and that requires response beyond routine incident response resources.
  - (b) Demands immediate action to preserve public health, protect life, protect public and private property, or to provide relief to any area within the City overtaken by such occurrences, or;
  - (c) Reaches such a degree of destructiveness as to warrant the Mayor proclaiming the existence of a disaster or emergency or the Governor declaring a state of emergency in accordance with appropriate local and state statute.
  - (d) An emergency is an event that normally can be managed at the local level.

**8.010.040 Basic Emergency Management Plan and Emergency Management Program**

- 1) In accordance with Chapter 38.52 RCW as presently constituted or as may be amended, the City Council shall adopt by motion a Basic Emergency Management Plan for the City of Woodinville, which shall be submitted to the State Director of Community Development for certification.
- 2) The City Manager and “Director” are authorized to develop and implement a Comprehensive Emergency Management Plan (CEMP) for the City of Woodinville.
- 3) In accordance with the Basic Plan of the CEMP, the City Manager shall be the administrative head and have direct responsibility for the organization, administration

and operation of the emergency management program for the City of Woodinville and direct responsibility for the emergency operations of city departments.

- 4) The Emergency Management Organization for the City of Woodinville shall consist of the City Manager, Director and Assistant Director of Emergency Management, as appointed by the City Manager, compensated city personnel responsible for emergency response, and volunteers.
- 5) The Basic Plan identifies disaster and emergency powers of the City Manager, "Director," Mayor and directors of city departments.

#### **8.010.050 Private Liability**

No individual, firm, association, corporation or other party owning, maintaining or controlling any building or premises, who voluntarily and without compensation grants to the City of Woodinville a license or privilege or otherwise permits said City to inspect, designate and use the whole or any part or parts of such building or premises for the purpose of sheltering persons during an actual, impending, mock or practice emergency or disaster, or their successors in interest, or the agents or employees of any them, shall be subject to liability for injuries sustained by any person while in or upon said building or premises as a result of any act or omission in connection with the upkeep or maintenance thereof, except a willful act of misconduct, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an emergency or disaster or any attack by enemies of the United States or during a disaster drill, exercise or test ordered by a lawful authority.

#### **8.010.060 Penalty**

Any person who shall willfully obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter; or do any act forbidden by any lawful rules or regulations issued pursuant to this chapter if such act is of such a nature as to imperil the lives or property of inhabitants of this City, or to prevent, hinder or delay the defense or protection thereof, or wear, carry or display, without authority, any means of identification specified by the emergency management agency of the State, shall upon conviction, be punished by a fine an amount not exceeding one thousand dollars or by imprisonment in jail for a period not exceeding ninety days, or both fine and imprisonment.

#### **8.010.070 Special Relationship Clause**

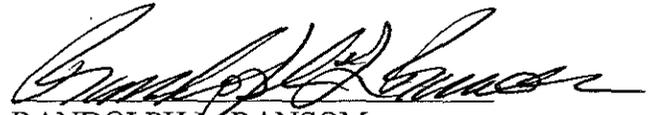
By creating an emergency services organization with a goal of protecting life, health, and property in the event of emergency or disaster situations, the City does not mean to extend any assurances to any particular individual or class of individuals that the City will in fact succeed in its goal.

Section 3. Severability. If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not effect other provisions or applications of the chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

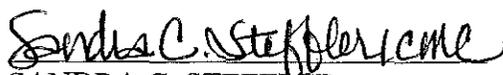
Section 4. Effective Date. This Ordinance shall become effective five days after the date of publication by summary.

PASSED by the City Council of the City of Woodinville at a regular meeting of said Council held on the 14 day of February.

APPROVED:

  
RANDOLPH L. RANSOM  
MAYOR

ATTEST/AUTHENTICATED:

  
SANDRA C. STEFFLER,  
CITY CLERK/CMC

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY 

FILED WITH THE CITY CLERK:	2-14-00
PASSED BY THE CITY COUNCIL:	2-14-00
PUBLISHED:	2-21-00
EFFECTIVE DATE:	2-26-00
ORDINANCE: 248	

**Resolution No.  
173**

**CITY OF WOODINVILLE,  
WASHINGTON**

**RESOLUTION NO. 173**

**A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON,  
ADOPTING THE WOODINVILLE COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN AND REPEALING RESOLUTION NO. 90**

**WHEREAS**, Chapter 38.52 RCW and Chapter 118-30 WAC require counties and cities within the State of Washington to establish emergency management organizations and emergency plans for the protection of persons and property in the event of disaster and to provide for the coordination of emergency management functions with other public agencies and organizations; and

**WHEREAS**, the City Council finds that the provisions of Resolution No. 90, effective March 27, 1995, are presently inadequate to address the emergency management needs of the City; and

**WHEREAS**, the Comprehensive Emergency Management Plan would provide the City with a method to address the City's preparedness for handling and responding to disasters and emergencies, and assisting citizens to be prepared in the case of disasters or emergencies.

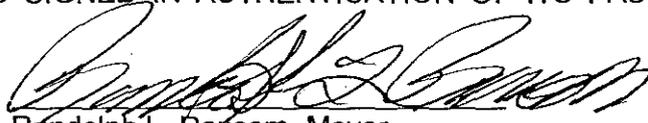
**WHEREAS**, the Woodinville Comprehensive Emergency Management Plan has recently been updated and is ready for adoption by the City Council:

**NOW, THEREFORE,**

**THE CITY COUNCIL OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

That the City Council of the City of Woodinville approve the Woodinville Comprehensive Emergency Management Plan.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE  
THIS 24<sup>th</sup> DAY OF JANUARY, 2000.

  
Randolph L. Rarisom, Mayor

ATTEST/AUTHENTICATED:

  
Sandra C. Steffler, CMC  
City Clerk

# Basic Plan

**City of Woodinville**  
**Comprehensive Emergency Management Plan**  
**BASIC PLAN**

**I. INTRODUCTION**

**A. Mission**

1. To provide the emergency organization, programs, training and resources necessary to maximize population survival and preservation of property in the City of Woodinville in the event of a natural and/or man-made disaster.
2. It is the policy of the government of Woodinville, in order to preserve lives and property, to take appropriate actions to mitigate, prepare for, respond to, and recover from all natural and man-made disasters and emergencies within its jurisdiction.
3. This policy is implemented cooperatively with the Woodinville Fire and Life Safety District, the King County Sheriff's Office, the Northshore School District, Evergreen Hospital District and the Woodinville Water District.
4. It shall further be the policy of the City of Woodinville to encourage its citizens to prepare for emergencies and disasters in order to be self-sufficient for a minimum of 72 hours following such an event.

**B. Purpose**

1. This plan will facilitate restoration of basic City government operations following disasters as defined in the City's Hazards Identification and Vulnerability Analysis (HIVA).
2. This plan will establish appropriate governmental response and recovery actions to emergencies and disasters and will delineate what resources will and will not be available from the City of Woodinville.

**C. Scope**

1. This document is the Basic Plan ("Plan") to the City's Comprehensive Emergency Management Plan. This document defines and describes general tasks and responsibilities of the City of Woodinville and identifies other emergency service organizations with which the City will interact.
2. This Plan describes emergency management responsibilities of the City government departments and elected officials, and addresses what each can and cannot provide.
3. This Plan is applicable to Woodinville's government organization, which includes the following departments: Executive (Office of the City Manager), Administrative Services, Planning and Community Development, Building Permit Center, Parks and Recreation, Public Works and Police (King County Sheriff's Office).
4. This Plan extends to King County Sheriff's Office which provides police services for the City; the Woodinville Fire and Life Safety District (WFLSD) which provides fire and emergency medical services to Woodinville residents and businesses and the

Woodinville Water District (WWD) which provides water and sewer services within City limits and is compatible with their Emergency Operations/Management Plans. It further extends to the Evergreen Hospital District (list hospitals) and the Northshore School District.

5. This Plan also identifies the Emergency Operations Center (EOC) as a Unified Command Organization in its operational function. The unified command structure consists of key officials from the City, Woodinville Fire & Life Safety District, Woodinville Water District and other agencies (such as utility companies, the Northshore School District, the Evergreen Hospital District and volunteer organizations). It is a coordination process that determines overall incident needs and objectives, selects multi-jurisdictional strategies, and insures that joint planning for tactical activities will be accomplished.

## ***D. Organization***

### ***1. Emergency Management Organization***

Emergency management in the City of Woodinville is established through a City ordinance that requires the appointment of a Director of Emergency Management ("Director"). The "Director" shall mean the person appointed by the City Manager upon the basis of ability and training to be responsible for the administration and operation of the emergency management program and plan for the City of Woodinville. The City Manager will further appoint an Assistant Director of Emergency Management who will assist the "Director" and who shall exercise the powers and perform the duties of the "Director" during his/her absence or disability.

### ***2. General Organization of Woodinville City Government***

- a) The City of Woodinville operates under a Council/Manager form of government.
- b) The City organization includes legislative functions set forth and implemented by the Woodinville City Council. The Council exercises its power by the adoption and enactment of ordinances, resolutions and motions, and the appropriation of revenues and expenditures.
- c) The City of Woodinville is comprised of six (6) departments and is supported by the King County Sheriff's Office for contracted police services, Woodinville Fire & Life Safety District for fire and emergency medical services, and Woodinville Water District for water and sewer services.
- d) Executive responsibilities for the organization are led by the City Manager with direct support from the Directors of each department and further supported by employees of those departments. Executive functions include administering and enforcing all City ordinances and State statutes within the City and providing services to the public.
- e) The City of Woodinville may perform emergency management functions outside its City limits as may be required pursuant to RCW 38.52 as amended, or current resolutions, ordinances and mutual aid agreements.

### ***3. Auxiliary Providers of Emergency Services***

- a) King County government is the primary provider for emergency management response in unincorporated King County.
- b) Woodinville Fire & Life Safety District also supports the City in providing emergency services such as fire protection, search and rescue, health and medical services, and hazardous materials response.

- c) Woodinville Water District would serve as an auxiliary provider of emergency services such as water preservation and conservation.
- d) The Northshore School District would serve as an auxiliary provider of emergency services such as shelter facilities, food, water and communications.
- e) The Evergreen Hospital District would serve as an auxiliary provider of emergency services such as triage centers, medical services and mortuary services.

## II. POLICIES

### **A. Authorities**

This Plan is developed under the following local, state and federal statutes and regulations:

- 1. City Ordinance No. 40 as amended or repealed
- 2. King County Code (KCC) 1.28, 2.16, 2.56, 12.52
- 3. RCW Chapter 38.52; Emergency Management
- 4. WAC 118-40 Title III; Community Right To Know – State Level
- 5. Public Law (PL) 81-920, "The Federal Civil Defense Act of 1950," as amended
- 6. PL 93-288, "Disaster Relief Act of 1974"; as amended
- 7. PL 96-342, September 8, 1980, "Improved Civil Defense"
- 8. PL 95-124; Earthquake Hazards Reduction Act of 1977, as amended
- 9. PL 99-499; Superfund Amendments and Reauthorization Act of 1986 (changed to Emergency Planning, Community Right To Know Act)
- 10. Woodinville Fire and Life Safety District Emergency Operations Plan as developed and amended.
- 11. Woodinville Water District Emergency Operations Plan as developed and amended.

### **B. Assignment of Responsibilities**

- 1. The City of Woodinville government has the primary responsibility of disaster mitigation, preparedness, response and recovery within City limits. The City may conduct such functions outside its territorial limits as may be required pursuant to RCW 38.52 as amended, and current resolutions, ordinances, and mutual aid agreements. Normal day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.
- 2. City officials, employees, or volunteers engaged in authorized response activities on behalf of the City shall be entitled to all privileges, benefits and immunities provided by state law and state or federal regulations for registered emergency workers (RCW 38.52.310).
- 3. King County government, special purpose districts (school districts, water and sewer districts, fire districts, hospital districts, etc) are responsible for providing such services within their respective jurisdictions, except where contracts or agreements with the City are in place for such services.

4. Because of the nature of emergencies and disasters, and the potential to disrupt or destroy City resources thus diminishing the City's capability to respond to protect life, public health and public property, it is the policy of the City of Woodinville to encourage and assist its citizenry to prepare to be self-sufficient for three days.
5. It is anticipated that City employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown or in doubt. Accordingly, City employees assigned disaster response functions are encouraged to make arrangements with other employees, friends, neighbors, and relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee or to the EOC.
  - a) Employees required to report to the EOC should bring a basic preparedness kit containing sufficient supplies to last a minimum of 72 hours.
  - b) Employees who report to the EOC may be assigned to a location or task other than his/her normal duties.

### **C. Limitations**

1. It is the policy of the City of Woodinville that no guarantee of a perfect response system is implied by this plan or any of its Emergency Support Functions (ESFs), Appendices or Standard Operating Procedures (SOPs).
2. The City of Woodinville's assets and systems may be overwhelmed by natural or technological problems that may limit response. The City of Woodinville can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency/disaster.
3. In the event of severe devastation throughout the City, fundamental resources such as hand tools and basic supplies may be needed. The City does not have sufficient supplies and equipment on hand for long-term use.
4. The disaster response and relief activities of City government may be limited by:
  - a) Inability of the general citizenry to survive on their own for more than 3 days without additional supplies of food, water, medical and shelter resources.
  - b) Lack of police, fire, emergency medical and public works response due to damage to facilities, equipment and shortage of personnel.
  - c) The shortage of critical drugs and medicines at medical facilities due to reduced emergency storage capacities.
  - d) The shortage of trained response personnel and equipment for fire, emergency medical, police, public works and hazardous materials releases. The impact of these shortages may be felt immediately because of increased need and the necessity for twenty-four hour operations sustained over long periods of time.
  - e) Damage to life lines such as road, rail, air transportation routes, utilities, petroleum pipelines, and communications networks. This damage will prevent normal distribution of all resources that keep the social and economic infrastructure running.
  - f) Damage to responder communications by equipment damage or overloading of telephone lines into King County's 911 center or City communication systems.
  - g) Damage assessment capabilities limited during the response phase because of a lack of trained personnel and support systems.

- h) The arrival of state and/or federal assistance which may be delayed for several days or weeks after the occurrence.
- i) Washington State law prevents local jurisdictions from performing nuclear attack planning.
- j) It is the policy of the City of Woodinville that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal/State agreement for major disaster recovery will be carried out per Title 44, CFR, Section 205.16. –Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

### III. SITUATION

#### **A. Emergency/Disaster Conditions and Hazards**

Through a process of hazard vulnerability analysis, it has been determined that the City of Woodinville is vulnerable to the damaging effects of numerous natural and technological hazards. These hazards include: earthquake, severe weather, floods, hazardous materials releases (natural gas), volcanic eruption (ash fall). (Refer to 1999 Hazardous Identification and Vulnerability Analysis.)

#### **B. Planning Assumptions**

1. Special purpose jurisdictions (fire, school, water and sewer, hospital, etc) will develop mitigation, preparedness, response and recovery planning capabilities for their own jurisdictions.
2. City of Woodinville residents, businesses and industry will have to utilize their own resources and be self-sufficient following a disaster event for a minimum of three days and most likely longer. Priority of response will be to life safety, protection of public property, the economy and the environment. Re-establishment of government functions and basic infrastructure (utilities, transportation, economy) will be critical to returning to a "normal" situation.
3. Some emergencies or disasters will occur with enough warning that appropriate notification will be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.
4. It is assumed that any of the noted situations could create significant property damage, injury, and loss of life, panic and disruption of essential services in Woodinville. These situations may also create significant financial, psychological and sociological impacts on citizens of the community and the City governmental organization itself.
5. A free market economy and existing distribution system will be maintained as the primary means for continuing operation of the City's economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.
6. The City of Woodinville will be unable to satisfy all emergency resource requests during a major emergency or disaster.

7. Shortages of emergency response personnel will exist, creating the need for auxiliary fire, police, search and rescue, emergency medical, transit and public works personnel. Private sector support will be needed to augment government disaster response and recovery efforts.
8. Woodinville may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this City.
9. In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state or federal agencies for 72 hours or longer. In this situation the City will need to rely on available City resources and those of private organizations, businesses and residents within the City for initial response operations.
10. Technological disasters may occur at any time. The initial response to these incidents will be by the normal emergency responders (fire, police, emergency medical, public works). Specialized training in hazardous materials response is given to a small number of selected personnel that may be overloaded by multiple events. Disasters occurring near or across jurisdictional borders will require multi-jurisdictional coordination, communications and/or response.
11. Communications systems will be overloaded and may suffer physical disruption and loss of staff.
12. An enemy or terrorist attack upon the U.S. is considered possible but unlikely. Although specific attack objectives cannot be predicted with assurance, it is assumed that military and governmental centers and concentrations of industry/population would be principal targets. In acts of terrorism it is unlikely that warning will be issued. The first terrorist event may serve to warn other areas.
13. Implementation of this Plan will reduce disaster-related losses.
14. In situations not specifically addressed in this Plan, City departments will improvise and carry out their responsibilities to the best of their abilities under the circumstances.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. The City of Woodinville will be responsible for disaster operations within the City limits. When activated, the Emergency Operations Center (EOC) will be the focal point for emergency management decision-making. Prior to a disaster, preparedness and mitigation activities (including the development of standard operating procedures) are the responsibility of each City department and supporting agencies. The City will respond to preserve life and public property, to mitigate the effects of disaster, and take actions to recover from it.
2. City of Woodinville Ordinance No. 248 establishes the City's emergency management function. It states that the City Manager is directly responsible for the organization, administration, and operation of emergency services within the City. All officers and employees of the City of Woodinville are part of the emergency services program and have responsibility to carry out tasks and functions during disaster or major emergency in Woodinville.
3. The Director of Emergency Management and his/her Assistant will implement emergency statutes and ordinances, and mobilize and commit City emergency resources as required. In the event that all City resources are committed and additional resources are

required, a request will be made to the King County Office of Emergency Management (OEM). A Proclamation of Disaster must be made by the Mayor prior to this request. (Refer to Appendix 1 to the Basic Plan,)

## ***B. Emergency Management Concepts***

1. Protection of life, public property, the economy and environment, are the primary concerns of City government.
2. The Mayor, City employees, augmented by elected and appointed officials and volunteers, will take all possible action to respond to the effects of a disaster and expedite response and recovery. Top priority will be the preservation of human life.
3. Elected and appointed City officials, departments, supporting organizations, agencies or individuals, will retain their identity and autonomy but will function under this plan as an emergency organization. The essential activities of the emergency organization will be coordinated through Woodinville's Emergency Operations Center (EOC). Emergency operations will be conducted on a 24-hour basis, as required.
4. The Department Director of each City department is responsible for providing qualified and trained personnel to the EOC.
5. The City will utilize the Incident Command Structure (ICS) as required by RCW 38.52.070 to respond to any emergency or disaster that could affect the City. When multiple agencies are coordinating response activities, decisions will be made by Unified Command.
6. Normal day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.
7. The City will use all locally available resources, including mutual aid, to manage the emergency before requesting assistance from King County.
8. When mutual aid is requested, the responsible requesting officials will be in direct charge unless the specific mutual aid agreements direct otherwise.
9. Non-city personnel will be registered as Emergency Workers and then assigned to carry out responsibilities as part of the City emergency organization. These workers are given the authority to carry out assigned responsibilities by and under this plan. (Refer to ESF 7 – Resource Support)
10. Standard Operating Procedures (SOP) that are revised, existing, or newly developed will be used by Department Directors and employees when carrying out essential activities necessary to the accomplishment of responsibilities assigned to City government departments.
11. It is essential that accurate (verified), timely and consistent information be disseminated to the public when the EOC is activated. City Departments and agency liaisons (representatives from support or volunteer agencies) will coordinate the development and dissemination of all disaster related public information through the EOC's Public Information Officer.

### **C. Direction and Control**

1. The City Manager is responsible for the direction and control of all emergency management mitigation, response, preparedness and recovery efforts provided by Woodinville City government. The City Manager will appoint the "Director of Emergency Management" (Director) who will direct, control and coordinate City emergency services. The City Manager will further appoint an "Assistant Director of Emergency Management" (Assistant) who will assist the "Director" and serve in his/her absence.
2. The Director of Emergency Management, with assistance from the Assistant Director of Emergency Management, will coordinate City emergency services.
  - a. The Director is responsible to the City Manager.
  - b. The Director will coordinate decision-making regarding the direction of emergency management activities with the Incident Commander (if other than the Director of Emergency Management) and EOC representatives present during activation.
3. The City shall use the concept of the incident command systems (ICS) for emergency response within the EOC as required by RCW 38.52.070. (See Appendix 1, Direction & Control, Tab 3)
4. An EOC Manager will assume direction and control of all assigned community resources during the duration of an emergency or disaster. The EOC Manager could be the Director of Emergency Management, Police Chief, Fire Chief, City Manager, any City Department Director or other EOC representative.
  - a) The EOC Manager is responsible to the Director of Emergency Management.
  - b) The EOC Manger shall collect information and provide situation reports to the King County and State's EOC.
5. Each City department shall designate staff members who will report to the EOC, if appropriate, to coordinate response efforts and to support field operations.
6. Representatives (liaisons) of non-government organizations providing services from the EOC, will be assigned to a Section Leader under ICS for coordination and accounting purposes.

### **D. Facilities**

1. City government will coordinate disaster activities from a central location, referred to as the City of Woodinville Emergency Operations Center (EOC). The primary EOC will be located at the Woodinville Fire & Life Safety District's (WFLSD) headquarters and will be the focal point of all disaster response and recovery.
2. A satellite EOC may be established at Woodinville City Hall or any other City facility.

### **E. Mitigation Activities**

Mitigation activities involve efforts to eliminate, reduce and remove hazards, or to protect people and property from hazards. These may include, but are not limited to, the following:

- a) Develop and maintain the City's Comprehensive Emergency Management Plan (CEMP).
- b) Develop contingency plans and standard operating procedures in support of the Plan.
- c) Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.
- d) Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
- e) Implement appropriate land use planning and zoning.
- f) Implement code development and code enforcement regarding land use, building and fire codes and hazardous materials regulations.
- g) Conduct a hazard and risk analysis.

#### ***F. Preparedness Activities***

Preparedness activities include actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. These activities may include, but are not limited to:

Conduct employee training to enhance response capabilities.

- b) Conduct public education.
- c) Conduct emergency planning.
- d) Develop volunteer resources.
- e) Develop mutual aid agreements.
- f) Purchase basic emergency rations to be placed at City facilities.
- g) Develop a resource inventory.

#### ***G. Response Activities***

– Response activities are actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response actions may include, but are not limited to:

- a) Provide warning. (Refer to ESF 2 – Communications & Warning)
- b) Recommend evacuation.(Refer to ESF 24 – Evacuation & Movement of People)
- c) Activate the Emergency Operations Center (EOC) and coordinating operations, logistics, financial and planning functions.
- d) Conduct damage assessment and situation analysis.
- e) Prepare "Proclamation of Local Emergency." (Refer to Appendix 1 – Direction & Control)

- f) Provide emergency public information. (Refer to Appendix 2 – Public Information)
- g) Request outside assistance.
- h) Initiate actions to protect life and property utilizing available resources.
- i) Compile event status information and reporting to appropriate agencies.
- j) Prepare and maintain detailed documentation of events and activities.

#### **H. Recovery Activities**

Recovery activities are those that involve restoring essential services (short-term) or rebuilding infrastructure and returning the community to normal conditions (long-term). Short-term recovery is also the restoration of facilities to minimum standards of operation and safety. Long-term recovery may continue for a number of years, including complete redevelopment of damaged areas. Recovery activities may include, but are not limited to:

- a) Establishing recovery and business resumption goals and priorities.
- b) Providing information to citizenry concerning recovery programs.
- c) Preparing applications for federal relief programs, if appropriate.
- d) Preparing documentation of events, including logs, cost analyses, and estimated recovery costs.
- e) Assessing special community needs and providing information and assistance where appropriate.
- f) Conducting debris and waste removal.

### **V. RESPONSIBILITIES**

#### **A. The Federal Government – Basic Responsibilities**

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property. Federal response will be organized through the use of the Federal Response Plan to facilitate the delivery of all types of federal assistance to states to help them deal with the consequences of significant emergencies and disasters. FEMA shall:

- 1) Collect, evaluate and disseminate information to state governments, appropriate federal agencies and military commands.
- 2) Establish federal emergency management priorities in consultation with states.
- 3) Assist state and local governments in the effective use of available resources, to warn the public and to maintain government services during a disaster.
- 4) Coordinate the resource mobilization activities of the federal government field establishment.

- 5) Direct and coordinate post-disaster management of federal resources required for emergency relief and rehabilitation, essential military requirements and national recovery.

### ***B. Washington State – Basic Responsibilities***

Washington State, through its Comprehensive Emergency Management Plan (CEMP) and Emergency Operations Center, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment.

- 1) The Governor is responsible for directing and controlling all state activities to protect lives, the environment and property from the effects of disasters.
- 2) The Washington State Emergency Management Division of the Washington State Military Department is responsible for coordinating operational support and resources from adjacent counties, states and the federal government.
- 3) State Departments are responsible for providing various services such as specialized skills, equipment and resources, in support of state and local government emergency operations.

### **C. King County – Basic Responsibilities**

King County has the responsibility for disaster mitigation, preparedness, response and recovery for unincorporated King County, and a regional responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political and special purpose jurisdictions.

a) King County resources are available only when they do not exist through City government or if City resources have been depleted. Such resources and services may include:

- Law enforcement
- Sewer/water services
- Utility services
- Search and rescue
- Human resources support
- Emergency medical services
- Welfare services
- Warning (when possible)
- Public Works/Roads
- Emergency resource management
- Public health services
- Emergency Information
- Communications support
- Transportation support

### **D. The City of Woodinville – Basic Responsibilities**

The following are basic responsibilities for emergency management operations provided by the City of Woodinville. Detailed responsibilities and essential activities are found in the appropriate Appendices and Emergency Support Functions (ESFs) to this document. Department level standard operating procedures (SOPs) detail how individual departments shall perform their responsibilities.

#### **1. All City Departments are responsible for the following:**

- a) Develop plans (SOPs) for employee notification and support during disasters.
- b) Establish internal plans and procedures (SOPs) outlining how they will carry out assigned tasks as identified in this Plan.
- c) Participate in training and exercise programs initiated by the City.
- d) When appropriate, develop mutual aid support agreements.
- e) Conduct departmental training on SOPs.
- f) Secure essential departmental records.
- g) Assign a representative to the EOC during times of disaster.
- h) Keep records and receipts of all emergency actions and expenditures to be reported to the Finance Director.
- i) Purchase supplies or equipment required for department staff to perform emergency response activities.

- j) Assign staff member to participate on the City's emergency management planning committee.
- k) Provide services by their respective agencies per established SOPs.
- l) All normal lines of supervision will remain in effect unless changed by the Department Director or executive order.

**2. Woodinville Mayor is responsible for the following:**

- a) Serve as the "Executive Director" as defined in RCW 38.52.010.8 (Definitions).
- b) Implement emergency statutes; make emergency proclamations and sign appropriate proclamations when needed. (Refer to Appendix 1 – Direction and Control)
- c) Signs Proclamation of Local Emergency. (Refer to Appendix 1 – Direction and Control)
- d) Approve Evacuation Orders.
- e) Formulate major policy decisions; including those for economic stabilization.
- f) Inform the public, with the assistance of the EOC Public Information Officer and approve all public information disseminated to the news media regarding City emergency operations and services to ensure release of compatible and accurate information.
- g) Utilize Emergency Powers as defined in RCW 38.52.070(2), as needed, following a Proclamation of Local Emergency.
- h) Establish clear lines of succession in all aspects of City responsibilities and functions.
- i) Sign mutual aid agreements on behalf of the City.
- j) Rescind any emergency ordinances when they are no longer needed.
- k) Formally accept resources from state and federal agencies in accordance with RCW 38.52.100 (Appropriations – Acceptance of Funds, services, etc.)
- l) The City's Deputy Mayor shall serve in the capacity of the Mayor in his/her absence.

**3. Woodinville City Council has the responsibility to:**

- a) Provide for continuity of the City Council in order to continue legislative duties, and temporarily fill any vacancy of elected position by succession plan or appointment.
- b) Approve ordinances, motions, and appropriate revenue and expenditures.
- c) Coordinate public hearings and actions, with the Emergency Operations Center, to assist in public information and the dissemination of emergency information.

- d) Direct citizen requests for assistance to the appropriate governmental agencies.
- e) Support resource and recovery activities as required.
- f) Report to the EOC upon the occurrence of a disaster or upon notification by the EOC Manager.
- g) Provide for a post audit, with assistance from the Council's Finance Committee, of the emergency financial operations of City government and for emergency performance audit.

**4. Woodinville City Manager has the responsibility to:**

- a) Provide overall direction and control of City operations.
- b) Act as or appoint a Public Information Officer.
- c) Advise and assist City officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- d) Coordinate emergency efforts between the City, Woodinville Fire & Life Safety District, King County Sheriff's Office and other agencies through the Unified Command Structure Incident Commander.
- e) Prepare Proclamation of Local Emergency in cooperation with City Attorney.
- f) Allocate budget for emergency preparedness and supplies.

**5. The Director of Emergency Management has the responsibility to:**

- a) Report to the City Manager.
- b) Provide for the development and maintenance of the City's Comprehensive Emergency Management Plan.
- c) Advise the Mayor, Council, City Manager and Department Directors on direction and control of their emergency operations, emergency fiscal and administrative procedures, and requirements.
- d) Coordinate the development of associated documents and standard operating procedures.
- e) Provide and coordinates through the WFLSD, King County, Washington State and Federal agencies for staff training, public information and education on emergency preparedness.
- f) Coordinate dissemination of emergency warning information through the, Emergency Alert System (King County), the City's Traveler's Information Radio Station, and other available City and WFLSD resources.
- g) Coordinate mitigation and preparedness, response and recovery activities as appropriate.
- h) Collect emergency operations information, analyze data and prepare operational reports.

- i) Coordinate and plan drills/exercises and training.
- j) The Assistant Director of Emergency Management will exercise the powers and perform the duties of the Director during the Director's absence or disability.

**6. *The Executive Department (Office of City Manager) has the responsibility to:***

- a) Provide City departments with guidance and direction for the protection of computer hardware, software, data and City telephone systems.
- b) Coordinate the recovery operations of the City's computer and telephone systems following disaster situations.
- c) Provide telecommunications and computer support to the EOC.
- d) Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.
- e) Assist the Parks and Recreation Department with registration of emergency workers and volunteers.
- f) Assist the Department of Community Development in the development of plans for emergency feeding and shelter for City staff during disaster activities.

**7. *The Finance Director and the City Clerk have the responsibility to:***

- a) Secure essential financial records of the City, including paper files and computer files.
- b) Assist in the procurement of supplies and materials during emergencies and recovery periods.
- c) Serve as liaison to County, State, Federal agencies during recovery, assist in obtaining grants and loans to defray costs of disaster and emergencies.
- d) Provide for the receipt, disbursement and accounting of State, County or Federal disaster relief funds.
- e) Promote and review emergency fiscal accuracy and accounting procedures and records.
- f) Provide information and data on taxes in order to ascertain levels of damage.
- g) Establish an accounting system to track expenditures and obligations incurred during emergencies.
- h) Provide for internal cash and system financial auditing of City departments as required to maintain the continuous provision of emergency management functions.
- i) Coordinate with banks to establish and maintain a system to meet payroll and other payment obligations during emergencies and disasters.

- j) Provide for security of all City records including hard files, computer systems and computer files.
- k) Secure vital records; providing departments with guidelines for recovery of records after an emergency.
- l) Assist departments in the recovery of damaged records.
- m) Record Emergency/Disaster proclamations.
- n) Provide personnel to record and protect all documents (incident reports, logs, etc.) relevant to the disaster event.
- o) Establish a records management system for records retention and security.
- p) Provide resources for elections if necessary.
- q) Review emergency contracts for City liability considerations.
- r) Review pre-disaster mutual aid agreements with City attorney.
- s) Provide direct support to the Director of Emergency Management and other City departments as appropriate in the compilation of damage assessment, and preparation of documents being submitted to state and federal agencies.

**8. The Director of Public Works has the responsibility to:**

- a) Coordinate essential public works support and services provided by the City, King County and other agencies.
- b) Assess and report damage to streets, roads, bridges, and waterways.
- c) Provide for the maintenance, repair and construction of roads.
- d) Develop citywide evacuation plans to include transportation, transportation routes, coordination with supporting agencies and surrounding jurisdictions. (Refer to ESF 24 – Evacuation & Movement of People)
- e) Maintain a liaison and coordinate emergency transportation services with transportation providers for the movement of people, equipment and supplies.
- f) Provide flood protection through emergency channel improvements, emergency bank stabilization and other flood protection and prevention projects.
- g) Assist with the disposal of residential and commercial solid waste by providing coordination with King County to emergency operations of transfer stations and disposal sites.
- h) Manage all aspects of the City vehicles fleet administration.
- i) Provide support to the WFLSD in hazardous material incident response to sewers and streets.
- j) Coordinate response and utility use with electric utilities, water, sewer, natural gas and telephone representatives.

- k) Provide debris removal from public property during emergencies.
- l) Direct, control and manage sandbag resources for City government.
- m) Assist Sheriff's Office with traffic and crowd control duties with barricades and equipment.
- n) Assist Sheriff's Office with evacuation, search and rescue activities, and provide assistance in extraction of injured and trapped people from damaged areas, if necessary.

**9. The Director of Community Development has the responsibility to:**

- a) Assist in monitoring and reporting environmental and other hazards.
- b) Provide support to other departments in field activities, including damage assessment, as appropriate.
- c) Provide streamline permit process for disaster recovery efforts.(e.g. environmental review, land use applications)
- d) Develop plans to deal with land use, environmental impacts and related mitigation issues following disasters.
- e) Provide City maps, land use maps and other such maps to the EOC.

**10. The Director of the Building Permit Center has the responsibility to:**

- a) Develop damage assessment forms.
- b) Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during the recovery period. (Refer to ESF 23 – Damage Assessment)
- c) Assist in fire prevention planning and coordination.
- d) Assist in monitoring and reporting environmental and other hazards.
- e) Coordinate the abatement of dangerous buildings and structures.
- f) Assist in planning, permitting and design of public shelters by providing engineering and architectural support.
- g) Provide personnel to conduct on-site inspections of City property and facilities to determine if buildings are safe for use or if entry should be restricted or prohibited.
- h) Assess property damage (e.g. determining the geographical and monetary extent of damage) and provide assessments to the EOC.
- i) Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.
- j) Provide expertise and recommendations for reconstruction, demolition and structural mitigation during recovery period.

- k) Provide support to other departments in the damage assessment of City infrastructure.
- l) Coordinate issues pertaining to permits and temporary building code variances during the recovery and restoration phases of the disaster.
- m) Provide streamline permit process for disaster recovery efforts.

**11. The Director of the Parks and Recreation has the responsibility to:**

- a) Establish a system to provide shelter, food, emergency first aid and spiritual support during and following an emergency or disaster. (Refer to ESF 6 – Mass Care)
- b) Develop plans for, and coordinate the utilization of, City facilities for temporary emergency shelters.
- c) Coordinate the use of City parks for staging areas for disaster operations, mass care and temporary housing.
- d) Develop plans and provide limited temporary shelter for “special needs” individuals.
- e) Coordinate provision of food and water until the Red Cross Mass Care Program is activated.

**12. The City Attorney has the responsibility to:**

- a) Be available to advise City officials on legal matters relating to emergency management authority and responsibility.
- b) Represent City government in all criminal and civil proceedings in which it may be a party as a result of emergency planning and operations.
- c) Coordinate with Northeast District Court to maintain due process of law in civil and criminal justice matters.
- d) Assist in preparing Proclamation of Local Emergency.
- e) Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.

**13. The King County Sheriff's Office has the responsibility to:**

- a) Act as the Incident Commander for Police related emergencies.
- b) Establish and maintain law and order within City limits.
- c) Provide damage assessment and intelligence support when conducting other duties and report findings to the EOC.

- d) Maintain communications capabilities and provide for the use of available personnel and equipment to support emergency communications requirements.
- e) Provide emergency traffic control.
- f) Provide direction and control for evacuation efforts.
- g) Provide support in the dissemination of emergency warning information to the public.
- h) Provide active security at the EOC, or satellite EOC, during activation as appropriate.
- i) Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
- j) Assist in the provision of Critical Incident Stress Debriefing through coordination with Chaplaincy program.

**14. The Woodinville Fire and Life Safety District has the responsibility to:**

- a) Act as the Incident Commander for fire related emergencies.
- b) Provide command and control for field operations through established command posts as appropriate.
- c) Provide fire suppression services.
- d) Provide hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate. (Refer to ESF 10 – Hazardous Materials)
- e) Provide for the coordination and effective use of resources for search and rescue. (Refer to ESF 9 – Search & Rescue)
- f) Provide emergency medical services with limited transportation to hospitals.
- g) Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.
- h) Ensure provisions have been made to coordinate the organization and mobilization of medical health, mental health, and mortuary services.
- i) Support evacuation efforts as appropriate.
- j) Provide damage assessment and intelligence support when conducting other duties and report findings to the EOC.
- k) Provide initial damage assessment, cleanup, repair and reconstruction of department facilities.

**E. Other Agencies/Organizations**

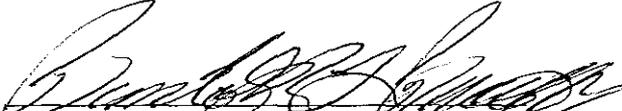
The following is an example list of agencies that may be called upon to assist City government in providing disaster assistance. Additional specific agencies and associations

are listed in appendices to the Emergency Support Functions (ESF's) or in individual department standard operating procedures or resource lists.

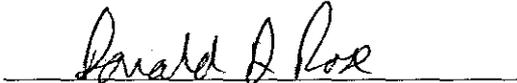
Agency Name	Disaster Service(s) Provided
American Red Cross	Congregate care, health and welfare inquiry services, emergency shelter, food, clothing, housing and other necessities for disaster victims, crisis counseling, Critical Incident Stress Management (CISM) for disaster services
AT & T (TCI Cable)	Television communications
Bonneville Power Agency (BPA)	Electrical power, provide EOC representative
King County Labor Council	Services trades support
King County Fire Chiefs Association	Fire services support
King County Metro	Transportation, sewer
Northshore School District	Student safety, reuniting students with parents/guardians, damage assessment, provide available District resources to the City (buses, nursing, food, counseling, maintenance services and facility access, provide school facilities for shelter and feeding, provide situation reports to EOC from field observations of bus drivers and other school personnel, provide EOC representative.
Puget Sound Energy (PSE)	Electrical power, provide EOC representative
Salvation Army	Mass feeding, shelters
Seattle-King County Public Health	Data collection, reporting and analysis of casualties and environmental health effects, organize and mobilize public health services during an emergency, coordinate with American Red Cross EOC representatives to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers, coordinate morgue services and issue all death certificates associated with the disaster, health supplies
Washington State Emergency Management Division	National guard, assistance from state divisions/departments
Washington State Department of Transportation	Coordinate with Washington State Patrol to close state highways and interstates, provide damage assessment and other emergency information to the King County Office of Emergency Management for dissemination to King County cities.
Washington Funeral Directors Association	Mortuary support

Directors Association	
Washington Volunteers Active in Disasters (WAVOAD)	Mass feeding, shelter, home repair
Woodinville Water District	Water, sewer, emergency public information on water storage and disinfecting, provide EOC representative
Local Churches	Chaplain/religious services, shelters, food, supplies

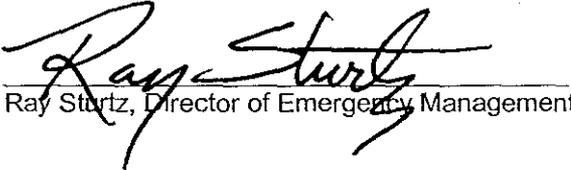
The City of Woodinville Emergency Management Plan dated February 2000 is adopted as the official plan for the providing of emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of City government departments.

  
Randolph L. Ransom, Mayor, City of Woodinville

2.7.2000  
Date

  
Donald D. Rose, City Manager

02-07-00  
Date

  
Ray Sturtz, Director of Emergency Management

02-07-00  
Date

**APP1**  
**DIRECTION/CONTROL**

## **APPENDIX 1**

### **DIRECTION AND CONTROL**

#### **I. INTRODUCTION**

##### **A. Purpose**

1. To provide for the effective direction, control, and coordination of emergency operations undertaken in accordance with the City of Woodinville Comprehensive Emergency Management Plan.
2. To ensure continued operation and continuity of Woodinville city government and its function during and after emergencies or disasters.
3. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

#### **II. CONCEPT OF OPERATIONS**

##### **A. General**

1. State law, RCW 38.52, establishes emergency management. State and county laws and ordinances provide guidelines for how emergency management conducts business during disasters and emergencies.
2. The emergency management organization for the City of Woodinville consists of all departments and their resource inventory of the City, elected officials, as well as volunteer and private resources committed to assist under the provisions of the Comprehensive Emergency Management Plan.
3. The City of Woodinville is responsible for emergency operations and essential services within its jurisdiction. King County government will support the operation and services requested when City resources have been expended.
4. Continuity of government is ensured through leadership succession, backup communication systems, alternate operational locations and preservation of essential records.

5. During disasters or emergencies, the need for rapid decisions and actions require that emergency management plans and procedures replace normal City policies and procedures.
6. The Woodinville center for emergency operations is located in the Fire District EOC. Other areas and facilities of the City and/or Fire District may be used, as necessary, to support direction, control, and coordination operations of city government.

#### **B. Direction and Control**

1. Overall direction and control of emergency management is the responsibility of the City Manager.
2. The Director of Emergency Management, appointed by the City Manager, is responsible for ensuring that emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Woodinville.
3. Policy decisions are made by the City Council, who may work from the EOC or a location of their choice, maintaining close contact with EOC management.
4. All city employees may be used during times of emergency and disaster.
5. Each Woodinville City Department shall have a pre-established location and alternate from which to establish direction and control of its respective activities in a disaster. This location may be the Emergency Operations Center (EOC) or other suitable location, depending upon the magnitude and circumstances associated with the event. If the location is not established within the EOC, the individual in charge will be responsible for documenting staff activities and maintaining communication and coordination with the EOC regarding event status and resource needs.
6. The day-to-day organizational structure of city departments shall be maintained as much as practical during emergency and disaster operations.
7. Direction and control will be conducted using existing communications systems and those that have been established specifically for emergency management operations. (SEE ESF-2 Telecommunications & Warning)

### **C. Coordination**

1. Emergency management provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with federal, state, and local jurisdictions, as well as other special purpose districts, volunteer agencies, and private businesses.
2. Each Woodinville City Department shall provide personnel to staff the Emergency Operations Center upon request and shall establish a call out list for rapid mobilization of the department and staffing of the Emergency Operations Center. (TAB 1 - EMERGENCY CALL BACK LIST)
3. Because of the complexity of emergencies and disasters, city departments may be responsible for functions or operations that do not normally fall within their scope of responsibility, and will find they must work closely with other public, volunteer, and private agencies to ensure success.
4. Liaisons are personnel from other organizations who do not have a direct response role but who's supporting role is critical to the City's actions to the event. Liaisons will be exchanged with other organizations whenever possible to assist with coordination.

### **D. Continuity of Government**

1. During an impending or actual disaster, the first personnel normally to be notified are the City Manager, Mayor, Director of Emergency Management, the Chief of Police Services and Fire Chief (Woodinville Fire & Life Safety District).
2. Depending on the severity of the disaster, activation of the Emergency Operations Center (EOC) will be requested. Representatives of City departments and support agencies will be requested to report to the EOC as needed to make policy and decisions, and to coordinate efforts to mitigate the problem. The City government emergency organization will operate within policies set by the Mayor and Council and the Basic Emergency Management Plan of the City as amended.
  - a. Activation of the EOC may be made by the Mayor or designee, Director of Emergency Management, Chief of Police Services, or Fire Chief (Woodinville Fire & Life Safety District)

3. Succession of the Executive Director of City government is as follows:
  - a. Mayor
  - b. Deputy Mayor
  - c. City councilmember who is selected by majority vote
  - d. City Manager
4. City Department Directors will designate successors to ensure continuity of leadership and operations. Successors should be aware of their emergency responsibilities. (TAB 2 - SUCCESSOR LIST)
5. Should a vacancy occur during or immediately following a disaster, the line of succession for the position of Mayor is established as Deputy Mayor. That succession takes place when the Mayor is unavailable to respond to the Emergency Operations Center within one hour of activation. The transfer of powers is terminated (or moves back up the chain) when the Mayor arrives.
6. In the event that a disaster reduces the number of City Councilmembers, those members available for duty shall have full authority to act in all matters as the City Council. Quorum requirements for the council shall be suspended for the period of the emergency, and where the affirmative vote of a specified proportion of the council is required for approval of an ordinance or other action, the same proportion of those councilmembers available shall be sufficient. As soon as practical councilmembers available shall act in accordance with the charter and state law to fill existing vacancies on the council. (RCW 42.14.450)
7. For continuity of government, RCW 42.14.075 provides for meetings of governing bodies of political subdivisions to be held at site other than the usual places due to a disaster when it becomes imprudent, inappropriate or impossible to conduct affairs of the political subdivision at the regular place. RCW further provides that after any emergency relocation, the affairs of the political subdivision shall be lawfully conducted at the temporary location or locations for the duration of the emergency.
8. RCW Title 40 provides for local government officials to coordinate the protection of their essential records with the State Archivist and Director of the State Department of Emergency Management to provide continuity of government under emergency conditions. The City of Woodinville, under the direction of the City Clerk, has provided for the preservation and protection of essential records through microfiche (microfilm) and off-site storage.

## E. Emergency Operations Centers (EOC)

1. The City of Woodinville will coordinate disaster activities from the Woodinville Fire and Life Safety District building, designated as the Emergency Operations Center (EOC) that has communication capabilities to conduct such activities.
2. Procedures are maintained to ensure the facility is adequately staffed and equipped to be immediately available when needed.
3. Alternate emergency operations centers may be used if the primary facility is unable to accommodate the City's needs during a disaster. An alternate EOC may be City Hall or other city facility.
4. The EOC may be partially or fully activated depending on the severity of the impending emergency or disaster.

## F. Organization of the Emergency Operations Center (EOC) and Lines of Succession

For coordination of emergency operation center activities, the Incident Command System (ICS) will be utilized (TAB 3 – EMERGENCY MANAGEMENT ORGANIZATION CHART). The ICS is a system for managing resources, making decisions, prioritizing activities and documenting actions. Based upon standards set by the National Fire Academy and FEMA, ICS provides communication and organizational ground rules for individuals and organizations involved in emergency response. The ICS organization has five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration.

When multiple agencies are involved and the incident is totally contained within a single jurisdiction, the Unified Command Structure will be utilized. Unified command is used when decision-making authority in the ICS rests with representatives of two or more "lead" agency representatives.

1. **Command** – Command is responsible for overall management of the incident. Command also includes certain staff functions required to support the command function. The command function can be conducted in two general ways: single command and unified command. Within a jurisdiction where an incident occurs, and when there is no overlap of jurisdictional boundaries involved, a single Incident Commander will be designated by the jurisdictional agency to have overall management responsibility for the incident.

2. **Incident Commander** – The **Director of Emergency Management** will serve as the Incident Commander during emergencies or disasters. The line of succession will be: City Manager, Assistant Director of Emergency Management, Public Works Director, Chief of Police Services, Fire Chief, Planning & Community Development Director, Finance Director, Permit Center Director, Parks & Recreation Director, Assistant to the City Manager.
3. **EOC Manager** – The EOC Manager is responsible for the day-to-day operational support of the EOC facility and submitting situation reports to the King County EOC and, if appropriate, the Washington State EOC. The EOC Manager coordinates the activities of the EOC Section Leaders (see below) and outside agencies' support. The Deputy Fire Chief (Operations) will serve as the EOC Manager. The line of succession is: Director of Emergency Management, Fire Chief, Chief of Police Services, Assistant Director of Emergency Management, City Manager, and Assistant to the City Manager.
4. **Operations Section** – This function is responsible for the management of all tactical operations. This may include, but is not limited to: warning, communication, law enforcement, fire services, public works, emergency welfare, transportation, search and rescue, evacuations and medical, health and mortuary. The **Public Works Director** will act as the Operations Section Lead. The line of succession for this section leader is: Chief of Police Services, Fire Chief, and Permit Center Director.
5. **Planning Section** – This function is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. These responsibilities are completed with the creation of an action plan. The action plan will require the input and close coordination with other departments, agencies and ICS functions. The **City Planner** will act as the Planning Section Lead. The line of succession for this section leader is: Assistant to the City Manager, Planner and Permit Center Director.

Other duties assigned to the Planning Section may include but are not limited to: damage assessment/analysis; collecting/compiling data for operational reports; monitoring and reporting environmental and other hazards; providing technical and planning services for evacuation planning (before and after an event); finding available personnel and equipment to support operations.

6. **Logistics Section** – The logistics function is responsible for locating organizing and providing facilities, services and materials for the incident. The **Parks and Recreation Director** will act as the Logistics section lead. The line of succession for this section leader is: Park Maintenance Worker, Public Works Coordinator and Planner.

Some of the services managed by the Logistics Section include mass care, sheltering, and siting of shelters, distribution centers and staging areas.

7. **Finance/Administration Section** – This section is responsible for tracking disaster cost, assisting in the procurement of supplies and evaluating the financial consideration of the incident. These functions take on great significance in long-term or extended operations. **The Finance Director** will serve as the Finance/Administration section lead. The line of succession for this section leader is: City Clerk, Staff Accountant and Assistant to the City Manager.

Some of the services managed by the Finance/Administration Section include timekeeping, purchasing/contracting, financial management and disaster relief.

### III. RESPONSIBILITIES

#### A. General

1. General responsibilities for City elected officials and departments are identified in the Basic Plan under Section IV, Responsibilities. (TAB 4 – ESF RESPONSIBILITY MATRIX)
2. Councilmembers will serve as the Executive Group. The Executive Group establishes policy, informs the public and makes major decisions, declarations and policies regarding mitigation, increased readiness actions, emergency operations and recovery operations. The Executive Group includes the City Manager, Fire Commissioners, and the Fire Chief. The Director of Emergency Management will advise the Executive Group as necessary.
3. Personnel in the Emergency Operations Center (EOC) handle coordination issues or operational decisions that significantly impact more than one department. The EOC Manager informs the Executive Group of major events and decisions in regards to the disaster or emergency. In return, the Executive Group informs the EOC of all policy decisions concerning the event.
4. Major decisions made at the department level will be transmitted to the EOC Manager. Other agencies or departments may be impacted or may have similar issues to address.
5. Because of the complexity of emergencies and disasters, city departments may be responsible for function or operations that do not normally fall within their scope of responsibility, and will find that they must work closely with other public, volunteer and private agencies to ensure success.

## **B. City of Woodinville Government**

1. The Director of Emergency Management, subject to the direction and Control of the City Manager, shall be responsible for coordinating the emergency management program for the City of Woodinville.
2. All City departments are required to establish internal plans and procedures discussing how they will carry out assigned tasks as identified in this plan. In addition to participating in training and exercise programs initiated by the Director of Emergency Management, departments will conduct training and exercises on their own internal plans and procedures. (SEE APPENDIX 6 – EXERCISE & TRAINING)
3. The Basic Plan identifies responsibilities for all city departments and Department Directors.

## **C. Proclamation of Local Emergency**

1. The Proclamation of Local Emergency is made by the Mayor and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The Proclamation of Local emergency must be ratified by the City Council as soon as practical following the emergency.
2. In the absence of the Mayor, such proclamations may be made by the Deputy Mayor and in the absence of the Deputy Mayor, by the City Manager.
3. The Proclamation shall be delivered to all news media within the city and the public.
4. The Proclamation authorizes the city to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.
5. The City Manager in cooperation with the City Attorney shall be responsible for preparing the Proclamation. (TAB 5 - SAMPLE PROCLAMATIONS)

## **Tabs to Appendix 1 – Direction and Control**

- Tab 1      **Emergency Call Back List – City of Woodinville Electeds and staff**  
(R:EMERMGT:1999UPGRADE:EMERGENCY CALL BACK NUMBERS.DOC)
- Tab 2      **Lines of Succession for City Department Director**  
(R:EMERMGT:1999UPGRADES:LINES OF SUCCESSION.DOC)
- Tab 3      **Emergency Management Organization Chart**  
(R:EMERMGT:1999UPGRADES:EMG MGT ORG CHART.DOC)
- Tab 4      **ESF Responsibility Matrix**
- Tab 5      **Sample Proclamations**

## APPENDIX 1 - TAB 1 EMERGENCY MANAGEMENT CALL BACK LIST

January 31, 2000

DEPARTMENT	CALL ORDER	STAFF NAME	TITLE	HOME/PAGER/CELL NUMBERS
<b>Executive</b>	<b>1</b>	<b>Pete Rose</b>	<b>City Manager</b>	<b>425-844-8308/425-357-4628 pgr/425-985-3726 cell</b>
	2	Marie Stake	Comm. Svc. Coord.	425-316-6954/425-379-1219 pgr/206-605-1400 cell
	3	Deborah Knight	Assist. To the City Mgr	425-488-1852/425-379-4025 pgr
	4	Linda Fava	Exec. Secretary	425-882-8693
<b>Administrative Services</b>	<b>1</b>	<b>Jim Katica</b>	<b>Finance Director</b>	<b>425-485-7356/206-910-6679 cell</b>
	2	Sandra Steffler	City Clerk	425-402-0538/425-379-4024 pgr
	3	Jeannie Yi	Staff Accountant	425-481-7620
	4	Karin Roberts	Accounting Clerk	360-794-4516
	5	Dawn Pickard	Administrative Assist. II	425-347-834/425-501-8772
	6	Jenny Kuhn	Administrative Assist. I	425-806-8355
<b>Community Development</b>	<b>1</b>	<b>Ray Sturtz</b>	<b>Director/EOC Manager</b>	<b>206-910-2569/206-969-1563 pgr/206-910-2569 cell</b>
	2	Charleine Sell	Administrative Assist. II	425-485-3789
	3	Becky Perkins	Planner	425-488-9999/206-465-9284 cell
	4	Nate Pate	Planner	425-485-5009
	5	Debra Crawford	Planning Tech	425-487-1243
	6	Janet Groak	Admin. Assist	206-367-0404
	7	Beth Bear	Office Assist	425-483-1302
	8	Dana Jenkins	City Planner	425-487-3529
<b>Parks &amp; Recreation</b>	<b>1</b>	<b>Lane Youngblood</b>	<b>Director</b>	<b>425-363-1549/206-619-5997 cell</b>
	2	Brian Meyer	Maint. Worker	360-832-4276/425-379-4032 pgr/206-979-2728 cell
	3	Brenda Eriksen	Admin. Assist.	425-338-2207 hm/425-985-1522 cell/425-985-3299 c
	4	Cindy Shelton	P& R Programmer	425-844-2428/206-605-5340 cell
	5	John Markuson	Volunteer Coordinator	425-303-8293/ 206-465-5719
	8	Bob Wuotila	Park Planner	206-244-7159

## APPENDIX 1 - TAB 1

### EMERGENCY MANAGEMENT CALL BACK LIST

DEPARTMENT	CALL ORDER	STAFF NAME	TITLE	HOME/PAGER/CELL NUMBERS
<b>Executive</b>	<b>1</b>	<b>Pete Rose</b>	<b>City Manager</b>	<b>425-844-8308/425-357-4628 pgr/425-985-3726 cell</b>
	2	Marie Stake	Comm. Svc. Coord.	425-316-6954/425-379-1219 pgr/206-605-1400 cell
	3	Deborah Knight	Assist. To the City Mgr	425-488-1852/425-379-4025 pgr/206-619-5997 cell
	4	Sam Mehrabian	Info Systems Mgr	425-562-1212/206-396-1264 cell
	4	Linda Fava	Exec. Secretary	425-481-5778
<b>Administrative Services</b>	<b>1</b>	<b>Jim Katica</b>	<b>Finance Director Finance Sect. Chief</b>	<b>425-485-7356/206-910-6679 cell</b>
	2	Sandra Steffler	City Clerk	425-402-0538/425-379-4024 pgr
	3	Jeannie Yi	Staff Accountant	425-481-7620
	4	Karin Roberts	Accounting Clerk	360-794-4516
	5	Dawn Pickard	Sr. Admin Assist.	425-347-834/425-501-8772
	6	Jenny Kuhn	Administrative Assist.	425-806-8355
<b>Community Development</b>	<b>1</b>	<b>Ray Sturtz</b>	<b>Director/EOC Mgr</b>	<b>360-563-9727/206-969-1563 pgr/206-910-2569 cell</b>
	2	Charleine Sell	Sr. Admin. Assist.	425-485-3789
	3	Becky Perkins	Planner	425-488-9999/206-465-9284 cell
	4	Nate Pate	Planner	425-485-5009
	5	Debra Crawford	Planning Tech	425-487-1243
	6	Janet Groak	Permit Tech II	206-367-0404
	7	Catherine Thompson	Admin Assist	425-438-3781
	8	Dana Jenkins	City Planner	425-487-3529
<b>Parks &amp; Recreation</b>	<b>1</b>	<b>Lane Youngblood</b>	<b>Director Logistics Sect. Chief</b>	<b>425-363-1549/206-255-3347 cell</b>
	2	Brian Meyer	Maint. Worker	425-347-8341/206-255-5088 cell
	3	Cindy Shelton	Recreation Supv.	425-844-2428/206-255-4924 cell
	4	Dave Frickelton	Parks Maint Worker	425-823-4194/206-255-5366 cell
	5	Chris Everett	Parks Maint I	425-788-0804/no cell phone
	6	Linda Petrin	Admin Assist	425-485-5669/ 206-255-4383 cell

DEPARTMENT	CALL ORDER	STAFF NAME	TITLE	HOME/PAGER/CELL NUMBERS
	7	Brenda Eriksen	Sr. Admin. Assist.	425-338-2207/425-985-3299 cell
	8	John Markuson	Volunteer Coordinator	425-303-8293/ 206-465-5719
	9	Cole Caplan	Teen Coordinator	425-398-6450/206-255-4923
	10	Bob Wuotila	Park Planner	206-244-7159/ no cell phone
<b>Permit Center</b>	<b>1</b>	<b>Dean McKee</b>	<b>Director, Bldg Official</b>	<b>425-481-4521</b>
	2	Susie McCann	Permit Ctr Coordinator	425-424-9584
	3	Ron Braun	Bldg Inspector II	425-788-3125
	4		Bldg Inspector I	
	5	Alan Hammerquist	Civil Site Inspector	425-334-6589
	6	Sandy Guinn	Sr Admin. Assist.	425-489-0392
	7	Al Sato	Civil Plans Examiner	206-783-0512
	8	Matt Wenchena	Bldg Plans Exam	253-472-4011
	9	Brenda Macon	Admin. Assist. I	425-820-4569/206-226-9636 cell
	10	Jason Burt	Code Enforcement Off	425-355-0313
	11	Mark Kees	Custodian	360-863-0933/206-255-5314 cell
	12	Rich Soloski	Permit Tech II	425-787-1032
<b>Public Works</b>	<b>1</b>	<b>Mick Monken</b>	<b>Director Operations Sect Chief</b>	<b>425-672-4319/206-890-8201 cell</b>
	2	Joe Seet	Traffic Engineer	425-482-9159/206-310-8543 cell/206-890-4743 cell
	3	Valarie Jarvi	PW Maint Supv	425-483-4642/206-890-6973 cell
	4		Project Engineer	
	5	Yosh Monzaki	Surface Water Coord.	425-488-2346
	6	Patrick Lynch	Trans. Planner	206-860-8957/206-979-3040 cell
	7	Daniel Beck	Assist. Engineer	425-486-9808/206-890-4048 cell
	8	Amy Ensminger	Sr. Admin. Assist	360-668-3621
	9	Don Maki	PW Maint Worker I	
	10	Chris Bowman	PW Maint Worker II	

DEPARTMENT	CALL ORDER	STAFF NAME	TITLE	HOME/PAGER/CELL NUMBERS
<b>Permit Center</b>	<b>1</b>	<b>Dean McKee</b>	<b>Director, Bldg Official</b>	<b>425-481-4521/425-379-4027 pgr</b>
	2	Susie McCann	Permit Ctr Coordinator	425-401-0367/425-652-1590
	3	Ron Braun	Bldg Inspector	425-788-3125
	4	t.b.d.	Permit Tech	
	5	t.b.d.	Civil Site Inspector	
	6	Sandy Guinn	Admin. Assist.	425-489-0392
	7	t.b.d.	Civil Plans Exam./Inspect.	
	8	Matt Wanchena	Bldg. Plans Examiner	253-472-4011
	9	Brenda Macon	Admin. Assist. I	425-820-4569
<b>Public Works</b>	<b>1</b>	<b>Mick Monken</b>	<b>Director</b>	<b>425-672-4319/206-890-8201 cell</b>
	2	Joe Seet	Traffic Engineer	425-482-9159/206-310-8543 cell/206-890-4743 cell
	3	Valarie Jarvi	PW Coordinator	425-483-4642/206-890-6973 cell
	4	Patrick Lynch	Trans. Planner	206-860-8957/206-979-3040 cell
	5	Sharon Hauser	Admin. Assist.	425-338-3669/206-499-5947 cell
	6	Andrew Laski	Senior Engineer	425-882-3682
	7	Daniel Beck	Assist. Engineer	425-486-9808/206-890-4048 cell
	8	Yosh Monzaki	Surface Water Coord.	425-488-2346
<b>City Council</b>	<b>1</b>	<b>Randy Ransom</b>	<b>Mayor</b>	<b>485-2799 hm/</b>
	2	Marsha Engel	Deputy Mayor	489-2954 hm/206-276-7738 cell
	3	Barbara Solberg	Councilmember	483-9681hm
	4	Carol Bogue	Councilmember	486-5969 hm
	5	Scott Hageman	Councilmember	483-5219 hm/
	6	Bob Miller	Councilmember	483-5219 hm/206-541-1165 pgr/206-979-3103 cell
	7	Don Brocha	Councilmember	483-9681 hm/206-979-3099 cell

## Appendix 1 – Direction & Control

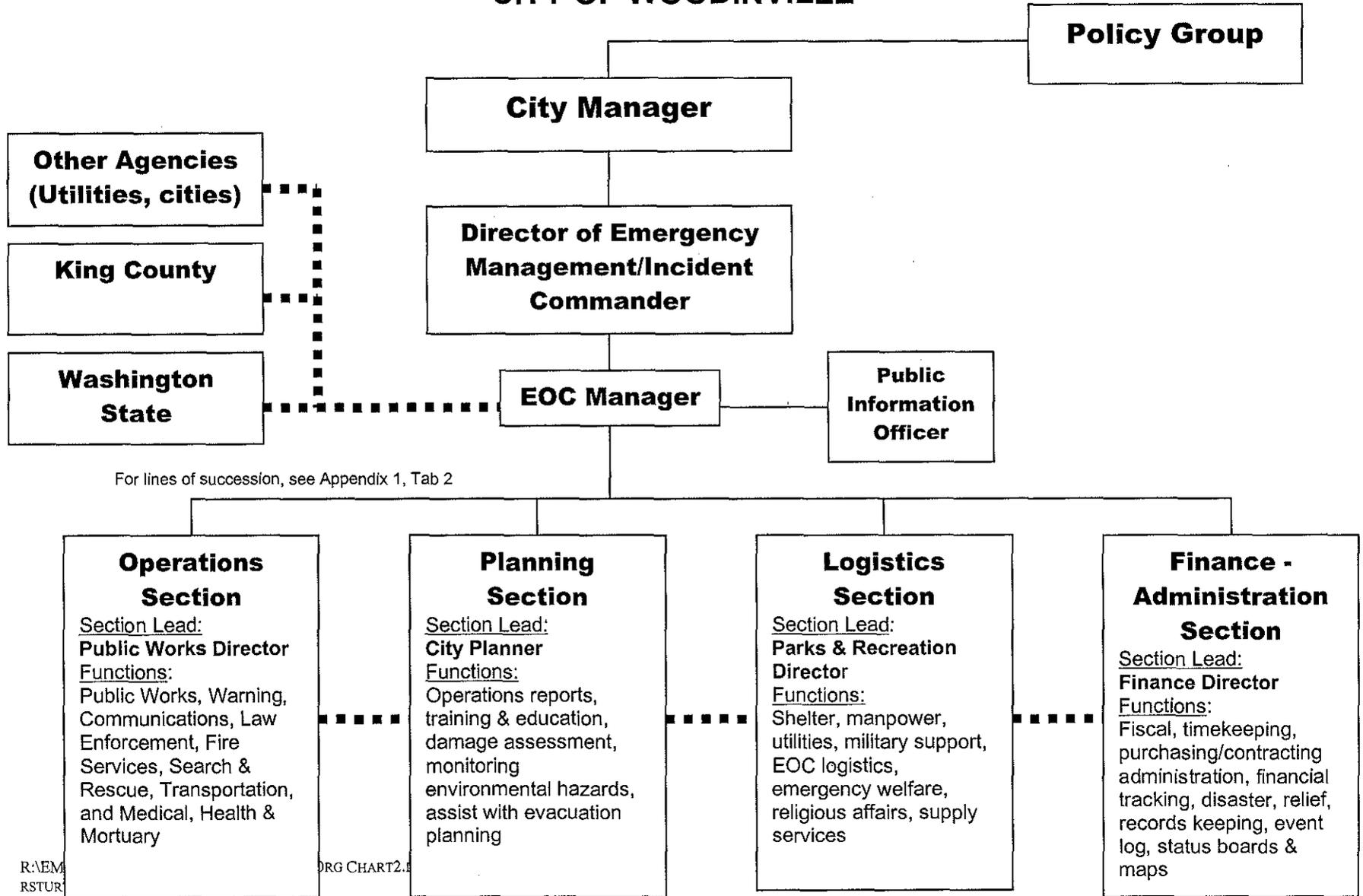
### Tab 2 Lines of Succession

<b><i>Department Director</i></b>		<b><i>Successor</i></b>
City Manager		Assistant to the City Manager
Finance Director		City Clerk or Staff Accountant
Director of Planning & Community Development		City Planner or Planner
Director of Building Permit Center		Building Plans Examiner
Parks & Recreation Director		Recreation Programmer or Maintenance Worker
Public Works Director		Traffic Engineer or Senior Engineer

Denotes Coordination - - - - -

Denotes Control \_\_\_\_\_

# Appendix 1 – Tab 3 EMERGENCY MANAGEMENT ORGANIZATION CITY OF WOODINVILLE



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## Appendix 1 – Direction & Control

### Tab 4

## Emergency Support Functions (ESF) Responsibilities Matrix

**P=** primary responsibility  
**S =** support responsibility  
**JP =** joint primary responsibility

	Exec. (City Mgr)	Admin Svcs	Parks & Rec	Planning & Comm Dev	Bldg Permit Ctr	Public Works	Police (KCSO)	Fire (WFLSD)
EMERGENCY SUPPORT FUNCTIONS								
Transportation						P		
Communications & Warning	S							P
Public Works						P		
Firefighting								P
Info Analysis				P				
Mass Care			P	S				
Resource Support		P						
Health & Medical Svcs								P
Search & Rescue								P
Hazardous materials								P
Food & Water		S	P					
Energy						P		
Military Support	P							
Recovery & Restoration	JP	S	S	JP	S	S	S	S
Law Enforcement							P	
Damage Assessment					P	S		
Evacuation & movement						JP	JP	

## Appendix 1 – Direction & Control

### Tab 5: SAMPLE PROCLAMATIONS (Sample 1)

WHEREAS, the Director of Emergency Management and City Manager have reported to the Mayor of the City of Woodinville that (type of event) has resulted in, or threatens to result in, the death or injury of persons or the destruction of, or damage to property; and

WHEREAS, all available resources are/will be committed to disaster work, and the severity of this disaster is beyond the capability of local resources requires the City to request supplemental assistance; and

WHEREAS, these conditions constitute a civil emergency as defined in \_\_\_\_\_ and necessitates the utilization of emergency powers granted under RCW 38.52.070; and

WHEREAS, in the judgment of the undersigned, extraordinary measures are required to protect the public peace, safety and welfare;

NOW, THEREFORE, I, Mayor of Woodinville, Washington, do hereby proclaim a civil emergency exists within the City of Woodinville due to type of event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Mayor of Woodinville

## PROCLAMATION (Sample 2)

WHEREAS, the Director of Emergency Management and City Manager have reported to the Mayor of the City of Woodinville that (type of event) has resulted in, or threatens to result in, the death or injury of persons or the destruction of, or damage to property; and

WHEREAS, this constitutes an emergency as defined by (name of City disaster plan) and necessitates the utilization of emergency powers granted pursuant to (cite city code) and RCW 35.33.081

THEREFORE, be it proclaimed by the Mayor of the City of Woodinville that an emergency exists in Woodinville; therefore City of Woodinville Departments are authorized to do the following:

1. Enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of person and property;
2. Provide appropriate emergency assistance to the victims of such disaster; and
3. Other, as appropriate

Each City of Woodinville Department is authorized to exercise the powers vested under this proclamation in the light of the exigencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

It is the policy of the City of Woodinville, King County, State of Washington, that no guarantee is implied by the City's Comprehensive Emergency Management Plan of a perfect response system. As the City of Woodinville assets and systems may be overwhelmed, the City of Woodinville can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at this time.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Mayor of Woodinville

## PROCLAMATION OF DAMAGES (Sample 3)

On date , describe situation, expected duration, etc. damage estimates as of time on date are as follows:

(INFORMATION FROM LOCAL SITUATION REPORTS  
SHOULD BE USED FOR THIS SECTION)

All available City of Woodinville resources are committed to disaster work at the present time, including the following:

(INFORMATION FROM LOCAL SITUATION REPORTS  
SHOULD BE USED FOR THIS SECTION)

Whereas, the severity and magnitude of this disaster is beyond the capability of local resources;

Therefore, be it proclaimed by the Mayor \_\_\_\_\_, does hereby proclaim the City of Woodinville a Disaster Area and request the Executive Director of King County, grant or seek to obtain such assistance as herein requested.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Mayor of Woodinville

**Recommended by:**

\_\_\_\_\_  
Director of Emergency Management

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Attorney

**APP2  
PUBLIC INFORMATION**

## APPENDIX 2

### PUBLIC INFORMATION

Primary Agency: City of Woodinville, Executive Department

Support Agencies: All City of Woodinville Departments  
American Red Cross  
King County Departments and Divisions  
Northshore School District  
Washington State Departments and Divisions  
Woodinville Fire & Life Safety District  
Woodinville Water District  
Evergreen Hospital District

#### I. INTRODUCTION

##### A. Purpose

The purpose of this Appendix is to provide for, and maintain a program that prepares, and distributes emergency information and instructions to the public before during and after emergencies, using all available communications media. Further, it is to establish uniform policies for the effective development, coordination and dissemination of information to the public, media, key City officials and City employees in case of a natural or technological emergency or disaster. This Appendix has been prepared to be consistent with the Washington State Comprehensive Emergency Management Plan and the Federal Response Plan format for emergencies and disasters.

The objectives of emergency public information are:

- To warn the public of disaster dangers, their effects and proper countermeasures.
- To coordinate the City's release of public information to the media.
- To instruct the public on survival and recovery measures.
- To increase the public's capability to survive and recover.
- To control rumors and reassure the public.
- To train personnel in proper emergency public information responsibilities.
- To instruct the public on disaster assistance and recovery services and procedures.

##### B. Scope

The City of Woodinville emergency public information actions before, during and following any emergency will be determined by the severity of the emergency as determined by the Emergency Operations Center (EOC). A significant emergency public information response may involve city departments, King County, the State of

Washington, the Federal government and other emergency services organizations. This Appendix describes those agencies and their responsibilities and relationships.

## II. POLICIES

### A. Authorities

See Basic Plan

### B. Public Information Policies for the City of Woodinville

During disasters the flow of public information and facts concerning the event and government's response to save lives and property must be consolidated. The descriptions provided the public must reflect the best information available. The City of Woodinville's EOC will be staffed by at least one Public Information Officer (PIO) to coordinate a single access point for information. All information and press releases provided by the PIO must be approved by the Policy Group (AS DESCRIBED IN APPENDIX 1 – DIRECTION AND CONTROL).

## III. SITUATION

### A. Emergency/Disaster Conditions and Hazards

The City of Woodinville will periodically experience emergency situations that require the dissemination of critical information to the public news media. Potential emergency situations include both natural and technological events. Public information is critical to alerting citizens to an impending emergency, directing and informing them during the emergency and assisting them during recovery.

### B. Planning Assumptions

1. The Emergency Alert Systems (EAS) [Refer to ESF-2 Communications & Warning] is the best means to give an initial warning to the public. It will be used in time sensitive situations when the public must be warned immediately of an impending emergency or disaster.
2. The EAS provides specific procedures for the broadcast media to disseminate emergency information and warning to the general public. Public opinions and actions will be influenced by the general news and by official statements. As a crisis intensifies, public interest in emergency information, specifically on personal protective measures, will arise.
3. Once the initial warning is accomplished, the Public Information Officer(s) (PIOs) have the task of keeping the public informed of what to do to prevent injury or property damage, and what actions the City is taking.
4. Normal means of communication in the affected areas may be either destroyed, or largely incapacitated; therefore, only limited or incomplete information is anticipated from the disaster area until communications are restored. Non-traditional means of communicating with the public must be established and utilized.
5. Depending on the nature and magnitude of the emergency, different levels of emergency public information response will be required. Public information may in fact be the primary function occurring during an emergency. This may

happen when, because of media coverage, the public perceives there to be a bigger story than there actually is.

6. Rumors or misinformation can cause unnecessary distress among citizens, provide counter productive public actions and impede response and recovery efforts. PIOs must focus on stopping rumors and providing accurate and timely information.
7. Demands for information from media outside the affected area will be significantly increased.
8. In a disaster, the State and King County emergency management divisions may establish a Joint Information Center (JIC) to coordinate federal, state and local information.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General Organization**

1. During normal, non-emergency periods and possibly during small events, information relating to emergency preparedness will be disseminated by the Director and/or Assistant Director of Emergency Management to the general public, City officials and staff.
2. During larger emergency periods, the City Manager will act as or designate the Public Information Officer (PIO) to coordinate and centralize the dissemination of information. The PIO may or may not be a city employee.
3. When the situation warrants, the PIO may appoint an Assistant PIO.
4. The PIO will work out of the EOC and may participate in a Joint Information Center (JIC) with county and state officials.
5. The purpose of a Joint Information Center (JIC) is not to control the activities of other jurisdictions, but to provide a forum of the sharing of information between jurisdictions and a central point for the media to get information.
6. The Director and/or Assistant Director of Emergency Management will conduct training for City personnel in the areas of emergency public information.

##### **B. Procedures**

1. The Incident Commander will gather and relay accurate details of the incident to the EOC Manager who will in turn conduct regular briefings with key EOC personnel, including the PIO.
2. The media will be contacted and informed on how information will be disseminated during emergencies. Upon activation of the EOC, a "Media Room" will be established for the media's use and located separate from the EOC. It may be necessary to establish an alternate Media Room at another location.
3. Attempts will be made to coordinate the release of emergency public information with King County and the State of Washington, along with other cities and counties to ensure that no conflicting information or instructions are released.

4. Radio station KIRO, 710 AM, Seattle, is the primary EAS station for Seattle and King County. This and other stations, will broadcast emergency information as detailed in the Central Puget Sound Area Emergency Alert System Local Area Plan.)
5. Emergency information will be recorded on the City's Traveler's Information Radio Station 1610 AM which has a 2.5 mile radius of broadcast from downtown Woodinville. Recording procedures are contained in the Standard Operating Procedures Manual.
6. The decision to activate the EAS for weather related incidents is generally the responsibility of the National Weather Service. EAS activation for other emergencies will be responsibility of the King County Office of Emergency Management or the King County Sheriff's Office Communications Center (as an alternate).
7. Radio and television broadcast stations will be used to maintain contact with the public and to provide last-minute directions on disaster area operations.
8. In order to ensure credibility and response, a wide variety of information will be distributed through all of the media form available: radio, television, newspaper and direct distribution of printed materials. Additional sources of emergency information provided by the City of Woodinville are the Traveler's Information radio station and web page.
9. The PIO will provide emergency information to the media via press releases, news conferences, status boards posted in the media room and media telephone inquiries.
10. Additional means of providing information to the public may include public meetings, public postings, pre-recorded messages on the City's phone system, releases to shelters and special need facilities and other methods as appropriate (i.e. runners/messengers).
11. The emergency information program will continue through the recovery period, providing information and instructions about city, county, state and federal emergency operations, future plans for restoration of disaster-affected areas, and instructions on how to apply for federal disaster assistance programs.

## V. RESPONSIBILITIES

### A. The **City Manager** has responsibility to:

1. Act or appoint a Public Information Officer to coordinate the dissemination of information. The following individuals are designated to serve as Public Information Officer and should report to the EOC upon learning of a disaster or emergency affecting Woodinville:
  - a) City Manager, City of Woodinville
  - b) Director of Emergency Management, City of Woodinville
  - c) Assistant Director of Emergency Management, City of Woodinville
  - d) Communications Coordinator, City of Woodinville

- e) Chief of Police Services for City of Woodinville, King County Sheriff's Office
- f) Fire Chief, Woodinville Fire and Life Safety District (WFLSD)
- g) Public Information Officer/Public Educator, Woodinville Fire & Safety District (WFLSD)
- h) Public Information Officer, Woodinville Water District
- i) Communications Director, Northshore School District

**B. The Director and Assistant Director of Emergency Management** have responsibility to:

- 1. Disseminate emergency information during non-emergency periods.
- 2. Develop procedures to meet the requirements listed in the City's Comprehensive Emergency Management Plan (CEMP) and this Appendix.
- 3. Support the PIO in coordinating Emergency Alert System releases. Such requests are forwarded to King County Office of Emergency Management.
- 4. Initiate contact with the King County Office of Emergency Management to request inclusion of Woodinville related information to the EAS.
- 5. Advise city officials and staff on the emergency public information program and operations.
- 6. Maintain News Media Contact lists. (TAB 3 – EMERGENCY CONTACT LIST)

**C. The Public Information Officer** has responsibility to:

- 1. Coordinate with King County Office of Emergency Management and other local jurisdictions when information is to be released on the EAS.
- 2. Collect and coordinate emergency public information for timely release to the public.
- 3. Notify appropriate agencies to assist in the dissemination of emergency public information.
- 4. Give regular information briefings to city officials, news media and the public.
- 5. Maintain and provide information records for post-event actions and debriefings.
- 6. Set up a "Media Room" separate from the EOC.
- 7. Utilize PIO Checklist (TAB 1 – PUBLIC INFORMATION OFFICER CHECKLIST)
- 8. Appoint an Assistant PIO as necessary.
- 9. Use standard format for Press Releases. (TAB 2 –PRESS RELEASE WORKSHEET & CHECKLIST)
- 10. Any or all of the following methods may be utilized to relay emergency information to the public:

- a) Print, radio, and television media.
  - b) Printed education/information materials.
  - c) City radio systems.
  - d) Amateur radio systems.
  - e) Public address systems.
  - f) KIRO 710 AM
  - g) Woodinville's Traveler's Information Radio Station (1610 AM)
  - h) Woodinville's web site ([www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us))
  - i) Emergency Alert System
11. It is anticipated that in some circumstances emergency public information may need to be released 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.

## Tabs to Appendix 2 – Public Information

- Tab 1            PIO Checklist
- Tab 2 :        Press Release Worksheet & Checklist
- Tab 3 :        Emergency Contacts
- Zone 1 Emergency Management Agencies
  - Emergency Contacts (local, state, federal, utilities)
  - Media Contact List
- Tab 4            News Conference Checklist
- Tab 5 :        Interview Checklist

## Appendix 2

### Tab 1

#### **PUBLIC INFORMATION OFFICER (PIO) EMERGENCY CHECKLIST**

In a disaster or major event, when communications may have been disrupted, pre-designated PIOs should report to the EOC, if activated, or City Hall as soon as possible.

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#### ***PRIOR TO YOUR ARRIVAL***

1. When possible, determine as much information regarding the event as possible.
  2. Determine if the EOC is activated, who is the event or EOC director, and where they want you located.
  3. Advise directors how long it will take for you to reach your assigned location.
- 
- 

#### ***AFTER YOUR ARRIVAL AT YOUR ASSIGNED AREA***

1. Meet with the EOC Manager, the City Manager, or the Director of Emergency Management or their designee, to **get an update** as to the situation and any specific concerns.
2. **Contact any on-scene PIO's** for additional information. Make contact with other city PIO's. Make every effort to keep other PIOs informed.
3. Establish your **work area** and an area for the media to be briefed. The media area should be a distance away from the EOC and primary operations so there is no interruption in work of the EOC.
4. Set up the needed communications **network** to have access to the information you need.
5. Ensure field personnel know you are in place and will be doing releases.

6. Establish **briefing times** for update and release parameters. Try to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available. (Refer to **Tab 4 News Conference Checklist** for guidelines in conducting a press conference.)
  7. Try to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available. (Refer to **Tab 4 , News Conference Checklist** for guidelines in conducting a press conference.)
  8. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
  9. Take a proactive stance. Develop plans for possible situations that may occur.
    - a) street closures
    - b) evacuations
    - c) shelter locations and instructions
    - d) information sheets on purifying water
    - e) guidelines for items to bring if evacuated
    - f) other
  10. Appoint assistants as necessary.
  11. Be sure you know where key city staff and council members are located. You may need them to make statements to the public/media. Keep them briefed on the situation.
- 

### **DURING THE EMERGENCY**

1. Establish an Event Journal to log the emergency events and activities of the PIO function. This PIO event journal will be of value to track activities during the event and to evaluate activities after the emergency is over.
2. Establish a Press Release binder or folder. Keep copies of all press releases in chronological order. (Refer to **Tab 2 - Press Release Worksheet & Checklist**)
3. Have regular briefings with the EOC Manager, Director of Emergency Management and City Manager to assure that you have timely information and the facts.
4. Make extra copies of all press releases. This will allow you to update late arriving media without needing to recreate a release or to spend time giving the data verbally.

5. To prepare for interviews, refer to **Tab 5 : Interview Checklist**

---

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### **DEMOBILIZATION**

1. Assure all "loose ends" are taken care of and that there is someone available to handle all late-coming inquiries.
2. Make sure that the PIO event journal is up to date and covers all activities of your office.
3. Assure any information the public needs to access is released to the media and to those who will be contacts after the EOC is deactivated.

## Appendix 2 – Public Information

### Tab 2: Public Information Officer (PIO)

#### WRITING PRESS RELEASES CHECKLIST and WORKSHEET

##### Public Information Officer Press Release Worksheet

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

GENERAL SITUATION: \_\_\_\_\_  
\_\_\_\_\_

WHO: \_\_\_\_\_

WHAT: \_\_\_\_\_  
\_\_\_\_\_

WHEN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHERE: \_\_\_\_\_  
\_\_\_\_\_

WHY: \_\_\_\_\_  
\_\_\_\_\_

HOW: \_\_\_\_\_  
\_\_\_\_\_

Releasing Individual: \_\_\_\_\_

Release Type (i.e., general, emergency workers, etc.)

: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PRESS RELEASE CHECKLIST

<input checked="" type="checkbox"/>	Cover the Who, What , When, Where, Why and How portions of information as soon as you can in the release.
<input checked="" type="checkbox"/>	Double-space with two-inch margins. Print only on one side of the paper.
<input checked="" type="checkbox"/>	Releases should be numbered for tracking purposes.
<input checked="" type="checkbox"/>	Releases should be dated. Also include the time of release.
<input checked="" type="checkbox"/>	Make sure releases include a contact person -- "For more information...."
<input checked="" type="checkbox"/>	Insert "For Immediate Release" unless the release is of a preparedness or awareness nature and needs to be dated.
<input checked="" type="checkbox"/>	Multi-paged releases need to have numbered pages.
<input checked="" type="checkbox"/>	Insert "more" at the bottom of continued pages.
<input checked="" type="checkbox"/>	Insert "end" after the last paragraph.
<input checked="" type="checkbox"/>	Get the release out as soon as possible -- make sure your system for signing off on releases is smooth and quick.
<input checked="" type="checkbox"/>	Follow-up releases should contain new information!
<input checked="" type="checkbox"/>	Keep a file on all released information so you can refer back to them when needed.
<input checked="" type="checkbox"/>	Make sure everyone who needs to know about the release is informed ahead of time -- don't catch your boss off guard!
<input checked="" type="checkbox"/>	Remember media deadlines -- write them down.
<input checked="" type="checkbox"/>	Use of fax machines can help you meet deadlines.
<input checked="" type="checkbox"/>	Remember that releases may generate requests for phone interviews, video, and audio tape sessions, and news conferences. Be prepared!
<input checked="" type="checkbox"/>	Clearly identify all quotes by name and title in the release. Keep the quotes short and avoid any technical jargon.
<input checked="" type="checkbox"/>	Develop a comprehensive mailing list for the releases.
<input checked="" type="checkbox"/>	Have all background information related to the release prepared so you are ready when questions arise!

## APPENDIX 2 – Public Information

### TAB 3 : EMERGENCY CONTACT LISTS

1. Zone 1 – Emergency Management Contacts
2. Emergency Contact List (state, federal, utilities)
3. Media Contact List

## APPENDIX 2 – Public Information

### TAB 3: Zone 1 Contacts

**BILL ARCHER**  
**CITY OF CLYDE HILL**  
9605 NE 24 ST  
CLYDE HILL, WA 98004-2141  
Phone: 425-454-7187  
Fax: 425-462-1936  
e-mail: clydehil@halcyon.com

**JEFF BERG**  
**KING COUNTY TRANSIT**  
1975 - 124TH NE  
BELLEVUE WA 98005  
Phone: 206-684-2506  
Fax: 206-684-2567  
E-mail: jeff.berg@metrokc.gov

**TED BUEHNER**  
**NATIONAL WEATHER SERVICE**  
7600 SAND POINT WAY NE  
SEATTLE, WA 98115  
Phone: 206-526-6095 x 223  
Fax: 206-526-6094  
E-mail: ted.buehner@noaa.gov

**WOODY EDVALSON**  
**CITY OF CARNATION**  
P.O. BOX 1238  
CARNATION, WA 98014-1238  
Phone: 425-333-4192  
Fax: 425-333-4336  
e-mail: admin@ci.carnation.wa.us

**JON FALLSTROM**  
**EASTSIDE FIRE & RESCUE**  
175 NW NEWPORT WAY  
ISSAQUAH WA 98027  
Phone: 425-392-3433  
Fax: 425-391-8764  
E-mail: [duputyjon@aol.com](mailto:duputyjon@aol.com)

**MICHELE FINNEGAN-GREEN**  
**CITY OF NORTH BEND**  
P.O. Box 896  
North Bend, WA 98045  
Phone: 425-888-1211  
Fax: 425-831-6200  
E-mail: michele@nbwa.net

**RICHARD GELB**  
**KING COUNTY OEM**  
7300 PERIMETER RD SO RM 128  
SEATTLE WA 98108-3848  
Phone: 206-205-8104  
Fax: 206-296-3838  
E-mail: richard.gelb@metrokc.gov

**TERI GILES**  
**AMERICAN RED CROSS**  
1900 - 25TH AVE S  
SEATTLE, WA 98144  
Phone: 206-323-6565 x3623  
Fax: 206-720-5395  
E-mail: terri.giles@seattleredcross.org

**BARB GRAFF**  
**BELLEVUE EMERGENCY PREPAREDNESS**  
P O BOX 90012  
BELLEVUE WA 98009-9012  
Phone: 425-452-6813  
Fax: 425-452-2840  
E-mail: bgraff@ci.bellevue.wa.us

**LYN GROSS**  
**SW SNOHOMISH COUNTY**  
**EMERGENCY SERVICES COORDINATING**  
**AGENCY**  
23607 Hwy. 99, Ste. 1-B  
Edmonds, WA 98026  
Phone: 425-776-3722  
Fax: 425-775-7153  
E-mail: [esca@halcyon.com](mailto:esca@halcyon.com)

**BRET HEATH**  
**PUBLIC WORK OPERATIONS**  
**DIRECTOR/ISSAQUAH**  
P.O. BOX 1307  
ISSAQUAH, WA 98027-3470  
Phone: 425-837-3470  
Email: breth@ci.issaquah.wa.us

**BETTY HECKENDORN**  
**BEAUX ARTS VILLAGE**  
2845 - 103 SE  
BELLEVUE, WA 98004  
Phone: 425-454-6487

ERIC HOLDEMAN  
**KING COUNTY OEM**  
7300 PERIMETER ROAD SO RM 128  
SEATTLE WA 98108-3848  
Phone: 206-205-8100  
Fax: 206-296-3838  
E-mail: eric.holdeman@metrokc.gov

LYNN OLIVER  
**KIRKLAND FIRE**  
123 FIFTH AVE  
KIRKLAND WA 98033  
Phone: 425-828-1143  
Fax: 425-828-1292  
E-mail: loliver@ci.kirkland.wa.us

DON ISLEY  
**CITY OF SNOQUALMIE**  
34825 SE Douglas St.  
SNOQUALMIE, WA 98065  
Phone: 425-888-2332  
Fax: 425-831-6121  
e-mail: [chief@ci.snoqualmie.wa.us](mailto:chief@ci.snoqualmie.wa.us)

GAIL PERKINS  
**CITY OF SHORELINE**  
17544 MIDVALE AVE N  
SHORELINE WA 98133  
Phone: 206-546-1700  
Fax: 206-546-7686  
E-mail: gperkins@ci.shoreline.wa.us

MIKE KNAPP, POLICE CHIEF  
**CITY OF MEDINA**  
P.O. BOX 144  
MEDINA, WA 98039-0144  
Phone: 425-454-1332  
Fax: 425-688-7813  
e-mail: [mknapp@ci.medina.wa.us](mailto:mknapp@ci.medina.wa.us)

MARY ROBINSON  
**PUGET SOUND ENERGY**  
13635 NE 80 ST  
REDMOND, WA 98052  
Phone: 425-882-4450  
Fax: 425-882-4481  
E-mail: [mrobin@puget.com](mailto:mrobin@puget.com)

BARBARA KORANDO  
**CITY OF NEWCASTLE**  
13020 SE 72ND PL  
NEWCASTLE WA 98059-3030  
Phone: 425-649-4143 x106  
Fax: 425-649-4363  
E-mail: [barbara@ci.newcastle.wa.us](mailto:barbara@ci.newcastle.wa.us)

ROBERT SCHNEIDER  
**REDMOND EMERGENCY MGMT**  
8450 161ST AVE NE  
REDMOND WA 98052-3584  
Phone: 425-556-2130  
Fax: 425-556-2227  
E-mail: [rschneider@ci.redmond.wa.us](mailto:rschneider@ci.redmond.wa.us)

THE HONORABLE GLEN KUNTZ  
**CITY OF DUVALL**  
P.O. BOX 1300  
DUVALL, WA 98019  
Phone: 425-788-1185  
Fax: 425-788-8097  
e-mail: [mayor@cityofduvall.com](mailto:mayor@cityofduvall.com)

THE HONORABLE JOAN SIMPSON  
**CITY OF NORTH BEND**  
P.O. BOX 896  
NORTH BEND, WA 98045  
Phone: 425-888-1211  
Fax: 425-831-6200  
e-mail: [joans@nbwa.net](mailto:joans@nbwa.net)

KARL LARSON, DEPUTY CHIEF  
**SHORELINE FIRE DEPT.**  
1016 N 175 ST  
SHORELINE, WA 98133  
Phone: 206-546-5716  
Fax: 206 546-5719  
[karlarsen@shorlinefire.com](mailto:karlarsen@shorlinefire.com)

SUE ANN SPENS  
**TOWN OF HUNTS POINT**  
3000 HUNTS POINT RD  
HUNTS POINT, WA 98004  
Phone: 425-455-1834

DOMINIC MARZANO  
**FIRE & LIFE SAFETY**  
19900 144TH AVE NE  
**WOODINVILLE WA 98072**  
Phone: 425-483-2131  
Fax: 425-486-0361  
E-mail: [dominic@wflsd.org](mailto:dominic@wflsd.org)

MARIE STAKE  
**CITY OF WOODINVILLE**  
13203 NE 175 St.  
Woodinville, WA 98072  
Phone: 425-489-2700 ext 245  
Fax: 425-489-2705  
E-mail: [maries@woodinville-city.com](mailto:maries@woodinville-city.com)

*1999 Woodinville Comprehensive Emergency Management Plan  
Appendix 2 – Public Information/ Tab 3 – Zone 1 Contacts*

RAY STURTZ

**CITY OF WOODINVILLE**

13203 NE 175TH ST  
WOODINVILLE WA 98072  
Phone: 425-489-2754 x 234  
Fax: 425-489-2705  
E-mail: rays@woodinville-city.com

ROB TORREY

**REDMOND FIRE DEPT**

15670 NE 85<sup>TH</sup>  
REDMOND WA 98052  
Phone: 425-556-2225  
Fax: 425-556-2227  
E-mail: rtorrey@ci.redmond.wa.us

MITCH WASSERMAN

TOWN ADMIN1STRATOR

**TOWN OF CLYDE HILL**

9605 NE 24 ST  
CLYDE HILL, WA 98004  
Phone: 425-453-7800  
e-mail: mitch@clydehill.org

RON ZSIGMONDOVICS

**BOTHELL FIRE DEPT**

10726 BEARDSLEE BLVD  
BOTHELL WA 98011  
Phone: 425-486-1678  
Fax: 425-486-4556  
E-mail: ronz@seanet.com

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**December 3, 1999**

Changes highlighted in yellow

DEE TOTTEN

**MERCER ISLAND PUBLIC SAFETY**

9611 SE 36TH ST  
MERCER ISLAND WA 98040-3732  
Phone: 206-236-3576  
Fax: 206-236-3659  
E-mail: dtotten@foxinternet.net

EMERGENCY CONTACT LIST			
AGENCY	GENERAL NO.	CONTACT PERSON	24- HOUR NO.
Army Corps of Engineers/Seattle District	206-764-3495 or 764-3742 206-764-6602 (fax)	Chief, Operations Division 206-764-3431 or 3432	206-764-3406 (Emg. Mgt.Branch)
Bothell, City of	486-3256 (Gen'l #) 486-2768 (Public Works)		486-0544 (Police) 486-1254 (Police)
Burlington Northern/Santa Fe RR	206-625-6111 (press 1 for emergency only)		1-800-832-5452 (Resource Operation Center)
Department of Ecology (WA ST)	1-425-649-7000	Contact for toxic cleanup, water quality violations	1-425-649-7000
Dept. of Natural Resources (WA ST)	1-360-902-1300 Olympia Resource Protection 360-902-1757 (FAX)	1-800-562-6010 (Olympia) to report forest fires. Available 24-hours; all year round 1-360-825-1631 Enumclaw Area Headquarters	1-800-527-3305 To report wildfires (phone line open 4/15 to 10/15)
Department of Fish & Wildlife (WA ST)	425-775-1311 Region 4 (Mill Creek)	Deborah Cornett 1-360-902-2537 ext 114	1-800-47Poach Hotline Call 911 & ask for State Patrol to wildlife violations
DOT Road Maintenance (WA ST)	206-440-4490	Traffic Operations/State Highway	206-440-4490 or 4491
DOT Signal Maintenance (WA ST)	206-440-4490	Jim Lowe or Rick Harden	206-440-4490
Fish & Wildlife (US)	360-753-9440		
King County Animal Control	206-296-7387	Dan Graves, Chief 206-296-3945	
King County Emergency Management	206-296-3830	Message will give off-duty officer's pager number	911
King County Emergency Medical Services	206-296-4693	Tom Hearne, Division Manager	911
Public Health- Seattle/King Co.	206-296-4920 East Service Center	Paul Murakami, Admin.	911 or 206-296-4606
King County Road Maintenance	206-296-8096 (CADMAN SHOP)		206-296-8100
King County Sheriff's Office (Comm. Center)	9-1-1 (emergencies) 206-296-3311 (non-emg.)	Robin Fenton Precinct 2 (Kenmore) (O) 206-296-5020 (P) 206-986-4618 (C) 206-310-0411	911
King County Traffic Signals & signs New Signs	206-296-8153 206-269-6596		206-296-8100 206-296-8153
King County Water & Land Resources Division (drainage)	206-296-1900		206-296-8100
Kirkland (City of)	425-828-1100 City Hall	PW Maint. Requests 425-828-1151	425-828-1183 (Police)
Northshore School District Administration Offices	425-489-6000 425-489-6470 (FAX)	<b>Craig Phillips, Dir. Of Security</b> 425-489-6691 <b>Doug Wilson, Physical Director</b> 425-489-6262 <b>Nick Davis, Ops. Dir.</b> 425-489-6232 <b>Terry Taylor, 489-6383</b> <b>Cindy McDaniel, Fac. &amp; Fields 489-6600</b>	425-489-6001 (24 hr message line) 425-485-9535
Olympic Pipe Line Company	1-425-235-7736	Doug Beu, Ops Mgr. 425-235-7748 Kathy Reed, Right of Way Specialist 425-235-7767 John Teriet, Community Awareness 425-235-7736	1-888-271-8880
Puget Sound Energy	1-425-455-5120		1-888-225-5773 To report outages

AGENCY	GENERAL NO.	CONTACT PERSON	24-HOUR NO.
Puget Sound Clean Air Agency (PSCAA)	1-800-552-3565	Jim Nolan (NO spill response) 206-689-4053	1-800-552-3565
Redmond, City of	425-556-2900 (Main No.) City Hall	Transportation Services 425-556-2821 Emergency Management 425-556-2130	425-885-1333 Police Dispatch (NOT A PUBLIC PHONE NUMBER)
Snohomish Co. Dept. Emerg. Mgt.	1-425-423-7635	Roger Serra, Director	1-425-407-3930
Snohomish Health District	1-425-339-5210	Suzanne Pate, PIO	1-425-339-5220
WCIA	425-764-6471	Evergreen Adjustment Services	1-800-933-4235
Underground Utility Locating Service	1-800-424-5555 206-287-3978		
Verizon Customer Repair Resolution Ctr		Dennis Dobbelaere 425-356-4388	1-800-483-1000
Washington State Patrol	1-425-455-7700 1-425-957-2332 (FAX)	Lt. Shand, Zone Commander (North Bend)	911 206-296-3311
Waste Management Sno-King	425-814-1695		
Woodinville Water District	425-487-4100 General Manager, Bob Bandarra (C) 206-793-4831 (P) 206-993-2064	Operations Supervisor, Steve Brown 206-255-1146 (C) 425-334-5607 (H) Public Information Officer 206-993-7005 (P) 206-276-7145 (C) 425-488-2208 (H) 206-255-6534 (C)	On Call Voice Pager: 425-487-4100. Main number will page on-call personnel. Enter your phone number for call back. On call personnel will have: 206-969-4462 (P) 206-793-4832 (C)
Woodinville (KEY) Staff	425-489-2700 City Hall 425-489-2705 (fax)	Pete Rose, City Manager  Mick Monken, PW Director  Ray Sturtz, Planning Director (Director of Emerg. Mgt.)  Marie Stake, Communications Coord (Assist. Director of Emg Mgt/ PIO)  Ken Wardstrom, Chief of Police Svcs  Kent Baxter, Police Sgt.	(C) 425-985-3726 (P) 425-357-4628  (C) 206-890-8201  (P) 206-969-1563 (C) 206-910-2569  (P) 425-379-1219 (C) 206-605-1400  (P) 206-998-2676 (C) 206-321-0931  (P) 206-559-9449 (C) 206-321-3060
Woodinville Fire and Life Safety District	425-483-2131 (Office) 483-486-0361 (FAX)  Joel Kuhnhehn, Fire Marshal (C) 206-755-0269 (P) 206-969-0298 (O) 425-877-2297  Dave Leggett, Public Info Officer (C) 206-755-0270 (P) 206-969-0331 (O) 425-483-7915	Chief Steve Smith (C) 206-550-4846 (P) 206-969-0496 (O) 425-483-7911  Ed Nelson (C) 206-755-0266 (P) 206-969-0373 (O) 425-483-7912  Bud Backer, Depy Chief, Ops (C) 206-755-0254 (P) 206-969-0259 (O) 425-483-7913	911 Batallion 31 (On duty) 206-755-0239 (Office) 206-755-0136 (FAX)

# MEDIA CONTACT LIST

Revised 06-013-02

COMPANY	CONTACT	ADDRESS	CITY	ZIP	PHONE	FAX	Email
Bellingham Herald		PO Box 1277	Bellingham	98227	1-360-676-2600	1-360-756-2826	newsroom@bellin gh.gannett.com
Bothell/Kenmore Reporter	Jeffrey Andrews, Editor & Gen Mgr	PO Box 90130	Bellevue	98009-9230	1-425-486-1231	1-425-452-3022	Jeffrey.Andrews@reporternewspapers.com
Consumer Guide	Kathy Healy	PO Box 690	Snohomish	98291	425-774-3185		
East King County Convention/Visitors Bureau	Jim Pearman	520 112 <sup>th</sup> Ave NE Ste 101	Bellevue	98004	425-455-1926	425-450-5642	ekccbb@eastkingcounty.org
Eastside Journal	Chris Winters, Reporter	PO Box 90130	Bellevue	98009-9230	1-425-453-4232	1-425-635-0603	chris.winters@eastsidejournal.com www.eastsidejournal.com
Eastside Parent (See Seattle's Child)	Stephanie Dunnewind	12100 - 87th Ave So.	Seattle	98178	1-425-844-9771		
Eastside Week	Audrey Ban-Duskrric, news editor	1008 Western Ave, Suite 300	Seattle	98104	206-623-0500	206-467-4377	info@seattleweekly.com
Everett Herald	Jonnetta Coffin, Features Dept	PO Box 930	Everett	98206	206-624-2499	425-339-3435	coffin@everettherald.com
KBCS-FM	Steve Ramsey, General Manager	Bellevue Community College 3000 Landerholm Circle SE	Bellevue	98007	1-425-564-2427	no fax #	kwalsh@bcc.ctc.edu
KUW-FM	Jeff Hansen, Guy Nelson, editor	U of W, Box 354855	Seattle	98195	206-543-2710	206-543-2720	letters@kuw.org
KCTS- Channel 9	Pat Mallinson, V-P Northwest Product'n	401 Mercer St.	Seattle	98109	206-728-6463	206-443-6691	pmallinson@kcts.org
KING TV- Channel 5	Ed White, Assignments Mgr.	333 Dexter Ave. N.	Seattle	98109	206-448-3850		ewhite@king5.com newstips@king5.com www.king5.com
Kirkland Courier	Doug Schwarts, Editor	733 - 7th Ave #204	Kirkland	98033	425-822-9166	425-827-7716	editor@kirklandcourier.com
KIRO News Radio AM(710) FM(100.7)	Ursula Arten, News Director	1820 Eastlake Ave. E. (Bonneville Broadcast Group)	Seattle	98102	206-726-7000	206-726-7001	
KIRO, Inc. - Channel 7	Bryan Thielke, Planning Editor	2807 Third Ave.	Seattle	98121	206-728-8308	206-441-4840	newstips@kirotv.com www.seattleinsider.com/partners/kirotv/
KISW - FM(99.9)	News Director	1100 Olive Way Suite 1650	Seattle	98101	206-285-7625	206-215-9355	
KJR - AM (950) FM(95.7)	Tony Benton, News Director	351 Elliot Ave W Suite 300	Seattle	98109	206-285-2295	206-286-2376	tbenton@accurately.com
KLSY - FM(92.5)	Jim Kampmann, News Director	3650 131 <sup>st</sup> Ave SE Ste 550	Bellevue	98006	425-454-1540	425-653-9464	Jimk@mix925.com
KMTT - FM(103.7) AM(850) The Mountain	Mike West, News Director	1100 Olive Way, Suite 1650	Seattle	98101	206-233-1037	206-233-8979	
KOMO AM 1000 Fisher Communications		1809 - 7 <sup>th</sup> Ave Ste 200	Seattle	98109	206-223-5700	206-292-1015	
KOMO TV - Channel 4	Tom Butterworth, Assignment Editor	100 Fourth Ave. North	Seattle	98109	206-404-4000	206-443-3422	tips@komo4news.com www.komotv.com

COMPANY	CONTACT	ADDRESS	CITY	ZIP	PHONE	FAX	Email/Web
*KPLZ-FM(101.5) Star 101.5		1809 -- 7 <sup>th</sup> Ave	Seattle	98101	206-223-5700	206-292-1015	<a href="http://www.kplz.com">www.kplz.com</a>
KPLU - FM(88) Public Radio		KPLU-Pacific Lutheran University 2601 -- 4 <sup>th</sup> Ave Ste 150	Seattle	98121	206-922-1020	206-748-9255	<a href="http://www.kplu.org">www.kplu.org</a>
KSTW - Channel 11	John Janison Assignment Manager	602 Oaksdale Ave SW	Renton	98055	253-572-4425 ext 325	206-441-1116	<a href="mailto:Kstwupn11@kstwtv.com">Kstwupn11@kstwtv.com</a>
KUBE- 93 FM	Tony Benton, News Director	351 Elliot Ave W Suite 300	Seattle	98119	206-421-9393	206-270-9393	<a href="http://www.kube93.com">www.kube93.com</a>
KUOW-FM(94.9) Public Radio Univ of Washington	Guy Nielson, dir.	4518 University Way NE Ste 310	Seattle	98105	206-685-1136	206-616-9179	<a href="http://www.kuow.org">www.kuow.org</a>
KVI - AM(570) Talk Radio	Kerry Jean, Pub. Svc. Announcement	1809 - 7th Ave Suite 200 Fisher Radio	Seattle	98101	206-223-5700	206-516-3196	<a href="http://www.570kvi.com">www.570kvi.com</a>
Northwest Cable News	Assignment Desk	333 Dexter Ave N.	Seattle	98109	206-674-1305	206-448-3797	<a href="mailto:viewercenter@nwcn.com">viewercenter@nwcn.com</a> <a href="http://www.nwcn.com">www.nwcn.com</a>
Puget Sound Business Journal	Don Nelson, Editor	720 Third Ave Ste 800	Seattle	98104	206-583-0701	206-447-8510	<a href="mailto:dnelson@busjournal.com">dnelson@busjournal.com</a>
KCPQ -- 13 TV	Assignment Editor	1813 Westlake Ave N	Seattle	98109- 2706	206-674-1313	206-674-1713	<a href="mailto:tips@g13.com">tips@g13.com</a>
Seattle's Child - Eastside Parent	Karen Matthee, Publisher	123 NW 36 <sup>th</sup> St Suite 215	Seattle	98107	206-441-0191	206-441-4919	<a href="mailto:kmatthee@unite.dad.com">kmatthee@unite.dad.com</a>
Seattle Post Intelligencer	Newsroom Duston Harvey, Arts/Entertainmt	PO Box 1909	Seattle	98111- 1909	206-448-8156 206-448-8343 425-497-0907	206-448-8166 206-448-8216 425-497-0749	<a href="http://seattlepi.nwsource.com/">http://seattlepi.nwsource.com/</a>
Seattle Post Intelligencer Eastside Bureau	Gordy Holt, Reporter Eastside	555 - 116 <sup>th</sup> Ave NE	Bellevue, WA	98004	425-453-0324	425-453-7786	<a href="mailto:gordyholt@seattlepi.com">gordyholt@seattlepi.com</a>
Seattle Times Eastside Bureau	Arlene Bryant, Eastside Editor Pam Sitt, Eastside Reporter	1200 112 <sup>th</sup> Ave NE Suite C-145	Bellevue	98004	206-515-5625	1-425-453-0449	<a href="mailto:east@seattletimes.com">east@seattletimes.com</a> <a href="mailto:psitt@seattletimes.com">psitt@seattletimes.com</a>
Skagit Valley Herald	Peter Kelley, Features	PO Box 578	Mt Vernon	98273	1-360-424-3251	1-360-428-0400	<a href="mailto:miewis@skagitvalleyherald.com">miewis@skagitvalleyherald.com</a>
South County (Eastside Journal)	Tom Wolf	PO Box 130	Kent	98035	1-253-872-6721	1-253-872-6611	
Woodinville Weekly	Karen Diedendorf, Editor Bronwyn Wilson, Reporter	PO Box 587	Woodinville	98072	483-0606	486-7593	<a href="mailto:kdiefendorf@woodinville.com">kdiefendorf@woodinville.com</a> <a href="mailto:brownynwilson@aol.com">brownynwilson@aol.com</a> <a href="http://www.woodinville.com">www.woodinville.com</a>

*Woodinville Comprehensive Emergency Management Plan  
Appendix 2 – Public Information/ Tab 3 – Media Contact List*

COMPANY	CONTACT	ADDRESS	CITY	ZIP	PHONE	FAX	Email
Seattle Times	Mary Rothchild Newsroom Editor	PO Box 70	Seattle	98111	206-464-2158	206-382-8879	
Seattle Post Intell.	Gordy Holt, City Desk , News John Engstrom, Lifestyle Editor Duston Harvey, Arts/Entertainmt	101 Elliot Ave	Seattle	98111	206-448-8156 206-448-8351 206-448-8343	206-448-8166 206-448-8216 206-448-8216	
Seattle Times Eastside Bureau	Cheryl Harris					1-425-453-0449	
Skagit Valley Herald	Kari Ranten, Features	PO Box 578	Mt Vernon	98273	1-360-424-3251	1-360-428-0400	
South County (Eastside Journal)	Mary Hays	PO Box 130	Kent	98035	1-253-872-6745	1-253-872-6611	
Woodinville Weekly		PO Box 587	Woodville	98072	483-0606	486-7593	

*Please report any changes to Marie Stake, Community Services Coordinator, ext. 245  
Most of these numbers are programmed into the fax machine as "group broadcasts"*

## APPENDIX 2 – Public Information

### Tab 4: NEWS CONFERENCE TIPS & CHECKLIST

<input checked="" type="checkbox"/>	Serious consideration should be given to who needs to be present at the news conference. Think about questions that might be asked and who should answer them
<input checked="" type="checkbox"/>	Brief everyone even remotely involved on the subject matter ahead of time. Subject matter should help you decide who should participate.
<input checked="" type="checkbox"/>	The media can be notified of the news conference in a variety of ways - news release, phone calls, fax messages, computer news networks, PR wires and AP and UPI day wires. In an emergency related news conference, the media will probably be waiting at your door - ready for the information.
<input checked="" type="checkbox"/>	Scheduling is an important variable for news conferences. Give as much advance notice as possible. Know media deadlines in your community. Keep a list of deadlines if necessary.
<input checked="" type="checkbox"/>	Most media types do not like to attend weekend news conferences -- if the news conference relates to a preparedness or awareness activity, check for other local events scheduled for that week. You will want to get as much coverage as possible.
<input checked="" type="checkbox"/>	Even impromptu new conferences won't be covered unless it's sensational news -- don't plan news conferences within the time of deadline restrictions. Remember that evening events need to happen in time for the 11:00 p.m. television and radio news.
<input checked="" type="checkbox"/>	The location of the news conference is critical -- space consideration must be addressed in your planning efforts.
<input checked="" type="checkbox"/>	The space provided for the news conference should not be too large -- locate the room somewhere easily accessible to the media.
<input checked="" type="checkbox"/>	Room set-up considerations should address the following <ul style="list-style-type: none"> <li>• Rows of chairs, auditorium style - reporters need to be able to hear speakers and ask questions</li> <li>• Wide aisles should be established between chairs</li> <li>• Raised stage area in the back of the room is important -- cameramen will then be able to get their shots. If not possible, the back of the room should be wide open for cameramen use.</li> <li>• Include a lectern in set-up -- most presenters feel more comfortable standing behind a lectern. Microphones can then be attached to the lectern.</li> <li>• Do not place podium in front of window or other bright, scenic view.</li> <li>• Check room set-up yourself before the news conference.</li> <li>• Avoid large banners in background.</li> <li>• Arrange access to telephones for filing and coordination.</li> </ul>
<input checked="" type="checkbox"/>	Whenever possible, provide the media and other guests attending the news conference with handouts (media kit). All background information, organizational charts, BIO's, paper and pencils, and the news release of the event (if applicable) should be included in the media kit.

<input checked="" type="checkbox"/>	Whenever possible include various visual material as part of the presentation. Maps and charts depicting the disaster scene or evacuation routes are extremely useful to the presenter and are helpful to the viewing audience. Set them high enough so they can be seen, photographed, etc.
<input checked="" type="checkbox"/>	If you have conducted news conferences before, you should have an idea of what equipment is needed by the media. If not or if you are at a different location than usual, ask the media what they need.
<input checked="" type="checkbox"/>	Check the room lighting before the conference (if power is available)
<input checked="" type="checkbox"/>	Provide water and glasses for presenters
<input checked="" type="checkbox"/>	If possible prepare an agenda and have a dress rehearsal for the presenters.
<input checked="" type="checkbox"/>	If possible, provide a holding room for the presenters in the news conference -- keep them away from the media until you are ready to start the presentation.
<input checked="" type="checkbox"/>	Hold the news conference to 30 minutes -- no longer than one (1) hour. Allow plenty of time for media questions.
<input checked="" type="checkbox"/>	If the spokesperson for the news conference isn't the expert -- be sure the expert is available for questions.
<input checked="" type="checkbox"/>	During emergency/disaster related news conferences it may be necessary to set a time limit for questions and answers. Make sure the media knows when the next news conference is scheduled. Any questions that can not be answered at the news conference should be researched with answers being provided in a release or at the next scheduled news conference.

## APPENDIX 2 – Public Information

### Tab 5 INTERVIEW CHECKLIST

<input checked="" type="checkbox"/>	Be prepared -- know what you're going to talk about
<input checked="" type="checkbox"/>	It is important that you, or the person you plan to have speak to the news media, thoroughly know the subject matter involved.
<input checked="" type="checkbox"/>	If you don't know the answer to the question asked -- say so! <b>Never say "No Comment."</b>
<input checked="" type="checkbox"/>	Avoid using jargon or acronyms.
<input checked="" type="checkbox"/>	Live interviews are becoming more common on television -- be aware that your answers are being transmitted via TV to the audience.
<input checked="" type="checkbox"/>	First impressions are important -- a clear, concise opening statement which covers basic facts is essential.
<input checked="" type="checkbox"/>	Stay calm -- don't lose your composure if the reporter is "rough" on you. Think through the question being asked. You can often turn a negative related question into a positive situation with a careful answer.
<input checked="" type="checkbox"/>	Don't rush your answers -- "buy" some time on a question by giving some background information on the issue before you directly answer the question!
<input checked="" type="checkbox"/>	Remember that even if the interview is being taped, your remarks could be edited in such a fashion to cause problems -- think through each answer.
<input checked="" type="checkbox"/>	Questions of policy should be answered by policymakers. Let the policymakers field these comments.
<input checked="" type="checkbox"/>	The Who, What, Where, When, Why and How will always be a part of the interview -- know your answers!
<input checked="" type="checkbox"/>	Watch your body language -- hand movements, involuntary smiles, squinting, etc. -- they can be damaging on the air!
<input checked="" type="checkbox"/>	Be sure your dress is appropriate, if you have time to prepare. Uniformed personnel should be in uniform.
<input checked="" type="checkbox"/>	Be careful of remarks made in the vicinity of a camera or microphones.
<input checked="" type="checkbox"/>	When you are on the air, look at the reporter not the camera. Exceptions: when you have a strong point to make and when you are located away from the reporter (field site and TV studio interview).

# APP3 REFERENCES

## APPENDIX 3

### REFERENCES

This appendix is a compilation of references used in the completion of this version of the City of Woodinville Comprehensive Emergency Management Plan. References include: Federal, State, and local codes and regulations as well as texts, plans and widely used standards.

#### **United States Governing Statutes**

Public Law 93-234 Flood Disaster Protection Act

Public Law 93-288, the Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Public Law 95-124 Earthquake Hazards Reduction Program

Public Law 96-342 Improved Civil Defense Act of 1980

Public Law 99-499, the Community Right to Know Act, SARA Title III (Superfund Amendments and Reauthorization Act of 1986

29 CFR, 33 CFR, 40 CFR, 49 CFR as relate to Hazardous Materials

Title 47 USC 151, 303, 524, 606 as related to FCC Rules and Regulations, Emergency Alert System

11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System

#### **FEMA Regulations**

44 CFR 9 Floodplains Management and Protection of Wetlands

44 CFR 10 Environmental Considerations

44 CFR 205 Federal Disaster Assistance

#### **Washington State Governing Statutes**

Revised Code of Washington 38.52, Emergency Management

Revised Code of Washington 42.14, Continuity of Government

Revised Code of Washington 70.102, Hazardous Substances Incidents

Revised Code of Washington 70.136, Hazardous Materials Incidents

Revised Code of Washington 86.16, Flood Control Zones by State

Revised Code of Washington 4.2.4.314, Hazardous Materials – Responsible Party

Washington State Administrative Code 118.30 Emergency Management

Washington State Administrative Code 118.40 Community Right to Know Act

Washington State Administrative Code 118.04 Emergency Workers

Washington State Emergency Management Plan and Supporting Functions

#### **King County Governing Statutes**

King County Code 1.28, Conduct of County Business in an Emergency/Disaster

King County Code 2.16, Department of Public Safety - Division - Duties  
King County Code 12.52, Emergency Powers  
King County Code 2.56, Emergency Management Organization  
King County Ordinance No. 1043 Providing for Continuity of King County Government  
King County Ordinance No. 1058 Providing Emergency Powers to King County Executive  
King County Ordinance No. 1438 Established the Emergency Management Organization  
King County Ordinance 12163, Emergency Purchases Authorization  
King County Code 10.80, Seattle/King County Health Department  
King County Emergency Operations Center Procedures Manual

King County Council Motion 5875 – County – Wide Mutual Aid Interlocal Agreement for Fire Protection, Emergency Medical Services, and Emergency Support, 12/5/83

King County Emergency Management Plan and Supporting Functions

#### **Plan References**

Disaster Assistance for Local Government, June 1996  
Washington State Comprehensive Emergency Management Plan, 1996  
Northwest Area Contingency Plan, Washington State Department of Ecology, 1996  
Hazardous Materials Emergency Resource Plan, Draft, King County LEPC, 1996  
Vital Records and Disaster Recovery Guidelines (King County 3/96)

#### **Text References**

Disaster Assistance: A Guide to Recovery Program (FEMA 1995)  
Earthquake Recovery: survival Manual for Local Government (California/1993)

#### **Other Sources**

Article 80 Uniform Fire Code, 1995  
Hazard Identification and Vulnerability Analysis, City of Woodinville, October 1999

# APP4 DEFINITIONS

## **APPENDIX 4**

### **DEFINITIONS**

**A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) –** Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

**ACCESS CONTROL POINT (ACP) –**Road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

**ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A) –** The portion of the Federal Emergency Response Teams which is the first federal group deployed to the field to respond to a disaster.

**AIR FORCE RESCUE COORDINATION CENTER (AFRCC) –** The Rescue Coordination Center operated by the U.S. Air Force at Langley Air Force Base, Virginia that coordinates the Federal response in search and rescue (SAR) operations within the inland Search and Rescue region. This region is defined as the 48 contiguous states (see Rescue Coordination Center (RCC) definition).

**AIR SEARCH AND RESCUE –** Search and Rescue operations for aircraft in distress, missing, or presumed down conducted by the Washington State Department of Transportation, Aviation Division, under authority of RCW 47.68 and WAC 468-200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incidents site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of RCW 38.52.

**ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT –** is appointed by the City Manager who will assist the Director of Emergency Management and who shall act for and exercise the powers and perform the duties of the Director of Emergency Management during his/her absence. (See LOCAL DIRECTOR)

**AUTHORIZED OFFICIAL** – An individual authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-043 to direct the activities of emergency workers. These individuals are the Adjutant General of the Military Department or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 – Search and Rescue of a local comprehensive emergency management plan.

**AUTHORIZED ORGANIZATION** – A state or local agency authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-04 to register and/or employ categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

**CATASTROPHE** – An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources, or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

**COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET)** – Dedicated 2-way Very High Frequency (VHF) low band radio system. Provides direction and control capability for state and local jurisdictions for emergency use, and during an emergency or disaster. This is an emergency management net belonging to and managed by Washington State Emergency Management. King County Emergency Management has CEMNET capabilities; North Bend does not.

**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)** -The City of Woodinville's plan that states the who, what, when and where response to a disaster or emergency will be handled. The CEMP is comprised of the Basic Plan, Appendices, Emergency Support Functions (ESFs) and Standard Operating Procedures (SOPs).

**CONGREGATE CARE CENTER** – A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

**DAMAGE ASSESSMENT** – The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event.

**DAMAGE SURVEY REPORTS** – A description of the disaster damage caused to property of a State or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the Federal Emergency Management Public Assistance Program.

**DAMAGE SURVEY REPORT TEAMS** – Teams of federal, state, and local jurisdiction experts. Typically architects or engineers who conduct detailed on-site inspections of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

**DECONTAMINATION** – The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

**DEFENSE COORDINATING OFFICER** – Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

**DIRECTION AND CONTROL** – The Emergency Support Function (ESF) that defines the management of emergency response and recovery. (See EMERGENCY SUPPORT FUNCTION)

**DISASTER** – An event expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented. (See EMERGENCY)

**DISASTER APPLICATION CENTER** – A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.

**DISASTER FIELD OFFICE** – The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (CFO) and The Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

**DISASTER SEARCH AND RESCUE** – Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, or disaster.

**DIRECT EFFECTS** – The effect classified as 'direct' includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

**DIRECT FEDERAL ASSISTANCE** – Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from FEMA.

**DIRECTOR** – means the Director of the state emergency management as established by state law. (See LOCAL DIRECTOR)

**EMERGENCY** – An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment in danger; that requires response beyond routine incident response resources. (See DISASTER)

**EMERGENCY ALERT SYSTEM (EAS)** – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM) television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY INFORMATION SYSTEM (EIS)** – An emergency planning and response software program that facilitates emergency management operations. The current software standard for the Washington State Emergency Management.

**EMERGENCY MANAGEMENT** – The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate from, prepare for, respond to, and recover from emergencies and disasters; and to aid victims suffering from injury or damage, resulting from disaster caused by all hazards, whether man-made or natural, and to provide support for search and rescue operations for persons and property in distress. “Emergency Management” or “comprehensive emergency management” does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack.

**EMERGENCY OPERATIONS CENTER (EOC)** – A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders. The EOC is generally equipped and staff to perform the following functions: collect, record, analyze, display and distribute information, coordinate government emergency activities, support first responders by coordinating the management and distribution of information and resources and the restoration of services, conduct appropriate liaison and coordinate activities with all levels of government, public utilities, volunteer and civic organizations and the public.

**EMERGENCY SUPPORT FUNCTION (ESF)** – are functional annexes to the Basic Plan. They outline the general guidelines by which city departments will carry out the responsibilities assigned in the Plan. i.e. How response to a disaster or emergency will be handled. (See COMPREHENSIVE EMERGENCY MANAGEMENT PLAN)

**EMERGENCY WORKER** – Any person, who is registered with a local emergency management organization or Washington State, and holds an identification card issued by the local emergency management director or the state for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**EXECUTIVE HEAD** – and “executive heads” means the county executive in the those charter counties with an Executive office of County executive, however, designated and, in case of other counties, the county legislative authority. In the case of cities and towns, it means the Mayor.

**FEDERAL COORDINATING OFFICER** – The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

**FEDERAL DISASTER DECLARATION** – is the formal action by the U.S. President to make a state eligible for federal disaster assistance.

**FEDERAL EMERGENCY MANAGEMNT AGENCY (FEMA)** – Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President’s Disaster Relief Fund, and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

**FEDERAL EMERGENCY RESPONSE TEAM** – An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal coordinating Officer’s staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements.

**FEDERAL RESPONSE PLAN** – The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a disaster or significant emergency, which results in a requirement for federal response assistance.

**FEDERAL ASSESSMENT TEAM (FAST)** – A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

**FIRE COMMUNICATION (FIRECOM)** – Statewide mutual aid fire fighting frequency used by fire fighters of different departments and district for the command and coordination of fire suppression operations.

**FIRE SERVICE MOBILIZATION REGIONS** – One of nine organizations responsible to develop Regional Fire Service Resource Mobilization Plans, ensure consistency with plans and systems, administer the Washington State Fire Services Resource Mobilization Plan and Procedures within the region, maintain local liaison, and maintain inventories of equipment.

**FOREST FIRE** – One occurring in wooded areas and often in rugged and difficult terrain. The land commonly is shared between the federal or state governments or large corporations.

**FULL-SCALE EXERCISE** – An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** – An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**GOVERNOR’S PROCLAMATION OF A STATE OF EMERGENCY** – A proclamation by the Governor, in accordance with RCW 42.06 and 38.52, which activates the State of Washington Comprehensive Emergency Management Plan and authorizes state resources to be used to assist affected political jurisdictions. (See PROCLAMATION OF LOCAL EMERGENCY)

**HAZARDOUS ANALYSIS** – Process of identifying the hazards that may impact a community and forms the basis for emergency planning and preparedness.

**HAZARD IDENTIFICATION & VULNERABILITY ANALYSIS (HIVA)** – provides information on various large-scale hazards, both natural and technological, that could affect a jurisdiction. The HIVA serves as a basis for emergency management planning, as a justification for necessary preparedness-related budgeting and expenditures and as a foundation for mitigation and recovery policy decisions.

**HAZARD MITIGATION** – Any measure that reduces or prevents the damaging effects of a hazard.

**HAZARD MITIGATION GRANT PROGRAM** – A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**HAZARD VULNERABILITY** – The ratio of population, property, commerce and essential infrastructure and services at risk from a given hazard relative to the entire community.

**HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR)** – Radio frequency for communications between emergency medical responders.

**INCIDENT** – An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

**INCIDENT COMMANDER** – The individual responsible for the management of operations at the scene of an incident.

**INCIDENT COMMAND SYSTEM (ICS)** – An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures. ICS is a concept of operation that is based upon the following functions: command, operations, planning, logistics and finance/administration.

**INDIVIDUAL ASSISTANCE** – Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

**INDIVIDUAL ASSISTANCE OFFICER (IAO)** – The individual who, under the direction of the Federal Coordinating Officer, establishes the Disaster Application Centers, monitoring the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

**INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)** – The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants available to individuals and families whose disaster related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

**INTERFACE AREA** – The area where residences are built in proximity to the flammable fuels naturally found in wild land areas, such as forests, prairies, hillsides and valleys.

**INTERFACE FIRE** – Fire that threatens or burns the interface area. Fire affecting both wildlands and homes.

**INTERMIX FIRE** – Fire which threatens or has caused damage in areas containing both forestlands and structures.

**IONIZING RADIATION** – Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

**JOINT INFORMATION CENTER (JIC)** – A facility that is used by the affected utility, state and county to jointly coordinate the public information function during an emergency.

**JOINT PRIMARY AGENCY** – Two or more state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested from the state EOC. An example of Joint Primary Agency activities are the Department of Ecology and the Washington State Patrol for ESF 10 Hazardous Materials.

**LAW ENFORCEMENT RADIO NETWORK (LERN)** – Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

**LOCAL DIRECTOR** – The director or designee of a county or municipal emergency management agency. For the City of Woodinville, the local director is the Director of Emergency Management. The Woodinville Director of Emergency Management is appointed by the City Manager upon the basis of ability and training and is responsible for the administration and operation of the Emergency Management program and plan for the City of Woodinville. (See ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT)

**LOCAL EMERGENCY MANAGEMENT AGENCY** – The emergency management or emergency services organization of a political subdivision of the state established in accordance with Revised Code of Washington (RCW) 38.52.070.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** – The planning body designated by the Superfund amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

**LOCAL EMERGENCY PROCLAMATION** – A resolution or ordinance of the City of Woodinville in accordance with RCW 36.40.180 and 38.52.070(2) which activates the City of Woodinville Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52 (See FEDERAL DISASTER DECLARATION and GOVERNOR’S PROCLAMATION OF A STATE OF EMERGENCY)

**MAJOR DISASTER** - As defined in federal law, is “any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm.

**MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET)** – Dedicated 2-sya Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

**MILITAY DEPARTMENT** – refers to both the Emergency Management Division and the National Guard.

**MISSION** – a distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occurs under the direction and control of an authorized official.

**MISSION STATEMENT** – A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of Federal assistance as well as direct federal assistance to state and local jurisdictions.

**MITIGATION** – Actions taken to eliminate or reduce the degree of long term risk to life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Examples of mitigation are: building and fire codes, land acquisition equipment and computer tie downs, safety codes, statutes and ordinances.

**MUTUAL AID AGREEMENT** – a formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions or between the public and private sector.

**NATIONAL DISASTER MEDICAL SYSTEM (NDMS)** - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the Department of Health and Human Services, FEMA, Department of Defense, state and local governments, and the private sector.

**NATIONAL RESPONSE CENTER** – Communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington DC. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene reports, and provides facilities for the National Response Team to use in coordinating national response actions when required.

**NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC)** – Advisory committee that review and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHz) frequencies within the state.

**NATIONAL SEARCH AND RESCUE PLAN (NSP)** – An interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

**NATIONAL WARNING SYSTEM (NAWAS)** – The federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

**NUCLEAR EMERGENCY SEARCH TEAM (NEST)** – A Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

**NUCLEAR REGULATORY COMMISSION (NRC)** – The federal agency that regulates and licenses commercial nuclear facilities.

**ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR)** – A frequency used by “on-scene” emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

**POLITICAL SUBDIVISION** – means any county, city or town.

**PRELIMINARY DAMAGE ASSESSMENT (PDA)** – The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The preliminary Damage Assessment is documented through surveys, photographs, and other written information.

**PRELIMINARY DAMAGE ASSESSMENT TEAM** – An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

**PREPAREDNESS** – Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

**PRESIDENTIAL DECLARATION** – Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

**PRIMARY AGENCY** – An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific emergency support function.

**PUBLIC ASSISTANCE (PA)** – Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private and non-profit agencies.

**PUBLIC ASSISTANCE OFFICER (PAO)** – A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

**PUBLIC INFORMATION OFFICER (PIO)** – Person designated by the City Manager and trained to coordinate disaster related public information and media relations.

**RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)** – Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

**RADIOLOGICAL INSTRUMENT MAINTENANCE AND CALIBRATION (RIM&C)** – An operation at the state level with the mission to repair, maintain, and calibrate Civil Defense radiological monitoring instruments. Its mission includes distribution and exchange with local jurisdictions and other entities and agencies.

**RADIOLOGICAL MONITOR (RM)** – An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

**RADIOLOGICAL RESPONSE TEAM (RRT)** – A community based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on continuous basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid buildup of community radiological defense capability during an increased readiness period. The radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

**RAPID IMPACT ASSESSMENT** – is a process that is launched to quickly capture the degree that the event has challenged the community. (See **PRELIMINARY DAMAGE ASSESSMENT**)

**RAPID EVALUATION** – is the first level of structural assessment and is performed simultaneously with Rapid Impact Assessment.

**RECOVERY –**

Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption.

The extrication, packaging, and transport of the body of a person killed in search and rescue incident.

**RECOVERY RESTORATION TASK FORCE (RRTF)** - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

**REMOTE PICK-UP UNIT (RPU)** – A radio transmitter and receiver used in conjunction with emergency Alert System (EAS), to provide communications between the Primary Emergency Alert System station and the local Emergency Operations center.

**RESPONSE** – Actions taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning system activation.

**ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT** – Public Law 93-288 as amended by Public Law 100-707. The act which authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

**SEARCH AND RESCUE** – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes Disaster, Urban, and Wildland Search and Rescue.

**SPILL RESPONSE** – All actions taken to carry out the Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

**RECOVERY RESTORATION TASK FORCE (RRTF)** – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

**STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA)** – A plan prepared by Washington State Department of Transportation, Aviation division which provides overall policy and guidance for aviation support in time of emergency.

**STATE COORDINATING OFFICER (SCO)** – The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery.

**STATEWIDE EMERGENCY COMMUNICATIONS SYSTEM (HF)** – The State Military Department's High Frequency (HF) radio system. The net is controlled by the Washington National Guard and interconnects all National Guard Armories with Camp Murray.

**STATE EMERGENCY COMMUNICATIONS USING RADIO EFFECTIVELY (SECURE)** – Dedicated federal 2-way High Frequency (HF) radio system which provides an alternate direction and control capability as needed by the state to other locations during an emergency or disaster.

**STATE FIRE DEFENSE BOARD** – An organization which maintains the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Service Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional fire fighting resources, reviews and approves curriculum, requires the use of the Incident Command System by the State Fire Service, and provides guidance for the approval of requests for reimbursement.

**SUPPORT AGENCY** – An agency designated to assist a specific primary, or joint primary agency, with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities, under the coordination of the primary, or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8, Health and Medical Services.

**TABLE TOP EXERCISE** – An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**TITLE III** – A major section of the Superfund Amendments and Reauthorization Act entitled the “Emergency Planning and Community Right-to-Know Act of 1986”. Law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions and Local Emergency Planning committees, and to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

**TRAINING EVENT** – A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

**URBAN FIRE** – Fire that is primarily found within the boundaries of limits of a city.

**URBAN SEARCH AND RESCUE** - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

**URBAN SEARCH AND RESCUE TASK FORCE** – A 56-member organization sponsored by the Federal emergency Management Agency in support of Emergency Support Function #9. The Task Force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

**WARNING** – advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

**WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC)** – State level emergency public information will be established, provided to the media and the public, and managed through the Information Center, which is a part of the Washington State Emergency operations Center (EOC).

**WASHINGTON STATE EMERGENCY MANAGEMENT** – Washington State Military Department, Emergency Management Division.

**WILDLAND FIRE** – Fire that occurs in wildland area made up of sagebrush, grasses or other similar flammable vegetation.

**WILDLAND SEARCH AND RESCUE** – Search and rescue conducted in wildland areas. Due to the increasing wildland-urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

**WIND (DF) MESSAGES** – Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

## COMMONLY USED ACRONYMS AND ABBREVIATIONS

**ACCESS** – A Centralized Computerized Enforcement Service System

**AE** – Aeromedical Evacuation (ESF8)

**AG** – Attorney General

**APCO**- Associated Public Safety Communications Officer Inc.

**ARC** – American Red Cross

**ARES** – Amateur Radio Emergency Services

**ARRL** – Amateur Radio Relay League

**ATC** – Applied Technology Council

**AWC** – Association of Washington Cities

**CCA** – Comprehensive Cooperative Agreement

**CCP** – Casualty Collection Point (ESF8)

**CD** – Civil Defense

**CDC** – Centers for Disease Control

**CDRG** – Catastrophic Disaster Response Group

**CEM** – Certified Emergency Manager

**CEMP** – Comprehensive Emergency Management Plan

**COE** – Corps of Engineers

**COG** – Continuity of Government

**COMMO** – Communications

**CSEPP** – Chemical Stockpile Emergency Preparedness Program

**DAC** – Disaster Application Center

**DAP** – Disaster Assistance Program

**DECON** – Decontamination

**DEM** – Department of Emergency Management (local)

**DES** – Department of Emergency Services (local)

**DFO** – Disaster Field Office

**DOD** – U.S. Department of Defense

**DOE (WA)** – Washington State Department of Ecology

**EMS**- Emergency Medical Services

**EOC** – Emergency Operations Center

**ESF** – Emergency Support Function

**EST** – (Federal) Emergency Support Team

**FEMA** – Federal Emergency Management Agency

**HIVA** – Hazards Identification & Vulnerability Analysis

**IC** – Incident Commander

**ICS** – Incident Command Structure

**IST** – Incident Support Team (ESF9)

**JIC** – Joint Information Center

**NDMS** – National Disaster Medical System

**NICC** – National Interagency Coordination Center (ESF4)

**NAWAS** – National Warning Service

**NOAA** – National Oceanographic & Atmospheric Agency

**NWS** – National Weather Service

**NRC** – Nuclear Regulatory Commission

**PDA** – Preliminary Damage Assessment (ESF23)

**PIO** – Public Information Officer (Append. 2)

**RIA** – Rapid Impact Assessment (ESF23)

**RCW** – Revised Code of Washington

**RRTF** – Recovery Restoration Task Force

**SLA** – State & Local Assistance (ESF20)

**SOP** – Standard Operating Procedure

**US&R** – Urban Search & Rescue (ESF9)

**WAC** – Washington Administrative Code

**WFLSD** – Woodinville Fire & Life Safety District

**WMD** – Weapons of Mass Destruction (ESF10)

**WWD** – Woodinville Water District

# APP5 ADMINISTRATION

## APPENDIX 5

### ADMINISTRATION (Emergency Administrative & Financial Procedures)

#### I. INTRODUCTION

##### A. PURPOSE

To provide special administrative and financial procedures for the support of emergency services in city government.

To provide for the curtailment of normal administrative services to the minimum level required for continuity of government.

To provide for the preservation, maintenance and availability of essential records in times of emergency. Essential records include (but are not limited to) finance information, vital statistics on citizens and property, and personnel records.

##### B. SCOPE

The City of Woodinville emergency administration and finance functions will be in effect during the response and recovery phases of an emergency. The level of curtailment of normal administrative functions will be determined by the severity of the emergency as determined by the City of Woodinville Emergency Operations Center (EOC).

#### II. POLICIES

A. RCW 40.10.10 requires that local jurisdictions with emergency management responsibilities establish, maintain, and protect vital records under a record retention program.

B. RCW 38.52.070 gives “each political subdivision, in which any disaster occurs, the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers... without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to,

budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public works, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.”

- C. RCW 35.33.081 states a city legislative body “upon the adoption of an ordinance, by the vote of one more than the majority of all members, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures thereof without notice or hearing.”
- D. RCW 35.33.101 further states that “all expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants.”
- E. It is Woodinville policy that departments be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

The City of Woodinville will periodically experience emergency situations which require the curtailment of normal administrative functions. Potential emergency situations include both natural and technological events. Emergencies can overwhelm city governments with response and recovery responsibilities. During this period, normal administrative functions may need to be curtailed in order to meet the emergency functions designated to the City. During this time, additional resources may be required to provide for the preservation, maintenance and availability of essential records. As a result, expedient finance procedures may be imposed to allow an adequate response to the emergency and to hasten the recovery phase.

#### **B. Planning Assumptions**

The records management program followed by the City is compatible to the program recommended by the State Archivist and includes storage, retention, and preservation of historical and essential records. The City of Woodinville retention system includes computer backups, fireproof filing

cabinets for priority documents, and storage of original ordinances and resolutions in multiple locations.

The head of each city department has the authority and responsibility to administer daily operations and emergency programs in the most efficient manner to provide required services. Each department of the City shall establish its own administrative procedures, policies, and plans within the legal authorities and guidelines established.

#### IV. CONCEPT OF OPERATIONS

- A. Record preservation and securement methods will be updated or established to meet emergency needs of the City. **(See Tab 1 to this Appendice, Records Management Program)**
- B. During emergency operations, the existing framework of city government will be retained. Many of the less essential administrative activities and services may be suspended or curtailed, however, while emergency services and activities will be given priority.
- C. City officials and employees, while continuing to provide essential and accustomed administrative services, may be required to accomplish additional emergency activities. Emergency administrative responsibilities shall be assigned by appointed officials through departmental and/or office organizational channels.
- D. Administrative personnel not assigned to essential or vital duties may be assigned to other departments to provide administrative support.
- E. Each department and office shall provide for the preservation, maintenance, and protection of administrative records required for continuity and continued operations.

#### V. EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. The City of Woodinville will incur disaster related obligations and expenditures in accordance with the provisions of RCW38.52.070 and Chapter 35.33.
- B. Records will be kept in such a manner to separately identify event-related expenditures and obligations from general programs and activities.
- C. Complete and accurate records are necessary in order:
  - a) To document requests for assistance.
  - b) For reimbursement under approved applications pertaining to declared emergencies or major disasters.

- c) To conduct audits of emergency expenditures during normal auditing processes. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

## **VI. RESPONSIBILITIES**

### **A. Each City Department Director has responsibility to:**

1. Provide administrative procedures necessary to the emergency operations of the department.
2. Provide necessary procedures required for the continuity of department operations in providing essential and vital services during an emergency/disaster.
3. Develop a plan to curtail or reduce normal operations during an emergency/disaster.
4. Work with the City Clerk to preserve, maintain and store essential records.

### **B. Director of Emergency Management has responsibility to:**

1. Provide safe, efficient buildings from which essential and vital services can be conducted.
2. Recruit and assign administrative support personnel to City government departments and offices.
3. Provide administrative and technical support necessary to the continuity and emergency operations of City government.
4. Provide technical advice and assistance to all departments of City government on emergency administrative policies, procedures, and requirements.
5. Brief City officials on the emergency/disaster situation and recommend administrative requirements.

### **C. The City Clerk has responsibility to:**

1. Work with the Finance Director and Director of Emergency Management to establish procedures to secure vital records.
2. Provide facilities for the storage of essential records.

3. Maintain Council records and committee schedules, publish hearing and public notice dates, receive complaints and summonses served on the City, and draft ordinances and motions on request.
  4. Record and file documents officially forwarded for that purpose.
  5. Maintain city records, establish retention schedules and consult with city departments in development of vital record protection procedures.
  6. Provide for administrative support during EOC activations.
  7. Provide supporting administrative services which include: records storage, reproduction, personnel and data processing.
  8. Advise various City departments and offices on special record keeping, management and preservation requirements.
- D. The **Finance Director** has responsibility to:
1. Work with City Clerk and Director of Emergency Management to establish procedures to secure vital records.
  2. Secure essential financial records of the City including paper files and computer files.
  3. Review emergency fiscal accuracy and accounting procedures and records.
  4. Establish an accounting system to track expenditures and obligations incurred during emergencies.
- E. The **Executive Department** (Office of the City Manager) has responsibility to:
1. Safeguard personnel records.
  2. Safeguard insurance policies.

## **TABS**

Tab 1: Records Retention Policy for the City of Woodinville

## Appendix 5 – Administration

### Tab 1 - RECORDS MANAGEMENT PROGRAM OBJECTIVE AND POLICY

#### OBJECTIVE

To establish an efficient and economic records program wherein records can be created, maintained, retrieved, and disposed of easily; and wherein costs can be reduced or kept to a minimum for the City.

#### DEPARTMENTS AFFECTED

All Departments

#### REFERENCES

State Retention Guidelines  
Chapter 40.14 RCW  
Chapter 434.635 WAC

#### POLICY

All required City records shall be inventoried, analyzed and entered on retention schedules to insure that:

- (1) Only active and semi-active records are stored in valuable office space.
- (2) Inactive records are shifted to low cost storage units. All inactive records shall be destroyed after meeting the minimum retention; and shall be retained longer only under special exceptions. The primary objective of destruction is to reduce obsolete records (which are not eligible for transfer to the custody of the State Archives) to an illegible condition.
- (3) Valuable historical records are adequately preserved and are transferred to the nearest branch of the State Archives when the City no longer needs them on site.
- (4) Essential records will be microfilmed for protection against accidental or natural disasters, sabotage, and civil disorders to meet legal requirements for permanent preservation, to facilitate transfer from office to lower cost off-site storage, to allow systematic destruction of records, and to facilitate retrieval. (Chapter 5.46 RCW)

## GLOSSARY OF TERMS

<b>ACTIVE RECORDS</b>	Records maintained in an area where the records are referred to during everyday operations. Usually the records are no older than two years, and are referred to at least bi-monthly.
<b>ARCHIVAL VALUE</b>	Inactive records of an organization or institution preserved because of their permanent, continuing value.
<b>DISPOSITION</b>	The action taken with regard to non-active records following an appraisal; including transferring the record to “off-site” storage, designating a record as archival, or destroying the record after the minimum retention has been met.
<b>ESSENTIAL RECORDS</b>	Records essential to the resumption and/or continuation of operations.
<b>HISTORICAL RECORDS</b>	The usefulness of records for historical research into an organization’s origin and development. Typically, 1% to 5% of an organization’s total records have permanent, historical value.
<b>MICROFILM/FICHE</b>	A high resolution photographic film used to record reduced-size images from the original.
<b>RECORDS</b>	Papers (reports, correspondence, studies, etc.) photographs, magnetic tape, microfilm, film, sound recordings, maps, drawings, machine readable material or other documents, regardless of physical form or characteristics, and including all copies thereof, either originated or received by an institution.
<b>RECORDS MANAGEMENT</b>	The administrative management function concerned with the economic, efficient, systematic control of all records from their creation or receipt through their use and organization, distribution, and retrieval to their ultimate destruction or preservation.
<b>RETENTION SCHEDULE</b>	A listing and schedule of records series by office, indicating for each series the full records series title, function/purpose, location of official copy, retention period in the office and/or records center, and if the series is to be microfilmed, destroyed, or transferred to the State Archives for permanent retention.
<b>SECONDARY RECORDS</b>	Material that does not need to be filed or that can be destroyed after a short retention. This includes drafts, worksheets, routine replies, and extra copies of documents created for convenience.
<b>WORKING FILE</b>	A file of documents such as rough notes, calculations, or preliminary drafts that are assembled and used in the preparation or analysis of other documents; usually retained in desk files or filed separately until project completion.

**APP6**  
**TRAINING EXERCISE**

## APPENDIX 6

### TRAINING AND EXERCISES

**PRIMARY AGENCY** Department of Planning and Community Development  
Executive Department (Office of the City Manager)

**SUPPORT AGENCIES** Woodinville Fire & Life Safety District (WFLSD)  
King County Office of Emergency Management

#### I. INTRODUCTION

A. Purpose

The purpose of this appendix is to outline the emergency management training responsibilities of the City of Woodinville Departments and the schedule and objectives of emergency management exercises. The training and exercise programs serve to improve operational readiness by improving individual skills and by improving the emergency management system in the City of Woodinville.

B. Scope

The Director of Emergency Management provides training for EOC representatives and provides training and consultation to City departments upon request. The Director of Emergency Management also coordinates and facilitates the range of exercises which serve to verify the effectiveness of both the City's Comprehensive Emergency Management Plan and the plans and procedures of City Departments.

Exercising is the principle method of validating the City's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA). The City of Woodinville government is committed to developing a progressive community-based exercise program whereby City staff and relevant agencies participate in increasingly challenging exercises over a period of time. In the progressive community-based program, one exercise builds on another systematically to meet specified goals.

## II. EXERCISE AND TRAINING POLICIES

It is the policy of the City of Woodinville to hold EOC representative meetings a minimum of every four (4) months that also serve as training sessions for the participants.

King County Office of Emergency Management (OEM) delivers a range of training classes to enhance the emergency planning and response capabilities of government employees, schools, businesses, emergency workers, and the public. The Director of Emergency Management will coordinate with OEM for City employee participation in these local classes and with the Washington State Emergency Management Division for City employees attendance at relevant state training classes.

## III. ASSUMPTIONS

Emergency Management exercises are stand alone events. They are part of the City of Woodinville's commitment to improving the overall emergency management program. The City's progressive community-based exercise program will receive ongoing support from the City Manager and all City departments and participating agencies. All departments and participating agencies will continue to develop and test their internal emergency procedures as part of the progressive community-based exercise program.

## IV. CONCEPT OF OPERATIONS

The exercises and training courses are based on current needs and are part of a systemic effort to further the emergency readiness of the City of Woodinville government and the public. The exercise and training programs are continually evaluated and reviewed. Exercises are evaluated so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses are evaluated to identify shortcomings and future training needs.

Prior to a disaster, a person or organization seeking training may contact the Director of Emergency Management with a request for training. The Director of Emergency Management will provide appropriate training or refer the request to the King County OEM. Other sources of training include but are not limited to:

- FEMA's Emergency Management Institute
- Washington State Emergency Management Division
- The American Red Cross
- Western Washington Emergency Network
- Disaster Educators of Puget Sound
- Private Consultants

The five elements of the City's exercise program include: orientations (informal seminar to familiarize participants to the plan), tabletop exercises (discussion of simulated emergency situation), drills (tests a single response procedure), functional exercises (activity to evaluate capability of an individual function), and full-scale exercises (evaluates operation capability of emergency management systems over time).

## **V. RESPONSIBILITIES**

### **A. Director of Emergency Management shall:**

1. Coordinate all exercises that test and evaluate the City's Comprehensive Emergency Management Plan
2. Develop and coordinate the progressive community exercise program and facilitates the training that is necessary to orient City employees and the public
3. Provide emergency planning and response training to schools, the public and private organizations and individuals commensurate with the resources available
4. Coordinate the procurement and distribution of emergency training course materials
5. Assist the King County OEM training officers and emergency planners in preparing and conducting training and exercise programs
6. Coordinate and facilitate a progressive community-based exercises program that involves at least one county-wide functional or full-scale exercise per year
7. Determine exercise requirements and develop an exercise program based on current capabilities and shortcomings
8. Evaluate all exercises and revise plans and procedures based on the shortcomings discovered through the exercising of plans and procedures

### **B. All City of Woodinville Departments shall:**

1. Develop training and exercise programs to support their internal emergency planning, response, and recovery functions. In addition, departments will participate in the various emergency management training courses and exercises.
2. Designate qualified employees to coordinate emergency management training programs with the Director of Emergency Management
3. Participate in exercises with increasing levels of complexity
4. Participate in at least one functional exercise per year

**Tabs: None**

# ESF1 TRANSPORT

## Emergency Support Function (ESF) 1

### TRANSPORTATION

PRIMARY AGENCIES:	Public Works Department
SUPPORT AGENCIES:	Woodinville Police Department Woodinville Fire & Life Safety District Building Department Washington State Department of Transportation King County Department of Transportation (Metro) Northshore School District

#### I. INTRODUCTION

##### A. Purpose

This ESF provides for the effective coordination, mobilization, uses and maintenance of available transportation services and resources to meet the emergency needs of the City of Woodinville and supporting organizations. This ESF also defines the City of Woodinville's roles and responsibilities for the coordination and delivery of transportation support and assistance following an emergency or disaster.

##### B. Scope

Transportation support involves the provision of road and bridge maintenance, as well as equipment and vehicle maintenance. This ESF also encompasses the coordination, mobilization and use of available transportation services.

Activities within the scope include:

- Participation in mitigation and preparedness activities.
- Participation in needs and damage assessment and coordination of resources during the response phase immediately following an emergency or disaster.
- Restoration and temporary repair of critical transportation services and systems during the recovery phase from an emergency or disaster.
- Coordination between city, county, state and special purpose districts as needed.

#### II. POLICIES

- A. It is the policy of the government of the City of Woodinville to provide the emergency organization and resources to minimize loss of life, and protect public property, the economy, and the environment of Woodinville.

- B. It is the policy of the City of Woodinville to assess the integrity of transportation routes within the City. The provision and coordination of transportation assistance will be prioritized by the City EOC.
- C. All City departments will utilize to the greatest extent possible day-to-day policies, except when emergency or disaster situations require exceptional policy changes or modifications.
- D. The city of Woodinville will comply with the Washington State Emergency Management Division revised Sandbag Bulk Distribution/ Storage & Emergency Usage Policy.

### **III. SITUATION**

- A. Emergency/ Disaster Conditions and Hazards
  - 1) Transportation systems available in King County include air, rail, water, and road. All of these systems and supporting transportation resources provide services on a national, regional, and local basis. Interstates, highways, county roads and arterials serve the immediate and surrounding Woodinville area.
  - 2) State Routes provide essential connections between the City of Woodinville and other local cities and counties. County roads and City arterials provide alternate routes for the State Routes.
  - 3) I-405, which connects City of Woodinville with the communities on the eastside, south and north ends of Lake Washington via SR 522, runs north-south west of the City.
  - 4) SR 522, which connects City of Woodinville with Seattle, Monroe and other parts of both Snohomish and King Counties, runs southeast-northwest along the northwesterly city limits.
  - 5) SR 202, which connects City of Woodinville with Bellevue, and other parts of King County, runs north-south along the westerly city limits.
  - 6) SR-9, which connects the City of Woodinville (Woodinville-Snohomish Road) with City of Snohomish and other parts of Snohomish County, runs north-south beginning at the northerly city limits.
  - 7) Woodinville-Duvall Road, which connects City of Woodinville with Duvall and other parts of eastern King County, runs east-west in the northerly section of the city.

- 8) 140<sup>th</sup> Ave. NE, which provides an alternate parallel route for SR 202 along the east side of the Sammamish Valley, runs north-south beginning at the southerly limits of the city.
- 9) The City of Woodinville will periodically experience emergency and disaster situations which require restoration of essential public services (see King County Hazard Identification and Vulnerability Analysis for a description of potential emergency conditions). Roadways, bridges, and other transportation facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, or demolition to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be inaccessible or damaged.
- 10) The City of Woodinville is impacted by closures of I-405, SR 202, SR 522, and SR 9; closures can occur due to severe weather, hazardous materials releases and roadway accidents.
- 11) The City of Woodinville provides for the safe and efficient transportation of people and goods by planning, constructing and maintaining the streets and roadways within the City. Privately owned vehicles prove to be the primary means of transportation for individuals in Woodinville and the surrounding county.

B. Planning Assumptions

- 1) The local and regional transportation infrastructure will sustain damage. Disaster response and recovery activities that require use of the transportation network may be difficult to coordinate.
- 2) Rapid assessment of the event area will be made to determine critical response time and potential workload. Significant numbers of personnel with engineering and construction skills and construction equipment may not be available within the event area.
- 3) The immediate use of the transportation system for response and recovery activities will exceed the capabilities of the City of Woodinville, thus requiring assistance from the County, State and Federal governments to supplement efforts.
- 4) Access to the event area will be dependent upon the re-establishment of ground and air transportation routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
- 5) The City of Woodinville is responsible for the inspection, repair and operation of City owned facilities and infrastructure. (Refer to ESF-23, Building Damage Assessment)

- 6) Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.
- 7) Normal means of communications may not be available and repairs to communications networks could take days, weeks or months. In those situations, non-traditional means of communication must be established and used.
- 8) Support agencies will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of the Woodinville Comprehensive Emergency Management Plan.

## IV. CONCEPT OF OPERATIONS

### A. General

- 1) The primary movement of people, equipment, and supplies will be by privately owned vehicles, common carrier trucks, privately owned trucks and mass transit. Minimum use of private vehicles will be recommended in order to conserve fuel supplies, spare parts, and expense. The public will be informed of restrictions on private vehicle use to avoid confusion and reduce congestion under disaster circumstances.
- 2) Transportation system providers or operators (whether public or private) will operate their own systems and facilities to provide the maximum essential services and support possible.
- 3) Consumer rationing regulations, as specified by either City, County, State, or Federal governments, will be adhered to in providing fuel for operation of transportation equipment.
- 4) City owned vehicles will be dispatched for use according to a priority system. Priority will be awarded to those services primarily concerned with life safety (i.e. Rapid Impact Assessment – Refer to ESF-23). Establishing priority will be consistent with and reflect the nature of the existing circumstances, as determined by the Emergency Operations Center.
- 5) Inspection and repair of state and federal highways are the responsibility of Washington State Department of Transportation (DOT) and the State Patrol. During large regional events, however, the Department of Transportation may be overwhelmed and unable to perform these tasks in the Woodinville area. Therefore the City of Woodinville may conduct inspection and repair of state and federal highways as necessary to support safety of citizens and public property. The City of Woodinville will attempt to contact DOT prior to conducting these types of activities.

## B. Organization

The basic responsibility for direction, control, and coordination of the emergency transportation services for City government is assigned to the City of Woodinville Public Works Department. The Public Works Department is also responsible for equipment and vehicle maintenance activities. The City Engineer (Public Works Director) has responsibility for damage assessment of transportation infrastructure. The Building Official will assist the City Engineer in the evaluation of damage to transportation facilities. Authorities to accomplish various emergency transportation activities shall be given to departmental managers and staff.

## V. RESPONSIBILITIES

### V. Primary

The City of Woodinville is responsible for ensuring that transportation functions and operations are protected and reconstituted as soon as possible following a disaster. Specific responsibilities are detailed below:

1. **Public Works Director** has responsibility to:
  - a) Coordinate and provide transportation support and services and will actively support City response and recovery efforts to the maximum extent possible.
  - b) Coordinate for City government the use of locally available transportation resources to fill emergency transport needs for movement of people, equipment, and supplies.
  - c) Coordinate the mobilization of emergency transportation services, maintenance, and supply system.
  - d) Make temporary repairs, bypasses or alterations to provisionally restore City road and bridge facilities; or provide coordination for the contracting of private companies to conduct this work.
  - e) Furnish personnel, heavy equipment, and supplies to assist with emergency operations in the response and recovery phases of a disaster.
  - f) Provide maintenance support for City owned vehicles. Maintenance priorities will be established consistent with the requirements of the emergency.
  - g) Coordinate the emergency use required of personnel and equipment belonging to local bus and truck lines, taxicab companies, etc.

- h) Assist other first responders (Police, Fire) with barricades and other traffic related activities.
- i) Purchase, store, track, manage, distribute, coordinate, and replenish sandbag resources.
- j) Coordinate with the Finance Department as required for the rental of equipment required for emergency transportation of people, equipment, and supplies.
- k) Develop procedures for the immediate notification of: King County Metro, Northshore School District; Woodinville Police Department, Woodinville Fire & Life Safety District and other possible affected agencies of routes affected by partial or total road closures and detours.
- l) Develop contingency plans for detour routes and appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network in major events.

2. The **City Engineer** has responsibility to:

- a) Coordinate the evaluation of damage to the transportation infrastructure.
- b) Provide expertise to the EOC when establishing priorities for restoration and repair of transportation infrastructure.
- c) Assist in contracting private companies to conduct infrastructure restoration and repair, when necessary.
- d) Develop a system or checklist by which the decision to reopen roads that have been closed is accomplished in a safe and efficient manner.
- e) Provide support to field operations as appropriate.
- f) Develop a plan for removal and collection of disaster debris.

3. The **Building Official** has responsibility to:

- a) Provide expertise to the EOC when establishing priorities for restoration and repair of transportation facilities.
- b) Assist in contracting private companies to conduct structure restoration and repair to city owned structures, when necessary.

4. The **Director of Emergency Management** has responsibility to:
  - a) Submit all requests for emergency transportation resources and support that cannot be met locally to the King County EOC.
  - b) Coordinate with King County to provide bus support and services for the movement of people, equipment and supplies.
  - c) Establish mutual aid agreements, as deemed necessary.
5. The **Planning and Community Development Director** has responsibility to coordinate the transportation and movement of special needs individuals.
6. The **Emergency Operations Center** has responsibility to:
  - a) Collect information from City departments and special purpose districts on damage to facilities and infrastructure.
  - b) Prioritize the restoration and repair of damaged facilities and infrastructure; with priority given to City-owned facilities and essential buildings.
  - c) Establish procedures and policies on coordination, use, and allocation of transportation equipment.
7. **Each City Department** has responsibility to:
  - a) Ensure that training is provided to respond to emergencies and disasters.
  - b) Establish and coordinate procedures necessary to meet the responsibilities listed in this ESF and the Basic Plan.
  - c) Coordinate the return of Department activities to normal levels following the emergency or disaster.
  - d) Keep logs of actions taken and information received, as well as supplies purchased, and personnel overtime.

## **B. Support Agencies**

1. The **Washington State Department of Transportation** has responsibility to:
  - a) Notify the City of Woodinville, via broadcast fax; any time state highways and interstates are closed. This information is also available via the Internet at ([www.wsdot.gov](http://www.wsdot.gov)).

- b) Coordinate with Washington State Patrol to close state highways and interstates.
- c) Provide damage assessment and other emergency information to the King County Office of Emergency Management (have 800MHz capabilities) for dissemination to King County cities.

B. The **Northshore School District** has responsibility to assist, when needed, in the transportation of residents after student and staff needs have been met.

## VI. RESOURCE REQUIREMENTS

A. Traffic Control Devices (i.e. traffic cones, barricades, etc.)

1. Possible resources.

- a) City owned.
- b) King County Street Department.
- c) Washington State Department of Transportation  
Maintenance Division.
- d) Neighboring Jurisdictions.
  - (1) City of Bothell.
  - (2) City of Redmond.
  - (3) City of Kirkland.
- e) Private Vendors.

B. Personal Safety Equipment (i.e. safety vests, hard hats, etc.)

- 1. City to provide for staff.
- 2. Others to provide their own.

C. Certified Flaggers.

- 1. City to provide training for staff personnel (Public Works, and Police).
- 2. Private contractors.

**VII. REFERENCES**

None

**VIII. TERMS AND DEFINITIONS**

See Appendix 4 to the Basic Plan (Definitions)

**ESF2  
TELECOMMUNICATIONS**

## Emergency Support Function (ESF) - 2

### Communications and Warning

<b>Primary Agency</b>	Woodinville Fire and Life Safety District (WFLSD)
<b>Supporting Agencies</b>	City of Woodinville King County Sheriff's Office King County Office of Emergency Management Emergency Alert System (EAS) Woodinville Emergency Communications Team (Amateur Radio Operators) National Weather Service (NWS)/National Oceanographic and Atmospheric Administration (NOAA) National Warning System (NAWAS)

#### I. INTRODUCTION

##### A. Purpose

1. **Communication:** The purpose of this Emergency Support Function (ESF) is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements of the City of Woodinville in preparing for, responding to, and recovering from emergencies and disasters. **(Refer to Annex 2 to this ESF, Communications)**
2. **Warning:** It also provides guidance for rapid alerting and warning to key officials and the general public of a potential or occurring emergency or disaster. **(Refer to Annex 1 to this ESF, Warning Point Operations)**

##### B. Scope

1. ESF 2 discusses the use and maintenance of communications systems for emergency management functions within the City of Woodinville and Woodinville Fire and Life Safety District (WFLSD) during times of disaster. Those systems include voice, data, radios, telephone and cellular systems, amateur radio, National Warning System (NAWAS) and the National Weather Service (NWS). Specific operating procedures and protocols will be addressed in the Standard Operating Procedures (SOPs).

#### II. POLICIES

1. The City of Woodinville and Woodinville Fire and Life Safety District will use normal communications and warning systems as much possible during a disaster.

2. Communications and warning support requirements which cannot be met by the City of Woodinville will be transmitted to the Emergency Operations Center.
3. Priority in establishing communications systems within the City of Woodinville is life safety first, followed by the re-establishment of critical government functions and the protection of property, the economy and the environment.
4. In accordance with RCW 38.52.110(1), in responding to a disaster, or the threat of a disaster, the City is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extend practicable, and the officers and personnel of all such department, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
5. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, City of Woodinville can only endeavor to make every reasonable effort to respond to a disaster or emergency based on the situation, and on information and resources available at the time.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

1. The City of Woodinville will periodically experience emergency situations which require heavy use of current communications systems. Due to natural or technological disasters described in the November 1999 Hazard Identification and Vulnerability Analysis (HIVA), some communications systems may be damaged or destroyed. When the need for communications equipment is highest, we may have fewer resources dictating a need for reprioritization or reallocation of working systems.
2. Emergency or disaster warning may originate from any level of government or other sources. Some weather related disasters are foreseeable for several days prior to the incident. Weather warnings, watches and advisories are issued by the National Weather Service well in advance whenever possible. Floods and fires sometimes build over several hours or days, allowing some time for warning and preparation. Other incidences such as earthquakes or hazardous materials releases offer no opportunity for warning though in some cases impacts may be lessened by actions taken after the incident.

#### **B. Planning Assumptions**

1. There is currently no community wide warning system within the City of Woodinville to ward the general public of emergency situations.

2. There will be occasions when there is no time or mechanism to provide warning.
3. Communications systems are vulnerable and may be damaged, destroyed, or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks or months.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. Reliable communications capabilities are necessary for government functions for day-to-day operations, warnings of impending events, response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capability must be available for emergency management functions from the Emergency Operations Center (EOC). **(Refer to Annex 1, Tab 1 to this ESF, Public Warning).**
2. With no warning system in place, notification of citizens with instructions and information may be through Emergency Alert System (EAS), media broadcasts, telephone or radio notification, public address announcements and person-to-person contacts.
3. Activation of the EAS within King County is restricted to authorized organizations and operates through designated broadcasters and cable companies (see King County Emergency Management Plan ESF2, Appendix 1, Emergency Alert System). The EAS may be activated by contacting the 24-hour duty officer of the King County Office of Emergency Management. (REFER TO APPENDIX 2 – PUBLIC INFORMATION)
4. The secondary line of EAS activation will be through the utilization of WFLSD communication with the Eastside Communications Center.
5. The Woodinville EOC maintains many communications capabilities within the EOC. Systems in place include: fax machine, pagers, telephones, cellular phones, local television, AM/FM radio and the City's Traveler's Information Radio Station (1610 AM). Radio systems in place in the EOC include 800 MHz. Radio transmitting and receiving capabilities include all city agencies using 800 MHz trunking systems. Other agencies including the American Red Cross, Washington State Emergency Management Division, King County Office of Emergency Management, Eastside Communications Center, Woodinville Emergency Communications Team (WECT) and local hospitals are also linked by radio to the EOC.
6. When normal government communications systems become overwhelmed or damaged, amateur radio may be the only available form of communication.

7. Whenever the City of Woodinville emergency management officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the Emergency Operations Center (EOC) will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
8. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
9. Warning or imminent or existing danger can be accomplished by Fire and Sheriff's Department vehicles using mobile sirens, public address speakers and door-to-door notifications.
10. Immediate notification of key officials will be carried out by phone, alerting devices, or in the event of total communication loss, by messenger.
11. To inform the general public of less emergency situation or for ongoing information, local radio and/or television stations or local newspapers can be used.

## **B. Organization**

1. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points.
2. The Washington State Emergency Management Division (EMD) operates the Washington State Emergency Operations Center (EOC). This includes the operation of a 24-hour Duty Officer position that provides for early warning and information dissemination to local jurisdictions and state agencies. When activated for disasters the State EOC accumulates damage assessment data from counties and state agencies. After collecting and analyzing the data the EOC make recommendations to the governor regarding response and recovery assistance needs.
3. Warning Points for Woodinville are received at the King County EOC and secondarily from the Eastside Communications Center (Bellevue) which notifies local emergency authorities.
4. The Warning Point for the City of Woodinville is the Woodinville Fire and Life Safety District (WFLSD) Emergency Operations Center. The Fire Chief appoints the Warning Point Supervisor. The Warning Point Supervisor has 24-hour access to the King County Warning Point via the Emergency Operations Center. **(See Annex 1 to this ESF, Warning Point Operations)**

5. Telephone systems are the primary communications methods for directing, controlling and coordinating emergency services.
6. Cellular phone systems are the primary back up to the telephone systems and will be used to supplement two-way radio systems for field operations.
7. Two-way radio is used a second back-up to the telephone systems and provides the primary method of communications with personnel conducting emergency services in the field.
8. 800 MHz radios will be utilized as the backup system for communication with other emergency management agencies.
9. Facsimile and electronic communications will be used, if available, when communication of written material is required during and after a disaster.
10. Law enforcement, fire service, and other government services radio networks will control their own systems.
11. Private radio systems will be controlled by their respective organizations with coordination through the Emergency Operations Center.
12. Backup communication equipment may be provided by supporting agencies such as the School District and Water District.

#### **D. Procedures**

1. When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the **Warning Point Supervisor** in the EOC. (*Refer to Annex 1 to this ESF, Warning Point Operations*)

#### **E. Mitigation and Preparedness Activities**

1. The **Director of Emergency Management** (City of Woodinville) shall have responsibility to:
  - a. Ensures that the communication facilities are maintained and tested routinely.
  - b. Prepares and maintains current, adequate warning plans, SOPs and call lists.
2. **Each City Department Director** is responsible for training and preparing employees of the department how to respond to warning and activate emergency procedures.

#### **F. Response Activities**

1. The Mayor shall authorize the dissemination of warning information for localized emergencies and disasters.

## **G. Recovery Activities**

1. Warning systems may be used in the recovery phase for emergency communications so that the community may be fully restored.

## **V. RESPONSIBILITIES**

### **A. Primary Agency - Woodinville Fire and Life Safety District (WFLSD)**

1. The primary focal point for the City communications will be WFLSD in normal operation periods and the Emergency Operations Center (EOC) in the event of disaster operations. This is a 24-hour operation facility, with emergency and advisory information provided to the City by WFLSD.
2. The existing telephone network and the non-emergency radios of the City will be the basis for effective communication. It is understood that in a disaster partial or total disruption of communications may occur. By working with telephone service and equipment providers, the City and WFLSD will work together to provide telephone service for emergency management functions as soon as possible following a disaster.
3. Radio systems including amateur radio will be established for emergency management functions as soon as possible following a disaster. Priority will be given to those departments that provide critical life safety functions. The City will establish and maintain an Amateur Radio Liaison. This liaison will be developed to enhance and expand the emergency communications capabilities of the City in a major event. This communications option will be the secondary communication capability of the City.
4. The Woodinville Fire and Life Safety district will maintain equipment, and in cooperation with the City of Woodinville develop operational procedures for the EAS. Coordination will occur with federal, state, county and other local agencies, and members of the media participating in this program.
5. The Woodinville Fire and Life Safety district will coordinate with federal, state and county agencies in the use of the National Warning System.

### **B. Support Agencies**

1. Available City personnel with technical skills in the area of communications will work to re-establish compromised systems.
2. The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Office, with operational assistance from the Washington State Patrol.

3. Emergency information or warning is transmitted by broadcasters at their discretion except for Emergency Alert System (EAS) Presidential messages received from the National Control Point. Broadcasters may not choose to broadcast all state and local requests.
4. The Emergency Alert System which provides emergency information and guidance via local radio and television may be activated through the King County Office of Emergency Management. **(Refer to Appendix 2, Public Information, Tab 1, Emergency Alert System Central Puget Sound Area Plan)**
5. Once the initial warning is accomplished, the task of keeping the public informed of what actions to take to prevent injury or property loss lies with the **Public Information Officer. (Refer to Appendix 2, Public Information)**
6. The Woodinville Emergency Communications Team (WECT), a volunteer amateur radio operator group will assist the EOC with communications. **(Refer to Annex 2, Tab 3 to this ESF, Woodinville Emergency Communications Team)**

## VI. RESOURCE REQUIREMENTS

1. Sufficient technical and support staff will be provided for 24 hours a day until critical communications systems are established. Equipment and supplies should be secured so that basic functions can be established even if transportation routes in the region are compromised.

## VII. REFERENCES

See Appendix 3 to the Basic Plan, "References"

## VIII. TERMS AND DEFINITIONS

See Appendix 4 to Basic Plan, Definitions

## ANNEXES & TABS TO ESF-2

### **Annex 1:** Warning Point Operations

- Tab 1: Public Warning
- Tab 2: Fan Out Warning List for City Officials/Staff
- Tab 3: EOC Representative Notification List

### **Annex 2:** Communications

- Tab 1: Communications Coordinator
- Tab 2: Radio Channel Assignments
- Tab 3: Woodinville Emergency Communications Team (Amateur Radio)

## Emergency Support Function 2

### Annex 1

### Warning Point

**Primary Agency** Woodinville Fire and Life Safety District

**Support Agencies:** City of Woodinville  
King County Emergency Operations Center  
Eastside Communications Center (Bellevue EOC)

#### I. INTRODUCTION

##### A. Purpose

To provide guidance for and dissemination of emergency warning information to key officials, employees and the general public.

##### B. Scope

Annex 1 discusses Warning Point Operations and establishes the duties of the **Warning Point Supervisor**.

##### C. Definition

The Warning Point is the Woodinville Fire and Life Safety District Emergency Operations Center (EOC). The Center provides a 24-hour access to the King County Warning Point. Communication with King County Warning Point is by radio and telephone.

#### II. POLICIES

The Fire Chief for the Woodinville Fire and Life Safety District will appoint a **Warning Point Supervisor**.

#### III. SITUATION

##### A. Emergency/Disaster Conditions and Hazards

The City of Woodinville will periodically experience emergency situations which will require notification of city employees, officials and the general public. Potential emergency situations include both natural and technologically caused events.

## **B. Planning Assumptions**

The Emergency Alert System (EAS) is the best means to give initial warning to city employees, officials and the general public.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

The 24-hour duty officer of the King County Office of Emergency Management may activate the EAS. The secondary line of EAS activation will be through utilization of the WFLSD communications with the Eastside Communications Center (Bellevue EOC). The Warning Point is the Woodinville Fire and Life Safety District Communications Center. The Center provides a 24-hour access to the King County Warning Point.

### **B. Organization**

Woodinville Fire and Life Safety District is the lead agency in disseminating Warning Point information to city employees, officials and the general public.

### **C. Procedures**

The **Warning Point Supervisor** will receive emergency information and:

1. Disseminate warning information to the public (**Tab 1 to this Annex 1**)
2. Disseminate warning information to other designated governmental agencies (Tab 2 to this Annex 1)
3. Disseminate warnings to the Director of Emergency Management, and also notify applicable EOC participants/representatives (**Tab 3 to this Annex 1**), when directed.

## **V. RESPONSIBILITIES**

### **A. Primary Agency - Woodinville Fire and Life Safety District**

1. Appoint a Woodinville Warning Point Supervisor
2. Operating Warning Point
3. Appointing and training operators
4. Maintaining equipment and records
5. Developing plans and procedures
6. Developing methods of conveying warning to the population of Woodinville
7. Disseminating warning to secondary warning points
8. Testing warning systems

### **B. Support Agency - City of Woodinville**

1. Appoint a Director of Emergency Management
2. Maintain an up-to-date emergency number and contact list for the Notification SOP
3. Develop and maintain warning procedures for the City of Woodinville in cooperation with the WFLSD.

**VI. RESOURCE REQUIREMENTS**

See Basic ESF -2

**VII. REFERENCES**

None

**TABS TO ANNEX 1 (ESF-2)**

Tab 1 - Disseminate warning information to the public

Tab 2 - Disseminate warning information to other designated governmental agencies

Tab 3 - Disseminate warnings to the Disaster Coordinator, and also notify applicable EOC participants City of Woodinville

## **Emergency Support Function 2**

### **Annex 1 - Warning Point**

#### **Tab 1 - Public Warning**

The public will be given warning and information as follows:

1. Radio and television announcements, authorized and implemented by King County Office of Emergency Management or City of Woodinville Emergency Operations Center (EOC).
2. Public address systems contained in King County Sheriff's Office (KCSO) or WFLSD vehicles and other City vehicles.
3. Person to person contacts.
4. City's Traveler's Information Radio Station (1610 AM)
5. City's web page ([www.woodinville-city.com](http://www.woodinville-city.com))

## Emergency Support Function 2

### Annex 1 - Warning Point

#### Tab 2 - Fan Out Warning List

The following key city representatives are to receive fan out warning information from the Woodinville Fire & Life Safety District Warning Point. Warning information will be received on Radio Frequency 3 from King County Office of Emergency Management and will be disseminated as follows:

#### PRIMARY FAN OUT LIST

	<b>Primary</b>	<b>Alternate</b>
1	City Manager	Assistant to the City Manager
2	Director of Emergency Management	Assistant Director of Emergency Management
3	Mayor	Deputy Mayor
4	City Council	
5	Department Directors (City)	

Once the department directors receive information, bulletins or warnings, they will in turn relay information to their respective staff. **(Refer to Emergency Call Back List, Appendix 1, Tab 1)**

In the event the King County Office of Emergency Management is unable to disseminate warning to all Warning Points by using Radio Frequency 3, they will disseminate warning by telephone.

## Emergency Support Function 2

### Annex 1 - Warning Point

#### Tab 3 – EOC Representative Notification List

1. Communication with King County Warning Point is by radio and telephone.
  - **Primary means** is by Radio Frequency 3 (253.755)
  - **Secondary means** is by telephone (206-344-3803 or 206-344-7505)
2. Notification of City representatives will be by telephone as shown in **ESF 2, Annex 1, Tab 2 – Fan Out Warning List**
3. The following persons will be notified immediately on receipt of a warning in the City of Woodinville Warning Point and the warning information given verbatim.
  - a) The **Warning Point Supervisor** (WFLSD) who in turn will notify:
  - b) The Director of Emergency Management (City). The Director will notify the applicable City executives to obtain required authorization to establish the EOC.
4. When appropriate authorization is obtained, the Director of Emergency Management will direct the Warning Point to notify all or only selected EOC representatives deemed necessary for the emergency. The list of EOC representatives follows:

### EOC REPRESENTATIVES

#### EMERGENCY MANAGEMENT

	Title	Numbers	Name
Primary	Director, Department of Community Development (Dir. Of Emergency Management)	425-489-2754 EX 234 (W) 425-969-1563 (P) 206-910-2569 ©	Ray Sturtz
1st Alternate	Assistant Director of Emergency Management	425-489-2700 EX 245 (W) 425-379-1219 (P) 206-605-1400 ©	Marie Stake
2nd Alternate	City Manager	425-489-2700 ext 222 (w) 425-357-4628 (P) 425-985-3726 ©	Pete Rose

**LAW ENFORCEMENT REPRESENTATIVE/KING COUNTY**

	Title	Name	Work No.	After Hrs. No.
Primary	Commander/N. End Pct. #2	Major Robin Fenton	206-296-5020	206-296-3311
1st Alternate	Adm. Capt. Pct. #2	Cpt. Dave Maehren	206-296-5020	206-296-3311
2 <sup>nd</sup> Alternate	Police Chief/City of Woodinville	Ken Wardstrom	489-2700 ext. 230	425-379-4033 (p) 206-669-7479 ©

**FIRE PROTECTION REPRESENTATIVE/Woodinville Fire & Life Safety District (#36)**

	Title	Numbers	Name
Primary	Public Educator	425-483-2131 x. 3232 206-907-7670 (P) ©	Dave Leggett
1st Alternate	Deputy Fire Chief	425-483-2131 x.3444 (w) 206-907-5973 (P) 206-755-0266 ©	Ed Nelson
2 <sup>nd</sup> Alternate	Chief	425-483-2131 x.3111 (W) 206-907-5974 (P) 206-755-0263 ©	Steve Smith
Radiological 1) Primary	Haz-Mat Officer	425-483-2131 x. 3533 206-907-7673 (P) 206-755-0267 ©	Dominic Marzano
2) Secondary		425-483-2131	Lt. Bryce Riddell

**PUBLIC WORKS REPRESENTATIVE**

	Title	Numbers	Name
Primary	Traffic Engineer	425-489-2700 x251 206-890-4743 ©	Joe Seet
1st Alternate	Surface Water Management	425-489-2700 x299	Yosh Monsaki
2 <sup>nd</sup> Alternate	Project Engineer	425-489-2700 x 294	Andrew Laski

**COMMUNICATIONS OFFICER/FIRE DISTRICT 36**

	Title	Numbers	Name
a. Primary	WFLSD		
b. 1st Alternate	Information Systems Mgr (City)	425-489-2700	To be hired 2000
c. 2nd Alternate	Assist to the City Manager	425-489-2700 425-379-4025 (P)	Deborah Knight

**RECORDS/ DATA MANAGEMENT**

	Title	Work No.	Name
a. Primary	City Clerk	425-489-2700 x 223 425-379-4024 (P)	Sandra Steffler
b. 1st Alternate	Admin. Assist. II, Planning Dept	425-489-2754 x 232	Charleine Sell
c. 2nd Alternate	Executive Secretary	425-489-2700 x 293	Linda Fava

**TRANSPORTATION OFFICER**

	Title	Numbers	Name
Primary	Transport./Environ. Planner (Public Works)	425-489-2700 x 259	Pat Lynch
1st Alternate	Public Works Coordinator	425-489-2700 x 260 206-890-6973 ©	Val Jarvis
2nd Alternate	Traffic Engineer (Public Works)	425-489-2700 x 251 206-890-4743 ©	Joe Seet

**MEDICAL SERVICES COORDINATOR**

	Title	Work No.	Name
Primary	Captain/Emergency Services Coordinator		
1st Alternate	Captain Paramedic		
2nd Alternate	Captain Paramedic		
3rd Alternate	Senior Medic on Duty		

**AMERICAN RED CROSS (24 hour work phone)**

	Title	Work No.	Name
Primary	Special/Disaster Services	206-323-2345	Terry Giles
1st Alternate	Director/Disaster Services	206-323-2345	Tom Fletcher
2nd Alternate	Specialist/Disaster Services	206-323-2345	Duty

**SHELTER SUPPORT MANAGER**

	Title	Numbers	Name
Primary	Maintenance Worker (Parks)	425-489-2700 ext. 228	Brian Meyer
1st Alternate	Maintenance Worker (Parks)		To be hired 2000
2nd Alternate	American Red Cross	206-323-2345	

**MILITARY LIAISON**

	Title	Numbers	Name
Primary	Assistant to the City Mgr	425-489-2700 x285 425-379-4025 (P)	Deborah Knight
1st Alternate		425-489-2700	
2nd Alternate		425-489-2700	

**ADMINISTRATIVE SUPPORT**

	Title	Numbers	Name
Primary	Finance Director	425- 489-2700x 226 206-910-6679 ©	Jim Katica
1st Alternate	City Clerk	425-489-2700 x223 425-379-4024 ©	Sandra Steffler
2nd Alternate			

**SUPPLY OFFICER**

	Title	Numbers	Name
Primary	Staff Accountant	425-489-2700 x225	Jeannie Yi
1st Alternate	Accounting Clerk	425-489-2700 x258	Deborah Knight
2 <sup>nd</sup> Alternate	Admin. Assist. II, Admin. Department	425-489-2800 x224	Dawn Pickard

**MANPOWER COORDINATOR**

	Title	Numbers	Name
Primary	Executive Secretary	425-489-2700 x 293	Linda Fava
1st Alternate		425-489-2700	
2nd Alternate	Volunteer Coordinator	425-489-2700 x298	John Markuson

**WELFARE/RELIGIOUS AFFAIRS COORDINATOR**

	Title	Work No.	Name
Primary			
1st Alternate			

**PUBLIC FACILITIES/UTILITIES OFFICER**

	Title	Work No.	Name
Primary	Maintenance Worker (Parks)	489-2700	
1st Alternate	Safety Officer, Woodinville Water District	483-9104	Steve Brown
2nd Alternate		489-2700	

**LEGAL OFFICER**

	Title	Work No.	Name
Primary	City Attorney	206-447-7000	Wayne Tanaka
1st Alternate	Prosecuting Attorney		Olbrechts & Olbrechts
2nd Alternate			

**PUBLIC INFORMATION OFFICER**

	Title	Work No.	Name
Primary	City Manager	425-489-2700 x222 425-357-4628 (P) 425-985-3726 ©	Pete Rose
1st Alternate	Community Services Coordinator	425-489-2700 x 245 425-379-1219 (P) 206-605-1400 ©	Marie Stake
2nd Alternate	Admin. Assist II, Planning Dept.	425-489-2700 x285	Charleine Sell

**DAMAGE ASSESSMENT/INTELLIGENCE OFFICER**

	Title	Numbers	Name
Primary	Senior Building Inspector	425-489-2700 x231	Matt Wanchena
1st Alternate	Building Inspector	425-489-2700 x256	Ron Braun
2nd Alternate	Code Enforcement Officer	425-489-2700	To be hired 2000

### NORTHSHORE SCHOOL DISTRICT REPRESENTATIVE

	Title	Work No.	Name
Primary	District Superintendent	425-489-6353	Dr. Karen Forys
1st Alternate	Security Department	425-489-6691 206-982-8709 (P)	Craig Phillips
2nd Alternate	Assistant Superintendent	425-489-6600	John Flaherty
d. 3rd Alternate	Answering Service	206-361-4131	
e. 4 <sup>th</sup> Alternate	24 Hour Emergency Line	425-485-9535	

## Emergency Support Function 2

### Annex 2

#### Communications

**Primary Agency** Woodinville Fire and Life Safety District (WFLSD)

**Support Agency** City of Woodinville

#### I. INTRODUCTION

##### A. Purpose

To provide for and maintain an effective communications system and plan for emergency operations in the City of Woodinville

##### B. Scope

This Annex discusses the use and maintenance of telecommunications systems for emergency management functions within City of Woodinville government during times of disaster. Those systems include voice, data and radios.

#### II. POLICIES

The primary focal point for the City Communications will be WFLSD in normal operation periods and the EOC in the event of disaster operations.

The Director of Emergency Management will appoint the **Communications Coordinator (See Tab 1 to this Annex)**. The **Communications Coordinator** will be the contact/coordination point for all City communications planning. The Coordinator will, on an on-going basis, continue to assess the capabilities and plans to make any recommendations necessary to effectively assure the communication capability of the City.

The non-safety city departments may use these guides to establish secondary communications within their respective divisions for coordination of their own emergency resources. However, coordination through the EOC will be vital and essential for the City's ability to effectively coordinate emergency operations.

### III. SITUATION

#### A. Emergency/Disaster Conditions and Hazards

An emergency or disaster may have adverse effects on existing wired and wireless communications systems, including both voice and data. Circuits may be damaged, non-existent, or so over-loaded as to be useless for routine and emergency communications between the Emergency Operations Center, public safety and other necessary government agencies and City departments; between hospitals and health care systems, non-governmental response agencies, field personnel, the citizens of the City and neighborhood emergency teams.

There may be significant property damage and damage to infrastructure such that normal day-to-day operations of the City are disrupted, and a need for additional resources is identified.

#### B. Planning Assumptions

The City will rely on its own internal communications systems, and public systems to the limits they are available following an emergency incident or disaster. Assistance from outside communications resources - both equipment and personnel, will be utilized as necessary.

Depending on type and scale of the disaster, the requirement for communications, especially mobile communications, will increase as the emergency operation grows.

### IV. CONCEPT OF OPERATIONS

#### A. General

Communications capability must be available for emergency management functions to and from the Emergency Operations Center (EOC) and alternate EOCs.

#### B. Organization

During day-to-day operations, the City of Woodinville and the Woodinville Fire and Life Safety District develop, coordinate and maintain communications systems independently. Technical expertise is provided to both agencies independently. When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the **Communications Coordinator** in the EOC.

#### C. Procedures

In the event of a Citywide emergency or major event, all non-safety City departments with communications capabilities will report to the **Communications Coordinator** as soon as possible for assignment, relocation or reallocation of communication tools and/or systems.

The **Communications Coordinator** will coordinate all communications information for the City with the public for release through the designated **Public Information Officer** (see **Appendix 2 to the Basic Plan**).

The **Director of Emergency Management** will assist in communications coordination (**Tab 1 to this Annex 2**)

The **Woodinville Emergency Communications Team (WECT)** will be activated by the **Director of Emergency Management** or **Communications Coordinator** in a major event. When the EOC is not activated the group will be notified through the City notification procedure. (**Tab 3 to this Annex**)

## **V. RESPONSIBILITIES**

### **A. Primary Agency - Woodinville Fire and Life Safety District**

1. Develop mutual aid agreements and procedures
2. Maintain database of existing communications tools and systems
3. Provide coordination with state and county Emergency Management Departments
4. Coordinate preliminary damage assessment with city and other jurisdictions.

### **B. Support Agency - City of Woodinville**

1. Appoint a **Communications Coordinator** (SEE TAB 1 TO THIS ANNEX 2)
2. Assist in the development of mutual aid agreements, procedures
3. Development of voice and data communications networks
4. Provide technical guidance and assistance
5. Training programs and opportunities
6. Continually upgrade and enhance the communications capabilities of the City.
7. Work towards establishing a secure back-up line between City Hall and the EOC.
8. Provide communications equipment to EOC (radios, phones, etc.)

## **VI. RESOURCE REQUIREMENTS**

Sufficient technical and support staff will be provided for 24 hours a day until critical communications systems are established. Equipment and supplies should be secured so that basic functions can be established even if transportation routes in the region are

compromised. Sharing resources between teams and jurisdictions may be necessary due to failure of transportation and other lifeline infrastructure systems.

## **TABS TO ANNEX 2/ESF 2**

Tab 1 - Communication Coordinator

Tab 2 - Radio Channel Assignment

Tab 3 – Woodinville Emergency Communications Team (Amateur Radio)

## Emergency Support Function 2

### Annex 2

#### Tab 1 – Communications Coordinator

1. The **Director of Emergency Management** will appoint a Communications Coordinator as necessary to accomplish emergency communications planning recommendations.
2. The **Communications Coordinator** shall:
  - a) Direct all communications support activities of the City
  - b) Advise the Disaster Coordinator of status and capabilities of the emergency communications system.
  - c) Activate the City Amateur Radio Group when necessary
  - d) Maintain all city directories and radio frequency listings.
3. **All City Department Directors** shall:
  - a) Provide to the Communications Coordinator a list of communication resources to include: type, frequency, call signs, numbers, responsible or assigned personnel for radio and cellular telephones.
  - b) Will train their respective personnel on radio protocol and procedures as they relate to emergency communications.

## Emergency Support Function 2

### Annex 2 - Communications

#### Tab 2 - Radio Channel Assignment

The purpose of this tab is to identify methods of communications between personnel with designated tasks and the City of Woodinville EOC. Communications options when all systems are operational include telephones, cellular telephones, 800 MHz radios, amateur radios, fax machines, and e-mail. The attached chart shows various methods of contacting the City of Woodinville EOC.

Method	#, Talk Group, Freq.	Comments
Phone	425-489-0997	Primary phone number into Primary EOC. Do not use individual Staff phone numbers/extensions. It could be days before voice mail is checked.
FAX	425-486-0361	Incoming fax machine to EOC
800 MHz	WO - PW	Hailing to EOC, always monitored when EOC is open.
800 MHz	PSOPN1	Tactical Emergency Management talk group.
800 MHz	All Government	Tactical Emergency Management talk groups for regional coordination.
Amateur Radio	t.b.d.	Always monitored when EOC is open.
Amateur Radio, packet	t.b.d.	Staffed when possible when EOC is open.
Low Band	152.400 152.205	For use by fire personnel only
Internet, WEB	<a href="http://www.woodinville-city.com">www.woodinville-city.com</a>	Internet address to the EOC when open. Updated during events.
E-mail address	<a href="mailto:dominic@wflsd.org">dominic@wflsd.org</a>	E-mail address to EOC when open and system is operational.
Media Voice Mail	425-489-2700/425-489-2754 ext. 245	Latest press releases when EOC open.

## Emergency Support Function 2 – Communications & Warning

### Annex 2 – Communications

#### Tab 3 – Woodinville Emergency Communications Team (WECT) (Amateur Radio)

Refer to WFLSD Emergency Management Plan

**Contacts:**

Steve Singhose, Leader    pager: 206-977-4636  
Scott Mason                    206-977-0616

call sign:    KB7ZDD  
                  KB7WSB

**ESF3  
PUBLIC WORKS**

## Emergency Support Function 3

### Public Works

**LEAD AGENCY:** Public Works Department

**SUPPORT AGENCIES:** Building Permit Center  
Woodinville Water District  
Woodinville Fire and Life Safety  
Police Department (King County Sheriff's Office)  
King County Solid Waste Division  
Snohomish County Public Works

#### I. INTRODUCTION

##### A. Purpose

To provide for the effective coordination of the Woodinville Public Works Department as the lead agency for the engineering operations and resources during major emergencies and disasters.

##### B. Scope

This ESF addresses necessary public works activities including, but not limited to:

- Damage assessment for public facilities and infrastructure
- Maintaining emergency transportation routes
- Debris and wreckage clearance
- Coordinating with local water and sewer purveyors
- Coordinating with utility companies
- Temporary repair of essential facilities
- Inspection of facilities for structural condition and safety
- Assisting in traffic control by providing barricades and signs
- Emergency permitting and inspections
- Demolition of unsafe structures
- Coordination of heavy equipment resources for emergency operations of City government

Related ESF's – Transportation (ESF-1); Building Damage Assessment (ESF23)

## II. RELATED POLICIES

- A. It is the policy of the City of Woodinville to provide public works services to lands and facilities under City jurisdiction. Other services to private property, such as debris collection or fee adjustments, may be offered at the request of the City Council.
- B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.
- C. The City of Woodinville may collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on property needed to protect public health and safety, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs. The collection of these costs and penalties may include billing the owner or placing a lien on the property and withholding further permits to the permittee or property until the penalties are paid.
- D. Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.
- E. It is the policy of City of Woodinville to utilize the inspection guidance in the Applied Technology Council (ATC) 20, Procedures for Postearthquake Safety Evaluation of Buildings, ATC-20-1, the field manual for post earthquake safety evaluation of buildings and ATC 20-2 (Addendum to ATC 20) to survey damaged public works facilities. (REFER TO ESF –23 FOR BUILDING DAMAGE ASSESSMENT).
- F. PUBLIC WORKS staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures. As communication systems may fail in a major event, PUBLIC WORKS staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

## III. PLANNING ASSUMPTIONS

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and fire fighting.
- E. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Aftershocks will require re-evaluation of previously assessed structures and damages.
- H. Activities related to structural evaluation are addressed in ESF-23, Damage Assessment.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. Local**

##### **1. Public Works Department**

PUBLIC WORKS is the lead agency for the coordination of Public Works and Engineering activities within the City of Woodinville. It will:

- a) Provide damage assessment of Public Works facilities, transportation routes and essential city owned infrastructure. The department will provide for emergency repair and restoration of city owned facilities.
- b) Coordinate with local water and sewer purveyors as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will

communicate health and environmental hazards to the Emergency Operations Center and other appropriate agencies.

- c) Coordinate with private utility companies and other private and public organizations responsible for electricity, natural gas, telephone and solid waste collection services to ensure all response and recovery operations conducted within the city right-of-way are done in as orderly a manner as possible.
- d) Provide engineering services and perform/contract for major recovery work as appropriate for city-owned buildings and Public Works infrastructure.
- e) Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including stability of slopes and sensitive areas.
- f) Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots. The Woodinville Fire and Life Safety District will coordinate efforts that are determined to be of an emergency nature (i.e. hazards to life or property).
- g) The PUBLIC WORKS Director or designee will designate Emergency Operations Center representative(s) to coordinate field operations and resources from the Emergency Operations Center when it is activated during recovery efforts. (**Refer to ESF 2, Annex 1, Tab 3, EOC Representative Notification List**)
- h) The PW Director or designee will designate a communications operator to operate back-up communication equipment from the Emergency Operations Center when requested by the Emergency Operations Center Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of resources.
- i) Assist Building Department in building damage assessment (ESF 23)
- j) PW Director serves as Section Lead for Operations under the Incident Command System (See Appendix 1, Direction and Control)

### **3. Incident Management System (IMS)**

- a) The Incident Management System will be used by PUBLIC WORKS for coordination of field operations.
- b) Command Posts will be established for the coordination of field operations. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
- c) The Field Commander shall provide regular status reports and provide timely reports regarding emergency public information to the Emergency Operations Center.
- d) Additional resources or public works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center.
- e) Communications between the Field Commander and the Emergency Operations Center shall be through established channels. (*See ESF #2 – Communications and Warning*)
- f) PUBLIC WORKS Director or designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

### **B. King and Snohomish Counties**

1. Upon request, King and Snohomish Counties provide coordination of county Public Work resources to provide support when local jurisdictions have exhausted their resources.
2. The King County EOC coordinates requests for resources to the state.

**C. State**

1. Washington State Emergency Management alerts appropriate state agencies of the possible requirements for emergency engineering services, coordinates state assets and requests federal assistance to support local emergency engineering efforts. State departments/agencies that support the emergency engineering effort are identified in *ESF #3 Public Works and Engineering of the Washington State Comprehensive Emergency Management Plan*.
2. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and state emergency management channels.

**D. Federal**

1. *The Federal Response Plan, ESF #3 - Public Works* and Engineering provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, City of Woodinville will coordinate with other local, state, and federal agencies.
2. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected state and local governments.

**E. Private**

The Associated General Contractors of America, under "Plan Bulldozer" provide inspection services, heavy equipment, and trained operators to supplement local and state emergency engineering efforts. State and local government may contract with the Associated General Contractors of America to provide inspection services, heavy equipment and trained operators to supplement emergency engineering efforts under "Plan Bulldozer." During the time "Plan Bulldozer" is in use, operations will be performed at cost under a disaster relief contract. (Reference *Washington State Comprehensive Emergency Management Plan*.)

## **V. RESPONSIBILITIES**

### **A. Public Works Department**

1. Maintain operation of the public water, sewer, storm drain and street systems.
2. Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to:
  - (a) Maintain passable vehicular circulation on priority routes
  - (b) Control flooding on public drainageways or resulting from the failure of public drainageways
  - (c) Mitigate damage to public utilities
  - (d) Mitigate damage to any facility, public or private, by the failure of public utilities.
3. Provide for priority restoration of critical facilities.
4. Provide damage assessment, engineering and contract services management.
5. Provide or contract for major recovery work for Public Works infrastructure.
6. Coordinate assessment of damage to street, water, sewer and storm drain facilities and transportation routes and take action to appropriately close or adjust the operation of those deemed unsafe.
7. Utilize volunteer personnel and equipment as required.
8. Establish liaison with Public Works Departments of counties, cities and private organizations involved in mutual aid.
9. Notify King County Health and Washington Department of Ecology of sewer overflows.

### **B. Woodinville Fire and Life Safety District**

1. Provide support in establishing on-scene command posts.
2. Provide support in evacuation operations of citizens as appropriate.
3. Provide support to Public Works for non-hazardous spills or leaks.

**C. Police Department (King County Sheriff's Office)**

1. Provide support in evacuation operations as appropriate.
2. Provide assistance in implementing road closures, traffic control, and detours for roadways.
3. Provide perimeter control due to unsafe conditions.

**D. Building Department**

1. Conduct damage assessment of public and private facilities. (***Refer to ESF-23, Damage Assessment***)

**E. Woodinville Water District**

1. Assist with sewer repair
2. Conduct damage assessment of District facilities and equipment.
3. Implement agency Emergency Management Plan.

**VI. REFERENCES**

- A. *The Federal Response Plan - ESF #3*
- B. *Washington State Comprehensive Emergency Management Plan, ESF #3 Public Works and Engineering*
- C. *Plan Bulldozer, the Associated General Contractors of America*

**VII. APPENDICES**

1. Transportation and Evacuation
2. Early Maintenance Division Activities

**ESF4  
FIRE FIGHTING**

## Emergency Support Function (ESF) 4

### Firefighting

**Primary Agency:** Woodinville Fire & Life Safety District (WFLSD)

**Support Agencies:** King County Office of Emergency Management (OEM – Fire Mobilization Resources)  
King County Emergency Medical Service  
Woodinville Emergency Communications Team  
U.S. Environmental Protection Agency (EPA)  
U.S. Federal Emergency Management Agency (FEMA)  
U.S. Fire Administration (USFA)

#### I. INTRODUCTION

##### A. Purpose

Emergency Support Function (ESF) #4 — Firefighting provides direction for detection and suppression of wild land, rural, and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency.

##### B. Scope

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires within the City of Woodinville and surrounding unincorporated area. It further provides for personnel, equipment, and supplies in support of county, State and other local agencies involved in rural and urban firefighting operations.

#### II. POLICIES

- A. All District personnel in responding to a major disaster or emergency under the response plan will follow processes and procedures established in the Woodinville Comprehensive Emergency Management Plan, Fire District Operating Standards and mutual aid agreements.
- B. Mutual aid support will be accomplished through local, county and State agreements in place at the time of events.

- C. Coordination with and support of resources and fire suppression organizations will be accomplished through the City/District Emergency Operations Center (EOC), in cooperation with the Fire Chief or the EOC Fire Operation's Section Chief under the Incident Command System (ICS).
- D. Priority will be given to saving lives and protecting property, in that order.
- E. The primary agency for this ESF will be WFLSD at the local level. For operations that involve City or District resources outside the recognized jurisdiction, The City/District EOC in cooperation with the County and State EOC will act as operational lead for firefighting response

### III. SITUATION

#### A. Disaster Condition

1. The management of a large firefighting operation is complex, often involving large numbers of resources and many different agencies and jurisdictions. Fire resulting from, or independent of but occurring coincidentally with, a major disaster or emergency may place extraordinary demands on available resources and logistics support systems.
2. A major disaster or emergency may result in many urban, rural, and wildland fires. The damage potential from fires in urban areas during and after a major disaster (such as an earthquake) exceeds that of all other causes. Numerous fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Urban fire departments not incapacitated by an earthquake may be totally committed to fires in urban areas. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

#### B. Planning Assumptions

1. Many urban, rural, and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires may be common.
2. At the time of a major disaster or emergency, there may be wildland fires burning elsewhere in the county or State. These fires will draw upon the same resources that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the disaster-related firefighting operations competing for resources through established resource ordering channels.
3. Telephone communications may be interrupted, making radio communications necessary. Early ordering of radio support systems is a high priority.

4. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire location extremely difficult or impossible. Aerial attack by airtankers, helicopters, and smokejumpers may be essential in these situations. Helicopter availability may be scarce, and damage to airports or runways will cause congestion at usable airports.
5. Agencies that commonly support large fire suppression operations, including the military, may receive urgent requests from non-fire-related agencies for personnel, equipment, and supplies. Many of the resources commonly available for use in fighting large wildland fires will be scarce or unavailable.
6. Wildland firefighting techniques may have to be applied to rural and urban fire situations, particularly where water systems are inoperative. Aerial delivery of fire retardants or water for structural protection may be essential. In the case of multiple fires, firebreaks may be cleared and burning-out and backfiring techniques may be used.
7. Efficient and effective mutual aid among the various local, County, State and Federal fire suppression agencies requires the use of ICS together with compatible firefighting equipment and communications.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. ESF #4 will manage and coordinate firefighting activities. This will be accomplished by mobilizing firefighting resources in support of EOC directed activities. ESF #4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with local Incident Commanders in coordination with the Operations Section at the EOC. (SEE APPENDIX 1, DIRECTION & CONTROL for description of Incident Command Structure Operations Section)
2. Requests for firefighting assistance and resources will be transmitted from the field to the EOC Operations Section. For resources beyond those available within the geographic area, the requests will be sent to the King County EOC. KC EOC will work through the Fire Reps to coordinate State and Federal resources in the event of national level shortages or unavailability of needed resources.
3. Resolution of such shortages will be pursued by the county, State and Federal Emergency Support Team (EST) and, when necessary, by the Catastrophic Disaster Response Group (CDRG). Actual firefighting operations will be managed under ICS. Situation and damage assessment information will be transmitted through established fire suppression intelligence channels and

directly between the field units and EOC operations information and planning procedures.

## B. Organization

1. In disaster or major events, the Fire Chief, his/her designee or the ranking officer available, coordinates firefighting response support. The Fire Chief has responsibility for establishing and maintaining coordination with regional support agencies and resources placed at the disposal of WFLSD.
2. When the EOC is activated control of fire resources will be directed from that location. The fire operations representative will have representatives available by telephone or pager on a 24- hour basis for the duration necessary.
3. The fire operations representative will be located in the City/District EOC located at WFLSD headquarters during a disaster when ESF #4 support is required. This position is a member of WFLSD and will establish a link with the KC EOC for broad policy and coordination support.

## C. Notification

1. In the event of a significant event or upon notification by District or City personnel of a potential or actual event requiring response, the Duty Chief will notify the Fire Chief and all other WFLSD members by telephone or pager.
2. Any other WFLSD members necessary will be notified by telephone or pager through District communication procedures.

## D. Response Actions

### 1. Initial Actions

The **Duty Chief** or representative will:

- a) Enact appropriate disaster procedures in accordance with the WFLSD Emergency Operations Plan (EOP). EOP is available under separate cover and maintained at EOC.
- b) Establish communication links with all stations, Fire Dispatch, the Fire Chief, and the City's Director of Emergency Management
- c) Ensure that the EOC is activated and set up. Set up procedures are maintained at the EOC.
- d) Obtain an initial fire and rescue situation and damage assessment through established intelligence procedures.

## E. Recovery Actions

The **Fire Operations Section** representative will:

1. Obtain, maintain, and provide fire situation and damage assessment information through established intelligence procedures.
2. Determine and resolve, as necessary, issues regarding resource shortages and slow processing, interagency conflicts, and policy matters involving fire, rescue and EMS activities.
3. Maintain close coordination with the EOC activities, support agencies, and higher authorities.
4. Maintain a complete log of actions taken, resource orders, records, and reports.

## V. RESPONSIBILITIES

### A. Primary Agency: Woodinville Fire & Life Safety District (WFLSD)

1. Provide qualified representatives to serve as EOC Operations Section Chief.
2. Task support agencies as necessary to accomplish ESF #4 support responsibilities.
3. Provide logistics support through the EOC for mobilizing resources for firefighting.
4. Assume full responsibility for suppression of fires, EMS and rescue activities.
5. Provide and coordinate firefighting assistance to other local, county and State fire organizations as requested under the terms of existing agreements and the response plan.
6. Arrange for direct liaison with fire chiefs in the designated area to coordinate requests for firefighting assistance in structural or industrial fire protection operations.
7. Provide information to the EOC Planning Section as assessments of fire-caused damages are obtained.

### B. Support Agencies

#### Woodinville Emergency Communication Team (WECT)

Provide support communication in the form of amateur radio capabilities. Also provide personnel for activity support in the City /District EOC and in some field applications.

**King County Office of Emergency Management (OEM)**

Support ESF #4 operations coordination with personnel, equipment, and supplies under the terms of the existing laws and interagency agreement, to include the arrangement of liaisons as required. Also provide support for military and other Federal resource requests and needs to obtain heavy equipment and/or demolition services as needed to suppress disaster related fires and respond to rescue situations.

**Environmental Protection Agency (USEPA)**

Provide technical assistance and advice in the event of fires involving hazardous materials.

**Federal Emergency Management Agency (FEMA), U.S. Fire Administration (USFA)**

Provide rescue and firefighting advice and assistance in the event of Federal declaration of disaster.

**Other Organizations**

State forestry organizations in most States are responsible for wildland firefighting on non-Federal lands. States may assist other States in firefighting operations and may assist Federal agencies through agreement.

**VI. REFERENCES**

RCW 38.52  
WAC 118-04  
Woodinville Fire & Life Safety EOP  
King County Emergency Management Plan  
FEMA Federal Response Plan  
National Interagency Mobilization Guide available from NICC.

**VII. TERMS AND DEFINITIONS**

1. Incident Command System (ICS)  
An on-site incident management system applicable to all types of emergencies. Includes standard organizational structure, agency qualifications, training requirements, procedures, and terminology enabling participating agencies to function together effectively and efficiently.
2. National Interagency Coordination Center (NICC)  
The organization responsible for coordination of national emergency response for wildland fire suppression, located at the National Interagency Fire Center in Boise, ID.

3. **Regional/Area Fire Coordinator**  
The person primarily responsible for operation of ESF #4 at the regional level.

**ESF5**  
**INFORMATION ANALYSIS**

## EMERGENCY SUPPORT FUNCTION 5 (ESF-5)

### INFORMATION ANALYSIS AND PLANNING

**Primary Agencies:** Planning & Community Development Department  
**Support Agencies:** All City Departments and response agencies

#### I. INTRODUCTION:

##### A. Purpose:

To collect information and data, analyze information, estimate damages, prepare and disseminate reports throughout an emergency to enhance response and recovery activities.

##### B. Scope:

This ESF-5 applies to the information needs of the Woodinville Emergency Operations Center (EOC) for assessing disastrous situations and supporting responses.

#### II. POLICIES

1. All City Departments are required to keep the EOC informed as to their status of readiness, needs and situation. All Departments will make situation reports to the EOC when required. These forms (SIT-STAT) will be available at the EOC following activation of the EOC.
2. Damage assessment reports are the most critical in terms of recovering costs in the event of a presidentially declared disaster, or an event of such magnitude that other federal or state agencies may be available for monetary assistance. (REFER TO ESF-23 BUILDING DAMAGE ASSESSEMENT)
3. Reports generated during an event will be collected and organized through the Director of Emergency Management. After an event, these reports will be used to analyze the event and the City's performance.

### **III. SITUATION**

#### **A. Emergency/Disaster Hazards and Conditions**

Refer to the City's 1999 Hazard Identification and Vulnerability Analysis (HIVA).

#### **B. Planning Assumptions**

1. The receipt, analysis and dissemination of accurate information are necessary to provide the county, state and city governments with a basis of determining priorities, needs and the availability of required resources.
2. Early in the course of the event, little information will be available and the information received may be vague and inaccurate.
3. Communications will hamper the collection and dissemination of disaster information.
4. One central source of information gathering should be located in the EOC in order to compare and determine the validity of the information. Some information may be conflicting due to power or system overloads.
5. The collection of information following an emergency will primarily be obtained through:
  - a) Damage Assessment Reports that indicate the locations, severity and type of incident; time and date of occurrence and actions taken. Financial impacts will be required if reimbursement is available from State or Federal agencies. Consequently, post-emergency damage reports will include financial assessments, as required.
  - b) Operation Situation Reports briefly outline the operational situations, status, crucial shortages, problems, and anticipated needs. These reports are completed by the EOC Manager.
  - c) Operational Reports will provide a basis for:
    - i. Briefing of the EOC representatives
    - ii. Briefing of government officials
    - iii. Requests for assistance
    - iv. Allocation of essential resources
    - v. Damage assessment
  - d) These forms will be made available at the EOC.

## IV. CONCEPT OF OPERATIONS

### A. General

The City of Woodinville will be organized under the basic concepts of the Incident Command System (**Refer to Appendix 1, Direction and Control**) Under the Incident Command System; the Planning Section is responsible for the management of information received in the EOC. This section has responsibility to collect, analyze, report and display the current information. The City Planner will serve as Section Lead for the Planning Section. From this information, the section will assure that action plans are developed as needed.

### B. Procedures

1. All information collected will be analyzed, evaluated and made available to departments and agencies involved in emergency operations. Methods of dissemination will be through briefings, display boards, bulletins and reports.
2. Situation reports gathered by the EOC will be shared with the King County EOC and other responsible response and recovery agencies.
3. The collection and dissemination of written reports provided for in this ESF will be accomplished from the EOC and approved by the **Director of Emergency Management**.
4. Information and reports collected by the City as part of an emergency or disaster may be released as public information only with the approval of the **Public Information Officer**. The **Public Information Officer** will coordinate with the Policy Group on what information is to be publicly announced. (**Refer to Appendix 1, Direction and Control**)
5. Briefings will be held at regular intervals (determined based upon the nature of the event) in order to update City staff, the response agencies and government officials (Policy Group). The **EOC Manager** will coordinate the briefings.

### C. Preparedness Activities

To maintain necessary emergency equipment in all City vehicles along with portable emergency kits in known central locations. City Hall should also have central locations for emergency kits that are stocked for any and all types of needs, allowing us to be self-sufficient. Keys to all vehicles should be located within each department along with portable cellular phones.

## **D. Response Activities**

The Executive Department will be the single source of public release information on behalf of the City for continuity. The Finance Department will be available to support the Public Works Department with the necessary funding for any equipment needs that may arise, depending on the nature of the emergency.

## **E. Recovery Activities**

All personnel will provide written reports on their activities to compile a report of events for future reference. All unused equipment will be returned and inventoried.

## **V. RESPONSIBILITIES**

### **A. Primary Agency**

1. The EOC will be the main source of information gathering and dispatching of personnel based on field inspection reports. The Planning Section of the EOC shall have the responsibility to collect, analyze, report and display current event information.
2. The Director of Emergency Management has the overall responsibility for directing and controlling City government's emergency intelligence operations.
3. Ensure that proclamations and operational reports are forwarded to the Director, State Emergency Management Division as required. Copies of these reports will also be filed with the King County office of Emergency Management. These reports will be transmitted via fax, email or mail.
4. Provide information guidance forms and instructions to all City departments for the retention of information and supporting data and procedures for forwarding operational report information to the EOC.
5. Collect and prepare special reports required to support requests for assistance.

### **B. Support Agencies**

Each department head is responsible for gathering their department's information for their portion of operation.

**ESF6  
MASS CARE**

## EMERGENCY SUPPORT FUNCTION (ESF) 6

### MASS CARE

**PRIMARY AGENCIES:** City of Woodinville Department of Parks & Recreation

**SUPPORT AGENCIES:** All other City of Woodinville Departments  
Woodinville Fire and Life Safety District (WFLSD)  
Seattle-King County Chapter of the American Red Cross  
King County Disaster Assistance Council (DAC)  
Salvation Army

#### I. INTRODUCTION

##### A. Purpose

The purpose of Emergency Support Function (ESF) 6 is to define the City of Woodinville's roles and responsibilities in mass care services of shelters, emergency feeding, first aid, and disaster welfare information. The City, in cooperation with the King County, American Red Cross (ARC) and other agencies, will develop and coordinate a system to provide mass care for the City of Woodinville population that are victims of disasters.

##### B. Scope

1. Mass Care in the City of Woodinville is a shared responsibility between the City, the County, the Seattle-King County Chapter of the American Red Cross, and other non-profit agencies such as the Salvation Army. The City of Woodinville Department of Parks and Recreation is the lead department for the City in coordinating support for mass care activities and shelters. As an incorporated city in King County, the City of Woodinville has the responsibility to coordinate the city's mass care shelters using city assets, or to coordinate with the King County Emergency Operations Center (EOC) in the placement of mutually supported shelters.
2. Mass Care includes shelters, feeding, emergency first aid, Disaster Welfare Information (DWI), and bulk distribution of emergency relief items.
  - a. Shelter: The provision of emergency shelter for victims includes the use of the designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the use of similar facilities outside the affected area, should an evacuation be necessary.

- b. Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk food distribution. Such operations will be based on sound nutritional standards and will make an effort to meet dietary requirements of victims with special dietary needs.
  - c. Emergency First Aid: Emergency first aid services will be provided to victims and workers as mass care facilities or at designated sites within the affected areas.
  - d. Disaster Welfare Information: DWI regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI system. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
  - e. Bulk Distribution of Emergency Relief Items: Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.
3. This ESF will address the provision of shelters and meeting the urgent needs of victims of disaster. Physical and mental health issues are addressed under ESF 11, Food and Water.

## II. POLICIES

- A. It is the policy of the government of the City of Woodinville to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Woodinville. Additionally, the City will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Woodinville will perform emergency management functions within the city's jurisdictional boundaries as mandated by RCW 38.52.070.
- C. Services provided will be determined on the needs of the victims, the situation and available resources. The disaster encountered will determine the type of shelter required.
- D. Services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation.
- E. Mass care facilities will receive priority consideration for structural inspection to ensure safety of occupants.

- F. The American Red Cross will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 1988).
- G. The City of Woodinville's ESF-6 will be implemented based on the impacts of major natural or technological disaster events. The City of Woodinville Department of Parks and Recreation is the primary city department responsible for mass care activities. The City of Woodinville EOC will make decisions regarding the activation of shelters that will be managed by the Department of Parks and Recreation.
- H. Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used as available.
- I. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- J. Disaster Welfare Information (DWI) is provided by the American Red Cross (see ESF-8, Health, Medical & Mortuary Services). The listing of event related deaths will be limited to officially confirmed fatalities.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

1. The City of Woodinville is vulnerable to all of the natural and technological disaster events that are detailed in the 1999 City of Woodinville Hazard Identification and Vulnerability Analysis (HIVA). Historically, disasters tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded. Professional emergency responders may be unable or delayed in reaching their assigned organizations due to injury, death, or family problems.
2. There will be a requirement for shelter sites for people that are impacted by the disaster. Many will be separated from their families due to impassible transportation routes and gridlock.
3. Family members may be separated immediately following a sudden-impact events, such as children in school and parents at work. Transients, such as tourists, may be involved.

## **B. Planning Assumptions**

1. The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
2. Public, private and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
3. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
4. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.
5. King County Disaster Assistance Council (DAC) may be utilized to support Mass Care efforts with emergency food service, disaster welfare information and referrals.
6. The City of Woodinville will provide shelters using city staff and resources.
7. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts.
8. Some victims will go to mass shelters, others will find shelter with friends and relatives, and many victims will remain with or near their damaged homes.
9. The magnitude of the event may require the operation of large long-term shelters.
10. Shelter space may be available in public use building and industrial facilities not normally open to the public. Public shelters in the residential areas are usually located in schools, churches, and a few public use buildings.
11. There is no government agency that has the responsibility or authority to coordinate or administer a public shelter program on a day-to-day basis.
12. When the City of Woodinville is declared within a disaster area by the Governor, certain emergency welfare services may become available to eligible disaster victims. The emergency welfare services made available by federal and state government as the result of the Governor's disaster declaration are in addition to the welfare services provided by volunteer organizations and may include low-interest loans, food stamps, disaster counseling and unemployment benefits.

## IV. CONCEPT OF OPERATIONS

### A. General

1. Requests for shelters will be coordinated through the City of Woodinville Emergency Operations Center (EOC) following a major disaster impacting the city. Shelter requests will be prioritized and coordinated by the representatives of the Parks and Recreation Department in the EOC, King County EOC, American Red Cross (ARC), and selected organizations as needed. During small local disasters when the King County EOC is not activated, the Seattle-King County Chapter of the ARC will provide shelter and mass care services coordinated through the chapter headquarters, as appropriate to their operational capacity.
2. When the King County EOC is activated, placement, coordination, operations, and support of shelters will be a cooperative effort between the city, the county, the Red Cross and selected social service agencies. The city's Parks and Recreation Department Director will designate **shelter managers** to staff the City of Woodinville EOC during activations and be the primary contact in the City of Woodinville government for mass care.
3. When a mass care shelter is set up during a major disaster event, a team approach will provide needed support:
  - The City of Woodinville EOC representatives will determine location of shelter(s). **(Refer to Tab 1 of this ESF, Potential Shelter locations)**
  - **Shelter Managers** will be chosen by either the Red Cross or be city staff trained by the Red Cross in shelter management. Managers will be responsible for opening, managing and closing shelter sites.
  - Health inspections will be provided by the King County Department of Public Health.
  - The City of Woodinville Police or King County Sheriff's Office will provide security.
  - Food service by ARC, Salvation Army, or other selected organizations.
  - Crisis Counseling by Department of Health as the lead agency, with the support of the Seattle-King Chapter of the American Red Cross and selected local social service agencies.
  - Supplies such as water, sanitation, generators, etc., from public agencies and private vendors.
  - Communications support from amateur radio organizations.
  - Public information will be disseminated by the Public Information Officer **(Refer to Appendix 2, Public Information)**

## B. Organization

The City of Woodinville EOC, Logistics Section, will coordinate the placement, opening, and support of shelters and mass care activities. The Director of Parks & Recreation serves as the Section Lead for the Logistics Section. **(Refer to Appendix 1, Direction and Control)**

## C. Procedures

The Seattle-King County Chapter of the American Red Cross maintains procedures for the opening and management of shelters. Standard Operating Procedures for identifying local facilities that can be used for shelters are maintained by Parks and Recreation Department and provided at the EOC. All shelters opened and managed by the City will be in accordance with American Red Cross standards. All procedures for support of shelters are maintained by the appropriate support agencies.

## V. RESPONSIBILITY

### A. Primary Agency

1. The Department of Parks and Recreation is responsible for providing mass care that comprises shelters, feeding, and emergency first aid. Partnerships will be utilized between the city, King County, and other incorporated cities when appropriate. The Department of Parks and Recreation will provide representatives in the City of Woodinville EOC to lead the Mass Care team (ARC, Salvation Army, and personnel designated to set up and manage shelters).
2. The **Director of Emergency Management** has responsibility to:
  - a) Alert the King County EOC, advise them of the situation and request activation of shelters.
  - b) Coordinate with other jurisdiction for combined shelters or if residents of Woodinville need to be relocated.
  - c) Work with state and federal agencies to find adequate facilities to open a Disaster Application Center, if needed.
3. The **Director of Parks & Recreation** has the responsibility to:
  - a) Obtain the required training through the American Red Cross or require training of department staff.
  - b) Provide for emergency sheltering of city staff during disaster activities.
  - c) Supervise American Red Cross activities within the City of Woodinville.
  - d) Control available shelter supplies and arrange for re-supply requirements.

- e) Plan and direct any remedial sheltering activities such as relocation.
  - f) Distribute and utilize standardized registration forms at all shelter locations.
4. **King County Sheriff's Office** (Woodinville Police) has the responsibility to:
- a) Establish security, maintain law, and prevent crimes at public shelters and/or congregate care facilities.
  - b) Provide crowd and traffic control at public shelters and/or congregate care facilities.
  - c) Assist in providing emergency communications between public shelters and/or congregate care facilities and the EOC.
  - d) Assist in identifying safe routes of travel to and from shelter sites.
5. **Public Information Officer** has responsibility to:
- a) Coordinate dissemination of information concerning sheltering services.
6. **Woodinville Fire & Life Safety District** has responsibility to:
- a) Provide emergency medical services and fire suppression at shelters as needed.
  - b) Provide mobile medical support and basic and advance life support services at public shelters and/or congregate care facilities.
7. **Director of Public Works** has responsibility to:
- a) Coordinate the disposal of solid waste from shelter sites.
  - b) Assist in emergency repairs at shelters as needed.
  - c) Assist in crowd control operations through signage and barricades
  - d) Coordinate the use of city facilities and parks sites for use as reception centers, staging area or shelters.
8. The **Building Official** has responsibility to:
- a) Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.

## B. Support Agencies

1. The **Seattle-King County Chapter of the American Red Cross** support may include:
  - a) Representatives in the City of Woodinville EOC for coordination of shelter requests.
  - b) Mass care for small emergencies or localized events not requiring activation of the EOC.
  - c) Initial resources (staff, supplies, locations) to provide mass care shelters, feeding, and emergency first aid during large disaster events
2. The **Salvation Army** may provide resources and staff for emergency food service supporting shelters and responders.
3. **All City departments** are responsible for supporting the Department of Parks and Recreation with specialty resources for shelters as needed. Requests will be coordinated through the EOC.
4. **King County Department of Public Health** has responsibility to
  - a) Provide for emergency environmental and public health services and programs at public shelters and/or congregate care facilities.
  - b) Establish emergency environmental health controls for public shelters and/or congregate care facilities to include: sanitation, waste disposal, lighting, noise, heating/ventilation, water quality.
  - c) Provide information and referral service to inform disaster victims of government services available.

## VI. RESOURCE REQUIREMENTS

Each participating organization will provide personnel for 24-hour operations when the EOC is activated. Shelter supplies will be coordinated by the EOC Health and Human Services Group.

## VII. REFERENCES

Washington State Comprehensive Emergency Management Plan  
American Red Cross Regulations 3000, 3030  
City of Woodinville Emergency Management Plan, Basic Plan

### TABS

- Tab 1: Map of potential shelter locations (schools, parks, churches)  
Tab 2: Religious and volunteer groups (to be published)

**ESF7  
RESOURCE SUPPORT**

## Emergency Support Function (ESF) 7

### RESOURCE SUPPORT

Primary Agency: All City of Woodinville Departments

Supporting Agencies: Woodinville Fire & Life Safety District (WFLSD)  
Woodinville Chamber of Commerce  
King County Disaster Assistance Council (DAC)  
Volunteer Organizations

#### I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster. This ESF also provides for the effective utilization, prioritization and conservation of available local resources in the City of Woodinville.

B. Scope

Resource support involves the provision of services, personnel, commodities, and facilities to City departments and contract agencies during the response and recovery phases of an emergency or disaster.

#### II. POLICIES

A. During and directly following a disaster, emergency services will become the major users of resources. Resource needs will be coordinated through the City EOC. Needs for resources will be submitted and coordinated with County and State Emergency Management organizations, in accordance with their resource management plans. The City of Woodinville may request assistance from King County once local resources are exhausted and the Mayor has made a Proclamation of Local Emergency.

B. When government resource management is required, voluntary controls will be encouraged. It is the policy of the City of Woodinville that controls will only be placed when necessary and will be removed as soon as possible. The public, through extensive public information programs, will be encouraged to cooperate with emergency resource management measures imposed by the city.

- C. Responsibilities for administering individual resource programs will be assigned to existing departments within City government, with the utilization of private business if appropriate. The **Finance Department** may operate under existing authorities and regulations for the procurement of resources.
- D. RCW 38.52.070 gives "each political subdivision, in which any disaster occurs, the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers... without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publications of notices, provisions pertaining to the performance of public works, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

### III. SITUATION

#### A. Emergency/ Disaster Conditions and Hazards

In natural and technological disasters, City and County governments are responsible for the management of available local resources necessary to health and safety. A significant emergency or disaster may severely damage and limit access to the resource infrastructure. See Woodinville Hazard Identification and Vulnerability Analysis (1999) for discussion of hazards affecting resource allocation and distribution.

#### B. Planning Assumptions.

1. The City's response to the emergency or disaster event may be severely impacted. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Woodinville will make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.
2. The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers. A significant emergency or disaster may severely damage infrastructure and limit access to the resource. Similarly, resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to re-supply City departments.
3. Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and hand tools may be needed. The City of Woodinville does not have sufficient supplies and equipment on hand for long-term use. Disaster recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical and

shelter resources. There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.

4. The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster. Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, seaports and other means of transportation.
5. It is assumed that volunteers will be available during any such disaster. When possible, volunteers will be assigned to duty by the EOC. Appropriate personal information will be obtained from volunteers for the purpose of documenting his/her activities, and to meet state law concerning emergency workers (RCW 38.52). Standard Operating Procedures (SOPs) will address emergency worker recruitment and registration.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. The Director of Emergency Management or his designee will be the authority for decisions on resource utilization, prioritization, conservation and distribution. In order to carry out its resource support responsibilities effectively, the City of Woodinville will make provisions for the development and administration of policies, programs, and measures for the management of resources under its jurisdiction in times of emergency.
2. Emergency management of any resource will involve the following functions:
  - a) Evaluating the supply and the need for a particular resource.
  - b) Determining the current and long term needs of available resources.
  - c) Taking actions necessary to channel resources for use in essential activities.
  - d) Ensuring the most effective use of existing and potential supplies of the resource, while considering the future supply.
  - e) Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions.
3. When the City of Woodinville EOC is activated for emergencies or disasters, it will be the focal point for resource management for City government. The EOC may provide support for special purpose districts (i.e., fire, school, and hospitals). Department representatives in the EOC serve as specialists and advisors for their respective departments and organizations. They will assist in the

coordination, management, distribution and conservation of supplies and resources necessary for City government emergency operations.

4. Whenever possible, City representatives will operate under standard operating procedures for normal purchase of supplies, equipment, and services. The City will consider adopting procedures to address emergency fiscal policies. All departments will also maintain vendor and supply lists of the most critical supplies, equipment, and services that enable them to operate under disaster situations. Copies of these lists will be kept at the City EOC. When resource requests exceed the capability of Woodinville government, the Director of Emergency Management will request supplemental supplies and/or equipment from the King County Emergency Operations Center.

B. Organization

1. The **Director of Emergency Management** is responsible for overall resource coordination and utilization, including the management of donated goods and services. When necessary, the Director of Emergency Services will designate the Finance Director with responsibility for managing all emergency or disaster procurement and contracting issues. The head of each City department determines quantities and use of equipment and supplies based on need.
2. The **City Manager or designee** is responsible for managing personnel resources for all emergency or disaster operations, including EOC staffing, search and rescue support, and volunteers.

C. Procedures

City departments will make resource requests to the Woodinville EOC. The basic measures of economic stabilization available to the **City Manager** achieve two basic purposes: controlling the use of resources and maintaining the supply of resources.

The basic measures include:

**Indirect:** Voluntary and indirect control measures include special financial arrangements to encourage expanded function, and training and information through public information to solicit voluntary cooperation from the public and from industry.

**Direct:** Mandatory direct control measures include priority systems of distribution, allocation systems, production directives, conservation measures, consumer rationing, anti-hoarding measures and restriction directives.

**Anti-hoarding:** The authority to prohibit the accumulation and hoarding for business, personal or home consumption.

**Priority:** The authority to require that performance under contracts and orders deemed necessary to promote stability after a disaster would take priority over any other contract or order.

**Allocation:** The authority whereby a scarce and critical item, material, commodity or product could be assigned or reserved for exclusive use.

**Requisitioning:** The authority whereby, in certain urgent circumstances and under certain specified conditions, the City may obtain the use of any equipment, materials, supplies, components or facilities and other real property needed, provided just compensation is made.

## V. RESPONSIBILITIES

### A. Primary Agency:

1. The **Director of each City department** and office has responsibility to:
  - a) Develop department procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
  - b) Provide resources (supplies, equipment, services, and vendor information) from department stocks as coordinated by the EOC.
  - c) Prepare and maintain lists of available essential supplies and equipment.  
**(Refer to Tab 1 to this ESF, Resource List, to be developed)**
  - d) Determine additional supplies and equipment required by the department for conducting essential operations, i.e., food, fuel, batteries, tires, etc.
  - e) Establish emergency procedures for the distribution, conservation, and use of essential supplies for the department.
  - f) Establish and maintain liaison with private sector and government resource providers.
  - g) Request all emergency procurement of supplies and equipment through the **Director of Emergency Management**.

2. The **City Manager** of the City of Woodinville has responsibility to:
  - a) Authorize economic stabilization measures, such as the coordinated rationing of food, petroleum, and other essential items, and by the stabilization of prices and rents.
  - b) Appoint, ration, price control, and establish rent boards, and any sub-boards, which are required for the City of Woodinville.
  - c) Authorize the ration of use levels for all categories of consumer-rationed items and other essential survival items for the local community. At such times as county, state or national consumer use levels are established, adjust local levels accordingly.
  - d) If necessary, select business, industry and government representatives to serve as liaison between the private sector resource providers and the EOC and to act as advisors on production, distribution, and use of resources.
3. The **Woodinville City Council** has responsibility to:
  - a) Make policy, adopt and enact ordinances and motions to place economic controls in effect.
4. The **Director of Emergency Management** has responsibility to:
  - a) Supervise and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
  - b) Request emergency supplies and equipment not available through the City government from the King County Emergency Operations Center.
  - c) Assist in coordinating procurement of supplies and equipment not available through normal channels.
  - d) Work with the City Manager as necessary to establish specific priorities in the assignment and use of all resources - including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services under the jurisdictional control of City of Woodinville government.
  - e) Provide the required administrative support for emergency resource management and economic stabilization programs.
  - f) Provide King County EOC with periodic situation reports including supply requirements.
  - g) Establish staging areas in support of resource management.

- h) Establish procedures for managing volunteers.
  - i) Provide guidance for City officials on the relative urgency of essential activities.
5. The **Finance Director** has responsibility to:
- a) Establish procedures for procurement of emergency supplies, equipment and contracting not covered in existing procedures.
  - b) Develop procedures for documenting private resources utilized during times of emergency. This information will assist in later reimbursement of the private sector for these resources.
  - c) When directed, manage all disaster procurement and contracting responsibilities for the city.
6. **Parks & Recreation Director** has responsibility to:
- a) Coordinate the registration of emergency workers and volunteers under the provisions of RCW 38.52 and WAC 118-04. These provisions do not include employees of the City.
  - b) Develop Standard Operating Procedures for emergency worker registration and recruitment.
7. **King County Sheriff**, Woodinville Sub-Station has responsibility to:
- a) Provide the necessary security to ensure that stockpiled and/or stored materials and supplies are secured from looting or vandalism.
  - b) Provide crowd control during distribution of resources.

B. Support Agencies

- 1. Maintain appropriate resources to meet routine operational requirements.
- 2. Take actions necessary to ensure staff is prepared to accomplish response and recovery activities.
- 3. As applicable, ensure local resources are exhausted, or about to be, prior to requesting resources from the City EOC. Resources held in reserve to meet constituent needs are to be considered utilized.
- 4. As applicable, provide resources, transportation, facilities and services in response to requests from the EOC.

5. Assist lead agency personnel in developing resource lists and operating procedures, as appropriate.
6. Volunteer organizations are to support response and recovery activities.

## VI. RESOURCE REQUIREMENTS

- A. Resources required by this ESF may be established in coordination with support agencies

## VII. REFERENCES

Refer to Appendix 3 to the Basic Plan, References

## TABS

- Tab 1: Donated Goods Management Plan/Policy (to be published)
- Tab 2: *Resource list (published & distributed 11/26/01) Contact Parks Dept. for current copy.***
- Tab 3: Manpower Resource List (to be published)

Comprehensive Emergency Management Plan  
 ESF 7 – Resource Support  
 Tab 2 – Resource List

Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Animal Control	King County Animal Control	Dan Graves	123 B Street	PO Box 345	Seattle	WA	98104	206-296-3961	206-789-0029	206-390-1898	xxx-xxx-xxxx	Sample	BE
Water, Bottled*	Pure Water		21608 85 <sup>th</sup> Ave S. Kent, WA 98031	PO Box 34608	Seattle	WA	98124	253-796-2600 or 1800-822-5889			253-796-2603		JLK
Water, Bottled*	Cascade Clear		Offices in Burlington, Seattle, and Kent					1-800-735-7180 main nbr 360-755-1122 Burlington, 206-722-6500 Seattle, 1-888-686-9283 Kent					
Searchlight	Rental Service		2810 Highland Ave		Everett	WA		425-259-6108 Everett, 425-885-4101 Redmond		Call store, they have 24hr emer. service		Diesel light towers	JLK
Searchlights	Sunbelt Rentals		19265 Woodinville Snohomish Rd		Woodinville	WA	98072	425-486-6060				Diesel light towers	JLK
Searchlights	Star Promotions Advertising		13601 Highway 99, Ste D		Everett	WA		800-474-7827					JLK
Kennel Services	Paradise Pet Lodge	Jenny	10324 Paradise Lk Road	Same	Woodinville	WA	98072	425-483-3647					JLK
Kennel Services	Cascade Kennels	Andrea Wood	20005 178 <sup>th</sup> Ave NE		Woodinville	WA	98072	425-483-9333					JLK
Guard Service	King County Police Officers Guild							1-800-244-1860 or 425-226-8573				If there are no officers available, they will be able to recommend a company	JLK
Courier Service	Dynamex, Inc.		1916 ½ 4 <sup>th</sup>	PO Box 2645	Seattle	WA	98111	206-448-9280				No weekends, close at 6:00 pm	JLK
Courier Service	Yellow Cab				Seattle	WA		206-622-4000				Open 24-7. If no acct., they take cash, VISA, personal checks	JLK
Animal Control	King County Animal Control	Vicki Schmitz , Asst. Manager	500 Fourth Avenue, Room 411	Same	Seattle	WA	98104 -2337	206-296-4015	206-938-4400	206-663- 1819(p) 206- 605-6102 (c)	206-205-8043	Contact for questions	JLK
Animal Control	King County Animal Control	Automated Pet Information Line			Seattle	WA		206-296-7387				To locate a lost pet	JLK

Comprehensive Emergency Management Plan  
 ESF 7 – Resource Support  
 Tab 2 – Resource List

Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Animal Control	Humane Society for Seattle/King County		13212 SE Eastgate Way	Same	Bellevue	WA	98006	425-641-0080				To locate a lost pet, closed Tues., Holidays	JLK
Kennel Services	King County Animal Control	Vicki Schmitz , Asst. Manager	500 Fourth Avenue, Room 411	Same	Seattle	WA	98104-2337	206-296-4015	206-938-4400	206-663-1819(p) 206-605-6102 (c)	206-205-8043	Contact for questions	JLK
Kennel Services	Hotterville Pet's Safehaus				Woodinville	WA	98072	425-488-4444					JLK
Animal Control	Seattle Animal Control		2061 15 <sup>th</sup> Avenue W.	Same	Seattle	WA	98119	206-386-4254 public use	206-386-4258			To locate a lost pet	JLK
Animal Control	Eastside Pet Adoption Center/Shelter		821 164 <sup>th</sup> Avenue NE		Bellevue	WA	98008	206-296-3940				To locate a pet	JLK
Absorbents	Envirosorb	Richard Eger	8128 178th St. SW	Same	Edmonds	WA	98026	(425) 778-7485 (24hr/Business)					
Architect	Whiteley Jacobsen and Associates	Bob Stevens, Brian Moll, Doug Heit	1218 Third Avenue Suite 306		Seattle	WA	98101	(206) 623-0331	Cell phone (206) 324-4438			Does building renovation and reconstruction, conc, stl, masonry. ETA 45 minutes	SG
Barricades	Aabco Barricade/Sign	Dave Michaels	4025 80 <sup>th</sup> St. SW	Same	Mukilteo	WA	98275	(206) 807-7597 (24hr/Business)					
Barricades	National Barricade	Steve Vita			Seattle	WA		(206) 523-4045 (24hr/Business)					
Barricades	Zumar Industries Inc	Linda Seman	12015 Steele St S		Tacoma	WA	98444	(253) 536-7740					
Batteries	Pacific Power Batteries	Steve Ahmann	3729 Broadway		Everett	WA	98201	1-800-326-7406		(425) 513-7431			
Batteries	McLendon Hardware Inc		17705 130th Av NE		Woodinville	WA	98072	(425) 485-1363			(206) 281-9969		
Batteries	NAPA Auto Parts	Louis Selmer	13926 175th NE		Woodinville	WA	98072	(425) 483-0770					
Bins	McLendon Hardware Inc		17705 130th Av NE		Woodinville	WA	98072	(425) 485-1363			(206) 281-9969		JLK

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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Bins	The Home Depot		18333 120 <sup>th</sup> Avenue NE		Bothell	WA	98072	(425) 806-9300				The have people who work at night. They will answer the phone and locate the manager for us. (except holidays)	JLK
Bins	Target		13950 NE 178 <sup>th</sup> Place		Woodinville	WA	98072	(425) 482-6410				Call the local phone number after hours for assistance.	JLK
Board Up Service	Glass Sales & Service	Rick Shoemaker	6247 Sixth Avenue NW (does not want this address listed as it is his home address)	P. O. Box 70513	Seattle	WA	98107-0513	(425) 455-1404		(425) 455-1404	(206) 782-4401	Everything is done mobile on site glass repair.	SG
Box Lunches	Top Food		17641 Garden Way NE		Woodinville	WA	98072	(425) 398-6700 (425) 398-6722 to place order					JLK
Box Lunches	Larry's Market		699 120 <sup>th</sup> Ave NE	Same	Bellevue	WA	98004	(425) 646-8646					JLK
Box Lunches	QFC		14160 Northeast Woodinville Duvall # R		Woodinville	WA	98072	(425) 485-0119					JLK
Box Lunches	Albertson's	Dave Hayes, Str Manager	14019 Woodinville-Duvall Rd	Same	Woodinville	WA	98072	(425) 483-9353		Store Manager Home Phone 425-337-0583 or 425-308-7346 (c)		No box lunches but will take orders for deli dept.	JLK
Boxes	Del's Truck Rentals		19545 Woodinville-Snohomish Rd		Woodinville	WA	98072	(425) 821-4004				Cardboard	JLK
Boxes	Shurguard Storage Center		14525 NE North Woodinville Way		Woodinville	WA	98072	(425) 483-1776				Cardboard, double strength, Large hefty bags	JLK

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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Building Materials	Home Depot	Mark Anderson	18333 – 120 <sup>th</sup> Avenue NE	Same	Bothell	WA		(425) 806-9300			(425) 806-2435	Will have the ability to access other stores in area for materials. Also, there are people who work at night. They will answer the phone and locate the manager for us. (except holidays)	sg
Building Materials	Lowe's Home Improvement Center	John Aguilar	11959 Northup Way		Bellevue	WA		(425) 646-9031				Will have the ability to access other stores in area for materials.	SG
Building Materials	McLendon Hardware	Dick Resler	17705 – 130 <sup>th</sup> Avenue NE	17705 – 130 <sup>th</sup> Avenue NE	Woodinville	WA	98072	(425) 485-1363			(206) 281-9969		SG
Contractor, General (heavy equipment)	Debco Construction Co.	Sam Bono	20219 – 99 <sup>th</sup> Avenue SE		Snohomish	WA		(425) 486-1280	Home #(425) 488-3876; Cell #(206) 423-4512			6 Trackhoes, 5 Backhoes, 5 Dump Trucks & Equipment Trailers. 20 minutes to City Hall.	SG
Contractor, General (heavy equipment)	Universal Land Construction, Inc.	Don Bratz	20310 144 <sup>th</sup> Avenue NE	P. O. Box 329	Woodinville	WA	98072	(425) 483-6200	Home# (425) 316-3148; cell # (425) 754-3311			15 large trackhoes, 20 backhoe, numerous dump trucks and flatbeds. ETA 5 minutes	SG
Contractor, General (heavy equipment)	West Coast Construction Co.	Hunter Sather and Palmer A. Sather	24205 Woodinville Snohomish Road	P. O. Box 419	Woodinville	WA	98072	(425) 483-1900		24 hour Hunter Sather (306) 794-9357 and Palmer Sather (425) 788-6272		4 trackhoes, 7 backhoes, 9 dump trucks and equipment trailers. ETA 15 minutes.	SG
Courier Service	Dynamex, Inc.							(206) 448-9280				Only open M-F til 6pm, no weekends	JLK

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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Cutting Torches	American Mobile Welding	John D. Just	18009 James Street	same	Snohomish	WA	98296	1-360-668-3145 24 hour business #		1-360-668-3145 24 hours; 260-730-8505 Cell	(425) 402-8758	Two trucks with portable welders and cutting torches. ETA 15 minutes.	SG
Cutting Torches	Mobile Fabricators	Blake Slutz	18522 92 <sup>nd</sup> SE		Snohomish	WA		(425) 481-2006	(425) 481-2006 24 hours	Cell # (425) 870-3322		"I truck fully equipped with welder, cutting torches, etc."	SG
Demolition/Debris Removal	Art Church Construction, Inc.	Barney Church	22621 – 23 <sup>rd</sup> Place West		Briar	WA	98036	(206) 364-3535	(206) 364-3535			Seven employees. Concrete demo, land clearing. 2 excavator, 3 dump trucks. ETA 10 minutes.	SG
Demolition/Debris Removal	Democon LLC	Gay Hampton and Larry Wilkins	13906 Hwy 99		Lynnwood	WA	98037	(425) 787-5839	Jeff Whitman Operations Manager emergency contact			Concrete Slf Floors, Windows, Masonry. ETA 30 minutes	SG
Demolition (Building and Debris Removal)	Demolition Man, Inc.	Jim McKenzie and Dean Holloway	8129 Occidental Avenue South		Seattle	WA	98108	(206) 423-0428	(206) 423-0428			Excavators, subout asbestos. Concrete, steel, masonry buildings. ETA 45 minutes.	SG
Demolition/Debris Removal	GMT, Inc.	Jerry Suarez and David Crain	6361 NE 193 <sup>rd</sup> Place	P. O. Box 82002	Kenmore	WA	98028	(206) 240-2404	(206) 334-3434 cell		(425) 481-0201	Track hoe and back hoe equipment. Woodin Structures Apt. Complex demo. ETA 15 to 20 minutes.	SG
Equipment Rental	Prime Equipment	Dick Baer	9045 Willows Rd	same	Redmond	WA	98052	(425) 885-4101 (24hr/Business)			(425) 861-6938		
Equipment Rental	Hertz Equipment Rental	Rick McKennon	18030 Bothell Way NE	same	Bothell	WA	98011-1918	(425) 486-0711			(425) 486-2658		

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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Engineers, Structural	Anderson-Peyton Structural Engineers	Dean Peyton and Steve Lorentzen	31620 – 23 <sup>rd</sup> Avenue South #321		Federal Way	WA	98003	(206) 292-0940 and		(253) 653-3994 cell		Bldg reinf., masonry, boys & girls Club, King County Aquatic Ctr pools, FEMA review, steel, timber, conc, masonry bldgs. ETA 1 hour	sg
Engineers, Structural	B & T Design and Engineering, Inc.	Terry Baldwin and Jim Trueblood	1045 – 12 <sup>th</sup> Avenue NW #F9	P. O. Box 595	Issaquah	WA	98027-0022	(425) 557-0779		(206) 954-9631 cell	(425) 557-0765	Whse Retail Commer, low inc family housing, 4 story bldgs, low rise, ret. Wall and shoring design	SG
Engineers, Structural	Baker Engineers, Inc.	Ed Baker and Travis McCandless	6628 – 212 <sup>th</sup> S.W.		Lynnwood	WA	98036	(425) 771-6666		(206) 799-7734 cell	(425) 771-6558	Work with builders/remodel and rehabilitation of public buildings. ETA 15 to 20 minutes	sg
Engineers, Structural	Coughlin Porter Lundeen, Inc.	Jim Coughlin, Terry Lundeen	217 Pine Street #300		Seattle	WA	98101	(206) 343-0460	None			Historical seismic work. All types of commercial / industrial. One hour ETA.	SG
Engineers, Structural	Chalker Putman Collins & Scott, Inc	Daniel Putnam, Donald Scott	950 Pacific Avenue #200		Tacoma	WA	98402	(253) 383-2797				Steel masonry, conc., timber, repair restoration bldgs. Alternate service branch: 209 1/2 First Avenue South, #300, Seattle, WA 98104	SG
Engineers, Structural	Jacobson NG & Associates	Greg Jacobson; Alternate-Norman Jacobson	1301 – 5 <sup>th</sup> Avenue, Suite 1620		Seattle	WA	98101	(206) 624-7863	Home # 206-284-1786. Cell phone # 206-919-9650	None	(206) 624-8947	Specialty in remodel restoration work. Will send brochure. ETA 45 minutes.	SG



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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Generators and Accessories	Emergency Power Consultants	Bill	18319 194 <sup>th</sup> Avenue NE	same	Woodinville	WA		(425) 486-7305			(425) 486-8206	General information on generators design and assistance with application engineering for generators and information comparison of different systems	SG
Lumber	Home Depot	Mark Anderson	18333 – 120 <sup>th</sup> Avenue NE	Same	Bothell	WA		(425) 806-9300			(425) 806-2435		SG
Lumber	McLendon Hardware	Dick Resler	17705 – 130 <sup>th</sup> Avenue NE		Woodinville	WA		(425) 485-1363			(206) 281-9969		SG
Safety Equipment and Clothing	Work n' More		15620 Hwy 99		Lynnwood	WA	98037	(425) 742-9530					
Safety Equipment and Clothing	Sound Safety Products	Janet Aubin	3602 Broadway		Everett	WA	98201-5028	(425) 259-0026					
Pumps	Sunbelt Rentals		8810 S 208th		Kent	WA	98031-1205	(253) 872-4175					
Pumps	Goodsell Power Equipment		13310 Bellevue-Redmond Rd		Bellevue	WA	98005-2300	(425) 641-6991					
Sandbags	Fisher Bag Co		2301 So 200th St		Seattle	WA		(206) 870-8816					
Sandbags	The Bag Lady	Viola Malone	11122 Valley Ave E.		Puyallup	WA	98372	(253) 536-3366					
Saws	Goodsell Power Equipment		13310 Bellevue-Redmond Rd		Bellevue	WA	98005-2300	(425) 641-6991					
Saws	Sunbelt Rentals		8810 S 208th		Kent	WA	98031-1205	(253) 872-4175					
Scaffolding and Aerial Lifts	Eastside Equipment Rental	Tammy	11830 NE 8 <sup>th</sup> Street	11830 NE 8 <sup>th</sup> Street	Bellevue	WA	98005	1-800-221-7368 or (425) 454-4088			(425) 453-2835	Po's accepted	SG
Scaffolding and Aerial Lifts	Hertz Equipment Rental	Rick McKennon	18030 Bothell Way NE		Bothell	WA	98011-1918	(425) 486-0711			(425) 486-2658	Po's accepted	SG
Scaffolding and Aerial Lifts	Super Rents	Brent Anderson	17950 Redmond Way	same	Redmond	WA		1-800-246-1511 or (425) 885-0505			(425) 558-2319	Po's accepted	SG
Scaffolding and Aerial Lifts	United Rentals	Jerry Yackley	12500 132 <sup>nd</sup> Avenue NE	same	Kirkland	WA	98034	(425) 823-1777 Cell #(425) 922-8920			(425) 820-7542	Po's accepted	SG

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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Tires	Firestone Stores Div Of Firestone Tire & Rubber Co Retail Stores		13818 Ne 175th		Woodinville	WA	98072-8511	(425) 486-2891					
Tools (cutting)	Hertz Equipment Rental	Rick McKennon	18030 Bothell Wy Ne		Bothell	WA	98011-1918	(425) 486-0711					
Tools (cutting)	Prime Equipment	Dick Baer	9045 Willows Rd		Redmond	WA	98052	(425) 885-4101 (24hr/Business)					
Paving/Concrete Repair/Hauling & Road Building/Excavators	Universal Land Construction	Doug Bratz	20306 144TH AVE NE		Woodinville	WA	98072	(425) 483-6200		(425) 316-3148			
Paving/Concrete Repair/Guard Rail Repair/Hauling/Road Building/Excavators	Hos Bros Construction				Woodinville	WA		(425) 481-5569					
Paving/Concrete Repair/Guard Rail Repair/Hauling/Road Building/Excavators	Universal Land Construction		20306 144TH AVE NE		Woodinville	WA	98072	(425) 483-6200					
Surveyors(Aerial/Land)	Harmsen & Associates Inc	David Harmsen Doug Slager		17614 162 <sup>nd</sup> St SE	Monroe	WA	98272-0516	(360) 794-7811		(206) 343-5903/ (425) 308-7823	(360) 794-7811		
Surveyors(Aerial/Land)	Duane Hartman & Associates	Duane Hartman Doug Hartman	16928 Wood-Red Rd Ste B-107		Woodinville	WA	98072	(425) 483-5355					
Compressors Forklifts Hoists	Sun Belt Rental	Mel	19265 Hwy 9	Same	Woodinville	WA	98072	(425) 486-6060		Will install and emergency system soon	(425) 483-4277		
Compressors Forklifts Hoists	Hertz Equipment Rental	Rick McKennon	18030 Bothell Wy Ne		Bothell	WA	98011-1918	(425) 486-0711					
Camping Equipment	Sir Plus	Rande or Jackie	17524 131 <sup>st</sup> Ave NE	Same	Woodinville	WA	98072	(425) 483-1761			(425) 806-0923		
Fencing	Anchor Fencing	Karen Merrideth	13202 NE 177 <sup>th</sup> Place	PO Box 476	Woodinville	WA	98072	(425) 483-9500			(425) 485-5276		
Fencing	All City Fence Company	Jim Anderson	16923 48 <sup>th</sup> Ave W		Lynnwood	WA	98037	(425) 481-2074		(206) 730-7116 (cell)			
Tools	Western Tool Supply	Dan Ellis	13440 NE 177 <sup>th</sup>		Woodinville	WA	98072	(425) 488-7222			(425) 488-5688		

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Category	Vendor Agency Name	Contact Person	Address Location	Address Mailing	City	St	Zip Code	Office Phone	Home Phone	Emer Phone	Fax No.	Comments	Enter By
Spray Paint	Parker Paint	John Grumbch	117 106 NE		Bellevue	WA	98004	(425)454-9435		(206) 355-6458	(425) 454-0329		
Building Materials Pry Bars Spray Paint Tarps/ Visqueen Tools	McLendon's Hardware	Suzanne Thompson	710 South 2 <sup>nd</sup> Street	Same	Renton	WA	98055	(425) 277-1424	(425) 747-3905		(425) 747-2599		
Building Materials Pry Bars Spray Paint Tarps/ Visqueen Tools	Home Depot	Jay Jones	18333 120 <sup>th</sup> Ave NE		Bothell	WA	98011	(425) 806-9300			(425) 806-2416		
Storage Containers	Northwest Container Service	Steve Hanson	6110 W Marginal Way		Seattle	WA	98106	206-768-6944					MD
Storage Containers Rubbish Removal Toilets (Portable) Waste Disposal	Waste Management	Dean Kattler	13225 NE 126 <sup>th</sup> Pl		Kirkland	WA	98034	425-814-7856					MD
Gloves (Work And Industrial)	ELR Enterprises	Robin Parker	13501 100 <sup>th</sup> Ave NE #5214		Kirkland	WA	98034	425-822-1069					MD
Toilets (Portable)	Honey Bucket	Joe Oliveri	16207 Meridian East		Puyallup	WA	98383	253-848-2371					MD
Rubbish Removal	Rabanco Companies	Wes Smith	1600 127 <sup>th</sup> Ave NE		Bellevue	WA	98005	425-646-2400					MD

\*Water, Bottled Comment: I called a few bottled water companies. They all stressed the importance that having the water on hand in storage would be the best way to guarantee that the City would have water. They would all try to accommodate us, but there is no guarantee that delivery would be within 24 hours. They also only take orders during normal working hours.

**ESF8**  
**HEALTH/MEDICAL**

## Emergency Support Function (ESF) 8

### Health, Medical & Mortuary Services

**Primary Agency:** Woodinville Fire & Life Safety District (WFLSD)

**Support Agencies:** King County EMS

Evergreen Health Center

Local Health Centers:

Woodinville Medical Center

Washington Physicians

American Red Cross

King County Office of Emergency Management

Federal Emergency Management Agency (FEMA)

U.S. Department of Justice (USDOJ)

U.S. Environmental Protection Agency (USEPA)

U.S. Department of Transportation (USDOT)

Public Health – Seattle & King County (Medical Examiner, Health Department, Mental Health)

#### I. INTRODUCTION

##### A. Purpose

Emergency Support Function (ESF) #8 — Health, Medical and Mortuary Services provides coordinated assistance in response to public health and medical care needs following a major disaster or emergency, or during a developing potential medical situation. Assistance provided under ESF #8 is directed by WFLSD through the Fire Chief or his/her designee. Resources will be furnished when public health and/or medical assistance is requested due to overwhelming circumstances or upon request from the Emergency Operations Center (EOC).

##### B. Scope

ESF #8 involves assistance in identifying and meeting the health and medical needs of victims of a major disaster, emergency, or terrorist attack. This support is categorized in the following functional areas:

- Assessment of health/medical needs
- Medical response
- Health surveillance
- Medical care personnel
- Health/medical equipment and supplies
- Patient evacuation
- Pre/In-hospital care
- Food/drug/medical device safety
- Worker health/safety;
- Radiological/chemical/biological hazards consultation
- Mental health care
- Public health information
- Potable water/wastewater and solid waste disposal
- Victim identification/mortuary services; and
- Veterinary services.

WFLSD, in its primary agency role for ESF #8, coordinates the health and medical assistance to fulfill the requirements identified by the EOC and local authorities. Included in ESF #8 are overall public health response; triage, treatment, and transportation of victims of the disaster; and evacuation of patients out of the disaster area, as needed, into a network of hospitals, medical centers and aid stations identified by the EOC located in the affected areas.

ESF #8 will utilize resources primarily available from within WFLSD and support agencies including: King County EMS, private providers and local volunteers

Also utilized by ESF #8 is a medical mutual aid network between WFLSD and other local, county and State sectors that includes medical response, patient evacuation, and definitive medical care. At the county level, it is a partnership between public health, county EMS, and the county Office of Emergency Management (OEM).

Specific non-local sources such as major pharmaceutical suppliers, hospital supply vendors, the National Foundation for Mortuary Care, certain international disaster response organizations and international health organizations are also available through higher emergency management channels.

## **II. POLICIES**

- A. ESF #8 will be implemented upon the appropriate request for assistance following the occurrence of a major disaster or emergency and after determination has been made by the EOC that a large scale coordinated response is warranted.

- B. The EOC is responsible for activating and coordinating the activities of ESF #8. The lead official for ESF #8 is the Fire Chief or the Operations section Chief of the EOC. The lead official is responsible for coordinating the implementation of ESF #8 and providing staff support to the EOC.
- C. WFLSD will provide liaison between the EOC and appropriate regional officials in the response structure at for the coordination of medical assistance to meet the requirements of the situation. The EOC will coordinate and facilitate the overall ESF #8 response.
- D. In accordance with assignment of responsibilities in ESF #8, and further tasking by the primary agency, each support agency will contribute to the overall response but will retain full control over its own resources and personnel.
- E. ESF #8 is the primary source of public health and medical response/information for all officials involved in response operations.
- F. All local and regional organizations (including other ESFs) participating in response operations will report public health and medical requirements to the Fire Chief or Operations Section Chief.
- G. To ensure patient confidentiality protection, medical information on individual patients will not be released to the general public.
- H. Appropriate information on casualties/patients will be provided by the EOC for inclusion in the regular EOC Situation/Status (SIT/STAT) report for access by the public.
- I. Requests for recurring reports of specific types of public health and medical information will be submitted to the Fire Chief or Operations Section Chief. ESF #8 will develop and implement procedures for providing these recurring SIT/STATs.
- J. The Joint Information Center (JIC), established in support of the response plan, will be authorized to release general medical and public health response information to the public. Other JICs may also release general medical and public health response information at the discretion of the lead Public Information Officer.

### **III. SITUATION**

#### **A. Emergency/Disaster Hazards and Conditions**

- 1. A significant natural disaster or man-made event that overwhelms the affected jurisdiction necessitates public health and medical care assistance. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for

medical/health care and special needs populations may be severely structurally damaged or destroyed.

2. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems. Medical and health care facilities that remain in operation and have the necessary utilities and staff will probably be overwhelmed by the “walking wounded” and seriously injured victims who are transported there in the immediate aftermath of the occurrence.
3. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will probably be in short supply. (Most health care facilities usually maintain only a small inventory stock to meet their short-term, normal patient load needs.) Disruptions in local communications and transportation systems could also prevent timely re-supply.
4. Uninjured persons who require daily or frequent medications such as insulin, antihypertensive drugs, digitalis, and dialysis may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations and general shortages within the disaster area.
5. In certain other disasters, there could be a noticeable emphasis on relocation, shelters, area control, and returning water, wastewater, and solid waste facilities to operation.
6. A major medical and environmental emergency resulting from chemical, biological, or nuclear weapons of mass destruction could produce a large concentration of specialized injuries and problems that could overwhelm the State and local public health and medical care system.

#### B. Planning Assumptions

1. Resources within the affected disaster area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional mobilized capabilities will be urgently needed to assist local agencies to triage and treat casualties in the disaster area and then transport them to the closest appropriate hospital or other health care facility. Additionally, medical re-supply will be needed throughout the disaster area. In a major disaster, operational necessity may require the further transportation by air of patients to the nearest metropolitan areas with sufficient concentrations of available hospital beds, where patient needs can be matched with the necessary definitive medical care.
2. A terrorist release of weapons of mass destruction; damage to chemical and industrial plants, sewer lines, and water distribution systems; and secondary

hazards such as fires will result in toxic environmental and public health hazards to the surviving population and response personnel. This type of event includes exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and food products.

3. The damage and destruction of a major disaster, which may result in multiple deaths and injuries, will overwhelm the local mental health system, producing an urgent need for mental health crisis counseling for disaster victims and response personnel.
4. Assistance in maintaining the continuity of health and medical services will be required.
5. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
6. Primary medical treatment facilities may be damaged or inoperable; thus, assessment and emergency restoration to necessary operational levels is a basic requirement to stabilize the medical support system.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. Upon notification of a major disaster or emergency, WFLSD (as primary agency) will alert the EOC and activate the EOC. The agency coordinators and staff will be notified. Pre-identified personnel will be alerted to meet requirements for representing ESF #8. (SEE SECTION 11, POLICIES, PARAGRAPH B)
2. Any necessary support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to support the EOC and to carry out the activities tasked to its agency on a continuous basis. Individuals representing agencies that are staffing the EOC will have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during the activation. These agencies will provide communications support to the EOC to facilitate direct communications.
3. The responsible official for ESF-8 will coordinate with the appropriate county and State medical and public health officials and organizations to determine current medical and public health assistance requirements.
4. ESF #8 will utilize locally available health and medical resources to the extent possible to meet the needs identified.

5. During the response period, the responsible official for ESF #8 will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. ESF #8 will maintain accurate and extensive logs to support after-action reports and other documentation of the disaster conditions.
6. ESF #8 will develop and provide medical and public health situation reports through the primary JIC. Organizations with a need for recurring reports of specific types of information including other ESFs, Federal agencies, county and the State will be provided information upon request. Information will be disseminated by all available means including fax, telephone, radio, memoranda, display charts and maps, and verbal reports at meetings and briefings.

## B. Organization

### 1. Response Structure

- a) ESF #8 response will be activated and directed by WFLSD through the EOC. The EOC will consist of a core of agencies that will be supplemented by other organizations, governmental and private, as the situation dictates. During the initial activation, the principal core staff will consist of WFLSD staff and representatives.
- b) Additional supporting agencies and organizations will be alerted and will be tasked either to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications (telephone, fax, conference calls, etc.) to provide support.
- c) Coordination of ESF #8 will be centralized at the EOC.
- d) Special advisory groups of health/medical subject matter experts will be assembled and consulted as needed.

### 2. Notification

- a) Upon the occurrence of a potential major disaster or emergency WFLSD will notify the Fire Chief (or designee) and the city of ESF #8 action. Notification can be made via telephone, fax, or digital pagers. Such notification could be to advise of the potential disaster, convene the staff, establish the EOC at WFLSD headquarters, or pass a request from regional or State officials seeking activation. Upon notification ESF #8 members will report to the EOC.
- b) The EOC staff also will notify all other appropriate ESF #8 members by the most expeditious communications method.

### C. Response Actions

Until the EOC becomes operational, the collection, analysis, and dissemination of requests for medical and public health assistance will be the responsibility of first responders, with the assistance of any and all local resources public and private. Upon EOC activation and it is operation; the major responsibilities for requests for medical and public health assistance will be transferred to the EOC.

The EOC will conduct the following actions while bringing ESF #8 to a fully operational status:

Initiate action to immediately to identify and report the potential need for health and medical support to the affected disaster area in the following functional areas:

(1) Assessment of Health/Medical Needs: determining specific health/medical needs and priorities. This function includes the assessment of the health system/facility infrastructure.

(2) Health Surveillance: assist in establishing surveillance systems to monitor the general population and special high-risk population segments; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance and consultations on disease and injury prevention and precautions.

(3) Medical Care Personnel: provide medical personnel to assist in providing care for ill or injured victims at the location of a disaster or emergency. Provide triage, medical or surgical stabilization, and continued monitoring and care of patients until they can be evacuated to locations where they will receive definitive medical care. Personnel are deployed to address mass burn injuries, pediatric care requirements, chemical injury or contamination, casualty clearing/staging and other missions will be deployed as needed. Individual clinical health and medical care specialists may be provided to assist. The hospital system is one of the primary sources of these specialists.

(4) Health/Medical Equipment and Supplies: assist in providing health and medical equipment and supplies, including pharmaceuticals, biologic products, and blood and blood products, in support of operations and for restocking health and medical care facilities in an area affected by a major disaster or emergency.

(5) Patient Evacuation: provide for movement of seriously ill or injured patients from the area affected by a major disaster or emergency to locations where definitive medical care is available.

(6) Pre/In-Hospital Care: assist in providing definitive medical care to victims who become seriously ill or injured as a result of a major disaster or emergency.

(7) Food/Drug/Medical Device Safety: assist to ensure the safety and efficacy of regulated foods, drugs, biologic products, and medical devices following a major disaster or emergency. Arrange for seizure, removal, and/or destruction of contaminated or unsafe products.

(8) Worker Health/Safety: assist in monitoring health and well being of emergency workers; perform field investigations and studies addressing worker health and safety issues; and provide technical assistance and consultation on worker health and safety measures and precautions.

(9) Radiological/Chemical/Biological Hazards Consultation: assist in assessing health and medical effects of radiological, chemical, and biological exposures on the general population and on high-risk population groups. Conduct field investigations, including collection and analysis of relevant samples; advise on protective actions related to direct human and animal exposure, and on indirect exposure through radiologically, chemically, or biologically contaminated food, drugs, water supply, and other media. Provide technical assistance and consultation on medical treatment and decontamination of radiologically, chemically, or biologically injured/contaminated victims.

(10) Mental Health Care: assist in assessing mental health needs.

(11) Public Health Information: assist by providing public health and disease and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected by a major disaster or emergency.

(12) Potable Water/Wastewater and Solid Waste Disposal: assist in assessing potable water and wastewater/solid waste disposal issues; conduct field investigations, provide water purification assistance and wastewater/solid waste disposal equipment and supplies; and provide technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

(13) Victim Identification/Mortuary Services: assist in providing victim identification and temporary morgue facilities.

(14) Veterinary Services: assist in providing delivery of health care to injured or abandoned animals following a major disaster or emergency.

#### D. Continuing Actions

##### 1. Situation Assessment

- a) The ESF #8 staff will continuously acquire and assess information about the disaster situation. The staff will continue to attempt to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.

- b) Because of the potential complexity of the health and medical response issues/situations, conditions may require special advisory groups of subject matter experts to be assembled to review health/medical intelligence information and advise on specific strategies to most appropriately manage and respond to a specific situation.

## 2. Coordination of Requests for Medical Transportation

- a) Arrangements for medical transportation should be made at the lowest levels possible.
- b) Normally, local transportation requirements are to be handled by local authorities. If it is determined that local or regional resources are inadequate to meet the requirements, a request for medical transportation assistance will be made to county emergency management.

## 3. Coordination of Requests for Medical Facilities

- a) Arrangements for medical facilities are primarily a local function. Requests for additional assistance should first be referred to local authorities. Requests by local officials for county aid for hospital support should be routed through the EOC. The EOC will verify the request and refer it to the county EOC representatives.

## 4. Coordination of Requests for Aeromedical Evacuation of Patients from the Disaster Area

- a) The requirement for aeromedical evacuation (AE) is communicated through the EOC. The ESF #8 EOC representative will coordinate with the appropriate commands. The agency contacted will then coordinate with the appropriate supporting command to obtain the needed support.
- b) The concept of operation is for local authorities to operate Casualty Collection Points (CCPs). ESF #8 will coordinate the hand-off of patients into the patient evacuation system.
- c) Patient regulating is the responsibility of ESF #8. Because the movement of patients is based upon the availability of hospital beds, ESF #8 will receive patient requirements and regulate patients to destination reception areas that report available beds.

5. Information Requests

- a) Requests for information may be received at ESF #8 from various sources, such as the media and the general public, and they will be referred to the appropriate agency or JIC for response.

6. After-Action Reports

- a) The EOC ESF #8 representative will, upon completion of the emergency, prepare a summary after-action report. The after-action report, which summarizes the major activities of ESF #8, will identify key problems, indicate how they were solved, and make recommendations for improving response operations in subsequent activations. Support agencies will assist in the preparation of the after-action report and endorse the final report.

**V. RESPONSIBILITIES**

A. Primary Agency: Woodinville Fire & Life Safety District

1. Provide leadership in directing, coordinating, and integrating overall efforts to provide medical and public health assistance to the affected area.
2. Direct the activation and the staffing of the EOC as necessary to support the emergency response operations,
3. Direct the activation and deployment of health/medical personnel, equipment, and supplies in response to requests for health/medical assistance.
4. Coordinate the evacuation of patients from the disaster area when evacuation is deemed appropriate.
5. Coordinate the provision of definitive health care.
6. Provide human services assistance under the direction of the EOC.

B. Support Agencies

**King County Emergency Medical Service (EMS)**

1. Provide logistical support to health/medical response operations.
2. Provide medical units for casualty clearing/staging and other missions as needed.
3. Provide support for the coordination of medical supplies available in King County.

**Evergreen Health Care (formerly called Evergreen Medical Center)**

1. Provide logistical support to health/medical response operations.
2. Coordinate patient reception and management in treatment facilities.
3. Provide available medical supplies for distribution to mass care centers and medical care locations being operated for disaster victims.
4. Provide assistance in managing human remains, including victim identification and Disposition.

**Local Health Centers:**

Woodinville Medical Center

Washington Physicians

1. Provide logistical support to health/medical response operations.
2. Coordinate patient reception and management in treatment facilities.
3. Provide available medical supplies for distribution to mass care centers and medical care locations being operated for disaster victims.

**U.S. Department of Justice**

1. Assist in victim identification, coordinated through the Federal Bureau of Investigation (FBI) Headquarters in Washington, DC
2. Provide State and local governments with legal advice concerning the identification of the dead

**U.S. Department of Transportation**

1. Assist in identifying and arranging for all types of transportation, such as air, rail, marine, and motor vehicle
2. Assist in identifying and arranging for utilization of U.S. Coast Guard (USCG) aircraft in providing urgent airlift support
3. Provide casualty distribution assistance from
4. Coordinate with the Federal Aviation Administration for air traffic control support for priority missions.

### **American Red Cross**

1. Provide emergency first aid, supportive counseling, health care for minor illnesses and injuries to disaster victims in mass care shelters, DFOs, selected disaster cleanup areas, and other sites deemed necessary by the primary agency
2. Provide available medical supplies for distribution to mass care centers and medical care locations being operated for disaster victims
3. Assist community health personnel subject to the availability of staff
4. Provide supportive counseling for the family members of the dead and injured
5. Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes
6. Acquaint families with available health resources and services, and make appropriate referrals
7. Provide blood and blood products through regional blood centers at the request of the appropriate agency
8. Provide coordination for uploading appropriate casualty/patient information from ESF #8

### **U.S. Environmental Protection Agency**

1. Provide technical assistance and environmental information for the assessment of the health/medical aspects of situations involving hazardous materials.

### **Federal Emergency Management Agency**

1. Assist in establishing priorities for application of health and medical support through the National Disaster Medical System NDMS
2. Assist in providing NDMS communications support
3. Assist in providing information/liaison with emergency management officials
4. Provide logistics support as appropriate.

### **Public Health – Seattle and King County (Health Department)**

The responsibilities assigned to the Public Health – Seattle and King County (formerly known as the Seattle-King County Health Department) is divided into separate divisions.

1. The **King County Medical Examiner** is responsible for the coordination of mortuary services with the County.
  - a. Compile data on the official death toll attributed to the disaster situation
  - b. Issue all death certificates associated with the disaster
  - c. Coordinate with local morticians to expand mortuary services as appropriate.
  - d. Coordinate morgue services including body identification and disposition of unclaimed bodies.
  - e. Maintain a record of information on all unexpected and violent deaths resulting from the disaster.
  - f. Investigate and determine the cause of sudden death, unexpected, violent and non-natural deaths.
  - g. Coordinate the notification of victims' relatives.
2. **King County Health Department East Region** is responsible for advising Woodinville and its citizens on public health issues such as the transmission of communicable diseases.
  - a. Organize and mobilize public health services during an emergency
  - b. Monitor potential causes of communicable diseases.
  - c. Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate. Provide information to the public on safeguarding these resources.
  - d. Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease and food borne illness outbreaks.
  - e. Coordinate with American Red Cross EOC representatives to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers.
  - f. Coordinate county-wide surveillance to determine: sewage disposal system failures, health risk due to environmental factors; natural gas leaks; extent of food contamination and spoilage; and inspection of food service establishments and provision of public information on food safety.
  - g. Coordinate operations for general or mass emergency immunizations or quarantine procedures.

- h. Coordinate and provide laboratory services for identification required to support emergency health and emergency medical services.
3. The **Mental Health Division** will coordinate with the King County Department of Community and Human Services, the American Red Cross to provide crisis response and mental health services for persons who suffer from reactions to the disaster.

#### **King County Sheriff's Office**

1. Provide security to field morgue operations and facilities.
2. Provide perimeter control at incident scenes when requested.

#### **Local Morticians**

1. Assist the medical examiner in establishing temporary morgues and transporting and storing corpses until final dispositions are determine.

## **VI. REFERENCES**

- Woodinville Fire & Life Safety District Emergency Operations Plan (*current version*)
- King County Emergency Management Plan (*current version*)
- King County EMS Mass Casualty Incident Plan (*current version*)
- Washington State Mobilization Plan (*current version*)
- DOD Directive 6010.17, National Disaster Medical System, December 28, 1988.
- Public Health Service Disaster Response Guides, May 1987.
- Facts on the National Disaster Medical System, February 1995.
- National Disaster Medical System — Concept of Operations, January 1991.
- National Disaster Medical System — Operations Support Center Manual, April 1991.
- National Disaster Medical System — Federal Coordinating Center Guide, January 1992.
- National Disaster Medical System — Disaster Medical Assistance Team Organization Guide, May 1992.

## **TABS**

- Tab 1: List of contacts for health, medical and mortuary services (to be published)

**ESF9**  
**SEARCH & RESCUE**

## Emergency Support Function (ESF) 9

### Urban Search and Rescue

**Primary Agency:** Woodinville Fire & Life Safety District (WFLSD)

**Support Agencies:** King County Office of Emergency Management (OEM)  
U.S. Federal Emergency Management Agency (FEMA)  
U.S. Department of Defense – Washington Military Department  
U.S. Department of Health and Human Services  
U.S. Department of Justice

#### I. INTRODUCTION

##### A. Purpose

Emergency Support Function (ESF) #9 — Urban Search and Rescue (US&R) rapidly deploys resources to provide specialized lifesaving assistance to local authorities in the event of a major disaster or emergency. US&R operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

##### B. Scope

Local resources are a part of the National US&R Response System, an integrated system of US&R task forces, Incident Support Teams (ISTs), and technical specialists.

The national system is built around a core of task forces prepared to deploy immediately and initiate US&R operations on implementation of ESF #9 of FEMA's Federal Response Plan (FRP). Primarily local fire department and emergency service personnel who are experienced and trained in collapsed structure search and rescue operations staff these task forces. On activation by FEMA any ESF #9 US&R task forces become Federal assets.

ISTs provide coordination and logistical support to US&R task forces during emergency operations. They also conduct needs assessments and provide technical advice and assistance to local, county and State emergency managers. Teams are formed with personnel from US&R task forces; Federal, State, and local government emergency response organizations; and private sector organizations.

Technical specialists provide expertise in various US&R disciplines. They are mobilized as needed from around the region through local mutual aid agreements.

## **II. POLICIES**

- A. The National US&R Response System assists and augments State and local US&R capabilities. Local personnel assigned to task forces of the National US&R Response System are highly trained and possess specialized expertise and equipment.
- B. As primary agency for ESF #9, WFLSD develops US&R policy, provides planning guidance and coordination assistance standardizes procedures, evaluates operational readiness, funds special equipment and training requirements the response plan.
- C. ESF #9 addresses only urban search and rescue. All other forms of search and rescue (e.g., water, wilderness, subterranean) are managed under different authorities and do not fall under the functional purview of the ESF.

## **III. SITUATION**

### **A. Disaster Condition**

Disasters and emergencies vary widely in scope, degree of devastation, and threat to human life. For example:

- 1) In situations that entail structural collapse, large numbers of people may require rescue and medical care.
- 2) Because the mortality rate among trapped victims rises dramatically after 72 hours, US&R must be initiated without delay.
- 3) In the course of response, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and unrefrigerated food.
- 4) Following an earthquake, aftershocks, secondary events, and/or other hazards (such as fires, tsunamis, landslides, flooding, and hazardous materials releases) may compound problems and threaten both disaster victims and rescue personnel.
- 5) Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.
- 6) In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.

## B. Planning Assumptions

In a major disaster requiring US&R assistance:

- 1) Local US&R organizations may be overwhelmed and not be able to respond to all requirements.
- 2) Local residents, workers, and/or converging volunteers may initiate search and rescue efforts, but will usually lack specialized equipment and training. Spontaneous volunteers will require coordination and direction within the local incident command structure.
- 3) Access to damaged areas will be limited. Some sites may be initially accessible only by air or water.
- 4) Following an earthquake, both disaster victims and rescue personnel may be threatened by aftershocks, secondary events, and/or other environmental disturbances.

## IV. CONCEPT OF OPERATIONS

### A. General

WFLSD, as primary agency for ESF #9, will activate the US&R response system for any incident or anticipated incident that is determined likely to result in collapsed structures. The likelihood of activation depends on the nature and magnitude of the event, the suddenness of onset, and the existence of US&R resources in the affected area.

### B. Organization

#### **Local Response Structure**

The local US&R response system consists of local fire, police, other public/private agencies, and technical specialists. At the core of the system are the first response agencies in the region with functional capabilities in management, search, rescue, medical, and technical search and with around-the-clock operations.

Local response agencies also provide:

- Comprehensive US&R needs assessment
- Technical US&R assistance, support, and advice to local officials
- US&R management and coordination assistance and expertise to the ESF #9 Leader

- Coordination of the operations of multiple task forces in the field
- Coordination and logistical support of deployed task forces beyond their initial 72-hour period of self-sufficiency

US&R resources may be supplemented with technical specialists in various US&R disciplines. When needed, technical specialists are mobilized by EOC.

### **Regional-Level Response Structure**

Initial field response to incidents that may require Federal US&R assistance. This usually begins at the EOC level. Extended US&R operations may require supplemental staffing and deployment of national-level resources by FEMA Headquarters.

#### **C. Notification**

##### **EOC WFLSD Headquarters**

Notification of incidents with the potential for structural collapse may be received by EOC personnel from a number of sources, including field units, national or local news media, county, State or local government, and US&R members.

Upon notification of an incident, EOC staff will immediately notify WFLSD duty officer or other authority personnel of a potential need for US&R response.

As soon as the need for US&R assets has been established, **EOC Operations Section staff** will develop recommendations for management on the type and quantity of resources required. This may involve the enactment of mutual aid agreements or other specialized response mechanisms.

During the initial response period recommendations on US&R resources to be alerted or activated will be coordinated with the Fire Chief or designee.

#### **D. Response Actions**

##### **Initial Actions**

- 1) Immediately following initiation of operations, the Fire Chief or designee will establish and maintain a chronological log of US&R events and information obtained from the field. During the initial stages of the disaster or emergency, WFLSD will serve as the single point of contact for responding forces and members for situation information and response status of US&R resources.
- 2) Initial staff in the EOC will develop commitment documents and activate support agreements for supplemental staffing. The level of staffing will

depend on the nature and magnitude of the incident and the response actions already underway.

- 3) When EOC activation orders are issued EOC staff will develop commitment documents to ensure that response costs are recorded in accordance with memorandums of agreement and support agreements for the reimbursement of members.
- 4) EOC Operations Section staff will collect assessment information from damage assessment teams, US&R members, and county State government officials for inclusion in situation reports and for decision making regarding the need for US&R resources.
- 5) At the onset of the disaster or emergency, officials will designate an initial point of contact for ESF #9. This individual will generally be part of WFLSD. While US&R task forces are activated at the local level, the ESF #9 contact has a critical role in providing information on the need for US&R resources. This ESF #9 contact has the lead role in processing requests to higher authority for Federal US&R assistance.

#### E. Continuing Actions

- 1) Based on recommendations developed by the ESF #9 representative and field commanders, decisions will be made on the deployment of additional US&R resources. EOC staff will issue additional Advisories and Alert and Activation Orders as required.
- 2) In the event that the disaster requires the utilization of all national-level US&R assets, the EOC will be responsible for developing strategies for providing additional US&R support.
- 3) The EOC will act on unmet requirements for equipment and supplies that have been forwarded from the ESF #9 representative. The EOC will forward issues involving competing requirements and scarce resource allocation to the county EOC as appropriate.
- 4) The ESF #9 representative in the EOC will coordinate with field representatives of ESF #8 — Health, Medical and Mortuary Services to develop procedures for the transfer of victims extricated from collapsed structures to definitive medical care locations.
- 5) The EOC will develop a mechanism for re-supply of US&R forces operating in the affected area. The ESF #9 representative will pass unmet or competing requirements to higher authority for further action.

- 6) The ESF #9 representative will continually monitor the situation and develop recommendations on additional resources needed, as well as demobilization of existing resources. The EOC will develop a demobilization plan for the concurrence of the ESF #9 representative. The demobilization plan will include recommended guidelines on personnel and equipment rehabilitation allowances for US&R assets.

## V. RESPONSIBILITIES

### A. Primary Agency: Woodinville Fire & Life Safety District

1. Serve as **ESF #9 Coordinator**.
2. Establish, maintain, and manage the US&R response system. This responsibility includes pre-disaster activities such as training, equipment purchase, and evaluation of operational readiness.
3. Dispatch one or more response resources to the affected area(s).
4. Manage US&R task force deployment to, employment in, and redeployment from the affected area.
5. Coordinate logistical support for US&R assets during field operations.
6. Develop policies and procedures for the effective use and coordination of US&R assets.
7. Provide status reports on US&R operations throughout the affected area.

### B. Support Agencies

#### 1. U.S. Department of Defense (USDOD)

Serve as primary source for the following assistance:

- Fixed-wing transportation of US&R task forces from base locations to mobilization centers or Base Support Installations.
- Rotary-wing transportation of US&R task forces to and from isolated, surface-inaccessible, or other limited-access locations
- Through the U.S. Army Corps of Engineers, provide trained Structures Specialists and System to Locate Survivors (STOLS) teams to supplement resources of US&R task forces
- Through the U.S. Army Corps of Engineers, provide pre-disaster training for US&R task force and IST Structures Specialists

Serve as secondary source for the following assistance:

- Ground transportation of US&R task forces within the affected area
- Mobile feeding units for US&R task force personnel

- Portable shelter (i.e., tents) for use by US&R task force and IST personnel for eating, sleeping, and working.

## 2. U.S. Department of Health and Human Services

- Provide administrative support to US&R task force medical teams to:
- Ensure that medical team personnel have appropriate and valid licenses to practice
- Provide operational support to US&R members, as requested by the ESF #9 representative, to provide liaisons; medical supplies, equipment, and pharmaceuticals; supporting personnel and veterinary support
- Provide NDMS patient evacuation and continuing care after entrapped victims are removed from collapsed structures by US&R personnel

## 3. U.S. Department of Justice

- Provide assistance with the development and maintenance of tort liability claims coverage for US&R task force personnel while they are engaged in mobilization, deployment, and field operations
- Provide Federal Tort Claims Act guidance and claims resolution services in support of field deployments.

## VI. REFERENCES

- Woodinville Fire & Life Safety District Emergency Operations Plan (*current version*)
- Washington State Comprehensive Emergency Management Plan – ESF 9 (*current version*)
- King County Emergency Management Plan (*current version*)
- King County EMS Mass Casualty Incident Plan (*current version*)
- Washington State Mobilization Plan (*current version*)
- Public Health Service Disaster Response Guides, May 1987.
- Facts on the National Disaster Medical System, February 1995.
- FEMA Urban Search and Rescue Response System — Field Operations Guide, September 1993.
- FEMA Urban Search and Rescue Response System — Operational System Description and Mission Operational Procedures, July 1992
- FEMA Urban Search and Rescue Response System — US&R Incident Support System Operational System Description, Interim Document, June 1996.
- Emergency Support Team Operations Handbook, Draft, September 1996.

**ESF10**  
**HAZARDOUS MATERIALS**

## Emergency Support Function (ESF) 10

### Hazardous Materials

**Primary Agency:** Woodinville Fire & Life Safety District (WFLSD)

**Support Agencies:** City of Woodinville Public Works Department  
Eastside HAZMAT Consortium  
Washington State Patrol  
U.S. Environmental Protection Agency  
U.S. Coast Guard  
U.S. Department of Agriculture  
U.S. Department of Commerce,  
National Oceanic and Atmospheric Administration  
U.S. Department of Defense  
U.S. Department of Energy  
U.S. Department of Health and Human Services  
U.S. Department of Justice  
U.S. Department of Labor  
U.S. Department of Transportation  
Nuclear Regulatory Commission

#### I. INTRODUCTION

##### A. Purpose

1. Emergency Support Function (ESF) #10 — Hazardous Materials - provides support to local governments in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency. As an element of the response plan, ESF #10 may be activated under one of the following conditions:
  - a) In response to a disaster for which the President (through the Federal Emergency Management Agency (FEMA)) determines that assistance is required, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act; **or**
  - b) In anticipation of a major disaster or emergency that is expected to result in a declaration under the Stafford Act, a presidential declaration does not automatically activate ESF #10. The ESF #10 representative will determine, in consultation with affected agencies or areas if appropriate, if such

activation is required. As primary agency for the ESF, WFLSD also will be consulted in such cases.

2. Within the context of this ESF, the term “hazardous materials” is defined broadly to include oil, hazardous substances and pollutants under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended. Contaminants defined under Section 101(33) of CERCLA, and certain chemical, biological, and other weapons of mass destruction (WMD). Federal response to releases of “hazardous materials” is carried out under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 CFR 300).
3. WFLSD will serve as the lead agency for activation of ESF #10 activities.

#### B. Scope

1. ESF #10 provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials by placing the response mechanisms of the WFLSD and the Eastside HAZMAT Consortium (EHMC) within the response plan coordination structure that ensures the most efficient and effective use of resources. The ESF includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents.
2. This ESF establishes the lead coordination roles, the division and specification of responsibilities among agencies, and the on-site response organization that may be brought to bear in response actions. This ESF is applicable to all city/district departments and agencies with responsibilities and assets to support local response to actual or potential discharges and/or releases of hazardous materials.
3. Response to oil discharges and hazardous substance releases will be carried out in accordance with the WFLSD and other accepted protocols in response plans (RP). The RP effectuates the response powers and responsibilities created by CERCLA, and the authorities established by section 311 of the Clean Water Act (CWA), as amended by the Oil Pollution Act (OPA). Under the RP, an **On-Scene Coordinator (OSC)**, designated by EPA, the USCG, Department of Defense (DOD), or Department of Energy (DOE), would undertake response actions. Appropriate response actions under the RP include efforts to detect, identify, contain, clean up, or dispose of released hazardous materials. The actions can include stabilization of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to mitigate its effects; drainage controls; fences, warning signs, or other security or site control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain hazardous substances; and other measures as deemed necessary.

4. In addition, ESF #10 may respond to actual or threatened releases of hazardous materials not typically responded to under the RP but that, as a result of the disaster or emergency, pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such hazardous materials incidents include, but are not limited to, household hazardous waste collection, permitting and monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

C. Relation to Existing Response under the RP

1. Coordination of response actions carried out under this ESF is in accordance and does not conflict with the RP duties and responsibilities of WFLSD and the EHMC response as carried out through the existing mutual aid agreements and mutual response actions. The EHMC is a highly organized network of agencies, programs, and resources with authorities and responsibilities in hazardous materials response. Agencies participate in the EHMC at the regional level.
2. The EHMC is composed of local agencies with major environmental and public health responsibilities for oil and hazardous substance releases. **WFLSD or the EOC Operations Section Chief** is the primary vehicle for coordinating agency activities. At the EOC level, activities under this ESF provide a bridge between the EHMC and the EOC planning group. The EHMC participates in response plan activation activities under this ESF and is expected to be closely involved in response activities if this ESF is activated.
3. For disasters that occur where the USCG has jurisdiction, the USCG is the representative of ESF #10.
4. WFLSD provides coordination and advice to the EOC. WFLSD participates in preparedness activities under this ESF and is expected to be closely involved in response activities if this ESF is activated. At the regional level, activities under this ESF provide a bridge between the on-site response and the overall RP disaster response activities. The ESF representative will carry out their responsibilities under the RP to coordinate, integrate, and manage the effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances, or prevent, mitigate, or minimize the threat of potential releases. Their efforts will be coordinated under the direction of the EOC.
5. If the RP is invoked and there are hazardous materials releases necessitating the activation of this ESF, WFLSD first response units would carry out their duties and responsibilities as put forth in the district operating procedures. Those efforts will focus largely on specific oil and hazardous substance releases that may occur throughout the affected geographic area. There is a need, however, for a

single coordination mechanism for the response as provided through this ESF because:

6. It is likely that there will be several releases occurring simultaneously, making heavy demands on response resources. In order to make the best use of limited resources and to ensure the most efficient overall response, damage information must be gathered quickly, analyzed, and response priorities established as soon as possible.
7. Information on response activities must be provided to the ESF representative and the EOC on a continuous basis. In some cases, this information could be coming in from more than one agency or region. To avoid confusion, this information should flow from the response site to the ESF #10 representative.
8. Many of the agencies represented on the EHMC also will be involved in responding to the disaster; hence, there may be conflicting demands on their agency resources. There may be heavy and conflicting demands on resources. Any resource conflicts affecting ESF #10 will be resolved at the EOC with the ESF representative.
9. WFLSD will carry out the overall management of preparedness and response coordination activities for this ESF. The USCG, in coordination with EPA, will carry out the management of preparedness and response coordination activities for this ESF in those affected areas where the USCG has jurisdiction.

## II. POLICIES

### A. Contingency Plan

The EHMC and WFLSD operating procedures serve as the basis for planning and utilization of resources for responding to releases or threats of releases of oil or hazardous substances. Response actions under this ESF will follow the policies, procedures, directives, and guidance developed to carry out provisions by those agencies plans.

### B. Support Agencies

To the extent possible at both the EOC and regional levels, support agency representatives to this ESF should be those personnel also assigned to the EHMC or who have substantial training in Hazmat concerns. Where such dual assignments are not possible, each ESF representative is to maintain close coordination with the agency's EHMC representative.

### C. Multiple Response Actions

When, because of multiple response actions, more than one agency is involved in implementing response, the ESF will be the mechanism through which close coordination will be maintained among all agencies. The representative of this ESF will ensure that response actions within its jurisdiction are properly coordinated and carried out. In cases where more than one district falls within an EPA region, the ESF representative in the EOC will ensure that response actions within USCG jurisdiction are properly coordinated and carried out.

### D. Terrorism Incidents

If the Terrorism Incident Annex to the RP is activated, ESF #10 will provide assistance during both the crisis management and consequence management phases as specified in the annex.

## III. SITUATION

### A. Disaster Condition

1. A natural or other disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems. Disaster recovery procedures could generate hazardous materials threats to the public health or welfare or to the environment. Terrorism incidents could occur involving WMD.

### B. Planning Assumptions

1. Localities may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, clean up, and dispose of hazardous materials released into the environment.
2. There will be numerous incidents occurring simultaneously in separate locations, both inland and along coastal waters.

3. Standard communications equipment and practices (phone lines, radio, etc.) will be disrupted or destroyed.
4. Response personnel, cleanup crews, and response equipment will have difficulty reaching the site of a hazardous material release because of the damage sustained by the transportation infrastructure (roads, rails, bridges, airports, etc.).
5. Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
6. Even if the disaster does not cause an actual release, there will be considerable concern about facilities that are located in or near the affected area. These facilities will need to be assessed and monitored by ESF #10. Information submitted in compliance with Title III of the Superfund Amendments and Reauthorization Act (SARA), the Clean Air Act Amendments of 1990, the Oil Pollution Act of 1990, and the Hazardous Materials Transportation Uniform Safety Act of 1990 will be useful in identifying such facilities.
7. Laboratories responsible for analyzing hazardous materials samples may be damaged or destroyed.
8. Air transportation will be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.
9. Emergency exemptions will be needed for disposal of contaminated material.
10. ESF #10 responders should expect to be self-sufficient in the early days of the response.
11. Incidents involving WMD will require additional coordination procedures and the need to follow specialized response actions. A WMD response might begin as a routine response action and then later be determined a Weapons for Mass Destruction (WMD) incident.
12. When a discharge or release involves radioactive material, the Federal response will be consistent with the Federal Radiological Emergency Response Plan (FRERP) or the National Contingency Plan as deemed appropriate by the lead agency. The FRERP response is coordinated by the Local Emergency Planning Agency (LEPA), which is the agency that owns, authorizes, regulates, or is otherwise responsible for the source, facility, or radiological activity causing the emergency, and for responding to that emergency.

## IV. CONCEPT OF OPERATIONS

### E. Scope

1. WFLSD will serve as the lead agency for activation of ESF #10, with close coordination with the USCG in geographic locations under USCG jurisdiction. EPA will also be considered a primary support agency for the ESF #10 EOC representative in preparedness and for activation in response to disasters or emergencies affecting areas under EPA jurisdiction. The USCG will be the ESF #10 Regional Incident Chair for a disaster or emergency affecting only areas under USCG jurisdiction.
2. The operational response prescribed in the RP and any agency implementing procedures that contribute to response will be coordinated through this ESF. This ESF will promote an efficient, coordinated, and effective response to discharges or releases of hazardous materials that threaten human health, welfare, or the environment. In conjunction with the county and State, the ESF will coordinate the provision of support and the overall management to the various response sites to ensure actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impact of the incidents. The ESF promotes close coordination with county, State, Federal, and local officials to establish priorities for response support.
3. This ESF requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.
4. Upon activation of ESF #10, one or more WFLSD representative will coordinate and direct oil and hazardous substance removal actions. Depending on the location of the incident(s), the representative may be provided by additional assistance from a variety of agencies. The representative of this ESF is responsible for coordinating the best use of response resources and to avoid gaps or overlaps in response actions.

### F. Organization

#### Response Support Structure

1. This ESF will be implemented under the direction of **the Fire Chief, Duty Officer or designee**. This ESF will also be implemented under the coordinated direction between the Chief, City officials and WSP officials consistent with local agreements and applicable RCW.
2. Following an initial situation assessment, the ESF representative (in consultation with EOC personnel if appropriate) will determine which agencies will be required to continue to provide representatives to the ESF on a 24-hour basis (either by

phone or in person) during the emergency response period. ESF #10 response will operate from the EOC or other command location as deemed appropriate. ESF support agencies will have representatives available immediately by phone on a 24-hour basis.

3. Where the USCG has jurisdiction, the USCG will operate from the USCG Headquarters Office of Response.
4. Policies and procedures in the RP will be adhered to in carrying out an oil/hazardous substance response. In certain circumstances, some administrative procedures in the RP can be streamlined during the immediate response phase. The ESF representative will consult with the EOC manager for advice and assistance in carrying out activities under this ESF.
5. In some cases ESF #10 may respond to releases or threatened releases of hazardous materials not typically responded to under the RP. Applicable policies and procedures in the RP will be adhered to in carrying out these hazardous materials responses.
6. When the Terrorism Incident Annex is activated, the ESF representative will ensure that ESF #10 response activities are fully integrated and coordinated with the Federal Bureau of Investigation's Joint Operations Center.
7. The ESF representative will support Federal responses provided by EPA for discharges and releases into or threatening areas under EPA jurisdiction, the USCG for discharges or releases into or threatening areas of USCG jurisdiction, DOD for hazardous substance releases from DOD facilities and vessels, or DOE for hazardous substance releases from DOE facilities.
8. The county or State EOC directs oil and hazardous substance response efforts and coordinates all other Federal efforts at the scene of a discharge or release. Specific response efforts are noted in the RP and include actions taken as soon as possible to prevent, minimize, or mitigate a threat to public health or welfare, or the environment.
9. The county/State EOC is supported by a Federal emergency response network that includes special forces and teams (e.g., National Strike Force, Environmental Response Team, Scientific Support Coordinators, District Response Groups, Radiological Emergency Response Teams, and Supervisor of Salvage and Diving (SUPSALV — Department of the Navy)), which can provide technical assistance, advice, services and additional support for cleanup and disposal of released material.
10. The county/State EOC should consult as needed with the ESF representative in carrying out response activities and keep the ESF representative informed of

response actions. To the extent possible, the ESF representative also will be the city/district representative to this level ESF.

#### C. Notification

1. WFLSD will notify the city/district EOC and an ESF representative of a potential or actual ESF #10 activation.
2. The ESF representative is responsible for notification of the National Response Center of a potential or actual ESF #10 activation. The NRC will notify the FEMA Headquarters and Regional Chairs of this ESF and other appropriate Federal and State personnel or their designees. Alternatively, the EPA Region and/or USCG District may be notified of an alert of a potential ESF #10 activation by their corresponding FEMA region.
3. In cases where other Federal assets are initially notified of an incident, they are responsible for contacting the National Response Center and FEMA Headquarters directly.
4. Upon notification, WFLSD and the ESF representative will contact appropriate agencies, remain in 24-hour phone contact and be prepared to report conditions and situations at the affected locations as required.

#### D. Response Actions

##### Initial Actions

The **representative of this ESF** will convene appropriate agency representatives to develop a plan for providing the technical support required. This can be conducted via emergency conference call or by physically locating as appropriate.

**ESF 10 Representative** will focus initially on the following actions:

1. Confirm that members of ESF staff have been notified.
2. Ensure that the EPA EOC or USCG EOC is notified if their respective jurisdiction that are or have the potential of being affected.
3. Establish communications with the affected regional response agencies.
4. Establish communications with designated backup regions and with other appropriate regional, county and State elements.
5. Coordinate with other ESFs, especially ESF #5 – Information Analysis.
6. Identify extent of hazardous materials incidents.

7. Identify initial resource requirements.
8. For terrorism incidents, provide support as required during the crisis management and consequence management phases while continuing to carry out RP response actions.
9. Coordinate and communicate with the county and State EOC ESF component when activated
10. Establish communications with EPA backup regions.
11. Where the USCG has jurisdiction, establish communications with primary pre-designated USCG backup districts.
12. Assess the situation, including the nature, amount, and locations of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health and welfare, and the environment.
13. Upon identification of releases or potential releases of oil and hazardous substances, the ESF representative will coordinate closely with the county/State EOC ESFs to develop and implement a response strategy.

#### E. Continuing Actions

Upon becoming fully operational and throughout the response period, the ESF representative will coordinate with agencies to meet ESF needs and carry out ESF actions. The **ESF Representative** will:

1. Receive damage information from reconnaissance teams, other ESFs, county, State, Federal and local agencies.
2. In coordination with local agencies, identify support requirements and establish response priorities.
3. Validate priorities and identify resources required.
4. Work with county, State, Federal and local governments to maximize use of available regional assets and identify resources required from outside the region; and initiate actions to locate and move resources into the disaster

area (transport of resources to be coordinated with ESF #1 — Transportation).

5. Continue to coordinate on-scene response operations including stabilization of berms, dikes, or impoundments; capping of contaminated soil or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects (e.g., safety fences); drainage controls to ensure proper drainage; fences, warning signs, or other security or site control precautions; removal of highly contaminated soil from drainage or other areas; and removal of drums, barrels, tanks, or other bulk containers that contain hazardous materials.
6. Because of the potential for response to numerous simultaneous events, the **ESF Representative** will, as time permits, coordinate all significant actions with the regional EOC ESFs. Significant actions are considered those that relate to competition for and commitment of resources not under their control, recommendations to State officials as to protective actions, or the impact on other response activities or priorities
7. Maintain close coordination with the county/State EOC to share information and ensure effective response to requests for assistance. The regional ESFs will provide written situation reports on a regular basis as specified at the time of response (at a minimum, every shift change)
8. For terrorism incidents, provide support as required during crisis management and consequence management while continuing to carry out ESF #10 response actions.

## V. RESPONSIBILITIES

### A. **Primary Agency:** Woodinville Fire & Life Safety District

1. Maintain close coordination between the EOC and the affected region or agency.
2. Provide damage reports and assessments to support.
3. Facilitate resolution of any conflicting demands for hazardous materials response resources. Coordinate (through the EOC) the program of backup support from other regions to the affected area.
4. Provide technical, coordination, and administrative support and personnel, facilities and communications for this ESF.

5. Coordinate, integrate, and manage the overall effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances, or prevent, mitigate, or minimize the threat of potential releases.
6. Provide expertise on environmental effects of oil discharges or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques.
7. Provide representatives for county/State EOC as necessary.

## **B. Support Agencies**

During the planning or implementation of a response, the Federal agencies listed are prepared to provide the following assistance in their respective areas of expertise. The assistance provided by each agency that is consistent with its capability and legal authority.

### U.S. Department of Agriculture

- a) Ensure the purity and wholesomeness of meat and meat products, poultry and poultry products, and egg products.
- b) Prevent the distribution of contaminated meat and meat products, poultry and poultry products, and egg products.
- c) Measure, evaluate, and monitor the impact of the emergency incident on natural resources under the Department of Agriculture's jurisdiction.
- d) Provide predictions of the effects of pollutants on soil and their movements over and through soil.
- e) Assist in developing protective measures and damage assessments.
- f) Assist in providing livestock feed.
- g) Assist in the disposition of livestock and poultry affected by radiation.
- h) Assist, in coordination with HHS, EPA, and USCG, in the production, processing, and distribution of food.
- i) Provide information and assistance to farmers.

Department of Commerce, National Oceanic and Atmospheric Administration

- a) Acquire and disseminate weather data, forecasts, and emergency information.
- b) Provide expertise on natural resources and coastal habitat, the environmental effects of oil and hazardous substances, and appropriate cleanup and restoration alternatives
- c) Coordinate scientific support for responses in coastal and marine areas, including assessments of the hazards that may be involved
- d) Predict pollutant movement, dispersion, and characteristics (atmospheric or marine) over time
- e) Provide information on meteorological, hydrological, ice, and oceanographic conditions for marine, coastal, and inland waters
- f) Provide charts and maps for coastal and territorial waters

U.S. Department of Defense

- a) Direct response actions for releases of hazardous substances from its vessels, facilities, and vehicles
- b) Provide personnel and equipment to other Federal organizations and State and local governments (such as SUPSALV), as requested, if consistent with DOD operational requirements.

U.S. Department of Energy

- a) Direct response actions for releases of hazardous substances from its vessels, facilities, and vehicles.
- b) Provide advice in identifying the source and extent of radioactive releases relevant to the RP, and in the removal and disposal of radioactive contamination.

U.S. Department of Health and Human Services

- a) Provide assistance on all matters related to the assessment of health hazards at a response and protection of both response workers and the public health.
- b) Determine whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous substance.

- c) Establish disease/exposure registries and conduct appropriate testing.
- d) Develop, maintain, and provide information on the health effects of toxic substances.

U.S. Department of Justice

- a) Provide expert advice on complicated legal questions arising from the Federal response.

Department of Labor, Occupational Safety and Health Administration:

- a) Provide advice and consultation to EPA and other EHMC agencies, as well as to the EOC, regarding hazards to persons engaged in response activities. The Occupational Safety and Health Administration (OSHA) also may take any other action necessary to ensure that employees are properly protected. Any questions about occupational safety and health at these sites may be referred to the OSHA Regional Office.

U.S. Department of Transportation

- a) Provide expertise on all modes of transporting oil and hazardous substances, including information on the requirements for packaging, handling, and transporting regulated hazardous materials.

U.S. Coast Guard

- a) Assist ESF #10 in preparedness and response coordination activities for ESF #10. Such assistance may include responsibility as ESF representative during preparedness and during response
- b) Provide the coordination for response to oil and hazardous substance events occurring within its jurisdiction.
- c) Within its jurisdiction, coordinate, integrate, and manage the overall effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances; prevent, mitigate, or minimize the threat of potential releases.
- d) To provide technical advice, assistance, and communications support for response actions within their jurisdictions.
- e) Offer expertise in domestic and international port safety and security, maritime law enforcement, ship navigation, and the manning, operation, and safety of vessels and marine facilities.

- f) Maintain continuously staffed facilities that can be used for command, control, and surveillance of oil discharges and hazardous substance releases occurring within its jurisdiction.

#### Nuclear Regulatory Commission

- a) Coordinate the effort to mitigate the radiological consequences of an emergency involving a facility licensed by the Nuclear Regulatory Commission or an Agreement State in accordance with the FRERP. The Nuclear Regulatory Commission and EPA will coordinate their responses to an emergency involving both a radiological and chemical release in accordance with joint Nuclear Regulatory Commission/EPA implementing procedures.

#### Washington State Patrol

- a) Primary responsibility for the Hazmat response on all state highways

#### Other Agencies

- a) Other local, county, State and Federal agencies may be called upon to provide advice and assistance as needed.

## **VI. REFERENCES**

- Woodinville Fire & Life Safety District Emergency Operations Plans
- Eastside HAZMAT Consortium Agreement (*current version*)
- King County Hazardous Material Response Plan (*current version*)
- All RCW and WAC codes and requirements as applicable
- Comprehensive Environmental Response, Compensation, and Liability Act, as amended,
- 42 U.S.C. 9601, *et seq.* (CERCLA — more popularly known as “Superfund”).
- Clean Water Act, as amended, 33 U.S.C. 1321.
- Oil Pollution Act of 1990, 33 U.S.C. 1321.
- Clean Air Act, as amended, 42 U.S.C. 7401.
- Transportation of Hazardous Material, 49 U.S.C. 5101.
- National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR 300.
- Executive Order 12580, Superfund Implementation.

- Executive Order 11735, Assignment of Functions Under Section 311 of the Federal Water Pollution Control Act, as amended.
- U.S./Canada Joint Marine Pollution Contingency Plan, September 1983, revised 1986.
- Canada/U.S. Joint Inland Pollution Contingency Plan, July 1994.
- Superfund Amendments and Reauthorization Act of 1986, including the Emergency Planning and Community Right-to-Know Act (SARA Title III) of 1986.

## **VII. TERMS AND DEFINITIONS**

### **Comprehensive Environmental Response, Compensation, and Liability Act, as amended (CERCLA)**

More popularly known as “Superfund,” CERCLA was passed to provide the needed general authority for Federal and State governments to respond directly to hazardous substances incidents.

### **Environmental Response Team**

Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the EOC ESFs for both planning and response to discharges and releases of oil and hazardous substances into or threatening the environment.

### **Hazardous Materials**

Under this ESF, hazardous materials are defined broadly to include oil, CERCLA hazardous substances, pollutants and contaminants as defined in CERCLA section 101(33), and certain chemical and biological WMD. Federal response to hazardous materials is carried out under the RP.

### **Hazardous Substances**

Under this ESF, hazardous substances are defined by section 101(14) of CERCLA.

### **National Oil and Hazardous Substances Pollution Contingency Plan (NCP)**

The NCP (40 CFR 300) administers the response powers and capabilities authorized by CERCLA and section 311 of the Clean Water Act. The NCP applies to all Federal agencies and provides for efficient, coordinated, and effective response to discharges of oil and releases of hazardous substances, pollutants, and contaminants.

### **National Response Center (NRC)**

A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substance releases to the appropriate Federal agency. The 24-hour number is 1 (800) 424-8802, or in Washington, DC, (202) 267-2675.

### **National Response Team (NRT)**

The NRT, composed of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair (Director, Chemical Emergency Preparedness and Prevention Office), and the USCG serves as Vice-Chair.

### **National Strike Force**

The National Strike Force consists of three Strike Teams established by the USCG on the Pacific, Atlantic, and Gulf coasts. The Strike Teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

### **On-Scene Coordinator (OSC)**

The Federal official pre-designated to coordinate and direct hazardous substance removal actions. Depending upon the location of the incident, the OSC may be provided either by EPA, USCG, DOD, or DOE. OSCs from DOD and DOE will be used to coordinate and direct actions at their respective agency facilities.

### **Radiological Emergency Response Teams**

EPA's Office of Indoor Air and Radiation provides Radiological Emergency Response Teams (RERTs) to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory supports during a response.

### **Regional Response Teams (RRTs)**

Regional counterparts to the NRT, the RRTs are made up of regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

### **Scientific Support Coordinator (SSC)**

Under the direction of the Federal OSC, a Scientific Support Coordinator leads a team of scientists that provides scientific support for response operational decisions and for coordinating on-scene scientific activity. Generally, a Scientific Support Coordinator is provided by NOAA in coastal zones and by EPA in the inland zone.

**ESF11**  
**FOOD & WATER**

## Emergency Support Function (ESF) 11

### FOOD and WATER

**PRIMARY AGENCIES:** Parks & Recreation Department  
Administrative Services Department  
Public Works

**SUPPORT AGENCIES:** All Other City Departments  
American Red Cross  
Woodinville Water District  
Seattle-King County Department of Health

#### I. INTRODUCTION

##### A. Purpose

To control, coordinate, supervise and manage the procurement, distribution and conservation of food and water supply resources available during times of disaster.

##### B. Scope

This ESF is applicable for situations within the City of Woodinville when it is necessary to feed large numbers of people. It is also applicable for situations requiring the procurement and distribution of potable water due to problems with the City supply. ESF 11 closely supports ESF 6, Mass Care. Activities within the scope include:

- Participation in mitigation and preparedness activities.
- Participation in needs assessments and efficient use of food and water resources following an emergency or disaster.
- Restoration and temporary repair of means normally used for food and water distribution.
- Coordination between city, county, state and special purpose districts as needed.

## II. POLICIES

- A. When required to implement emergency control of food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately addressed.
- B. Normal supply services and channels of City government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be purchased from outside services.
- C. The acquisition of supplies and equipment by the City of Woodinville are established by purchasing procedures and policies. These policies are compatible with state statutes, which allow for the acquisition of supplies and equipment in emergencies. All City staff and officials will operate under the City of Woodinville policies and/or the appropriate laws for authorizing normal and emergency purchase of supplies, food, and equipment.
- D. The Woodinville Water District will test the City's water supply after major events that may reduce water quality. The decision to test the water quality will be made at the EOC.

## III. SITUATION

### A. Emergency/ Disaster Conditions and Hazards

Contamination of food and/or water supplies could occur, requiring the rationing of safe products until a time when additional resources could be provided. Food and/or water supply resources could be depleted as a secondary hazard of other hazards affecting the City of Woodinville. Following disaster events, infrastructure damage could restrict the amount of food and water available to City residents. During such times the City of Woodinville would need to properly manage these and other resources that are in short supply.

### B. Planning Assumptions

When the magnitude of the disaster is such that the City of Woodinville cannot support emergency operations logistically from local resources, the **Director of Emergency Management** will coordinate requests for supplemental supplies, food and water through the King County Emergency Operations Center.

## IV. CONCEPT OF OPERATIONS

### A. General

1. The **Director of Parks & Recreation or designee** is the coordinator of food and water supplies for the City of Woodinville. The Director/designee will work from the Emergency Operations Center where priorities for food and water resources will be established. Procurement of needed supplies will also be conducted by the Finance Department, through the EOC.
2. The Woodinville Water District is responsible for determining if the City water supply is potable. If not, the Woodinville Water District will work with the Public Information Officer to inform the public of acceptable uses or treatment of the City supply. Whenever possible, the City of Woodinville will rely on local disaster assistance organizations to distribute food and water resources. This distribution will occur at shelter locations or specially designated distribution centers for people remaining in their homes.

### B. Organization

1. The City's designated **Public Information Officer** will inform the public as to the status of food, water and other supplies that may be needed, the location where distribution will take place, the time or times when such distribution will take place. **(See Appendix 2 to the Basic Plan, Public Information)**
2. The **Director of Emergency Management** will coordinate requests for supplemental supplies of food and water through the King County Emergency Operations Center. The Seattle- King County Department of Health is responsible for ensuring the safety of these supplies prior to distribution.
3. The Woodinville EOC in conjunction with the King County Office of Emergency Management will coordinate county, state, and federal services needed in providing food and water to Woodinville residents on a long-term basis.
4. The Seattle-King County Department of Public Health shall be called upon to assist the City's and Woodinville Water District's Public Information Officers in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster. **(See Appendix 2 to the Basic Plan, Public Information)**

## V. RESPONSIBILITIES

A. The **Director of Parks & Recreation** has responsibility to:

1. Coordinate, supervise and manage the procurement, distribution and conservation of food and water supplies required to meet the basic needs of the staff and citizens in the City of Woodinville.
2. Appoint an **Emergency Food Coordinator** who is responsible for identifying and managing the distribution of food and water during emergencies.
3. Coordinate with city departments and relief agencies regarding transportation and distribution for the provision and distribution of food to disaster victims or food service organizations.

B. **Emergency Food Coordinator**

1. Alert the local volunteer organizations about the disaster and damage
2. Coordinate the donation or purchase of food and water through pre-identified sources.
3. Develop plans and select sites for the distribution of food and water to City of Woodinville residents and city staff.

C. **King County Department of Health** has responsibility to:

1. Provide for the safety of food and water supplies entering the area from outside suppliers.
2. Establish procedures for the protection of food and water supplies within King County for use during disaster events.

D. The **Woodinville Water District** has the responsibility to:

1. Determine the safety of the City water supply following any event that could contaminate the supply.
2. Work with the Public Information Officer to inform the public of possible hazards, if the water supply is not potable.

E. The **Administrative Services Department** has responsibility to:

1. Assist in the procurement of supplies and equipment, as required by the type of disaster.
2. Act as the central point of contact with private and public sector suppliers for procurement of emergency supplies.

3. Establish procedures, as necessary, for the procurement of emergency supplies and equipment not covered in normal City policies and procedures.
- F. **King County Sheriff's Office** (Woodinville Police) has responsibility to:
1. Ensure the safety of food, water, and other emergency supplies in transit.
  2. Implement crowd control measures at distribution sites.
- G. The **Director of Emergency Management** has responsibility to:
1. Provide for the procurement of food supplies that cannot be obtained through local sources and therefore must be requested through county or state government.
- H. **All City Departments** have responsibility to:
1. Request all emergency procurement needs through the Finance Department, except as provided by policies and/or specific procedures issued.
  2. Make all emergency procurement requests not available through the Finance Department to the Director of Emergency Management (who will make requests of the County EOC).
  3. Provide necessary support to the Finance Department for coordinating, documenting, and managing the procurement of emergency supplies.
  4. Prepare and maintain lists of available critical supplies and equipment. (**Tab 6 to this ESF**)
  5. City employees may assist in the transportation of food and water to distribution sites as directed through the EOC.

## **Tabs to ESF-11**

- Tab 1: Locations of food and water storage facilities (to be published)
- Tab 2: Locations of possible distribution sites (to be published)
- Tab 3: Locations for grocers, food cooperatives and freezer storage (to be published)
- Tab 4: Procedures/policies for managing donated goods (to be published)
- Tab 5: Volunteer & Religious organizations as sources of food and water (to be published)
- Tab 6: Supplies and Equipment list

**ESF12  
ENERGY**

## EMERGENCY SUPPORT FUNCTION (ESF) 12

### ENERGY AND UTILITIES

**PRIMARY AGENCIES:** City of Woodinville Department of Public Works

**SUPPORT AGENCIES:** City of Woodinville Building Permit Center  
Public Water – Woodinville Water District  
Sewer – Woodinville Water District  
Surface Water – King County Water & Land Use  
Solid Waste – King County Solid Waste  
Electric Power – Puget Sound Energy (PSE)  
Natural Gas – Puget Sound Energy  
Telephone (fixed location and mobile/cellular)  
GTE, AT&T Wireless  
Cable TV – AT & T (formerly TCI Cable)

### I. INTRODUCTION

#### A. Purpose

To provide for effective coordination and operation of utilities providing services within the City of Woodinville, required to meet essential needs during major emergencies and disasters, and to provide for the orderly restoration of utilities affected by disaster.

#### B. Scope

The scope of this ESF includes:

1. Assessing energy systems and utilities damage, supply, demand, and requirements to restore such systems.
2. Helping the City of Woodinville departments and support agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.
3. Helping energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.
4. Participation in mitigation and preparedness activities.

5. Participation in needs and damage assessments and coordination of resources during the response phase immediately following a disaster or emergency
6. Restoration and temporary repair of critical utility systems during the recovery phase from an emergency or disaster.

## **II. POLICIES**

- A. It is the policy of the government of the City of Woodinville to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Woodinville. Additionally, the city will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Woodinville will perform emergency management functions within the city's jurisdictional boundaries as mandated by RCW 38.52.070.
- C. WAC 194-22, Washington State Curtailment Plan for Electric Energy, establishes the process by which the State of Washington and Washington state utilities will initiate and implement state wide electric load curtailment when there is an insufficient supply of electrical energy.
- D. The majority of the City of Woodinville receives its electricity and natural gas from Puget Sound Energy (PSE). Private companies that provide electricity service are regulated by the Washington Utilities and Transportation Commission.
- E. It is the policy of Puget Sound Energy service personnel to respond to gas leaks or other problems associated with distribution of gas within one (1) hour of notification.

## **III. SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

The City of Woodinville is vulnerable to all of the natural and technological disaster events that are detailed in the 1999 City of Woodinville Hazard Identification and Vulnerability Analysis (HIVA). Historically, disasters tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded. Professional emergency responders may be unable or delayed in reaching their assigned organizations due to injury, death, or family problems.

Emergencies or disasters may disrupt portions of the City's utilities system. The City utilities include electric power and natural gas provided by Puget Sound Energy, telecommunications provided by GTE, and water supply provided by Woodinville Water District.

## **B. Planning Assumptions**

1. The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
2. Most electrical power lines are above ground, making the susceptible to high winds and interference from trees and vegetation.
3. Public, private and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
4. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
5. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.
6. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts.
7. Water pressure may be low, hampering fire fighting and impairing sewer system function.
8. Most homes in the City of Woodinville, especially if built in the last five years, use gas heat. Citizens and businesses are expected to leave the gas on unless gas is smelled inside a structure.

## **IV. CONCEPT OF OPERATIONS**

- A. Responding to energy disruptions or shortages and their effects is necessary for preservation of public health, safety, and the general welfare of our citizens.
- B. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.
  1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities, which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme

- circumstances. (Reference: Washington State Electrical Contingency Plan, 1980.)
2. Water supply systems within the City are either publicly or privately owned and are organized at municipal or local private levels. Since these systems are not normally interconnected, emergency planning for water utilities is concerned with restoration efforts.
  3. Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
  4. The Washington State Department of Transportation (WDOT) can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels. (Reference: Washington State Petroleum Products Contingency Plan, 1983.)
- C. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
- D. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
- E. Priorities for restoration of services are determined by the responsible utility. Utilities must first repair major infrastructure such as transmission lines, substations, and major feeder lines (often located along highways and major thoroughfares). Repairs to individual feeders would be prioritized following these repairs. Restoration of services is usually done in two phases. The first phase is a temporary restoration done as quickly as possible and is often disorderly. The second phase includes returning to these temporary fixes to solidify the repairs.
- F. Power companies maintain records of retirement communities and residences with medical equipment requiring electricity. Efforts are made to contact these high-risk consumers if an extended outage is expected.
- G. PSE organizes restoration processes through the 18 districts within their service area. Each district will be assigned crews, equipment and support to restore power within their area.
- H. The basic responsibility for coordination of the emergency energy and utility services for City government is assigned to the City of Woodinville Department of Public Works. The Public Works Director shall be the **Utilities and Energy Coordinator** for the City of Woodinville.

- I. Puget Sound Energy's emergency operations center is located in the City of Redmond. This is where decisions will be made on the priorities for service restoration.

## V. **RESPONSIBILITY**

### A. **Primary Agency**

1. **Public Works Director** has responsibility to act as the Utilities Energy Coordinator. The Department must be familiar with the facilities in the community that provide utility services delivery. The Department must also advise utilities of essential emergency services needed to protect life and property. The Department of Public Works will prepare SOP's that will enable the coordinator to provide status reports, specific requirements and useful recommendations to the Mayor and the Director of Emergency Management in times of emergency. The Department will provide the Public Information Officer with necessary information to keep the public and other utilities informed of service availability, restrictions, and requirements. The Department will also manage and coordinate resources provided by the utility systems. Management and coordination will be within State and Federal guidelines and policies.
2. The **Director of Emergency Management** shall submit all requests for resources and support that cannot be met locally to the King County EOC.
3. **Building Official and City Engineer** shall ensure utilities are in compliance with State Statutes, Federal Law and Local Codes through inspections, review of designs, and construction management, to the extent possible during emergency situations.

### B. **Support Agencies**

1. Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
2. Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
3. In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
4. Provide information necessary for compiling damage and operational capability reports.

## **VI. REFERENCES**

- A. The Federal Response Plan, ESF #12 – Energy (*current version*)
- B. Washington State Comprehensive Emergency Management Plan (*current version*)
- C. Washington State Electrical Contingency Plan, 1980
- D. Washington State Petroleum Products Contingency Plan, 1983

## **TABS**

Tab 1: List of Utility Contact Personnel/24-hour notification (to be published)

## ESF 12 – Energy & Utilities

### Tab 1 – Utility Contacts/24-Hour Notification

Name	Agency	24-Hour Phone #	Pager	Cell	Email
	Woodinville Water District				
	Puget Sound Energy				
	GTE				
	AT & T (Cable TV)				
	Washington Utilities & Transportation Commission				
	US Dept of Energy				
	Olympic Pipeline				
	Pacific NW Electric Utilities				

**ESF20  
MILITARY SUPPORT**

## Emergency Support Function (ESF) 20

### State and Federal Support (Military Support to Civil Authorities)

**Primary Agencies** Washington State Military Department  
Washington State Emergency Management Division (EMD)  
Washington National Guard  
Federal Emergency Management Agency (FEMA)

**Support Agencies** King County Office of Emergency Management (OEM)  
City of Woodinville Police Department (King County Sheriff's Office)  
Other Washington State Divisions (Transportation, Ecology)

#### I. INTRODUCTION

##### A. Purpose

This Emergency Support Function (ESF) is to provide guidance with how Washington State and the Federal Government will provide support to the City during all phases of emergency management.

##### B. Scope

This ESF provides only a general overview of how support is provided to the City of Woodinville by state and federal agencies. For specific information on how support will be provided, refer to specific documents describing state and federal plans and procedures.

#### II. POLICIES

There exist provisions under state and federal law where the state or federal government could assume the direction and control of city level functions should there be a total breakdown of city government. Given that adequate continuity of government planning is accomplished and procedures are followed in accordance with this plan, there will be no need for state or federal officials to assume city government roles and responsibilities. Therefore, it is the policy of the City of Woodinville that locally elected government officials will remain in control during all emergencies and disasters.

In the event that all City resources are committed and additional resources are required, requests for additional resources will be made through the King County Office of Emergency Management (OEM). A Proclamation of Local Emergency will be made by the Mayor prior to this request. (**See Appendix 1, Direction and Control**). The City of Woodinville will rely on King County to make required requests of State and Federal resources, unless communications with the County are hampered.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

See Woodinville's 1999 Hazard Identification and Vulnerability Analysis (HIVA).

#### **B. Planning Assumptions**

1. County, State and federal governments will support City of Woodinville disaster response efforts when requested.
2. The King County EOC will act as a liaison between the City of Woodinville and State and Federal governments during times of disaster.
3. When there is wide spread disaster that impacts a significant portion of the county, state or country, it will take approximately three (3) days before significant state or federal resources can be brought to bear to assist the City of Woodinville.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

1. Each county, and city is required by state law to have, or contract for, an active and ongoing emergency management program. It is the responsibility of individual municipalities to provide for the safety and welfare of their citizens and their collective economic well being.
2. The City of Woodinville is responsible for providing emergency management services within the city limits. During response operations, Woodinville will exhaust all locally available governmental and private resources before asking the county, state or federal government for assistance.

#### **B. Organization**

1. Military assistance is a supplement to local emergency response and recovery efforts and may come from any military base in the country.
2. Military units responding to assist local authorities maintain their own chain of command and supervision.
3. The base commander of a military installation has the authority to respond to immediate life threatening emergencies.

### **C. Procedures**

1. Requests made under these circumstances may be made directly to the local installation. Assistance from the US Coast Guard and the Military Assistance to Safety and Traffic (MAST - Fort Lewis) may be requested directly to the unit. All other military assistance must be requested through the State Department of Emergency Services.
2. To obtain National Guard assistance, the city must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.
3. During all phases of emergency management governments will work in partnership with one another, and the private sectors to prepare our respective constituencies for emergencies and disasters.

### **V. RESPONSIBILITIES**

#### **Primary Agencies**

##### **A. Washington State:**

1. Emergency management is assigned responsibility for the Washington State Military Department. This is a separate and distinct civilian division that is not under the Washington State National Guard.
2. Washington State Emergency Management Division (EMD) is organized to provide planning, training, public education and exercise assistance to local jurisdictions at the city and county level. They work in cooperation with the Federal Emergency Management Agency (FEMA) to provide training classes throughout the state. EMD also administers the State and Local Assistance (SLA) program, which provides some federal funding for the County's emergency management program.
3. The Washington State EMD operates the Washington State Emergency Operations Center (EOC). This includes the operation of a 24-hour Duty Officer position that provides for early warning and information dissemination to local jurisdictions and state agencies. When activated for disasters the State EOC accumulates damage assessment data from counties and state agencies. After collecting and analyzing the data the EOC make recommendations to the Governor regarding response and recovery assistance needs. The Governor may proclaim a disaster to suspend normal contracting and budgetary procedures. If the assistance required exceeds the state's resources, the Governor may request help from the federal government.

4. National Guard Resources are available after local resources have been committed. Prior to making National Guard resources available, the state will explore use of other available resources at its disposal. Resources available through the National Guard include: limited mass feeding, mobile/fixed communications, delivery of supplies, security and quarantine of shelter sites, emergency shelter, limited electrical power, limited medical supplies, aerial reconnaissance, limited potable water.
5. The Governor acting as Commander in Chief calls the National Guard to active duty. The state pays for non-appropriated costs. National Guard resources are coordinated through the Washington State EOC.
6. The Washington State Department of Transportation supports the repair of state and interstate roads in Washington State. The Washington State Department of Ecology may provide cleanup funds for hazardous materials spills where the responsible party cannot be identified or is fiscally unable to effect cleanup of a release.
7. Washington State administers federally funded recovery programs. Some programs may be available without a presidential declaration of a disaster. Following a presidentially declared disaster, the state and federal government will jointly establish a Disaster Field Office (DFO) from which they will temporarily operate to finish the response to a disaster and direct recovery efforts.
8. The state administers a federally funded mitigation program following each disaster. Funds are allocated to individual local jurisdictions on a competitive basis.

**B. Federal Government:**

1. The Federal Emergency Management Agency (FEMA) is the federal agency charged with coordinating the emergency management function in the federal government.
2. FEMA provides funding to support planning, training and exercising at the county level. These funds are provided to and administered by the state. FEMA also operates the Emergency Management Institute (EMI) a national training facility in Maryland. This institute provides a variety of training to governmental personnel at the state and local level. Technical assistance is also available from FEMA for assistance with specific hazards or communications equipment.
3. The federal government will initially begin operations to respond to a disaster from their FEMA Region X Regional Operations Center (ROC) located in Bothell. National level disaster teams may be dispatched from

other areas of the country to assist with the regional damage assessment and response. A Disaster Field Office (DFO) will be established jointly with the state at a location near the disaster area. The DFO will remain activated through the response effort and during the initial recovery period.

4. Recovery is a long-term process that may take years to fully accomplish. There are numerous federal programs that are available during emergencies or disasters. Some require that a Presidential Disaster be declared, others do not require such a declaration. The listing below is not comprehensive in nature. Additional information can be found in by contacting the federal department listed (**Tab 1 to this ESF 20**) or referring to their specific publications.

### Support Agencies

#### A. King County:

1. The following are basic responsibilities for emergency management operations provided by and through King County Government. Detailed responsibilities, and essential activities are found in the appropriate emergency support functions (ESFs), and appendices to the *King County Emergency Management Plan*. King County has the responsibility for disaster mitigation, preparedness, response, and recovery for unincorporated King County, and regional responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political and special purpose jurisdictions.

#### B. City of Woodinville

1. The **Executive Department** will coordinate requests for assistance from state and federal agencies. The Disaster Coordinator will establish and maintain ongoing liaison for emergency management planning purposes with military bases and units.
2. The **Police Department** shall facilitate coordination with military units during major emergency and disaster operations. A military liaison may be established at the Woodinville EOC or field command post as appropriate.

## VI. RESOURCE REQUIREMENTS

Due to the type of command, control, and communications operation procedures used by the military and National Guard, it will be necessary to have in the EOC or in close proximity to the EOC the military liaison personnel and their communications equipment in order to communicate with military field personnel and other military chains of command.

## SPACE ALLOCATION

### Equipment:

Space will be required, in close proximity to the EOC for military communications equipment, generators, antenna arrays, vehicles, possible helicopter landing zone, and security.

### Headquarters Company and Personnel:

Space will be required for any military unit for its Headquarters Company elements, personnel bivouac, dining facilities, motor pool, and other support requirements. Although mostly self-supporting, space should be in proximity to power, water and toilet facilities.

Authorization by the City of Woodinville should be obtained for city personnel to ride in military transportation when required.

## **VII. REFERENCES**

City of Woodinville Hazard Identification and Vulnerability Assessment (1999)

FEMA's Federal Response Plan (*current version*)

Washington State Comprehensive Emergency Management Plan (*current version*)

## **TABS TO ESF-20**

Tab 1 - Federal Programs available during emergencies or disasters

Tab 2 - Military Installations and Contacts (to be published)

## **Emergency Support Function 20**

### **Tab 1**

### **State and Federal Support/Programs**

*Federal Recovery Assistance:* Assistance is available at Disaster Application Centers and is coordinated with the King County EOC where assistance is applicable.

*US Small Business Administration:* Economic Injury and Physical Disaster Loans

*US Department of Agriculture:* Loans and technical assistance for family farmers' and ranchers' losses. Water Assistance Grants, and Food Distribution Loans.

*US Environmental Protection Agency:* prevention and control of surface water and ground water pollution, and recovery of hazardous materials response expenses.

*US Social Security Administration:* Provides survivor benefits and assists with lost checks and pending claims.

*US Department of Veteran Affairs:* Provides direct loans to veterans for housing of disabled vets with disaster needs.

*US General Services Administrations:* Sale, exchange or donation of property and goods benefiting state and local governments, public health organizations and services for the homeless.

#### **Public Sector Recovery Programs**

*Community Disaster Loan Program* for local governments with severe losses in tax base and other revenue from disasters. *Hazard Mitigation Grants and Public Assistance Program* for local governments and certain private non-profit organizations to repair or replace damaged structures, utilities, roads and bridges, water control facilities and recreational facilities. Funds are often available for debris clearance from public areas and for emergency measures. Grants are split 75% federal and 25% state and local funding.

## FEMA Individual Assistance

Cora C. Brown Fund broad relief for individuals, Historic Site Repair and restoration. The *Disaster Housing Program* provides transient accommodation reimbursement for short-term housing, home repairs, mortgage and rental assistance. *Individual and Family Grants* up to \$12,900 where other sources of assistance are exhausted. *Legal Services* for disaster victims including referrals and insurance claims assistance.

US Department of Commerce, Economic Development Administration: Several programs are available for technical assistance and grants to help communities recover economically from the impact of natural disasters.

US Department of Defense US Army Corps of Engineers: *Beach Erosion Control* includes 50/50 grants to control beach and shore erosion, *Flood Control Works* rehabilitation from wind, flood, wave or water action. *Watercourse Navigation: Protection and Clearing* grants are available to remove obstructions from waterways for navigation of flood control.

US Department of Transportation, Federal Highway Administration: *Emergency Relief Program* provides 100 % federal-aid for road damages if the repairs are completed within 180 days of the disaster.

US Department of Health and Human Services: *Community Services Block Grants* provide meal services, legal assistance for seniors, formula grants to assist low income persons find employment, make living arrangements, and find nutritious foods.

US Department of Interior: *Conservation Grants* are available for habitat restoration and enhancement, purchase of and development of recreation areas.

US Internal Revenue Service: The federal tax code provides for the limited deductibility of losses from current income. Qualifying expenses and losses in excess of 10% of Adjusted Gross Income (AGI) may be applied. Losses in excess of \$3,000 may be carried over to following years until exhausted. Information is usually provided via 800-phone number.

US Department of Housing and Urban Development (HUD): *Community Development Block Grants* provide long-term reconstruction and rehabilitation of acquisition of damaged properties including debris clearance and demolition.

US Department of the Treasury: *Savings Bond Replacement* is available for documents lost due to major disasters or emergencies under the Stafford Act.

US Department of Labor: *Disaster Unemployment Assistance* provides individuals unemployment benefits when left jobless by a disaster.

**Emergency Support Function 20**  
**Tab 2**  
**Military Installations and Contacts**

(To be published)

**ESF21  
RECOVERY &  
RESTORATION**

## EMERGENCY SUPPORT FUNCTION (ESF) 21

### RECOVERY and RESTORATION

**PRIMARY AGENCY** Executive Department  
Administrative Services (Finance) Department

**SUPPORT AGENCIES** All Other City Departments  
Woodinville Water District  
Woodinville Fire & Life Safety District  
King County Public Works

#### I. INTRODUCTION

It is the responsibility of government to assist the public and private sector in its recovery from a disaster. A wide spread disaster might affect the ability of business to function, disrupt employment, interrupt government services and impact tax revenues.

Recovery from a disaster is part of a continuum of emergency management functions established under RCW 38.52. These also include response, mitigation and preparedness efforts. Response and recovery occur during and after an event, while preparation and mitigation occur prior to an event. Usually, there is no clear timeline definition when response becomes recovery. In fact, short-term recovery might well be called response.

Short-term recovery involves the restoration of critical services like: communications, water supply, sewage service, emergency medical capabilities and power, as well as garbage and debris removal. These functions must recover early in the event to support life, health, and safety of the population and to support response missions, like fire suppression. Long-term recovery is the community's effort to regain normal functions like commerce and employment, public transportation and use of structures like buildings, bridges and roadways. Mitigation can be part of a recovery strategy, rebuilding in a way that reduces or eliminates the impact from a re-occurrence of the same type of disaster event.

In most cases, recovery begins during the response phase of the event when damage is identified and assessed. These damages are classified as being in either the private or public sector. The extent of the damages in dollars will determine what, if any, federal or state assistance may be available

during recovery. To request this assistance, a local proclamation of emergency must be made and be communicated to King County and the Governor. Good record keeping will support recovery efforts. Responsibility for the temporary repairs of most expected damages is documented in department procedures.

In addition to the assistance that may be available from governments, private nonprofit organizations support the recovery of people in the City of Woodinville. The American Red Cross, Salvation Army and a long list of volunteer groups are examples of those involved in this effort. Services range from cash grants and home furnishings to sheltering and location of displaced family members.

Various laws provide for federal assistance under emergency or disaster conditions with presidential approval. The governor can request direct assistance from federal agencies, where available.

#### **A. Purpose**

The purpose of this Emergency Support Function ESF 21 is to identify roles and responsibilities involved in the recovery of the City of Woodinville from a disaster as well as the roles and responsibilities of governmental and non-governmental entities for those functions. The primary goal is to return government, business and residents back to normal.

#### **B. Scope**

The City of Woodinville government is primarily responsible for providing assistance to the population of incorporated Woodinville. The City of Woodinville Government also supports special purpose districts on a local basis by coordinating recovery resources. Disasters that may require recovery include but are not limited to: damaging floods, earthquakes, weather related events, civil disorder, terrorist activities and hazardous materials incidents.

### **II. POLICIES**

The recovery effort for the City of Woodinville government in large disasters will be coordinated from the Emergency Operations Center (EOC) under the direction of The City's Director of Emergency Management or his/her designee. Each City department will be represented in the EOC. The **City Manager** will be the **Applicant Agent** for the City of Woodinville government to apply for and coordinate receipt of state and federal recovery funds.

For emergencies in which the combined cost of contracted services is less than \$250,000, the **City Manager** or his/her designee has the authority to waive normal competitive bidding requirements for the purposes of contracting to lease or purchase tangible property or services, public works, professional services or technical services.

For emergencies in which the combined cost of contracted services is greater than \$250,000, **City Council** approval is required to waive normal competitive bidding requirements; however, it is not necessary to wait for City Council approval before entering into contracts and beginning work to respond to the emergency. Normal procurement requirements may be waived under the authority of the City Manager pending City Council approval of the waiver by motion. If the City Council does not approve the waiver authority within 10 days after contracts have been entered into which exceed \$250,000, the authority to waive normal purchasing requirements expires.

By Proclamation of Local Emergency, the City Manager may also provide department directors with authority to postpone normal permitting process requirements; notwithstanding that any postponement of normal permitting requirements issued under the Proclamation will be temporary. All projects must comply with all applicable code requirements. A permit and inspection must be obtained as soon as possible after work has begun, but application for permit is required no later than six months after the date of the emergency proclamation.

### III. SITUATION

#### A. Emergency/Disaster Conditions and Hazards

Recovery efforts are largely dependent on the nature of the disaster and the degree of damage experienced or population affected. The event may require some city departments or it may involve every city department.

For large disaster events requiring response and recovery, the EOC will be activated.

In the event of a severe earthquake which compromises the EOC structure, another location will be chosen from available, safe structures. Other events that may cause response and recovery operations to be relocated include hazardous materials releases, fires, bomb threats and terrorist activities.

## **B. Continuity of Government (see Appendix 1, Direction and Control)**

To affect the recovery of the City of Woodinville, continuity of government and government functions must be maintained.

## **C. Affected Entities**

Disasters affect public entities and the private sector. Resources available for recovery are established by these categories.

Private – Individuals, Associations, **Clubs** and Businesses including: banks and financial institutions, retail, wholesale, transportation, leisure, import/export, services, insurance, construction, power and some utilities.

Public – The city and special purpose districts: Northshore School District, Woodinville Fire & Life Safety District, Woodinville Water District.

## **D. Types of Recovery Problems Encountered**

The private sector is likely to be affected by shortages of food, clothing, shelter/housing, normal employment, access to public transportation and roadways, and repairs to their homes and possessions. To recover, residents may need to remove debris, maintain employment, access funds for repairs and provide care for children and the elderly or disabled. Permits and licenses may be needed for rebuilding. Utilities like phones; safe drinking water and sewer services will need to be re-established. Supplies of food and fuels will be required. People will be seeking reunification with their families. The public will need assistance with insurance claims, public programs and consumer fraud topics. Personal records will need to be recovered and positive identification verified. Critical workers will be needed to maintain commerce. Long-term housing and historical site preservation will require attention. Language barriers in some cases may impede delivery of services.

The public sector problems will include infrastructure repair, delivery of emergency programs and services, and recovery of vital records. Emergency repairs will be needed on bridges, roads, and public buildings. Government directed recovery will address functions, like: courts, health, water/sewer, public transportation, licenses, law and order, fire service, emergency medical services, and inspections. Long-term business recovery strategies, building codes and ordinances may be needed. Emergency local expenditure ordinances may be required.

## E. Planning Assumptions

The Comprehensive Emergency Management Plan assumes that

- An emergency or disaster has occurred;
- A safe location can be found for coordination of response and recovery.
- Resources are available; and,
- Trained personnel exist to establish authority and to implement plans and procedures.

Circumstances of an emergency or disaster may affect a program or agency's ability to participate in local recovery efforts. Funding of a program or individual eligibility may vary from one administration to another. Availability of any program or resource is not implied by its inclusion in this ESF.

Under RCW 38.52, all municipalities are required to have a designated emergency manager. The city will perform its own damage assessment, communicate damage figures to King County EOC, designate an Applicant Agent if warranted, follow established recovery procedures, conduct independent recovery efforts as needed, and use available non-profit organization recovery programs as they may apply.

## IV. CONCEPT OF OPERATIONS

### A. General

Recovery for large disasters in the city is coordinated by the staff of the Emergency Operations Center (EOC). Longer-term recovery of city government is coordinated by the City Manager. The **Applicant Agent** will coordinate recovery efforts between King County, and Washington State and Federal officials. Recovery of individuals and businesses is directed by the state, federal or nonprofit agency with appropriate assistance. Some of these agencies may be located in a disaster assistance center located closest to the affected area (see Responsibilities).

If conditions warrant, the Mayor will proclaim a Local Emergency, as will the King County Executive and the Governor of the State of Washington, which allows a request for federal assistance through FEMA Region X. FEMA then briefs the President of the United States on the emergency.

If the President decides that federal assistance is warranted, local applicant agents are designated for each affected public sector (e.g. cities and counties) and non-profit/government like organizations (e.g.

water and sewer districts). Once Applicant Agents in King County are designated and briefed by state officials, the city's responsibility reverts to its own internal needs and the needs of its citizens. Coordination by the Applicant Agent includes scheduling visits by federal inspectors to damage sites and establishing accounting and appropriate audit trails for receipt of state/federal assistance.

## B. Organization

### Public Sector

All City Departments have roles in recovery. These include, the: Executive Department, Administrative Services, Building Permit Center, Public Works, Parks and Recreation Department and Planning and Community Development Department. **(See Appendix 1, Direction and Control, Tab 3, Emergency Management Organization Chart.)**

Several agencies from outside City of Woodinville government also participate in the recovery. These include: Washington State Emergency Management, King County Emergency Management, Small Business Administration (SBA), FEMA, US Army Corps of Engineers, Federal Highway Administration, Washington State DOT, American Red Cross, Salvation Army, US Internal Revenue Service, Woodinville Water District, Woodinville Fire and Life Safety District, and other state and federal agencies, and volunteer nonprofit organizations.

## C. Procedures

Recovery procedures required following a disaster would vary widely. Procedures or plans for the following may be needed:

- 1) Damage assessment by public and private sectors;
- 2) Reassemble family or work units;
- 3) Life, safety and health protective measures for people impacted;
- 4) Securing food, water, clothing, shelter, fuels and transportation;
- 5) Record keeping for potential reimbursement;
- 6) Recovery of vital records like bank statements, licenses, contracts, accounting, documents, payroll records;
- 7) Access to funds for recovery;
- 8) Assistance from state/federal agencies may be required for completion of documents;
- 9) Coordination of assistance from with Local, State and Federal Agencies;

- 10) Debris clearance; and,
- 11) Repair or construction of facilities as needed.

## V. RESPONSIBILITIES

### A. Primary Agency

The City Manager, as the Executive Department (Office of the City Manager) lead, shall acquire rapid impact assessment (RIA) data (**Refer to ESF 23, Building Damage Assessment**), propose disaster proclamation, arrange applicant agent briefing, coordinate and advise the City of Woodinville Government of recovery requirements and procedures, document expenses, collect damage assessment figures, liaison for City departments with King County Emergency Management and Washington State Disaster Field Office, and coordinate private non-profit recovery efforts.

Prepare and maintain EOC facility, support accumulation of damage information, advise the City Council on recovery alternatives and Emergency Proclamation, communicate information to the King County EOC and Washington State EOC and appropriate. Act as liaison to county, state or federal officials for recovery until the Applicant Agent is designated. Collect and distribute information on recovery topics. Arrange applicant agent meetings. Maintain central database of city government damages/expenses. Coordinate PIO functions. Access Vital Records and Information. Acts as the Applicant Agent for the City of Woodinville government when disasters receive federal recovery assistance. Direct recovery of radio communications for the City.

### B. Support Agencies

All City departments have duties directly associated with the recovery of the community following a disaster. Additionally, all departments have the responsibility to return to normal business capabilities as soon as possible following an event.

1. After life/safety issues for employees are stabilized, **ALL CITY DEPARTMENTS shall:**

- a) Develop a Department Recovery Plan and Procedures;
- b) Train personnel in its implementation;
- c) Test procedures/provisions;
- d) Begin record keeping of disaster expenses;

- e) Assess damages;
- f) Assess capabilities to conduct normal business;
- g) Assess needs to return to normal business;
- h) Conduct debris clearance;
- i) Establish Communication with the Emergency Operations Center;
- j) Re-establish interrupted utility service;
- k) Conduct short-term repairs needed to support normal operations;
- l) Begin recovery of Vital and Important Records needed to conduct normal business;
- m) Begin reconstruction and long-term repairs with available funds;
- n) Re-establish normal services.

The following represent some of the organizations with significant roles in disaster recovery and their major programs. Other agencies and programs may be available from time to time as funding is available and policy changes occur. Some or all of the following agencies may be part of the EOC Recovery Staff based on the needs of the event.

## 2. City Departments

Parks & Recreation Department shall:

1. Provide staffing to the EOC, as appropriate.
2. Manage and coordinate spontaneous volunteers in coordination with EOC.
3. Provide limited shelter, sanitation, and staging areas for incoming resources. (Refer to ESF-6 Mass Care)

Public Works Department shall:

1. Provide access to heavy equipment for debris removal for transferring solid waste from residents and business following disasters. The county may waive disposal fees for debris from residents.
2. Clear debris from controlled facilities. Provides channel improvements, bank stabilizations, retention repair, restore

levees and storm water facilities, clear debris from controlled facilities. Inspects and repairs water treatment facilities as needed.

3. Provide emergency construction, repair of city streets and bridges, supplies engineering support to other city departments, erect signs and barricades, and coordinate inspections and assistance from King County US Army Corps of Engineers and other agencies.
4. Implement ESF-1, Transportation and ESF –3, Public Works.

Woodinville Police (King County Sheriff's Office)

1. City of Woodinville Police shall work with other law enforcement agencies and the American Red Cross to locate missing persons.

Administrative Services Department shall:

1. Determine available departmental staffing levels and status of equipment, access information on damage assessment, assist the public in destroyed property claim processing that could affect property values, and assists the EOC in damage assessment analysis and reports.
2. Reestablish payroll for City employees.
3. Assist Parks & Recreation Department in the management of donated goods.

Building – Permit Center shall:

1. Issue building permits and perform inspections of damaged buildings in the city and may suggest special provisions regarding fees and paperwork submission for emergency and disaster repairs. Responsible for long term rebuilding issues. The City's Building official will evaluate and make recommendations on Historic Sites damaged in the disaster.

City Manager or his/her designee

1. Procure Goods and Services and maintain accounting of costs associated with the City of Woodinville Government response and recovery from emergencies and disasters.

2. Recommend long-term economic recovery strategies to the City Council.
3. The City Manager shall act as or assign an Applicant Agent for City of Woodinville government recovery when federal assistance is established. The City Manager also has responsibility for emergency spending authority (subject to Council approval), and hosting visiting dignitaries.

Mayor:

1. The Mayor may proclaim a Local Emergency and request assistance from the Governor of Washington State.

City Council shall:

1. Consider motions or ordinances covering one or more of the following topics: acceptance of debris at designated sites within the city, special provisions for access to damaged buildings, appropriation of emergency funds, authorization to waive normal procurement requirements for emergency expenditures over \$250,000 and topics related to the encouragement of business recovery. (See Appendix 2)

## **KING COUNTY**

Public Health – Seattle and King County

1. The Seattle-King County Department of Public Health shall be responsible for the organization, supervision and coordination of emergency health, environmental health and medical examiner services throughout King County. They also provide assistance in the coordination of Emergency Medical Services and Mental Health Services. Activities include:
2. Establishing health and medical priorities and controls for emergency services including distribution of auxiliary health and medical supplies, distribution of equipment and assignment of health and medical personnel.
3. Providing emergency public information utilizing the Joint Information Center.
4. Triage of injured entering Health Department clinics/offices to assess the immediacy of their need for medical treatment and to determine the most appropriate resource and method of care.

5. Providing first aid care and treatment of minor injuries and emergency health care (e.g. at risk infants, dental emergencies, emergency nutrition needs, etc.) within the range allowed by available resources and staff skills. Other services would include implementation of mass immunization programs, as the need requires.
6. Coordinating countywide surveillance of potential problems related to public water supplies; sewage disposal system failures; solid waste accumulation and disposal; food storage; preparation and serving areas (i.e. shelters, food kitchens, etc.); disease carrying animals and insects, and natural gas leaks.
7. Coordinating the provision of basic and advanced life support services with other emergency medical services providers (e.g. fire services, paramedic units and private ambulances) as required.
8. Coordinating morgue services, body identification and disposal of unclaimed bodies and establishing procedures for handling mass deaths and burial, including release of information through the news media.

## **Volunteer Nonprofit Organizations**

### American Red Cross

1. The American Red Cross shall provide disaster services, relief assistance and basic needs to individuals with urgent and verified disaster-caused needs. This assistance can cover several years in some cases. Significant services include: Emergency Mass Care, Disaster Welfare Inquiries, and Individual Emergency Assistance. Other services include: Disaster Health and Mental Services and Individual Additional Assistance.
2. *Emergency Mass Care* includes individual or temporary shelter, fixed or mobile feeding operations and/or the bulk distribution of relief supplies to disaster victims and workers. Assistance is provided to an affected area without identifying case-by-case needs.
3. *Disaster Welfare Inquiry* provides locator, family reunification for immediate families displaced by a disaster.
4. *Individual Emergency Assistance* provides disaster clients with clothing, food, rent, security deposits, cleaning supplies and

equipment, and disaster-related medical needs as well as referral to other available assistance in the community.

5. The American Red Cross can track each “case” from inception to rehabilitation even when other agencies provide assistance. This tracking falls under “other services” provided. There is no cost-sharing requirement from relief clients. Efforts are funded from voluntary contributions. Application for assistance is made directly at the local chapter or at a Red Cross Shelter. Efforts are usually coordinated through the King County EOC when activated, if not, then the City’s EOC.

### Salvation Army

1. The Salvation Army shall provide disaster recovery assistance in the form of food vouchers, cleanup kits, some medical assistance, counseling, and mobile feeding. Resources and supplies might be staged at one of the 35 western Washington Salvation Army Sites. If a facility is damaged beyond use, recovery will be directed from another local site.

### Church Groups

Many church groups maintain stockpiles of resources, provide shelter and feeding of displaced populations, and collect funds for the recovery of local affected populations on a voluntary basis. These groups may offer their support through the King County EOC, the City’s EOCs or independently.

### Volunteer Organizations (WAVOAD)

Private sector members provide mass feeding, disaster child care, building and repairs, debris removal, burn services, mass and individual sheltering and supply transportation. Efforts are coordinated through the King County EOC.

### Utilities

Once safety issues are resolved, utilities will perform damage assessment, effect short-term repairs and re-routing of phone, power, gas and water/sewer services to critical response agencies, businesses and residents. Needs beyond local capabilities may be communicated to the King County EOC and mutual aid agencies.

## **State and Federal Responsibilities**

Many state and federal agencies support recovery at the local level. These state and federal resources are located in ESF 20.

## **Resource Requirements**

Resources required for recovery are largely dependent on the emergency, its location, duration and population impacted.

## **VI. REFERENCES**

Washington State Comprehensive Emergency Management Plan (6/96)  
Disaster Assistance Guide for Local Governments (Washington State EMD 6/96)  
Disaster Assistance: A Guide to Recovery Programs (FEMA 1995)  
Vital Records and Disaster Recovery Guidelines (King County 3/6/96)  
Earthquake Recovery: Survival Manual for Local Government (California/1993)  
PL 93-288 as amended by PL 100-707  
Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988

## **VII. TERMS AND DEFINITIONS**

DAC – Disaster Assistance Center  
EOC – Emergency Operations Center  
DFO – Disaster Field Office  
PDA – Preliminary Damage Assessment  
DRAC – Disaster Recovery Assistance  
SBA – Small Business Administration  
DSR - Disaster Survey Report

## **ANNEXES**

Annex 1: Recovery & Restoration Plan  
Annex 2: Recovery Procurement Policy & Procedures

## EMERGENCY SUPPORT FUNCTION 21

### ANNEX 1 RECOVERY AND RESTORATION PLAN

#### I. STEPS LEADING TO REIMBURSEMENT OF DISASTER EXPENSES

The following steps may occur over days, weeks or months depending on the disaster event.

- Disaster occurs, the EOC is staffed and first responders evaluate and stabilize immediate life, safety, and health threats. Mutual Aid is requested locally. (See *EOC Procedures Manual*).
- Rapid Impact Assessment occurs (*ESF 23*).
- Local Disaster Proclamation may be made; State and Federal Proclamation/Declaration may follow (see *EOC Procedures Manual*).
- Emergency Spending Authority may be established (see *Appendix 21B*).
- Recovery of Vital Records may begin; short-term efforts are made by City Depts. (See *Draft DIAS-Records Division/Recovery*).
- Preliminary Damage Assessment is conducted. Reports are channeled to the Washington State EOC via the King County EOC on damages to the public and private sectors (Forms 129/130, see *Disaster Assistance Guide for Local Government*). Local needs are communicated to King County and the state. (See *EOC Procedures Manual*).
- Preliminary damage assessment teams inspect field sites for confirmation of estimated damages and qualifying costs (see *Disaster Assistance for Local Government*).
- Record Keeping – In house records of normal budget, maintenance portions, overtime associated with the disaster, and expenses associated with the disaster must be maintained from the event inception (use established *Department Procedures*). Later, delineation of small and large projects based on the nature and the cost of the project will determine frequency of grant payments and inspections (see *Disaster Assistance for Local Government*).
- Shortly after the incident, a phone hotline for residents reporting damages may be established at City Hall (see *EOC Procedures Manual*).

- If federal private sector assistance is forthcoming, a federal tele-registration phone number is obtained for citizens to report damages and obtain required paperwork (information comes from the *Disaster Field Office – DFO*).
- One or more disaster assistance centers may be established. These may be staffed by some combination of City, County, State, and Federal Agencies with recovery assistance for the public sector (see *Disaster Assistance for Local Government*).
- A representative of the Executive Department will arrange a location for the briefing of public sector Applicant Agents. (See *EOC Procedures Manual*).
- As recovery begins, resources and their location must be communicated to the public and private sectors. This is done through the City of Woodinville PIO (**Appendix 2, Public Information**).
- Following the Applicant Agents' Meeting, a Notice of Interest and a Disaster Assistance Application must be transmitted by the city requesting financial assistance from FEMA (see *Disaster Assistance for Local Government*).
- Supplemental Justification(s) for federal assistance may be required when a federal disaster proclamation is not received (see *Disaster Assistance for Local Government*).
- Work begins on larger and longer term recovery projects in public and private sectors.
- A-19-1A Vouchers and quarterly status reports are submitted according to schedule (see *Disaster Assistance for Local Government*).
- Coordination of Field Inspectors with the Disaster Field Office and King County Agencies for Completion of Disaster Survey Reports (DSRs). These establish final dollar counts for public recovery grants from FEMA (see *Disaster Assistance for Local Government*).
- The Applicant Agent notifies FEMA when all recovery projects are complete (see *Disaster Assistance for Local Government*).

## EMERGENCY SUPPORT FUNCTION 21

### APPENDIX 2 RECOVERY PROCUREMENT POLICY AND PROCEDURES

#### I. INTRODUCTION

##### A. Purpose

To provide clear and consistent information to City Departments, Offices, Agencies, and Elected Officials regarding emergency purchases needed as a result of the event caused by fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection, or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property, the usefulness of which has been destroyed or where delay will result in financial loss to the City.

##### B. Scope

Every City Department may be called upon to participate in recovery from a major disaster affecting the City. Some City Departments have authorities and responsibilities identified in the Woodinville Municipal Code.

#### II. POLICIES

1. In an emergency event, the Mayor may issue a Proclamation of Local Emergency which authorizes any City Departments designated to act in emergencies by the City of Woodinville Comprehensive Emergency Management Plan to enter into contracts and incur obligations as necessary to combat the emergency, to protect and provide emergency assistance to victims of the disaster and to protect property and facilities.
2. For emergencies in which the combined cost of contracted services is less than \$250,000, the Proclamation of Emergency alone is sufficient authority to waive normal competitive requirements for all purposes of contracting to lease or purchase tangible property or services, public works, professional services or technical services, to negotiate contracts and to begin work.
3. For emergencies in which the combined cost of contracted services is greater than \$250,000, City Council approval is required to waive normal competitive bidding requirements; however, it is not necessary to wait for City Council approval before entering into contracts and beginning work.

to respond to the emergency. Normal purchasing requirements continue to be waived under the authority of the Proclamation pending the City Council approval of the waiver by motion. If the City Council does not approve the waiver authority within 10 days after the contracts have been entered into, which exceed \$250,000, the authority to waive normal purchasing requirements expires.

4. The Proclamation of Local Emergency provides authority to postpone normal permitting process requirements; however, any postponement of normal permitting requirements issued under the Proclamation will be temporary. All projects must comply with all applicable code requirements. A permit and inspection must be obtained as soon as possible after work has begun, but application for a permit is required no later than six months after the date of the emergency proclamation.
5. Contracts entered into by departments for the provision of emergency goods and services must contain a provision allowing the City to terminate the contract for convenience or as a result of the expiration or termination of the emergency waiver. This contract termination provision must authorize the City to pay the contractor only that portion of the contract price corresponding to work completed to the City's satisfaction prior to termination, together with costs necessarily incurred by the contractor in terminating the remaining portion of work, less payments made before termination.
6. If a waiver expires, no further emergency expenditures may be made in excess of \$250,000 without complying with the normal contracting provisions. For expenditures already made, or for work completed prior to the termination of the waiver, expenditures remain valid, even if they exceed \$250,000.
7. For emergencies in which appropriation authority is not available, reasonable necessary expenditures may be made in excess of appropriation for purposes of responding to the Emergency Event if they are directly associated and reasonably limited to stabilizing or repairing the public health, safety, interest, or property. If this is necessary, the City Manager will request an appropriation, specifying the source of funds.

### **III. PROCEDURES**

#### **Waiving Procurement Procedures with Proclamation of Local Emergency**

##### **A. Mayor**

1. Issues Proclamation of Emergency, which authorizes City Departments, designated to act in emergencies by the City of Woodinville Comprehensive Emergency Management Plan to enter into contracts and incur obligations as necessary to combat the emergency, to protect and provide emergency assistance to victims of the disaster and to protect property and facilities.

##### **B. Emergency Operations Center – Planning Section**

1. Supports the Executive Department in preparation of the Proclamation of Emergency
2. Determines whether or not the emergency will likely result in waivers for emergency goods and services in excess of \$250,000.

##### **C. Implementing Department**

1. Enter into contracts and incur obligations as necessary to combat the emergency, to protect and provide emergency assistance to victims of the disaster and to protect property and facilities. To the extent possible, use standard procurement provisions. To the extent necessary, disregard time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).
2. Include the following provision in contracts entered into under these circumstances: “The City of Woodinville may terminate this contract for convenience or as a result of the expiration or termination of the emergency waiver authorizing this contract. In the event of the expiration or termination of the emergency waiver authorizing this contract, the City of Woodinville will pay only the portion of the contract price corresponding to work completed to the City’s satisfaction prior to termination, together with costs necessarily incurred by the contractor in terminating the remaining portion of work, less any payments made before termination.”
3. If contracts have been entered into, which combined, encumber funds in excess of \$250,000, and if the City Council fails to approve the waiver for these emergency expenditures within ten days after these funds have been encumbered, make no further emergency expenditures in excess of \$250,000 and compensate the contractor for expenditures already made,

for work completed prior to the termination of the waiver, and for costs incurred in terminating the remaining portion of the work. Use normal procurement provisions for all further emergency contracts that encumber funds in excess of \$250,000.

4. If the responsible director of the implementing department determines that reasonably necessary expenditures have been made in excess of appropriation for the purposes of responding to the emergency event that are directly associated and reasonably limited to stabilizing or repairing the public health, safety, interest, or property of the City implementing department will request an appropriation, specifying the source of funds.
5. The department director reports on emergency expenditures to the City Manager and City Council within forty-five days of the Proclamation of Emergency.

### **Waiving Procurement Procedures without a Proclamation of Emergency**

#### **A. Implementing Department Director**

1. Drafts a memo in accordance with the format established by the Finance Director requesting a waiver from the competitive procurement processes. At a minimum the memo will include: a statement of the procurement process to be waived; the basis for the waiver (emergency); the factual circumstances justifying the waiver; any steps taken to ensure the City is getting qualified services or products at a reasonable price.
2. Route the waiver request memo for approval to the City Manager.
3. If the waiver is approved and, if it is an emergency waiver that has a value of less than \$250,000 (combined with the value of all other waivers granted for the specific emergency event), Implementing Department Director negotiates a contract in accordance with these policies.
4. If the waiver is approved and, if it is an emergency waiver that has a value greater than \$250,000 (combined with the value of all other waivers granted for the specific emergency event), the Implementing Department Director must also obtain City Council approval for the waiver. It is not, however, necessary to wait for Council approval prior to negotiating a contract and beginning work.
5. After obtaining approval from the City Manager, the Implementing Department Director prepares a motion and a letter for City Manager transmittal to request City Council approval of the waiver. The City Council has ten calendar days after emergency contracts have been entered into which, combined, encumbered funds in excess of \$250,000,

to approve the waiver by motion. If the emergency waiver is not approved within this time frame, the waiver expires.

6. For emergency waivers that require the approval of the City Council, the Implementing Department Director includes the following provision in the contract: "The City of Woodinville may terminate this contract for convenience or as a result of the expiration or termination of the emergency waiver authorizing this contract. In the event of the expiration or termination of the emergency waiver authorizing this contract, the City will pay only the portion of the contract price corresponding to work completed to the City's satisfaction prior to termination, together with costs necessarily incurred by the contractor in terminating the remaining portion of work, less any payments made before the termination."
7. The Implementing Department Director reports on emergency expenditures to the City Manager and City Council within forty-five days of determining an emergency. The report may be in the form of a written transmittal or in the form of oral testimony.

#### IV. REFERENCES

Ord. No.248 related to establishment of an emergency services organization for the City of Woodinville.

#### V. DEFINITIONS

- A. **City Council:** The City of Woodinville City Council
- B. **Emergency Operations Center:** Facility from which emergency response is coordinated by the Emergency Manager and staff.
- C. **City Manager:** City of Woodinville City Manager.
- D. **Implementing Department:** Department, implementing these procedures
- E. **Proclamation:** Proclamation of Emergency issued by the Mayor (**See Appendix 1, Direction & Control, Tab 5, Sample Proclamations**)

**ESF22**  
**LAW ENFORCEMENT**

## Emergency Support Function (ESF) 22

### LAW ENFORCEMENT

**PRIMARY AGENCIES:** King County Sheriff's Office

**SUPPORT AGENCIES:** City of Woodinville Public Works Department  
King County Emergency Services  
King County Public Works  
Woodinville Fire & Life Safety District

#### I. INTRODUCTION

A. Purpose

The purpose of this ESF is to identify law enforcement roles and responsibilities within the City of Woodinville.

B. Scope

ESF 22 discusses maintaining law and order through traffic and crowd control, providing security for vital facilities and supplies, controlling access to scenes of operation and vacated areas, and preventing and investigating crimes against people and property. Search and Rescue responsibilities are listed in ESF 9, Search and Rescue.

#### II. POLICIES

- A. The City of Woodinville contracts for police services with the King County Sheriff's Office. Police services are the responsibility of the Woodinville Chief of Police Services and the King County Sheriff's Office Precinct 2 Commander. The King County Sheriff's Office is the lead agency for the coordination of law enforcement activities within the City of Woodinville under contract. While there is not always a Commander at Precinct 2, a sergeant is also on duty in the north end of King County and is responsible for law enforcement activities in Woodinville.
- B. When the City of Woodinville becomes overwhelmed by an emergency, the City's Chief of Police Services ("Chief") and/or the Commander will first contact the precinct for backup and additional resources. If unavailable, the Chief and/or Commander will make resource requests to the King County Emergency Operations Center.

- C. King County law enforcement agencies will coordinate with other federal, state and local law enforcement organizations to support essential law enforcement operations.
- D. King County law enforcement agencies will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property and the environment.
- E. The Washington State Patrol conducts crowd and traffic control activities on interstate and state highways passing by the City. Whenever any limited access highway passes within or through incorporated cities or towns, the municipal police officer, the county sheriff, and members of the Washington State Patrol have independent and concurrent jurisdiction of enforcement of any violation of laws of the State occurring therein. The Washington State Patrol bears primary responsibility for enforcement of laws of the state relating to motor vehicles within limited access facilities.

### III. SITUATION

#### A. Emergency/ Disaster Conditions and Hazards

Woodinville will periodically experience emergency situations that may overwhelm current law enforcement capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed. The King County Hazard Identification and Vulnerability Analysis describes situations that affect our area that may impact resource availability.

#### B. Planning Assumptions

1. Assistance between law enforcement agencies is facilitated by mutual assistance agreements in effect between the King County Sheriff's Office and neighboring jurisdictions.
2. Precinct 2 maintains a 24-hour operational capability and with the support of the King County Communications Center and King County Emergency Operations Center, provides two-way radio communication for direction and control of operations.
3. Jail services may be unavailable during a disaster. If this is the case, prisoners will be housed in the holding cells at Precinct 2. Requests for assistance may also be made of Kirkland, Redmond, and Bothell Police Departments.

## IV. CONCEPT OF OPERATIONS

### A. General

1. In times of an emergency or disaster, law enforcement agencies are called upon to perform a wide variety of functions. These include, but are not limited to, warning and evacuation, search and rescue, access control, enforcement of traffic regulations, fighting crime and responding with other types of services to unusual events.
2. Distribution of personnel and equipment will be determined by the event. Mobilization of county resources will occur in the following order:
  - a) precinct mobilization
  - b) department mobilization
  - c) mutual aid mobilization
3. During a Countywide event, coordination of law enforcement resources will be managed by King County Sheriff's Office with assistance from other agencies and contract cities. Law enforcement resources provided by other agencies will remain under the command of their parent agency.
4. Upon consulting with the appropriate department heads and City officials, the City Manager may make recommendations to policies and concepts of operations for area evacuations and identification of vital facilities and supplies to be protected.

### B. Organization

1. The operational structure of the Sheriff's Office may be modified during emergency operations. When necessary, a field command post may be activated and staffed as outlined in the Sheriff's Departmental Manual and Standard Operating Procedures. It may be necessary for the command structure to incorporate into an Incident Management System with other response agencies such as fire, medical, and transportation. Any established field command posts will relay information, either by phone, radio, or liaison, to their Department representative in the Emergency Operations Center.
2. The Chief of Police and/or Commander shall designate an Emergency Operations Center representative to assist in the coordination of field activities and resources associated with a Woodinville emergency or disaster.

The EOC staff shall provide efficient direction, control and coordination of emergency law enforcement services.

C. Procedures

1. When circumstances dictate emergency or disaster operations, law enforcement agencies will follow guidelines identified in procedure manuals for their organizations.
2. When the King County Emergency Operations Center is activated, a representative of the Sheriff's Office will respond to the EOC when requested to coordinate and exchange information with field units and other county departments. Requests for additional resources will be made through this representative. However, requests for additional staffing will first be requested of the precinct.
3. Field communications posts may be established whenever the emergency requires the response of multiple public units and coordination of police activities in the field. The Incident Command System will be followed at command posts. The On-scene Commander shall provide regular status reports and coordinate all requests for additional resources through the appropriate EOC. Co-located or unified command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
4. The Chief of Police and/or Commander will coordinate activities with an on-scene military commander in the event military troops are utilized to maintain order or assist in other activities.
5. Additional resources beyond local capabilities and mutual aid agreements will be requested and coordinated through the King County Emergency Operations Center.
6. Emergency operating procedures for King County Sheriffs Office state that if communications are unavailable, employees are asked to report to the nearest station following a disaster for instruction. In this manner, additional officers may be available to the City of Woodinville. When communications are not interrupted, mobilization of personnel will follow standard procedures.

## V. RESPONSIBILITIES

The **Chief of Police, Commander, or his designee** is responsible for direction, control and coordination of emergency police services for the City. Emergency police services will be provided through the personnel and equipment available within the Sheriff's Office, City of Woodinville, and through mutual aid. The officers may be required to perform the following tasks during times of disaster: law enforcement, search and rescue activities, enforcement of emergency orders designated by the Mayor, emergency traffic control, security and perimeter control, providing leadership and/or coordination during emergency evacuations as well as other unforeseen tasks.

The **Chief of Police, Commander, or his designee** shall be responsible for operations of a department command center, determining departmental needs, coordinating personnel and equipment, and use and coordination of two-way radio communications with county departments and supporting communities.

The **Police Department** shall coordinate with King County and/or Woodinville Public Works Departments for signing and barricades required for crowd control and traffic control.

- A. The **Chief of Police Services, Commander, or his designee** has responsibility to:
1. Issue instructions to ensure coordinated and effective deployment of personnel and equipment.
  2. Inform the Emergency Operations Center of emergency police activities related to the disaster.
  3. Monitor emergency operations of department police services and countywide emergency operations.
  4. Request assistance and mutual aid as required from other departments, other county police agencies, and state or federal police agencies.
  5. Evaluate and update departmental emergency and special equipment needs.
  6. Coordinate briefings with Emergency Operations Center.
  7. Assist in warning the public during emergencies or disasters.
  8. Determine personnel and equipment needs for conducting field operations
  9. Establish Field Command Posts and staging areas as needed.
  10. Establish crowd/traffic control and direct the use of signs and barricades for security and access control.

11. Establish vital facility and supply security, and area access controls.
12. Coordinate evacuation of endangered area(s).
13. Establish security, crime prevention, and law enforcement patrols.

B. All other departments have responsibility to:  
Provide support to the City of Woodinville as required.

## **VI. RESOURCE REQUIREMENTS**

The King County Sheriff's Office in cooperation with the City of Woodinville shall provide all available resources including: sufficient commissioned law enforcement officers, support staff, and equipment until the demands of the emergency situation or disaster is over.

**ESF23**  
**DAMAGE/ASSESSMENT**

## **EMERGENCY SUPPORT FUNCTION (ESF) 23 BUILDING DAMAGE ASSESSMENT**

**(Refer to ESF #1 for Transportation Assessment)  
(Refer to ESF #3 for Public Work Assessment)**

**PRIMARY AGENCY:** CITY OF WOODINVILLE Building Permit Center

**SUPPORT AGENCIES:** King County, Office of Emergency Management  
King County Sheriff's Office/Woodinville Police Department  
King County Disaster Assistance Council (DAC)  
Woodinville Fire and Life Safety District (WFLSD)  
Federal Emergency Management Agency (FEMA)  
Woodinville Water District  
All Other City of Woodinville Departments

### **I. INTRODUCTION:**

**A. Purpose:**

The purpose of this ESF is to establish uniform policies for the City of Woodinville to:

1. Manage and administer timely inspections of buildings for damage assessment resulting from natural and technological disasters.
2. Report response and recovery information to state and local emergency management agencies.
3. Reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented before, during and after the immediate recovery from a disaster.

**B. Scope:**

Disasters cause injury or death to individuals and damage to property, the environment, businesses, nonprofit entities, and to government-owned assets. The

range of information contained herein is to give guidance and to provide direction for structural damage assessment before, during, and after an emergency. The responsibilities shall be with many people at different levels and stages. Some of the responsibilities would include City Council providing prompt approval of updated Uniform Building Codes and Uniform Fire Codes, to Building Inspectors enforcing code prior to disasters occurring, to the City employees taking emergency preparedness classes, to the Building Damage Assessment Teams quickly determining the safety of essential facilities when a disaster occurs, to identifying safe shelter for those left homeless from the disaster and to providing building safety inspections identifying those buildings that can be fully or partially occupied after the disaster.

## **II. POLICIES:**

- A. When there is a disaster that affects the structural integrity of buildings, such as an earthquake, the City shall, through the assistance of the Permit Center, make it a top priority to determine the safety of “essential facilities”, “major buildings”, and buildings in areas hardest hit; and to identify safe shelter for those left homeless.
- B. The City of Woodinville shall mitigate disasters before, during and after they occur.
- C. There shall be clear, concise written procedures in reporting response and recovery information to state and local emergency management agencies should a disaster occur.
- D. Emergency equipment shall be kept in City vehicles at all times.
- E. Personnel and volunteers performing the structural assessment of buildings shall be familiar with “ATC 20 Procedures For Postearthquake Safety Evaluation of Buildings”, “Addendum to the ATC-20 postearthquake Building Safety Evaluation Procedures” and the ATC-20-1 Field Manual: Postearthquake Safety Evaluation Of Buildings”.
- F. The City’s Damage Structural Assessment Teams shall not offer “individual assistance” during the Rapid Impact Assessment and Preliminary Damage Assessment phases.
- G. Essential facilities such as hospitals, police stations, and fire stations should be given Rapid Evaluation and Detailed Evaluations by structural engineers as soon as possible after the event.

## **III. SITUATION**

- A. Emergency/Disaster Conditions and Hazards:

Disasters cause injury or death to individuals and damage to property, the environment, businesses, nonprofit entities, and to government-owned assets.

The majority of City of Woodinville buildings were built prior to incorporation (1993) under King County building codes. As of 1999, there are seven essential buildings that need to be assessed during the rapid assessment. Of these essential buildings, one building was built prior to 1910, three buildings were built prior to 1970, two buildings were built prior to 1980, and one building was built prior to 1990. A new City Hall is being built and should be completed in the year 2000. Of non-essential buildings, there are approximately 3,000 single-family residences, six multi-family complexes, 200 light industrial buildings, two trailer parks, and 300 commercial buildings in the City of Woodinville. The largest retail center (TRF) was built after 1997.

B. Planning Assumptions:

1. The emergency or disaster has caused damage requiring an initial Rapid Impact Assessment and a Rapid Evaluation to be performed immediately.
2. A disaster may cause innumerable natural gas pipe leaks, releases of other hazardous gases and liquid hazardous materials, as well as expose citizens to asbestos contamination.
3. Almost all buildings, including single-family residences, contain chemicals that can create flammable, explosive, or toxic hazards if spilled, mixed with incompatible materials, or exposed to extreme temperatures.
4. The implementation of an organized damage assessment program during the early hours following a disaster will give the City critical information on the type of damage in the community and help establish priorities for response and additional inspection.
5. The local and regional utilities, communications, buildings, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
6. Public, private and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
7. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
8. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.

9. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts. Water pressure may be low, hampering fire fighting and impairing sewer system function.
10. The disaster may occur during the working hours, but more than likely will occur during non-working hours.
11. Building owners, occupants, and tenants will immediately want to enter buildings to remove belongings that they see as essential to their livelihood.
12. When Building Damage Assessment Teams telephone information to the alternate EOC location, it is simultaneously heard by emergency personnel at the EOC.
13. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.

#### IV. CONCEPT OF OPERATIONS

##### A. General:

**Rapid Impact Assessment (RIA)** is a process that is launched to quickly capture the degree that the event has challenged the community, immediately followed by the **Preliminary Damage Assessment (PDA)**. The PDA is a more quantified damage assessment process to determine eligibility for various forms of disaster aid. ESF-23 deals with the structural assessment of buildings during a disaster and is part of the PDA.

A **three-level procedure** has been developed for structural assessment of buildings. The **first level** is the Rapid Evaluation and is performed simultaneously with the RIA. This process provides the quick determination of whether or not predetermined buildings are safe enough to occupy, and if not, to decide what restrictions to place on their use or entry. Placards will be posted on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe. Those not specifically designated, the so-called gray area buildings, are then designated for a more detailed visual examination by a structural engineer. This inspection, designated the Detailed Evaluation, is the second level of examination and is designed to result in the rating of all buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe. After this evaluation, any further evaluations (**third level**) would normally be done

by a structural engineering consultant retained by the owner to prepare an Engineering Evaluation of the building. The City of Woodinville's Structural Damage Assessment Teams may perform the Rapid Evaluations and the Detailed Evaluations and shall **not** perform RIAs or the third level of evaluations.

The **primary EOC** location shall be at: Woodinville Fire and Life Safety District Building. The **alternate EOC** location shall be at Woodinville City Hall or other appropriate City-owned facility.

B. Organization:

As previously stated, the City of Woodinville's EOC Manager is the lead person for the City of Woodinville, who reports directly to King County OEM. The City of Woodinville's Emergency **Building Damage Assessment Coordinator** is responsible for the structural assessment of buildings during the Rapid Evaluation and the Detailed Evaluation within the City of Woodinville and shall report and receive directions from the EOC Manager.

The Emergency **Building Damage Assessment Coordinator** is the City of Woodinville's:

1. Building Official, or in her/his absence;
2. Permit Coordinator, or in her/his absence;
3. The Permit Center's Plans Examiner; or in her/his absence;
4. The Permit Center's Building Inspector, or in her/his absence;
5. The Permit Center's Civil Plans Examiner, or in her/his absence;
6. Permit Center's Administrative Assistant II
7. Permit Technician
8. Permit Specialist
9. City of Woodinville employee knowledgeable in ATC-20 procedures (priority given to licensed engineer)

The **Emergency Building Damage Assessment Coordinator** shall be stationed at the alternate EOC building, or if the alternate EOC is not safe to occupy, shall be stationed at the EOC, and shall be responsible for organizing the Building Damage Assessment Teams. The Rapid Evaluation team shall have a minimum of two members, ideally consisting of two building inspectors or a building inspector and an engineer. Under more pressing circumstances, a building inspector and an unlicensed

engineer might form an acceptable team. The **Detailed Evaluation Team** shall have a minimum of two members, ideally comprised of a building inspector and a structural engineer. An architect, and other specialists may be needed to address specific situations.

C. Procedures:

The Rapid Impact Assessment (RIA) for the City of Woodinville shall be activated by City of Woodinville's EOC Manager following any event where disaster intelligence is needed. Woodinville's EOC may solely activate the RIA or it may be activated by the King County Office of Emergency Management (OEM).

At the same time as the RIA is enacted, the Rapid Evaluation of buildings shall be activated by City of Woodinville's EOC Manager through Woodinville's Emergency Building Damage Assessment Coordinator. The order of priority for inspection of buildings shall be:

1. Essential buildings - comprised of city hall, fire stations, police stations, public elementary/ junior high/senior high schools, emergency shelters, and medical facilities.
2. Major buildings – comprised of grocery stores, rental equipment stores, apartments, and fuel dispensing service stations
3. Areas hardest hit
4. All other buildings deemed necessary by the City of Woodinville\*\*\*

During safety building evaluations for the Rapid Evaluation process, the Building Assessment Teams shall post placards on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe, and complete ATC-20 Rapid Evaluation Safety Assessment forms and ATC-20 Fixed Equipment Checklist forms. The designated placard postings shall be phoned to the Emergency Building Damage Assessment Coordinator upon completion of inspection/posting. The completed ATC forms shall be turned in to the Emergency Building Damage Assessment Coordinator when feasible, who will instruct staff at the alternate EOC to convert the reported percentage losses from the ATC-20 Rapid Evaluation Safety Assessment forms. The converted reported percentage losses will be phoned to the EOC when completed and hard copies of the ATC forms and conversions shall be turned in to the EOC when feasible.

Following completion of the Rapid Evaluation as outlined above, the Detailed Evaluation of buildings shall occur in the following priority:

1. Essential buildings shall be comprised of city hall, fire station, police station, public elementary/junior high/senior high schools, emergency shelters, and medical facilities.
2. Major buildings shall be grocery stores, rental equipment stores, apartments, and fuel dispensing service stations
3. Areas hardest hit
4. All other buildings deemed necessary by the City of Woodinville\*\*\*

During safety building evaluations of the Detailed Evaluation process, the Building Damage Assessment Teams shall post placards on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe, and complete ATC-20 Detailed Evaluation Safety Assessment forms and ATC-20 Fixed Equipment Checklist forms. The designated placard postings shall be phoned to the Emergency Building Damage Assessment Coordinator upon completion of inspection/posting. The completed ATC forms shall be turned in to the Emergency Building Damage Assessment Coordinator when feasible, who will instruct staff at the alternate EOC to convert the reported percentage losses from the ATC-20 Detailed Evaluation Safety Assessment forms. The converted reported percentage losses will be phoned to the EOC when completed and hard copies of the ATC forms and conversions shall be turned in to the EOC when feasible.

Buildings that are posted Unsafe, and areas in restricted use buildings that are specified as restricted, are to be entered only as allowed by the City of Woodinville. If there is a dangerous situation that may exist around a building (regardless of building structural classification), another posting category designated "Area Unsafe", which shall be used for primarily defining a barricaded area that is unsafe to enter. The Building Damage Assessment Team shall cordon off the unsafe area with "Do Not Cross Line" tape until the Public Works Department can bring barricades.

The procedures contained in the "ATC 20 Procedures For Postearthquake Safety Evaluation of Buildings", "Addendum to the ATC-20 Postearthquake Building Safety Evaluation Procedures", and the "ATC 20-1 Field Manual: Postearthquake Safety Evaluation of Buildings" shall provide guidance and procedures for the City during the three levels of evaluation. They shall be kept at the EOC, the alternate EOC (the Permit Center's Building Official's cabinet) and in each Permit Center City vehicle.

\*\*\*It should be noted that Detailed Evaluation assessment may occur to buildings listed in Priorities 1, 2 & 3 before the Rapid Evaluation assessment occurs to buildings listed in Priority 4.

D. Mitigation Activities:

Mitigation activities shall occur before, during and after a disaster. It is acknowledged that there may be new mitigation activities that could occur, and that this ESF-23 is not meant to limit these mitigating activities.

Before a disaster, the mitigating activities would include the City enforcing the adopted building codes and standards; City Council providing prompt approval of updated uniform Building Codes and Uniform Fire Codes; City employees attending seminars & classes relating to building structures, emergency management, first aid, and survival techniques; and the Building Official reviewing the ESF-23 procedures on an annual basis and updating same when necessary. Also, included would be the Building Official maintaining and updating on an annual basis a list of volunteers for the Building Damage Assessment Teams. The City of Woodinville has acquired procedures for post emergency safety assessment of buildings – “ATC 20 Procedure For Postearthquake Safety Evaluation of Buildings”, “Addendum to the ATC-20 Postearthquake Building Safety Evaluation Procedures”, and “ATC 20-1 Field Manual: Postearthquake Safety Evaluation of Buildings”. The Emergency Operations Building Damage Assessment Coordinator and the Building Damage Assessment Teams shall be familiar with these written procedures in order to make quick, accurate assessment of damaged facilities of all types that may result from any emergency situation. Pre-determined emergency supplies and emergency equipment shall be kept in all Permit Center vehicles and at EOC and alternate EOC locations at all times.

During a disaster, there are many mitigating activities. These range from emergency procedures for processing permits being implemented; standard operating procedures and the ATC-20 Procedures & Addendum and ATC 20-1 being followed; gas, water, and power being shut off where appropriate; and the Building Damage Assessment Teams wearing protective equipment such as gloves, boots, dust masks, and safety goggles during inspections. (This is a very limited protection against some forms of toxic exposure hazards and from flame and explosion hazards during inspections).

After a disaster occurs, mitigating procedures will range from Building Damage Assessment Team members assisting other departments with their duties; offering reassurance to property owners/homeowners that their home is safe by inspecting the buildings prior to homeowners obtaining permits; assisting in finding shelter for people that are homeless; and staff taking steps to relieve some of their stress.

E. Preparedness Activities are on-going activities and include, but are not limited to:

1. The Emergency Building Damage Assessment Coordinator and the Building Damage Assessment Teams being trained in rapid evaluation and detailed evaluation assessment, first aid and survival techniques.
2. The Emergency Building Damage Assessment Coordinator identifying and establishing three (3) structural damage assessment teams of a minimum of two people each for Rapid Evaluation assessment response and Detailed Evaluation assessment response.
3. The Emergency Building Damage Assessment Coordinator and the Building Damage Assessment teams reading and becoming familiar with the ATC 20 manuals listed under “Section VI.E” herein and attending ATC training classes.
4. The Emergency Structural Damage Assessment Coordinator and the Structural Damage Assessment teams performing mock emergency disasters.
5. The **Emergency Structural Damage Assessment Coordinator** identifying and procuring the appropriate supplies (equipment, food, water, first aid) for the Building Damage Assessment Teams.
6. A list of identified “essential buildings” and “major buildings” and a map identifying the RIA route shall be at the EOC, alternate EOC, and in the City vehicles. The building plans of the identified “essential” and “major” buildings shall be kept and maintained at the alternate EOC.
7. The City obtaining the names & addresses of businesses that utilize hazardous materials in their operations and maintaining a list at the EOC and alternate EOC.
8. The City maintaining a list of volunteers that can be called upon during an activation of an EOC, comprised of building inspectors, civil/structural engineers, and architects that live or work in the City of Woodinville or nearby. (REFER TO TAB 1 TO THIS ESF)

F. Response Activities:

When a disaster occurs during nonworking hours, Woodinville’s EOC shall contact the Building Damage Assessment Team personnel and request that they report immediately to the alternate EOC. The Rapid Evaluation shall not be performed while enroute to the alternate EOC as it is not safe to perform the Rapid Evaluation without the proper equipment and other team members. Upon arrival at the alternate EOC, they shall report

immediately to the Emergency Building Damage Assessment Coordinator for further instructions and direction. If they are the first person at the alternate EOC, they report immediately, by phone or radio, to the EOC Manager to receive further instructions and direction.

When a disaster occurs during working hours, Woodinville's EOC shall contact the Emergency Building Damage Assessment Coordinator who will in turn contact the members of the Building Damage Assessment Teams. If members of the Building Damage Assessment Teams are out in the field, they shall receive instructions as to whether they may or may not perform the Rapid Evaluation while enroute to the alternate EOC. Upon arrival at the alternate EOC, they shall report immediately to the Emergency Structural Damage Assessment Coordinator (who will report information directly to EOC Manager).

From this point on, the procedures for disasters that occur during nonworking hours and during working hours shall be as follows:

First, the first two members (licensed engineers and or building inspectors) of the Building Damage Assessment Teams that arrive at the Alternate EOC shall assess the Alternate EOC building to see if it is safe to occupy.

Second, the Building Damage Assessment Team members are initially arranged in teams (with a team leader identified) and assigned a City vehicle by the Emergency Building Damage Assessment Coordinator. The team shall ideally consist of two building inspectors or a building inspector and an engineer. Under more pressing circumstances, a building inspector and an unlicensed engineer might form an acceptable team. Each team verifies that there is emergency equipment/supply equipment in their assigned City vehicle as identified herein under Section V (Resource Requirements).

Third, there is the structural assessment or verification of assessment of the EOC building to see if it is safe to occupy.

Fourth, the Building Damage Assessment Teams perform the Rapid Evaluation of buildings and shall quickly designate the "inspected", "restricted use" and the "unsafe" buildings with ATC-20 placards and complete ATC forms ("ATC-20 Rapid Evaluation Safety Assessment" and "ATC-20 Fixed Equipment Checklist"). The completed Rapid Evaluation forms are forwarded (and phoned) to the Emergency Building Damage Assessment Coordinator who will forward information to the City's EOC.

**\*\*See below**

**\*\*\*See below**

Fifth, the Building Damage Assessment Teams are evaluated to see if new members are needed or if existing members need to be relieved from the Team by the Emergency Building Damage Assessment Coordinator. Upon completion of this, the Building Damage Assessment Teams perform the Detailed Evaluations of buildings and shall quickly designate the “inspected”, “restricted use” and the “unsafe” buildings with ATC-20 placards and complete ATC forms (“ATC-20 Detailed Evaluation Safety Assessment” and “ATC-20 Fixed Equipment Checklist”). The Detailed Evaluation is used to identify buildings requiring an Engineering Evaluation. The Engineering Evaluation will be done later by the owner’s structural engineering consultant. This is a detailed engineering investigation of damaged buildings, involving use of construction drawings, damage data, and new structural calculations.

**\*\*See below**

**\*\*\*See below**

Sixth, Building Damage Assessment Teams shall determine which essential and major “safe placard” buildings have heat, gas, electricity, and water (health and sanitation services) and request assistance from the Emergency Building Damage Assessment Coordinator, if not.

Seventh, inspect all buildings for damage and assign a safety rating or posting category of “safe” “restricted” or “unsafe”.

Eighth, assist in evacuating unsafe structures, as necessary.

**\*\***  
If there is a dangerous situation that may exist around a building (regardless of building structural classification), another posting category, designated “Area Unsafe”, which shall be used for primarily defining a barricaded area that is unsafe to enter. The Building Damage Assessment Team shall cordon off the unsafe area with “Do Not Cross Line” tape until the Public Works Department can bring barricades.

**\*\*\***  
It should be noted that Detailed Evaluation assessment may occur to buildings listed in Priorities 1, 2 & 3 before the Rapid Evaluation assessment occurs to buildings listed in Priority 4 of Section IV.C herein. The Emergency Building Damage Assessment Coordinator would provide instructions on this.

## G. Recovery Activities

1. Emergency Building Damage Assessment Coordinator /Building Damage Assessment Teams shall continue inspecting buildings for damage and assign a safety rating or posting category and evacuate unsafe structures, as necessary.
2. Emergency Building Damage Assessment Coordinator /Structural Damage Assessment Teams shall assist in inspecting buildings for health and sanitation services.
3. All tasks performed by the Building Damage Assessment Teams and Emergency Building Damage Assessment Coordinator shall revert to the appropriate City department(s) after the EOC is deactivated.

## V. RESPONSIBILITIES

### A. **Primary Agency** - Emergency Building Damage Assessment Coordinator, (Building Permit Center)

1. Quickly assess the event's impacts on the department's personnel and capabilities, equipment and facilities, and continue to assess during and after the disaster.
2. Prioritize safety evaluations of buildings based on access to essential buildings, major buildings, areas hardest hit, and, finally, privately owned structures. Report same to Woodinville's EOC.
3. Determine the safety of buildings within City limits and forward information to Woodinville's EOC.
4. Compile cost estimates of building damages determined through rapid evaluation and detailed evaluation for inclusion in situation report to Woodinville's EOC.
5. Assist Woodinville's EOC in the coordination of rapid impact assessment and damage assessment tasks.
6. Provide direction to the Emergency Building Damage Assessment Teams in assessing structural damage of buildings.
7. Assist Woodinville's EOC in determining boundaries of the disaster.
8. Assist Public Works in the assessment of transportation routes and status of communication systems.

9. Assist Woodinville's EOC with the coordination in the use of ESF-23 volunteer resources.
  10. Maintain file of updated "essential buildings" and "major buildings" plans at City EOC and alternate EOC.
  11. Forward requests for additional services (i.e., gas, water, sewer, electricity, shelter) requested by the Building Damage Assessment Teams to Woodinville's EOC.
- B. Primary Agency: City of Woodinville's Building Damage Assessment Teams:
1. Determine the safety of building structures within City limits.
  2. Perform Rapid Evaluations and Detailed Evaluations in support of the ESF-23.
  3. Assist in compiling cost estimates of structural damages determined through initial assessment for inclusion in situation report to City of Woodinville's EOC.
  4. Quickly assess the event's impacts on the department's personnel and capabilities, equipment and facilities.
  5. Assist in determining boundaries of the disaster.
  6. Assist Public Works in the assessment of transportation routes and status of communication systems.
  7. Assist in evacuating unsafe structures, as necessary.

The Building Damage Assessment Teams shall assess structural damage of buildings under the direction of the Emergency Building Damage Assessment Coordinator. Each team shall have a team leader. The role of the team leader is to ensure that safety procedures are followed, accurate records are completed, and records and statistics are forwarded to the Emergency Building Damage Assessment Coordinator. The team leader must also make the final decision on posting level if disagreements arise.

Additional required services (i.e., gas, water, sewer, electricity, shelter) requested by the Building Damage Assessment Team shall be communicated to the Emergency Building Damage Assessment Coordinator, who will formalize the request to the City of Woodinville's EOC. It will be the responsibility of the City of Woodinville's EOC to

arrange, prioritize, and request the additional services from other agencies.

C. Support Agencies:

Perform rapid evaluation assessment and detailed evaluation assessment tasks in support of the ESF-23.

## **VI. RESOURCE REQUIREMENTS**

A. Required equipment in City vehicles necessary to maintain/operate a City vehicle during an emergency activation:

1. Eight foot jumper cable
2. Fire extinguisher
3. Siphon squeeze pump
4. 12 v plug in spotlight
5. Eight ounce rubber mallet
6. Ten yard Roll of emergency tape (U.L. listed)
7. Reversible screwdriver
8. Six inch pliers
9. Distress flag
10. Knee/fender pad
11. One ounce tire sealant and inflator
12. Two 15 minute safety flares (qty 4)
13. Mag Lite with Red Traffic wand & battery (qty 1)
14. Red Warning 12 hour lite sticks (qty 2)
15. Square point shovel (qty 1)
16. Disposable Nontoxic dust masks (qty 20)
17. Polypropylene heavy duty tow strap (qty 1)
18. Duct tape (qty 1)
19. Empty bag (qty 1)
20. Small knife (qty 1)
21. Wrench (qty 1)

- B. Emergency Medical Supply Kit – contains injury-specific packs and step-by-step instruction cards, in addition to the supplies, for injuries relating to breathing, bleeding, shock, head & spine, bone, eye, burn, bites & stings.
- C. Food & Water supply for three people for three days per vehicle.
- D. Miscellaneous supplies per vehicle:
  - 1. All weather blanket (qty 3)
  - 2. Hard hat (qty 2)
  - 3. Dust Mask (qty 9)
  - 4. Goggles (qty 3)
  - 5. Ear plugs (qty 9)
  - 6. Safety vests orange w/yellow stripes (qty 3)
  - 7. Toilet paper
- E. Identifying/Posting Classification supplies per vehicle:
  - 1. Clip board (qty 1)
  - 2. Water proof Pen (qty 2)
  - 3. Pencil (qty 2)
  - 4. Tape – Yellow “Do Not Cross Line” tape for “unsafe” areas around buildings  
Qty 1 roll each vehicle
  - 5. Placards – Qty 40 each
    - a. “Inspected” – Lawful occupancy permitted
    - b. “Restricted Use” – Entry, occupancy & lawful use are restricted
    - c. “Unsafe” – Do not enter or occupy
  - 6. Safety Assessment Forms – Qty 50 each
    - a. ATC-20 Rapid Evaluation Safety Assessment Form
    - b. ATC-20 Detailed Evaluation Safety Assessment Form
    - c. ATC-20 Fixed Equipment Checklist
    - d. Log Sheets (building inspections) Qty 20
  - 7. Stapler – open faced hand stapler (qty 1) & staples (qty 1 box)
  - 8. ATC 20 Procedures For Postearthquake Safety Evaluation Of Buildings

9. ATC-20-2 Addendum to the ATC-20 Postearthquake Building Safety Evaluation Procedures
10. ATC20-1 Field Manual: Postearthquake Safety Evaluation of Buildings
11. List of “essential buildings” and “major buildings”
12. Map of the City of Woodinville with “essential buildings” and “major buildings” identified on map.
13. RIA route

F. Communication

1. Motorola MTS 2000 FLASH port radio – Total quantity four: Qty one to remain at the alternate EOC and remaining three to be divided among 3 city vehicles.
2. Mobile phone in the Sonoma City vehicle.
3. Arch Pagers, qty 3

G. Transportation

1. Arrive at Alternate EOC to form team & receive assigned City vehicle & equipment.
2. Communicate through Public Works Director for road conditions and routes.

VII. **REFERENCES**

- A. Washington State Comprehensive Emergency Management Plan
- B. ATC 20 Procedures For Postearthquake Safety Evaluation Of Buildings
- C. City of Woodinville Emergency Management Plan, Basic Plan
- D. ATC 20-2, Addendum to ATC-20
- E. ATC 20-1 Field Manual for Postearthquake Safety Evaluation of Buildings

VIII. **TERMS AND DEFINITIONS**

Refer to Appendix 4 to the Basic Plan, Definitions

## **Tabs to ESF 23**

**Tab 1:** Structural Damage Assessment Form

**Tab 2:** Windshield Survey Form

**Tab 3:** List of Manpower Resources (inspectors, civil/structural engineers, architects) (to be published)

**STRUCTURAL DAMAGE ASSESSMENT  
 LOG SHEET - INSPECTIONS**

INSPECTOR: \_\_\_\_\_ AREA: \_\_\_\_\_ DISASTER TYPE: \_\_\_\_\_ INSPECTION DATE: \_\_\_\_\_ PAGE: \_\_\_\_\_

TIME:		COMPLETE ADDRESS				OCC.	CONDITION	RECOMMENDATIONS				OTHER COMMENTS
Arr	Left	Building #	Prefix	Street Name	Suffix	Use	List areas of damage	No further action req	Detailed Review	Barricades Ordered	Permit Req'd	

## STRUCTURAL WINDSHIELD SURVEY

COMPLETE INFORMATION BELOW:

CHECK APPROPRIATE BOX(ES) BELOW:

#	INSPECT DATE	LOCATION:	CHECK APPROPRIATE BOX(ES) BELOW:								
			ROAD PASSABLE	MAJOR PORTION OR WHOLE BLDG DAMAGED	SMALL PORTION OF BLDG DAMAGED	UNSAFE AREA AROUND BUILDING	BLDG OK	CHEMICAL HAZARD	FIRE	SERIOUSLY INJURED PEOPLE <10   >10	
		1. Address: 2. Cross Streets: 3. Dollar Damage:									
		1. Address: 2. Cross Streets: 3. Dollar Damage:									
		1. Address: 2. Cross Streets: 3. Dollar Damage:									
		1. Address: 2. Cross Streets: 3. Dollar Damage:									
		1. Address: 2. Cross Streets: 3. Dollar Damage:									
Persons performing Windshield Survey:											
1											
2											
3											

Comprehensive Emergency Management Plan  
 ESF 23 - Building Damage Assessment  
 Tab 2 - Structural Windshield Survey

Page # \_\_\_\_\_

**ESF24**  
**EVAC/MOVEMENT**

## Emergency Support Function (ESF) 24

### Evacuation and Movement of People

<b>Primary Agencies:</b>	Public Works Department
<b>Supporting Agencies:</b>	Woodinville Fire & Life Safety District Woodinville Police Department Northshore School District King Co. Office of Emergency Management Executive Department Woodinville Chamber of Commerce

#### I. INTRODUCTION

##### A. Purpose

The purpose of this ESF is to provide for and assist in the coordinated evacuation or temporary relocation of all or part of the population of the City of Woodinville from any area when that population is threatened or stricken by a natural or technological disaster.

##### B. Scope

This ESF encompasses the planning, coordination, and mobilization of citizens and City personnel when an evacuation order has been issued by the Mayor. Activities within the scope include:

- Participation in mitigation and preparedness activities.
- Provision of damage assessment of potential evacuation routes prior to mobilization.
- Provision of equipment and personnel to assist in the movement of people.
- Coordination between city, county, state, and special purpose districts as needed.

#### II. POLICIES

The Mayor of the City of Woodinville is required to issue an Evacuation Order prior to the organized movement of citizens and City personnel away from

Woodinville. When the Mayor is not available, the responsibility for issuing evacuation orders will pass down along the Mayor's line of succession.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

The City of Woodinville is vulnerable to many hazards that may require the evacuation of all or part of the population of Woodinville. These include flooding, hazardous materials releases, and interface fires (see the King County Hazard Identification and Vulnerability Analysis for a more complete list of the hazards facing Woodinville).

The movement of people out of Woodinville is complicated by physical barriers which limit the number of traffic routes available out of the city. The City of Woodinville is located in the North end of the Sammamish Valley which limits the number and direction of evacuation routes.

#### **B. Planning Assumptions**

The relocation of people from their homes, schools, and places of business is a jurisdictional problem. The Mayor of the City has the authority to proclaim evacuation from the City.

Evacuation of people from the City of Woodinville will involve the emergency responses of more than one government jurisdiction. The movement of people will cross-jurisdictional boundaries, roadways and highways under the supervision and control of other cities, the County, and State government.

Evacuations will only be ordered when an emergency of such proportion has occurred that people and property must be evacuated to avoid loss of life and heavy property damage.

The primary movement of people, equipment and supplies will be by private-owned vehicles/trucks, common carrier trucks, and mass transit buses. Rail, air, and water transportation systems are not immediately available to residents of Woodinville in the event of an evacuation.

A number of people without private transportation live in areas of the City and would depend upon public assistance in evacuation.

Transportation system providers (private and public) will operate their own systems and facilities to provide the maximum essential services and support possible.

Part of the population may not follow instructions to evacuate, but choose to remain in homes or places of business. Others may relocate to locations considered undesirable or unsafe. Some of the population can be expected to evacuate prior to receiving instruction.

#### **IV. CONCEPT of OPERATIONS**

##### **A. General**

The decision to evacuate all or part of the City of Woodinville is the responsibility of the Mayor. When decided, the Mayor issues an Evacuation Order for the area affected. This decision will be based on the projected or current situation, and will be in accordance with previously established procedures.

The evacuation will be coordinated through the Emergency Operations Center. The evacuation routes and support coordination will be organized by EOC staff. During localized events requiring evacuation, assistance in traffic control and road closures can be requested from the Washington State Patrol and the Washington State Department of Transportation.

One exception to EOC coordinated evacuations is during circumstances when first responders, police and/or fire, will require immediate evacuation of an area of Woodinville due to its proximity to a dangerous situation, such as a hazardous materials spill. During these times, on-scene incident commanders have the authority to evacuate citizens in order to mitigate dangerous and/or life threatening situations.

The Mayor has the ultimate responsibility in determining when reentry to the area will be authorized. This decision will be made with the input of public safety representatives. Residents may be allowed to return to their homes for a brief period to retrieve personal property, if conditions allow. Reentry will be decided based on availability of critical utilities (water and sewer), structural integrity of home, and the safety of public infrastructure.

##### **B. Organization**

The City of Woodinville will provide direction and control for the movement of people within the City. The EOC will be activated any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC. Direction and control of on-scene evacuation

activities shall be performed by uniformed personnel whenever possible.

The coordination of shelters at evacuation sites is the responsibility of the Planning Director (see ESF-6, Mass Care for more information).

C. Procedures

Any provision for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis, according to the specific needs of the situation.

V. RESPONSIBILITIES

A. The **Mayor** of the City of Woodinville has responsibility to:

- Decide when to evacuate all or any part of the City of Woodinville.
- Issue evacuation orders accordingly.
- Direct the release of evacuation warnings, instructions, and information.

B. The **Woodinville Fire & Life Safety District** has the responsibility to:

- Communicate and coordinate with nearby jurisdictions, including the King County EOC, regarding emergency activities, including evacuation routes, destination areas and reception/shelter centers.
- Coordinate the activation of the Emergency Alert System through King County Office of Emergency Management.
- Manage the coordination with outside agencies, including Metro, school districts, etc.
- Provide personnel to organize records collection of evacuation information.
- Assign appropriate staff to develop procedures for record collection and reentry priorities and procedures.

C. The **Emergency Operations Center** has responsibility to:

- Direct the evacuation activities of City government and provide liaison with business, industry, institutions, and neighboring jurisdictions.

D. **King County Office of Emergency Management** shall:

- Assist the City EOC with identifying and locating hosting areas and congregate care facilities.

- Provide additional information on evacuation routes, assist in the exchange of information between jurisdictions, assist in public notification through coordination of EAS messages.
- E. **Woodinville Police Department** has responsibility to:
- Assist in notifying the public of the evacuation order.
  - Assist Public Works directing traffic control operations within the City of Woodinville.
  - Provide internal and perimeter control and security of the evacuation area, unless life threatening to personnel.
  - Assist in the removal of stalled vehicles and equipment from evacuation routes.
  - Provide representation at the EOC to assist in the identification and establishment of evacuation routes.
- F. **Executive Department** (Office of the City Manager) has responsibility to:
- Assist in notifying the public of the evacuation order by use of the City of Woodinville radio station.
- G. The **Public Works Department** has responsibility to:
- Assist in crowd and traffic control operations by providing signs and barricades.
  - Provide personnel and equipment to keep evacuation routes clear.
  - Provide for the maintenance or repair of evacuation routes.
  - Coordinate the maintenance, use, and allocation of City-owned transportation resources to City departments for emergency transportation of people, equipment, and supplies.
  - Coordinate the rental of equipment required by City government for emergency transportation of people, equipment, and supplies.
- H. The **Northshore School District** has responsibility to:
- Provide for the evacuation of School District students when school is in session.
  - Allow access to District vehicles to assist in evacuation of Woodinville residents after needs of students and staff have been met.
- I. The **City Engineer** has responsibility to:
- Ensure the structural integrity of evacuation routes, if necessary.

- J.       The **Woodinville Chamber of Commerce** has responsibility to:
- Assist in notifying the public of the evacuation order by use of the City of Woodinville Alert Fax.