

RESOLUTION NO 371

A RESOLUTION OF WOODINVILLE CITY COUNCIL ADOPTING THE WOODINVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AND REPEALING RESOLUTION NO. 267 AND RESOLUTION NO. 269.

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 Nos. 267, effective March 8, 2004, are now dated and do not address the emergency management needs of the City; and

WHEREAS, the City Council finds that the provisions of Resolution No. 269, effective March 8, 2004, are now dated and Emergency Services Coordinating Agency provides a Comprehensive Weapons of Mass Destruction and Terrorism Plan for all participating agencies; and

WHEREAS, the Comprehensive Emergency Management Plan provides 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; and

WHEREAS, the City Council recognizes that the Comprehensive Emergency Management Plan may need to be revised and updated based on changes in the organization and Emergency Management, and provides the City Manager with the authority to implement administrative changes, or changes resulting from an emergent need; and

WHEREAS, the Woodinville Comprehensive Emergency Management Plan has been updated in conjunction with Woodinville Fire & Life Safety District and the King County Sheriffs Office and is ready for formal adoption by the City Council;

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

Section 1. That the City Council of the City of Woodinville approve the August 2009 Woodinville Comprehensive Emergency Management Plan and that Resolution Nos. 267 and 269 are hereby repealed.

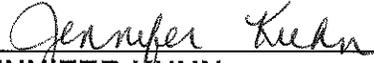
Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution or any resolution adopted or amended hereby, should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phase of this Resolution.

RESOLVED this 17th day of November 2009.



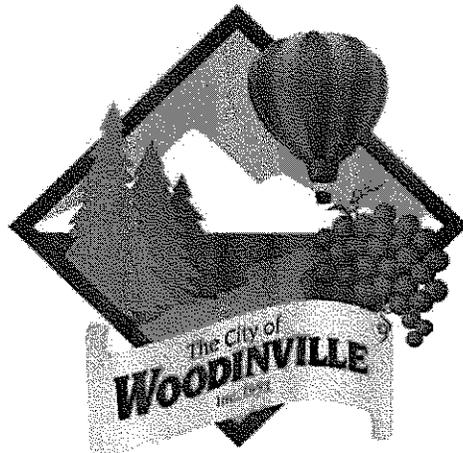
SCOTT HAGEMAN, MAYOR

ATTEST/AUTHENTICATED:



JENNIFER KUHN
CITY CLERK/CMC

Comprehensive Emergency Management Plan



City of Woodinville

August 2009

**CITY OF WOODINVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

TABLE OF CONTENTS

BASIC PLAN

Section I. Mission and Situation

Mission	Basic Plan - Page 1
Authority	Basic Plan - Page 2
Situation	Basic Plan - Page 3
Assumptions	Basic Plan - Page 3
Limitations	Basic Plan - Page 3

Section II. Organization and Responsibilities

Organization	Basic Plan - Page 5
Continuity of Government	Basic Plan - Page 5
Emergency Management Organization	Basic Plan - Page 5
Emergency Services Coordinating Agency	Basic Plan - Page 6
Emergency Management Committee	Basic Plan - Page 6
Sub-Committees	Basic Plan - Page 6
Emergency Preparedness Commission	Basic Plan - Page 7
Responsibilities	Basic Plan - Page 7
Law Enforcement Assistance	Basic Plan - Page 13
Emergency Response and Support Teams	Basic Plan - Page 14
Defense Support of Civil Authorities	Basic Plan - Page 14

Section III. Concept of Operations

Concept	Basic Plan - Page 17
---------	----------------------

Operations By Time Phase	Basic Plan - Page 20
Section IV. Administrative and Fiscal Procedures	Basic Plan - Page 23
Section V. Logistics	Basic Plan - Page 27
Section VI. Direction, Control and Coordination	
NIMS Integration	Basic Plan - Page 29
Direction and Control	Basic Plan - Page 29
On-Scene Management	Basic Plan - Page 30
Coordination	Basic Plan - Page 32
Declaration of Emergency	Basic Plan - Page 32
Sample Declaration	Basic Plan - Page 34
Request for Emergency Assistance	Basic Plan - Page 35
Demobilization	Basic Plan - Page 35
Operations Under Homeland Security Advisory System Threat Conditions	Basic Plan - Page 35
Section VII. Emergency Public Information	Basic Plan - Page 37
Section VIII. Training, Exercises and Education	Basic Plan - Page 39
Section IX. On-going Plan Management and Maintenance	Basic Plan - Page 43

EMERGENCY SUPPORT FUNCTIONS

Transportation	Emergency Support Function 1 - Page 1
Telecommunications, Information and Warning	Emergency Support Function 2 - Page 1
Public Works and Engineering	Emergency Support Function 3 - Page 1
Fire Suppression	Emergency Support Function 4 - Page 1
Information Analysis and Planning	Emergency Support Function 5 - Page 1

Mass Care, Housing and Human Services	Emergency Support Function 6 - Page 1
Resource Support	Emergency Support Function 7 - Page 1
Public Health and Medical Services	Emergency Support Function 8 - Page 1
Search and Rescue	Emergency Support Function 9 - Page 1
Hazardous Materials	Emergency Support Function 10 - Page 1
Food and Water	Emergency Support Function 11 - Page 1
Energy	Emergency Support Function 12 - Page 1
Public Safety, Law Enforcement and Security	Emergency Support Function 13 - Page 1
Long-term Community Recovery	Emergency Support Function 14 - Page 1
Public Affairs	Emergency Support Function 15 - Page 1

Emergency Support Functions 16 – 19 Reserved for Future Use

Defense Support to Civil Authorities	Emergency Support Function 20 - Page 1
Damage Assessment	Emergency Support Function 23 - Page 1
Evacuation and Movement	Emergency Support Function 24 - Page 1

APPENDICES

- Appendix 1: ESF Responsibility Matrix
- Appendix 2: Authorities and References
- Appendix 3: Distribution List

BASIC PLAN

**CITY OF WOODINVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

BASIC PLAN

I. MISSION AND SITUATION

MISSION

It is the policy of the City of Woodinville, in order to protect lives and property, and in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

The City of Woodinville's Emergency Preparedness Goals are:

1. To coordinate the development and maintenance of the City's *Comprehensive Emergency Management Plan* that provides the framework for organizational activities during disaster operations.
2. Provide a community education and preparedness program through the Emergency Services Coordinating Agency for the community to assist them in developing self sufficiency.
3. Provide assistance to City staff in training activities for the development of first responder capabilities.
4. Foster an atmosphere of cooperation within the City of Woodinville and with adjacent jurisdictions as well as with county, state, and federal agencies.

The City of Woodinville *Comprehensive Emergency Management Plan* provides guidance for mitigation, preparedness, response and recovery activities. This includes: disaster and emergency responsibilities and procedures, and training and community education activities.

The *Plan*, including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City of Woodinville.

The *Plan* establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into area wide activities.

All directions contained in this *Plan* apply to preparedness and emergency activities undertaken by the City of Woodinville and supporting organizations required to minimize the effects of disaster, and facilitate recovery activities. The City of Woodinville provides on-going training and implementation of the Incident Command System (ICS) per the National Incident

Management System (NIMS) for all natural and manmade disasters. Under the guidance of the *National Response Framework*, this *Plan* addresses all activities related to local incident management, including mitigation, preparedness, response and recovery actions.

The City of Woodinville *Comprehensive Emergency Management Plan* supports and is compatible with the Emergency Services Coordinating Agency (ESCA), Washington State and National Response Plans. This document provides support to the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*; the *King County Regional Disaster Plan*; Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be handled on a case-by-case basis.

AUTHORITY

The City of Woodinville *Comprehensive Emergency Management Plan* is developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 35A.38, 35.33.081, 35.33.101, 38.52.070 and 42.14.
2. Washington Administrative Codes 118-30, and 296-62-3112.
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2251-2303 Federal Civil Defense Act of 1950, as amended, 2301-2303 Improved Civil Defense 1980.
4. Title III Superfund Amendment and Re-Authorization Act of 1986.
5. *The National Response Framework*
6. Homeland Security Presidential Directive 5
7. Woodinville City Ordinance 248
8. Woodinville Municipal Code 2.25 *Emergency Preparedness Commission*
9. Woodinville Municipal Code 8.10 *Emergency Management*

SITUATION

Disasters and emergencies have occurred in Woodinville and will likely occur again in the future. Through a process of hazard vulnerability analysis it has been determined that the City of Woodinville is vulnerable to numerous technological and natural hazards. These hazards include: wind, rain and snow storms, earthquake, flood, landslide, common and private carrier accident, search and rescue emergencies, civil disturbance, terrorist activity, acts of war, explosion, structural collapse, hazardous material incident, major fire, and energy and utility system failure. Additional information on the risks associated with these hazards can be found in the *North King and South Snohomish Counties Regional Mitigation Plan* and Section 5: Hazard Identification and Vulnerability Analysis of the *King County Hazard Mitigation Plan*, separately published documents.

ASSUMPTIONS

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, panic and disruption of essential services in Woodinville. These situations may also create significant financial, psychological and sociological impact on citizens of the community and the City governmental organization itself.

It is reasonable to assume that with impending incidents such as storms, floods and acts of war, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

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, and residents within the City for initial response operations.

The role of the individual citizen is of key importance in the response and recovery from disasters. The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will have to be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore, each citizen must be personally responsible for preparing to meet their own emergency needs for at least three days. These preparedness items include having a plan, stocking supplies, learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.

Woodinville may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this City.

LIMITATIONS

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible. As Woodinville response resources may

be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

II. ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

The City of Woodinville operates under a Council/Manager form of government. The Members of the City Council make up the legislative branch of Woodinville City government and the City Manager leads the executive branch. The City Council has appointed a City Manager to manage the day-to-day operations of the City. The executive and legislative branches of the City of Woodinville are responsible for overall policy direction within the City.

Woodinville Municipal Code 8.10 *Emergency Management* identifies the "Director of Emergency Management" as the person appointed by the City Manager to be responsible for the administration and operation of the emergency management program and plan for the City of Woodinville. For the purposes of this *Comprehensive Emergency Management Plan* and all related documents, the "Director of Emergency Management" shall be referred to as the "City Disaster Coordinator."

The Assistant to the City Manager shall serve as the City's Disaster Coordinator.

Through Inter-local Agreement, the Emergency Services Coordinating Agency (ESCA) serves as the City's emergency management agency.

The day-to-day organizational structure of Woodinville City Departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this plan.

City government will retain authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application for mutual aid within its own boundaries.

CONTINUITY OF GOVERNMENT

The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event its leadership is incapacitated. RCW 35A.13.020, 35A.42.030 provide for filling vacancies of elected officials in the City.

EMERGENCY MANAGEMENT ORGANIZATION

The Emergency Management Organization shall be compatible with the existing City organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

EMERGENCY SERVICES COORDINATING AGENCY

The Director of the Emergency Services Coordinating Agency (ESCA) provides direction and coordination for Comprehensive Emergency Management Plan development, ongoing maintenance and related activities within the City in coordination with the Woodinville Disaster Coordinator. The ESCA Director provides for coordination with outside agencies and organizations involved in emergency planning. The ESCA Director manages the ESCA Emergency Operations Center during activation and interacts with outside agencies to coordinate emergency support activities. The ESCA Director serves as a permanent member of the Emergency Management Organization and may recommend emergency planning related policy to the City Council and City Manager.

EMERGENCY MANAGEMENT COMMITTEE

The Emergency Management Committee provides staff support, direction and expertise in development of the plan and all supporting documents. The committee is comprised of key personnel designated by the City Manager. Members of the Emergency Management Committee may staff the Emergency Operations Center as necessary during activation and coordinate the activities in their respective area of responsibility during major emergencies and disasters.

The Emergency Management Committee consists of the following members:

- City Manager or designee
- Assistant to City Manager
- City Disaster Coordinator
- City Clerk
- ESCA Director
- Administrative Services Director
- Development Services Director
- Parks Maintenance Supervisor
- Public Works Director
- Police Chief or designee
- Recreation Supervisor
- Woodinville Fire District Chief or designee

SUB-COMMITTEES

Sub-committees as determined necessary by the Emergency Management Committee may include individuals from outside organizations. Sub-committees will be chaired by a member of the Emergency Management Committee. Oversight of sub-committee work will be the responsibility of the Disaster Coordinator or the ESCA Director.

EMERGENCY PREPAREDNESS COMMISSION

Established by Woodinville Municipal Code 2.25, the Emergency Preparedness Commission provides policy guidance and recommendations in meeting the public safety needs of the City. The Commission, comprised of seven City residents and two community members, is tasked with analyzing public safety needs; reviewing emergency management planning policies and procedures; reviewing public safety ordinances; and encouraging community preparedness.

RESPONSIBILITIES - CITY OF WOODINVILLE

CITY COUNCIL AND CITY MANAGER

CITY COUNCIL

1. Appropriate funds to meet emergency needs.
2. Maintain continuity of the legislative branch of the local government.
3. Provide for the coordination of visiting officials from other jurisdictions and levels of government.
4. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.

CITY MANAGER

1. Declare local emergency.
2. Provide visible leadership to the community and make announcements to the media.
3. The City Manager or successor may proclaim special emergency orders under Woodinville City Ordinance 248.
4. Provide direction for re-allocation of City funds to cover disaster related expenditures.
5. Serve on the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.
6. Notify the Woodinville City Council of the emergency and any response and recovery actions being taken.
7. Assign a representative to the ESCA Emergency Operations Center during activation, if requested.

CITY DISASTER COORDINATOR

1. Provide for emergency preparedness, mitigation, response and recovery activities to be carried out within the city.
2. Provide policy direction and coordinate the development and maintenance of the City's *Comprehensive Emergency Management Plan* in cooperation with the ESCA Director.
3. Serve on the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.
4. Coordinate dissemination of emergency warning and evacuation information through available City resources and ESCA.
5. Submit completed disaster assistance paperwork to the ESCA Director for submittal to appropriate county, state and federal agencies.
6. Provide overall direction and control of emergency operations.
7. Request assistance, when necessary, from the Emergency Services Coordinating Agency (ESCA) and Washington State Division of Emergency Management, and the Federal Emergency Management Agency (FEMA) through the ESCA.

ESCA DIRECTOR

1. In cooperation with the City Manager and City Disaster Coordinator, coordinate the development and maintenance of the City's *Comprehensive Emergency Management Plan*.
2. Serve on the Emergency Management Committee; and assist staff with the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.
3. Manage the ESCA Emergency Operations Center during activation.
4. Assist City with Declaration of Local Emergency and coordinate requests for outside assistance through county, state and federal agencies.
5. Assist responsible City staff in the preparation of disaster assistance paperwork and submit to the appropriate agencies.
6. Provide for public information and education on emergency preparedness.
7. Coordinate dissemination of emergency warning information through the Emergency

Alert System and available ESCA resources.

8. Assist with coordination of mitigation and preparedness activities as requested by the City Manager.
9. Coordinate amateur radio operators during disaster operations.
10. Act as liaison between City personnel and military personnel responding to an emergency.
11. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts.

COMMUNICATIONS CENTERS (King County/Police & NORCOM/Fire)

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the center.
2. Provide recommendations for Emergency Operations Center communications equipment.
3. Provide emergency communications service to the Communications Center service area.
4. Provide information on emergency situations and locations to the Emergency Operations Center during activation.
5. Coordinate re-establishment of communications system if disrupted.
6. Disseminate initial warning information and request activation of the Emergency Alert System through ESCA when appropriate.
7. Provide for the identification and preservation of essential Communications Center records.
8. Document emergency related costs and activities.

PUBLIC WORKS

1. Provide support to Fire District rescue operations as appropriate.
2. Coordinate efforts to determine infrastructure safety and recommend evacuation as appropriate.

3. Coordinate debris removal, traffic control devices (barriers, barricades, signs etc.), road closures and protection of public property.
4. Provide assessment of transportation routes, identify alternate routes and provide temporary traffic control measures.
5. Provide damage assessment, debris removal, emergency protective measures, emergency and temporary repairs and/or construction for public works infrastructure.
6. Coordinate permanent repair and reconstruction of City equipment, property and facilities.
7. Provide or contract for engineering services.
8. Provide support and compile data in initial damage assessment of essential city-wide facilities.
9. Provide light and heavy equipment, generators and supplies.
10. Coordinate with area utility providers for restoration of services.
11. Provide support to the Fire District in hazardous material incident response to district sewers and City streets.
12. Provide field communications support through existing communications equipment when requested.
13. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
14. Provide support to other departments in field activities as appropriate.
15. Provide support to perform or contract for major recovery work as appropriate.
16. Provide, or contract for, engineering and architectural services for transportation and municipal infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during the recovery period.
17. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
18. Provide for the identification and preservation of essential department records.
19. Document emergency related activities and costs.

ADMINISTRATIVE SERVICES

1. Develops plans for and coordination of recovery operations for the City's telephone and computer systems following disaster situations.
2. Assist in preparing Declaration of Local Emergency.
3. Provide liaison for coordination with telephone service providers for the re-establishment of telephone services to the City government.
4. Provide computer and telecommunications support for City government.
5. Review contracts for emergency work and procurement.
6. Provide for the protection of computer hardware, software and data.
7. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
8. Coordinate disaster related purchases and expenditures and provide documentation of emergency related activities and costs.
9. Develop plans for employee notification and support during disaster activities.
10. Coordinate the recruitment and registration of temporary emergency workers and volunteers.
11. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
12. Provide for the identification and preservation of essential department records.
13. Document emergency related activities and costs.

DEVELOPMENT SERVICES

1. Develop plans for, and coordinate the utilization of local facilities for temporary emergency shelters, staging areas and points of distribution.
2. Provide streamlined permit process for disaster recovery efforts.
3. Coordinate and support community support services established in the city following a disaster.
4. Provide damage assessment and emergency repairs for City-owned property and facilities.

5. Develop plans for emergency feeding and shelter for City staff during disaster activities.
6. Assist in preparing Damage Assessment reports and Requests for Assistance.
7. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
8. Provide for the identification and preservation of essential department records.
9. Document emergency related activities and costs.

WOODINVILLE FIRE & LIFE SAFETY DISTRICT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Provide command and control for field operations through established command posts as appropriate.
3. Provide fire suppression services.
4. Provide hazardous materials incident command and radiological monitoring. Coordinate with outside agencies as appropriate.
5. Provide direction and control for search and rescue activities.
6. Provide light and limited heavy rescue response.
7. Provide emergency medical services with limited transportation to hospitals.
8. Direct or support evacuation efforts as appropriate.
9. Provide support to other departments in utility restoration efforts.
10. Provide support in the dissemination of emergency warning information to the public.
11. Provide support to other departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property.
12. Participate in initial city-wide damage assessment as appropriate, including assessment of department facilities.
13. Document emergency-related activities and costs.

POLICE DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Provide law enforcement activities within the City.
3. Provide command and control for field operations through established command posts as appropriate.
4. Provide guidance for emergency traffic control.
5. Direct or support evacuation efforts as appropriate.
6. Provide support to the King County Medical Examiner in the identification of the deceased.
7. Provide support in the dissemination of emergency warning information to the public.
8. Participate in initial city-wide damage assessment as appropriate.
9. Provide coordination with the King County Sheriff Bomb Disposal Unit for explosive device identification, handling, and disposal.
10. Provide for the identification and preservation of essential department records.
11. Document emergency related costs and activities.

LAW ENFORCEMENT ASSISTANCE

The Woodinville Police Department is the agency of primary jurisdiction with the City under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the state. Requests for supplemental law enforcement assistance should be made through the King County Sheriffs Office.

Additional information on Law Enforcement Mutual Aid can be found in Emergency Support Function (ESF) 13 – Public Safety, Law Enforcement and Security; and the *Washington State Law Enforcement Mobilization Plan*, a separately published document.

RESPONSIBILITIES – STATE

EMERGENCY MANAGEMENT DIVISION

1. Through the Washington State *Comprehensive Emergency Management Plan* and the EOC, coordinate all emergency management activities of the State.
2. Take appropriate actions to mitigate the effects of, prepare for, respond to and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment and resources in support of State and local government emergency operations.

RESPONSIBILITIES – FEDERAL

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

1. Provide assistance to State and local agencies to save lives and protect property, the economy and the environment.
2. Facilitate the delivery of all types of Federal response assistance to State and local governments.
3. Assist states in recovering from an emergency or disaster.

EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

Incident Management Assistance Teams (IMATs) as described in Chapter II: Response Actions of the *National Response Framework* may be available to assist in incident management, set up of response facilities and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate establishment of the Joint Field Office (JFO).

DEFENSE SUPPORT OF CIVIL AUTHORITIES

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies. This support and its provisions are described in Chapter I: Roles and Responsibilities of the *National Response Framework*. DOD responds to requests for assistance when local, state and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.

Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

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III. CONCEPT OF OPERATIONS

CONCEPT

1. It is the policy of the City of Woodinville to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City of Woodinville to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. Should the emergency or disaster occur:
 - a. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department Standard Operating Procedures (SOPs).
 - b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of the families and homes, provided that doing so does not compromise emergency response functions as defined in this plan.
3. It is the policy of the City of Woodinville to conduct all emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
4. It is the policy of the City of Woodinville that each City department takes an active role in emergency planning and develops Standard Operating Procedures. It is the responsibility of the supervisor of each City department and office to:
 - a. Provide a designee and alternates assigned as members of the Emergency Management Committee to actively participate in the preparation and maintenance of the City's *Comprehensive Emergency Management Plan*.
 - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
 - d. Develop departmental Standard Operating Procedures (SOP) which include the following:
 - 1) Department chain of command.
 - 2) Location for managing departmental emergency operations.

- 3) Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.
 - 4) Information needed to manage the department during emergency operations and means of communication for obtaining that information.
 - 5) Information on how the department will coordinate with the Emergency Operations Center.
 - 6) Methods to ensure that all department staff are aware of Standard Operating Procedures and of the concepts of the *Comprehensive Emergency Management Plan*.
5. It is the policy of the City of Woodinville that City departments participate in training activities and emergency operations assignments.
6. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:
- a. Report to the pre-determined site to manage department operations.
 - b. Account for personnel.
 - c. Assess damages to facilities and resources.
 - d. Assess personnel and resources available.
 - e. Assess problems and needs.
 - f. Report situation, damages and capabilities to the Emergency Operations Center.
 - g. Send designated representatives to the Emergency Operations Center.
 - h. Carry out departmental responsibilities and assigned tasks.
 - i. Continue assessment of department resources, needs and actions.
 - j. Continue reports to the Emergency Operations Center regarding actions, problems, needs, damages, etc.
 - k. Keep detailed and accurate records, document actions, costs, situations, etc.
7. The Woodinville Emergency Operations Center (EOC) may be activated at the request of the City Manager, ESCA Director, Police Chief, Fire Chief or Public Works Director,

as the level of operations requires. Designated staff report to the EOC to coordinate response efforts and support field operations. In localized emergencies affecting only the City of Woodinville, the ESCA Director will serve as the coordinator of EOC activities when requested. All or part of the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

8. In the event of a regional emergency affecting a wide spread area, the ESCA EOC will be activated by the ESCA Director. Upon request, the City of Woodinville will send appropriate staff to the ESCA EOC to facilitate coordination of activities and resources on behalf of the City.
9. The City Manager, in coordination with the ESCA Director, shall be responsible for evaluating a situation to determine if a Declaration of Emergency is necessary.
10. Woodinville City Departments are expected to carry out their responsibilities outlined in this *Plan*, utilizing their best judgment and in a coordinated manner. The Emergency Management Committee will act as advisors to the City Manager in dealing with problems caused by the disaster and in the coordination of the situation. This coordination will normally be done through the Emergency Operations Center.
11. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the ESCA Emergency Operations Center. In the event of a Declaration of Emergency the deployment of out of jurisdiction resources will normally be coordinated through the ESCA Emergency Operations Center. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.
12. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Woodinville and those provided through mutual aid, the City Manager may request assistance from the ESCA or from the County Executive or Governor through the ESCA Director.
13. In the event of communications failure in a disaster, any temporarily established site may act as a remote Emergency Operations Center for its local area until coordination can be established from the Woodinville and/or the ESCA Emergency Operations Center. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.
14. The registration of temporary emergency workers and other volunteers will be coordinated through Administrative Services. Permanent emergency worker registration is handled through ESCA.

OPERATIONS BY TIME PHASE

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Woodinville Emergency Management Organization and City departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

MITIGATION AND PREPAREDNESS PHASE

1. Develop and maintain the City of Woodinville *Comprehensive Emergency Management Plan*.
2. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
3. Develop appropriate contingency plans and standard operating procedures in support of the *Comprehensive Emergency Management Plan*.
4. Initiate efforts toward detection and prevention of impacts to public health and safety.
5. Identify and implement actions to reduce hazards and risks faced by first responders in order to protect responder health and safety.
6. Report any threats, incidents and/or potential incidents using established communications and reporting channels.
7. Immediately report any suspicious activity, terrorist threats and/or actual incidents with a potential or actual terrorist nexus to the regional Joint Terrorism Task Force (JTTF) in Seattle.
8. Coordinate through ESCA with other local, county, state and Federal agencies to assure cohesive working relationships and compatible emergency plans.
9. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
10. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
11. Conduct annual training activities to enhance response capabilities.
12. Conduct annual public education to enhance citizen self-sufficiency.
13. Additional information on specific mitigation activities can be found in the *North King and South Snohomish Counties Pre-disaster Hazard Mitigation Plan*, a separately

published document.

INCREASED READINESS/WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the Emergency Operations Center as required for the situation.
3. Disseminate emergency warning as appropriate.
4. Take incident specific mitigation actions to protect public and private property.

RESPONSE PHASE

1. Carry out initial damage assessment and evaluate overall situation.
2. Initiate actions necessary to preserve life and property utilizing available resources.
3. Prepare Declaration of Local Emergency as appropriate.
4. Coordinate response and support functions with outside agencies and volunteer organizations.
5. Coordinate operations, logistics, and planning functions.
6. Compile event status information and report to appropriate agencies.
7. Prepare and maintain detailed documentation of events and activities.
8. Provide public information and warning as appropriate.

RECOVERY PHASE

1. Carry out damage assessment functions and assess community needs.
2. Prioritize recovery projects and assign functions accordingly.
3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of event, including event log, cost analysis and estimated recovery costs.
5. Facilitate the establishment of disaster assistance offices to assist private business and citizens with individual recovery.

6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate long range plans from recovery and reconstruction activities.
8. Additional information on recovery activities can be found in Emergency Support Function (ESF) 14 – Long-term Community Recovery.

IV. ADMINISTRATIVE AND FISCAL PROCEDURES

1. It is the policy of the City of Woodinville that each City department will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day to day activities and expenditures.
2. Financial documentation and associated reports shall be prepared at the direction of the City Manager or designee.
3. The City Finance Director shall develop effective methods and procedures for documenting disaster expenditures and shall provide each City department with documentation forms and completion instructions.
4. The City Clerk, in coordination with other City departments, shall identify records that are vital for the operation of the City, in order to effectively resume normal business after a disaster or emergency.
5. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
6. The City of Woodinville will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The City Manager, in consultation with the Director of Finance and City Council, will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
7. Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster.
8. The City of Woodinville will submit reports required by both state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:
 - Situation Reports
 - Declaration of Emergency
 - Requests for Assistance
 - Damage Assessment Reports

It will be the responsibility of the City Manager or designee to coordinate the preparation of all required reports and ensure that they are delivered to ESCA and other appropriate agencies.

9. A streamlined plan review and permit process may be instituted within the City in order

to facilitate recovery and repair activities.

10. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the Woodinville Municipal Code, State Environmental Policy Act, Hydraulics Project Approval Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
11. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the Woodinville Municipal Code, State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, Hydraulics Project Approval Act, and Flood Control Act.
12. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.
13. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability.
14. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 -Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
15. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
16. It is the policy of the City of Woodinville that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. Administrative Services is the lead department for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.
17. City departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with Administrative Services. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules. Requirements of the Washington State Overtime Law, Fair Labor Standards Act (FLSA), existing labor contracts and City policies and procedures shall apply.
18. The City Manager shall designate an Emergency Operations Center (EOC) representative to coordinate personnel needs, maintain liaison with volunteer

organizations, and assist City employees in obtaining recovery assistance.

19. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.
20. Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. Administrative Services will be responsible for the recruitment, registration and coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

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V. LOGISTICS

1. The City Manager, following a Declaration of Emergency, has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations.
2. The City Manager or designee is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations.
3. It is the policy of the City of Woodinville that all City departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations.
4. The City Public Works, Administrative Services and Development Services Departments will pre-identify locations within the City for use as Logistics Staging Areas and Points of Distribution for response and relief supplies. Additional information on Staging Areas and Points of Distribution can be found in Emergency Support Function (ESF) 7 – Resource Support.
5. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements and through ESCA and the Washington State Division of Emergency Management through ESCA.

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VI. DIRECTION, CONTROL AND COORDINATION

NIMS INTEGRATION

1. The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
2. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.
3. It is the policy of the City of Woodinville that all emergency management activities will be conducted in accordance with NIMS.

DIRECTION AND CONTROL

1. Direction and control of emergency management activities rests with the City Manager. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52. Overall control during disaster response operations will be divided into two levels.
 - a. City Manager and Emergency Management Committee deal with policy issues brought about by the disaster, coordinates disaster resources and monitors the disaster situation.
 - b. Field Operations: Operate in field locations or command posts and will direct and coordinate disaster field operations.
2. The City Manager, in coordination with the Emergency Services Coordinating Agency Director, 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. The City Council is responsible for city-wide policy decisions. The City Manager, or designee, provides policy recommendations to the City Council during times of emergency or disaster, or in anticipation of large-scale emergencies or disasters.
4. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Vacancies of elected officials in the City shall be filled according to the RCW provisions.
5. The day-to-day organizational structure of the City departments shall be maintained as

much as practical during emergency and disaster operations. Each City department shall have a line of succession to the supervisor.

6. Overall direction, control and coordination of local resources and operations will normally be conducted through the Woodinville Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies.
7. The Woodinville Emergency Operations Center is currently located at Woodinville City Hall, with a back-up location at the Woodinville Fire and Life Safety District headquarters (17718 Woodinville/Snohomish Road NE, Woodinville, WA), which is equipped with a temporary power supply for use during general system failures and is available for operations 24 hours a day.
8. The Emergency Operations Center may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the Emergency Management Organization and necessary support staff as required. Initial establishment of the Emergency Operations Center following activation will be the responsibility of the ESCA Director and the Woodinville City Manager.
9. Individual City departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the Emergency Operations Center informed of their situation and activities and shall act in coordination with the Emergency Operations Center.
10. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
 - a. Protect life and health.
 - b. Protect public and private property.
 - c. Develop and disseminate public information.
 - d. Restore essential services and facilities.
 - e. Minimize economic disruption to the community.
 - f. Preserve existing institutions and organizations.

ON-SCENE MANAGEMENT

1. In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will normally follow the Incident Command System (ICS)

as published by the National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include, but are not limited to:

- a) Incident Commander - Directs on-scene operations.
- b) Safety Officer - Oversees safety of operations at the scene.
- c) Liaison Officer - Coordinates information with support function groups.
- d) Public Information Officer - Coordinates media relations and emergency public information.
- e) Operations Section - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, decontamination.
- f) Logistics Section - Responsible for communications, transportation, supplies, special equipment, and facilities.
- g) Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, demobilization.
- h) Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, claims.

2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident and shall remain responsible for all ICS functions until delegated. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:

- a) Assess the situation.
- b) Develop incident organization objectives, action plans and priorities.
- c) Ensure safety issues are addressed.
- d) Contact appropriate agencies, dispatch, or the Emergency Operations Center to request necessary resources.

3. When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. As necessary, a unified command should be implemented. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will carry out tasks through on-site

command personnel or the Emergency Operations Center when instructed.

4. Washington Administrative Code (WAC) 296-62-3112 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
5. The Incident Commander may appoint a Public Information Officer to, when the situation warrants, work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the Emergency Operations Center. The Public Information Officer shall be responsible for communicating released information to the Emergency Operations Center.

COORDINATION

1. The Emergency Services Coordinating Agency is the lead agency for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies serving the City of Woodinville. In the event of a large-scale emergency affecting a widespread area, the ESCA Emergency Operations Center will be activated to provide coordination of activities and resources. (See *ESCA EOC Procedures*-a separately published document).
2. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Backup and supporting communication activities will be provided by organized volunteer radio operators assigned through ESCA.
3. Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer, existing City communications systems and the Central Puget Sound Emergency Alert System.

DECLARATION OF EMERGENCY

1. The Declaration of Local Emergency is made by the City Manager and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The Declaration is normally a prerequisite to state and federal disaster assistance. The Declaration of Local Emergency must be ratified by the City Council as soon as practical following the emergency.
2. The City Manager shall cause any Declaration made, to be delivered to all news media within the city and shall use other methods as necessary, to give notice of such Declaration to the public.

3. The Declaration 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.
4. The City Manager or designee shall be responsible for the preparation of Emergency Declarations.
5. The City Manager will notify the ESCA Director when a Declaration of Local Emergency is made. The ESCA Director is responsible for notifying appropriate county, state and federal agencies following the Local Declaration of Emergency.

City of Woodinville

Declaration

WHEREAS, a disaster has occurred, specifically

, and

WHEREAS, the problems caused by the disaster have created a threat to life and property, and

WHEREAS, all available resources will be committed to disaster work, and

WHEREAS, the City may require supplemental assistance, and

WHEREAS, the severity of this disaster is beyond the capability of local resources:

NOW, THEREFORE, this event constitutes an emergency necessitating the utilization of emergency powers granted under RCW 38.52.070;

IT IS PROCLAIMED BY THE CITY MANAGER OF THE CITY OF WOODINVILLE THAT:

“AN EMERGENCY BE DECLARED IN OUR COMMUNITY”

Dated this _____ day of _____, _____.

Signed _____
City Manager

Attested _____
City Clerk

REQUEST FOR EMERGENCY ASSISTANCE

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the City Manager will request additional resources through ESCA for county, state and federal assistance as necessary.
2. Requests to the Governor to proclaim a State of Emergency are made by the County Executive through the ESCA Director. This proclamation by the Governor is necessary to obtain federal disaster relief funds.

DEMOBILIZATION

When the City Manager (or designee) determines that the activation of the EOC is no longer required, he/she will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event.

OPERATIONS UNDER HOMELAND SECURITY ADVISORY SYSTEM (HSAS) THREAT CONDITIONS

The Homeland Security Advisory System (HSAS) provides a guide to assist government and private-sector entities in initiating a set of standardized actions as a result of increased terrorist threat levels within the United States, and to inform the public on updated homeland security requirements. The raising of the threat condition generally is reserved for threats that are credible, corroborated and imminent. An elevated threat condition can be applied nationally or by region, by industry or to a specific target.

1. Threat level – GREEN: Threat conditions are LOW. Woodinville Police Department monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
2. Threat level – BLUE: Threat conditions are GUARDED. Woodinville Police Department monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
3. Threat level – YELLOW: Threat conditions are ELEVATED. Woodinville Police Department monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
4. Threat level – ORANGE: Threat conditions are HIGH. Woodinville Police Department will review intelligence disseminated through normal channels of communication regarding the terrorist threat for any local ties to determine

appropriate response.

5. Threat level – RED: Threat conditions are SEVERE. If the threat level is elevated regionally or locally, the Woodinville Police Department will coordinate all activities with a Joint Field Officer (JFO) in the local area. In the absence of a JFO, special teams deployed in response to a terrorist threat will operate in coordination with the FBI Joint Operations Center (JOC).

VII. EMERGENCY PUBLIC INFORMATION

Providing current and accurate information to the public is of great importance following an emergency or disaster. The City shall strive to provide both emergency and general information in a timely and coordinated manner. For the purposes of this plan, the City of Woodinville defines "emergency information" as information which has direct relevance to the safety and/or health of the citizens of Woodinville, i.e. evacuation orders and routes, boil water orders, shelter-in-place notices, curfews, etc. "General information" may consist of information such as debris pick-up schedules, permit fee schedules, facility hours of operation, etc.

1. The City Manager or his/her designee shall serve as the Public Information Officer and coordinate the dissemination of emergency public information through the Emergency Operations Center (EOC).
2. When the situation warrants, the City Manager may request that the City of Woodinville Public Information Officer, or the Emergency Services Coordinating Agency Public Information Officer (PIO), act on behalf of the City to facilitate the coordination of information to the public.
3. All available methods may be used to relay emergency information to the public.
4. Activation of the Radio Amateur Civil Emergency Services (RACES) and the Emergency Alert System shall be done through the ESCA Emergency Operations Center.
5. Printed education and information materials are available through ESCA.
6. 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 of the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.
7. The release of information regarding Law Enforcement issues and incidents will be coordinated with and authorized by the King County Sheriff PIO or designee.
8. Additional information on public information activities can be found in Emergency Support Function (ESF) 15 – Public Affairs.

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VIII. TRAINING, EXERCISES AND EDUCATION

PURPOSE

To identify and establish methods of meeting the training, exercise and educational needs of City of Woodinville employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

1. The City Manager, in cooperation with the ESCA Director, will be responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
2. Public Education programs are available from ESCA on request and as resources permit to all segments of the community designed to increase awareness of hazards, explain how best to safely respond and promote self-preparedness. ESCA will assist with the development and delivery of the following programs:
 - a. Schools: The development and practice of emergency plans, and the dissemination of information on local hazards and how to prepare for and respond to their effects will be encouraged.
 - b. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be available through community education programs to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of emergency.
 - c. Businesses: Information on local hazards and how to prepare for and respond to their effects will be available to the corporate community. The corporate community will be encouraged to engage in business recovery and contingency planning.
 - d. City employees: Information on local hazards and how to prepare for their effects will be provided to City employees.
3. The City will utilize all types of exercise formats, including both tabletop and full-scale exercises.
4. Each City Department Director is responsible for ensuring that their employees are trained in the concepts of the *Comprehensive Emergency Management Plan* (CEMP) and in the department specific standard operating procedures (SOPs).
5. The City will use outside resources to provide specialized training, if appropriate.
6. The City Manager, in coordination with ESCA, is responsible for ensuring that

drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.

7. The City Manager, with assistance from ESCA, the Police Department and Woodinville Fire District, is responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the CEMP.

RESPONSIBILITIES

1. City of Woodinville

a. City Departments

- 1) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
- 2) Provide necessary training to enable employees to carry out those responsibilities in coordination with the City EOC and/or ESCA EOC.
- 3) Provide assistance to the Disaster Coordinator and ESCA in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.

b. City Manager

In coordination with ESCA, design, conduct and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employees' level of training.

2. Emergency Services Coordinating Agency

- a. Provide preparedness education materials and programs to members of the community as resources permit.
- b. Provide training in all hazards self-preparedness for City employees, as requested by the City.
- c. Make available, as resources permit, training to elected officials on emergency responsibilities, hazards review and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.
- d. Assist the Disaster Coordinator in the design, conduction and evaluation

of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.

3. All Other Support Agencies

Participate in training and exercises, if requested and as resources allow.

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IX. ON-GOING PLAN MANAGEMENT AND MAINTAINANCE

COORDINATION

Assisted by the ESCA Director, the City of Woodinville City Manager will coordinate with and will reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

PLAN MAINTAINANCE

1. The City Manager will ensure that exercises of this plan are conducted on an on-going, annual basis.
2. This CEMP will be updated every four years. The revised CEMP will be submitted to the Washington State Emergency Management Division for review.

EMERGENCY SUPPORT FUNCTIONS

EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

PRIMARY AGENCY: City of Woodinville Public Works Department

SUPPORT AGENCIES: Washington State Department of Transportation
King County Metro Transit
Community Transit
Sound Transit
City of Woodinville Development Services Department
City of Woodinville Administrative Services Department

I. INTRODUCTION

A. Purpose

To coordinate the activities and agencies involved in transportation related operations.

B. Scope

This Emergency Support Function is designed to provide guidance in the allocation of transportation resources, determining priority of highway and street repair and in the coordination of activities carried out by transportation agencies operating within the city.

II. POLICIES

A. Local transportation planning and emergency response shall be done in coordination with supporting agencies in order to ensure the integrity of the transportation system.

B. Response to restore transportation routes and services shall be prioritized in order to provide access for emergency services, delivery of essential resources and for the re-opening of major transportation routes.

III. SITUATION

A significant disaster may cause severe damage to the transportation infrastructure. Secondary damage may include utility networks constructed adjacent to or as part of roads and bridges. Damage to transportation systems will cause major disruption of both routine and emergency services.

IV. CONCEPT OF OPERATIONS

- A. The Public Works Director or designee shall be responsible for coordinating surface transportation related activities within the city.
- B. Priorities established for the clearing and emergency repair of City roads shall be coordinated by the Public Works Department with King County, WA State Dept. of Transportation, the Police Department, Fire District and adjacent jurisdictions to ensure the timely restoration of emergency services and the transportation network.
- C. Repair and restoration of state highways will be coordinated with the appropriate state and federal agencies. Washington State Department of Transportation shall be the primary contact for the coordination of these activities. The Public Works Director or designee may authorize emergency road clearing work to be done on state and interstate highways in order to re-establish highway systems. Bridge closures will be coordinated with the WA State Dept. of Transportation.
- D. The Public Works Department will provide an assessment of roadway conditions and provide information to the Emergency Operations Center, ESCA and all appropriate agencies. All appropriate agencies shall be notified of ongoing repair and roadway status.
- E. Resources or assistance may be obtained through existing contracts, mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center and ESCA.
- F. The Development Services Director, or designee, in coordination with the Emergency Operations Center and ESCA, shall coordinate the priority use of public transportation assets. Private transportation sources are available within the city and should be integrated into overall emergency transportation needs.
- G. In situations where unassigned City vehicles are to be utilized to support transportation activities within the city, the Administrative Services Department will coordinate the use of these resources in support of the Public Works Department.

V. PROCEDURES

- A. Individual agencies responsible for managing transportation routes are

responsible for the development of transportation recovery plans and for establishing transportation route priorities within their area. Agencies which provide support resources for the restoration of damaged transportation routes should be included in the overall process to ensure a coordinated and efficient response.

- B. Emergency operations plans for ESCA, Washington State Department of Transportation, Community Transit, King County Metro Transit and King County are separately published documents which provide guidance for the overall restoration of damaged transportation routes in the area.
- C. The City of Woodinville Public Works Department will establish re-opening and restoration priorities for the City and allocate local resources accordingly. When appropriate, work will be coordinated with other affected agencies and jurisdictions.

VI. RESPONSIBILITIES

- A. City of Woodinville Public Works Department
 - 1. Coordinate damage assessment, emergency road clearing and repair activities for roadways within the city.
 - 2. Coordinate repair and restoration activities on state highways with appropriate agencies.
 - 3. Provide or contract for repair and recovery work.
 - 4. Coordinate with other City agencies and adjacent jurisdictions to establish immediate priorities for road re-opening.
 - 5. Coordinate with other public and private transportation service providers to establish emergency transportation networks and resources.
- B. City of Woodinville Development Services Department
 - 1. Provide maps for transportation route planning.
 - 2. Coordinate surface transportation activities.
- C. King County Transportation Division
 - 1. Coordinate area wide transportation route recovery projects with

affected agencies and jurisdictions. Provide support to the City in re-opening emergency transportation routes.

D. Community, Metro, and Sound Transit

1. Coordinate mass transportation activities within their service areas. Incorporate emergency City needs into the overall emergency transportation and system restoration program.

E. City of Woodinville Administrative Services Department

1. Coordinate the use of unassigned City transportation resources to support emergency activities as appropriate.

F. Washington State Department of Transportation

1. Coordinate emergency and permanent repairs of state highways and bridges.
2. Provide assistance to the City repair and restoration work as appropriate.

EMERGENCY SUPPORT FUNCTION 2 TELECOMMUNICATIONS, INFORMATION AND WARNING

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

SUPPORT AGENCIES: City of Woodinville Public Works Department
City of Woodinville Public Information Officer
City of Woodinville Administrative Services Department
NORCOM Communications Center
King County Communications Center
Emergency Services Coordinating Agency (ESCA)
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To establish, organize and maintain communications capabilities necessary to meet operational requirements during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in the coordination of local communication capabilities and for the establishment of back-up systems to support emergency and disaster operations.

II. POLICIES

A. The procedures established in local and state communications plans shall be utilized during emergency and disaster operations.

B. Local communication procedures shall support county and state communication plans and shall be developed in coordination with local, county and state agencies responsible for providing communications during emergency and disaster operations.

III. SITUATION

Emergency and disaster situations require reliable communication capabilities in order to gather essential information, request and deploy resources and communicate information to the Emergency Operations Center, field operations

personnel and supporting agencies.

In nearly all major events communication systems become overloaded making it difficult to communicate essential information in a timely manner. It is anticipated that in addition to communications needs exceeding local equipment capacity, there will be equipment and system failures associated with events such as windstorms, earthquakes and terrorist incidents.

In many emergency and disaster situations it is necessary to provide important information and/or warnings to public officials and the general public. This must be accomplished in a timely manner utilizing the most efficient means possible in order to protect life and property at the time of the event.

There are no fixed or automatic emergency warning systems currently in place within the city to warn the general public of emergency conditions.

IV. CONCEPT OF OPERATIONS

Communications

- A. The King County and NORCOM Communications Centers shall be the focal point for coordinating emergency communications for emergency services providers within the city. The facilities serve as the central answering points for 911 calls requesting emergency assistance.
- B. Calls for police, fire and emergency medical services are dispatched by the communications centers. King County Communications Center dispatches police and NORCOM dispatches fire. During major events with resource limitations, fire and police departments may determine that resources will be dispatched through the Emergency Operations Center according to incident priority.
- C. Various individual radio systems are utilized by other departments and supporting agencies within the City. These departments and agencies maintain their own dispatching and communication services.
- D. Communications will be through cellular and landline telephone and existing radio systems using established frequencies and existing procedures.
- E. During major emergency and disaster situations communications equipment may be re-distributed in order to provide common equipment and frequency access. This will facilitate effective communications between departments/agencies, the Emergency Operations Center and

field command posts.

- F. Amateur Radio Operators may be available through ESCA. The amateur radio operators can provide essential, reliable communications support between departments/agencies, the Emergency Operations Center and field operation locations. Use of amateur radio relieves congestion on other radio frequencies and cellular and landline phone systems.
- G. The Administrative Services Department is responsible for coordinating with telephone service providers for the re-establishment of telephone service to City government locations.

Warning

- A. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. This system may be activated by ESCA.
- B. The National Warning System (NAWAS) is the primary system utilized by the federal government to disseminate warning information. Warnings received via NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points. Warning information for Woodinville is received at King County and Eastside Communication Centers which notifies local emergency authorities.
- C. The National Oceanographic and Atmospheric Administration (NOAA) weather radio system may be utilized to obtain weather related warnings. Weather warnings from NOAA are normally broadcast over EAS and local radio and television stations.
- D. Weather advisories and warnings are provided via EAS and email by the National Weather Service and received at King County and Eastside Communications and ESCA. Communications center personnel monitor this information on a 24-hour basis and determine when to notify appropriate public safety services.
- E. Emergency service agencies will be notified by the communication centers and/or ESCA when the nature of the warning would indicate a need to increase staffing levels or warn the public of impending danger.
- F. Having no fixed or automatic emergency warning systems in place, notifications of citizens regarding emergency information and instructions may be through the Emergency Alert System (EAS), door-to-door by uniformed personnel, mobile loud speakers, or any other means available to the command agency at the time.

Emergency Public Information

- A. The City Manager may appoint a Public Information Officer who will coordinate the dissemination of emergency public information through ESCA and the Emergency Operations Center. When the situation warrants, the Public Information Officer may appoint assistants in order to provide media briefings from multiple locations.
- B. Media briefings, if held in the city, will normally take place at the Carol Edwards Center. In the event that this location is not functional or communications are inadequate, an alternate site will be identified and announced by the Public Information Officer.
- C. During events where the Emergency Services Coordinating Agency Emergency Operations Center is activated, area wide information will normally be coordinated through that location on behalf of the City.
- D. Any or all of the following methods may be utilized to relay emergency information to the public:
 - * Print, radio, cable and television media
 - * Printed education/information materials
 - * City radio systems
 - * City website
 - * Regional Public Information Network (RPIN)
 - * Amateur radio systems
 - * Public address systems or mobile speakers
 - * Emergency Alert System
 - * Door-to-door contact
- E. The Emergency Services Coordinating Agency will develop Emergency Alert System releases when necessary. Except in immediate life threatening situations, activation of the Emergency Alert System should be coordinated with surrounding jurisdictions. The Emergency Services Coordinating Agency is responsible for activation of the Emergency Alert System.
- F. 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 Emergency Operations Center in a timely manner and provide detailed information about the release.
- G. Printed education and information materials for distribution to the public are available through ESCA.

- H. Additional information on Public Emergency Information can be found in Emergency Support Function 15 – Public Affairs.

V. PROCEDURES

- A. Emergency Communications, Warning and Public Information Procedures are the joint responsibility of the King County Sheriff and the Woodinville Fire District.
- B. The City of Woodinville shall follow the Emergency Services Coordinating Agency Amateur Radio Communications and Emergency Alert System Activation Procedures.
- C. Response procedures are separately published documents and should be developed in coordination with other agencies involved in this Emergency Support Function.

VI. RESPONSIBILITIES

- A. Woodinville Police / King County Sheriff and Woodinville Fire District
 1. Develop and maintain communications, warning and public information procedures for the City.
 2. Recommend relocation or redistribution of radio and cellular telephone resources as necessary to most effectively maintain adequate communications in emergency situations.
 3. Arrange for additional communication resources when necessary.
 4. Provide for coordination of warning efforts and for the dissemination of warning and emergency public information.
- B. City of Woodinville Public Works Department
 1. Provide communications equipment and staff to support communication efforts.
 2. Provide support in the dissemination of warning information to the public.

- C. City of Woodinville City Manager or Public Information Officer
1. Contact ESCA when information is to be released over the Emergency Alert System.
 2. Gather and coordinate emergency public information for timely release and provide informational briefings to City officials, news media and the public.
 3. Notify appropriate agencies to assist in the dissemination of information.
 4. Provide educational/informational brochures to the public as appropriate.
 5. Determine appropriate location(s) for public official and news media briefings.
 6. Assist in the development of Public Information Officer procedures and checklists for use during emergencies.
- D. City of Woodinville Administrative Services Department
1. Coordinate with communication services providers for additional emergency service or the re-establishment of disrupted services when appropriate.
- E. King County and Eastside Communications Centers
1. Provide dissemination of National Warning System and National Weather Service information to public safety agencies.
 2. Coordinate back up communication systems and the re-establishment of disrupted 911 and communications center service.
- F. Emergency Services Coordinating Agency (ESCA)
1. Develop procedures and provide for the release of information over the Emergency Alert System.
 2. Activate amateur radio personnel to support City communications as requested.
 3. Provide for the release of public information through the Emergency Services Coordinating Agency Emergency Operations Center when

activated.

G. Washington State Emergency Operations Center

1. Provide supplemental communication equipment and assistance in the dissemination of public information when appropriate.

EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY: City of Woodinville Public Works Department

SUPPORT AGENCIES: City of Woodinville Development Services
Woodinville Water District
King County Metro
Contract Agencies

I. INTRODUCTION

A. Purpose

To provide for the coordination of public works and engineering operations and resources during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide for the coordination of departments and agencies involved in public works and engineering activities. These activities include debris removal, repair and restoration of facilities and systems, technical advice, structural evaluation, engineering services and emergency contracting.

II. POLICIES

A. Public works and engineering activities shall be done in coordination with departments and agencies having roles and authority within the city to provide public works related services.

III. SITUATION

Emergencies and disasters may cause significant damage to facilities, infrastructure and buildings. It may be necessary in some cases to carry out reinforcement or demolition activities. Debris may make roads and highways impassable. Utilities which have suffered damage may be partially or totally inoperable. Equipment necessary for repair and restoration activities may be damaged or insufficient in quantity to meet emergency needs. Outside assistance may be necessary to ensure timely and efficient response and recovery operations.

IV. CONCEPT OF OPERATIONS

- A. The Public Works Department is the lead agency for day-to-day and emergency public works and engineering services within the City. These services include coordination with contract service providers, construction and maintenance of transportation routes, coordination of solid waste collection, water and sewer services, vehicle and equipment maintenance, right of way and construction permit services.
- B. Water and sewer services within the City are provided by a separate water and sewer district. The Public Works Director shall ensure that coordination of response and recovery activities takes place between this agency and the Public Works Department. This coordination may include mutual support with staff and equipment and the prioritization of restoration and recovery activities.
- C. The Public Works Department shall provide direction and control over its resources and coordinate information with the Emergency Operations Center. Personnel shall operate according to specific directives, department procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- D. The Public Works Department shall coordinate with private utility companies responsible for electricity, natural gas, telephone, cable and solid waste collection to ensure recovery operations are conducted in as orderly manner as possible.
- E. In situations where roadways are damaged or blocked it will be the responsibility of the Public Works Department to establish road clearing and restoration priorities in coordination with the Police Department and Fire District to ensure critical emergency operations and resource movement can be accomplished.
- F. The Public Works Superintendent or designee will report to the Emergency Operations Center to coordinate public works field operations and resources when it is activated.
- G. Additional resources and public works and engineering assistance may be obtained through existing mutual aid agreements and/or through contracts with private contractors.
- H. Public Works staff will be mobilized according to the needs presented by the emergency or disaster. This will normally be done by telephone or pager.

- I. The Public Works Department will provide or contract for engineering services and perform or contract for major recovery work as appropriate for City owned buildings, operational facilities, roads and other public works infrastructure. These services include structural inspections to determine building and transportation route safety as appropriate.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. City of Woodinville Public Works Department
 1. Clear and provide emergency repair of transportation routes.
 2. Coordinate with Woodinville Water District to ensure priority restoration of services and for emergency potable water supplies.
 3. Provide or contract for debris removal services on public property and right of ways.
 4. Provide or contract for engineering services.
 5. Coordinate with private utility providers in the repair and re-establishment of services to the city.
- B. City of Woodinville Development Services
 1. Provide permitting services for required repairs and restoration work.
- C. Woodinville Water District and King County Metro
 1. Coordinate the prioritization of repair and restoration activities with the Public Works department.

EMERGENCY SUPPORT FUNCTION 4 FIRE SUPPRESSION

PRIMARY AGENCY: Woodinville Fire and Life Safety District

SUPPORT AGENCIES: Mutual Aid Fire Agencies
Woodinville Police / King County Sheriff
City of Woodinville Public Works
Emergency Services Coordinating Agency (ESCA)
Washington State Patrol - Fire Protection Bureau
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To define agency responsibilities in fire response and establish policies for coordinating multi-agency firefighting activities.

B. Scope

This Emergency Support Function augments existing mutual aid agreements and fire response plans existing at the local, county and state levels. It provides guidance for managing and coordinating firefighting activities and resources.

II. POLICIES

A. The procedures established in local and countywide plans and mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. The Washington State Fire Services Resources Mobilization Plan shall be activated through ESCA, King County and the Washington State Emergency Operations Center when mutual aid resources have been exhausted.

III. SITUATION

Fires may occur at anytime and under many circumstances within the city. Fires are most likely to occur in residential or commercial structures. However, it is also common for fires to occur in transportation accidents and in open fields or

wooded areas posing a threat to the surrounding community.

A significant natural disaster or technological event may result in many urban and rural fires. Ignition sources of little concern during normal circumstances could cause many fires following an earthquake or other natural disaster. Fire may also result from a technological event such as an airline crash or hazardous material incident.

IV. CONCEPT OF OPERATIONS

- A. The Woodinville Fire District is the lead agency for fire suppression activities within the city. Supporting agencies shall report to and operate under the direction of the Incident Commander. The Fire District may establish a unified command system with supporting agencies during large-scale incidents.
- B. The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through King County and ESCA.
- C. The Police Chief or designee will allocate necessary resources to support Fire District operations and will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when it is activated.
- D. On-scene management of emergencies shall follow the Incident Command System. Unified Command may be the preferred method of operations when multiple agencies are operating at an incident scene.
- E. Communications and emergency notifications will be through established channels.
- F. The notification method used to mobilize off duty personnel will normally be by dispatch.
- G. The Fire Chief or designee shall provide direction and control over department resources and shall coordinate activities with the Emergency Operations Center. District personnel shall operate according to specific directives, district policies and procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

- H. Command posts may be established for the coordination of field operations. The Incident Commander shall provide regular status reports to the Emergency Operations Center. The coordination of resources will normally be through the Emergency Operations Center. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Woodinville Fire and Life Safety District
 - 1. Provide 24-hour response to fire emergencies.
 - 2. Provide coordination of fire resources and direction and control at emergency scenes.
 - 3. Develop and maintain resource lists for equipment, personnel and supply sources.
 - 4. Develop policies and procedures for department operations during emergencies and provide training for appropriate district staff.
 - 5. Provide a representative to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities. This may also be accomplished by established remote communication methods.
- B. Mutual Aid Fire Agencies
 - 1. Provide resources including equipment, staffing and supplies to support emergency operations.

- C. Woodinville Police / King County Sheriff
 - 1. Provide incident scene security, traffic control and evacuation operation support.
- D. City of Woodinville Public Works
 - 1. Provide operational support with equipment, staffing, traffic control and coordination of utility providers during emergencies.
- E. Emergency Services Coordinating Agency
 - 1. Provide support and coordination of resource requests during major incidents.
 - 2. Provide coordination with Washington State Emergency Operations Center when activated.
 - 3. Work in coordination with the Regional Fire Mobilization Coordinator.
- F. Washington State Patrol - Fire Protection Bureau
 - 1. Coordinate resources through the Washington State Fire Services Resources Mobilization Plan when activated.
- G. Washington State Emergency Operations Center
 - 1. Coordinate requests for state and federal resources as appropriate.

EMERGENCY SUPPORT FUNCTION 5 INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: City of Woodinville Development Services Department

SUPPORT AGENCIES: City of Woodinville City Clerk
All City of Woodinville Departments
All Contract and Government Service Agencies and Districts
All Agencies Providing Human Services

I. INTRODUCTION

A. Purpose

1. The purpose of this Emergency Support Function is to provide a method to collect, analyze and share information about a potential or actual emergency or disaster in order to enhance the response and recovery activities of the City.
2. To provide guidance in reporting response and recovery information to local and State emergency management agencies.

B. Scope

This Emergency Support Function addresses the informational needs of the City EOC and involves all City departments, agencies which support City operations, special districts and organizations which provide support to citizens during and after emergencies and disasters.

II. POLICIES

- A. All City departments, special districts, and support agencies are responsible for providing incident information to the Woodinville Emergency Operations Center. This information will be used by assigned staff to analyze the situation and develop appropriate action plans and obtain resources for response and recovery activities.

III. SITUATION

Any emergency or disaster creates a need for information flow between first response or field operations personnel and command or supervisory staff. In any

emergency or disaster event requiring the activation of the Woodinville Emergency Operations Center it is essential that information be obtained from field personnel to assist the Emergency Operations Center in establishing response and recovery priorities and determining potential future needs.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the city is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the Emergency Operations Center (EOC) will be activated at the appropriate level to assess the situation.

All City departments, special districts, service providers and human service organizations involved in disaster operations and represented in the Emergency Operations Center will work to meet the information requirements of the Emergency Operations Center Staff and City Leaders. This will include receiving periodic reports from their field representatives. Additionally, the Emergency Operations Center Staff may be required to request information from liaison coordinators to the local jurisdiction, surrounding jurisdictions or from ESCA to meet a specific requirement.

- B. The Development Services Department is responsible for the management of information received in the Emergency Operations Center. The assigned departmental staff will be responsible for the collection, analysis, reporting and display of the current information. Action plans will be developed from this information by Emergency Operations Center Staff to meet the needs of the situation.
- C. The Development Services Department will develop periodic situation reports and provide information to ESCA through the City Manager or designee as required by the event.
- D. Each City department is responsible for developing their own reporting procedures. Each department is responsible for ensuring that their field operations staff are aware of the reporting procedures and that they provide reliable, timely information to the Emergency Operations Center.
- E. Information will be shared by posting on boards or charts, making announcements, holding periodic briefings, routing to other members of the staff or through the development of situation reports.
- F. The City Clerk will be responsible for obtaining a log of information received at the Woodinville Emergency Operations Center for permanent

record keeping.

- G. The City Manager or designee shall provide a copy of the Local Declaration of Emergency to ESCA for distribution to appropriate county, state and federal agencies by the most expeditious means available at the time of the event.

V. PROCEDURES

- A. Each City department and agency involved in emergency and disaster operations is responsible for developing reporting formats and procedures for their department or agency. Reporting forms shall follow the approved format of the Emergency Management Committee.

VI. RESPONSIBILITIES

A. City of Woodinville Development Services Department

1. Assist City departments and supporting agencies in the development of reporting formats.
2. Procure information display materials, maps and supplies.
3. Collect, display and analyze information at the Emergency Operations Center. Share information with appropriate staff and develop action plans to support disaster operations.
4. Request information from other local jurisdictions and outside agencies as necessary.
5. Develop Situation Reports (Sitreps) and provide the reports to ESCA.

B. City Manager

1. Provide a copy of the Local Declaration of Emergency to ESCA.

C. City Clerk

1. Maintain a log of information received at the Emergency Operations Center for permanent record keeping.

D. All City of Woodinville Departments

1. Prepare reporting formats.
2. Establish departmental reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the department and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City departments and outside agencies as appropriate.

E. All Contract and Government Service Agencies, Special Districts and Human Service Agencies

1. Prepare reporting formats.
2. Establish reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the organization and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City departments and outside agencies as appropriate.

EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING AND HUMAN SERVICES

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

SUPPORT AGENCIES: American Red Cross
City of Woodinville Administrative Services Department
Emergency Services Coordinating Agency (ESCA)
Public Health Seattle/King County
Local Human Service Agencies, Churches and Volunteer Agencies

I. INTRODUCTION

A. Purpose

To provide a coordinated method of mass care activities including; shelter of people and animals, feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of victims and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies. Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through Federal Disaster Assistance Service Centers, as needed. Long-term community recovery needs are addressed in ESF #14: Long-term Community Recovery.

B. Scope

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between City of Woodinville, the King/Kitsap County Chapter of the American Red Cross, the Emergency Services Coordinating Agency and other community and volunteer agencies.

The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS), requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans; grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service

animals; authorizes federal funds to help create pet-friendly emergency shelter facilities; and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster. Animal care and pet sheltering issues are addressed here, and more detail can be found in the Washington State and King County *Comprehensive Emergency Management Plan(s), ESF-11: Agriculture & Natural Resources*.

Initial response activities will focus on meeting urgent needs of victims. Recovery assistance available through local agencies and temporary housing, loans and grants for victims under federal disaster assistance programs may need to be coordinated with mass care activities in order to provide the best service to the community. A collaborative response by City, private and non-profit organizations will greatly benefit and facilitate mass care services in the Woodinville area.

II. POLICIES

- A. In circumstances where there is an immediate need for mass care services, the City of Woodinville may provide limited mass care services utilizing available facilities and resources on a temporary basis.
- B. The American Red Cross will assist in providing mass care services in accordance with policies and procedures governing the agency and will maintain administrative and financial control over its activities.
- C. All mass care and shelter services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet current requirements for the *Americans with Disabilities Act* and the standards of the American Red Cross.
- D. Appropriate Federal, State and City, volunteer agency and private sector resources will be used as available.
- E. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.
- F. Shelters for pets may be activated by City of Woodinville Parks and Recreation Department with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens.
- G. The Washington State Departments of Agriculture (WSDA) and Fish and

Wildlife (WDFW) represent animal health concerns of the state which may involve the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with Appendix B (*State Animal Response Plan*) of *Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan*.

III. SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations. Damage to roads, airports, communications and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation or be unable to reach their designated posts.

Hundreds of victims may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Transients, such as tourists and business travelers may be stranded long distances from home and require assistance.

There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

IV. CONCEPT OF OPERATIONS

- A. The Parks and Recreation Department will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as three days.
- B. Mass care activities undertaken by the City will support emergency operations by providing food, water and rest areas for City staff working during the emergency.
- C. Parks and Recreation will coordinate the use of City facilities and parks for use as mass care locations.
- D. Requests for establishment of Red Cross Mass Care Centers will be coordinated through the Emergency Services Coordinating Agency.

- E. Once the Red Cross has established mass care operations, ESCA will assist Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations.
- F. Initial information to be released to the public regarding mass care facility services and locations will be coordinated through ESCA and the American Red Cross Public Information Officer if appointed. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.
- G. Parks and Recreation will be responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping and for identifying appropriate shelter locations within the city and for developing plans for shelter operation.
- H. Development Services is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.
- I. Parks and Recreation, with assistance from local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operation.
- J. Parks and Recreation will be the primary agency for providing food and shelter support to City employees working during emergency operations.
- K. The Woodinville/King County Police Department is responsible for providing security at shelter and mass care locations when necessary.
- L. Ongoing mass care and recovery assistance to victims after the disaster will be provided directly to the public through federal, state and county programs and through private agencies and local volunteer organizations.

V. PROCEDURES

- A. Development Services is responsible for developing policies and procedures for the use of City property and facilities for mass care operations. This Department is also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.
- B. The American Red Cross and other agencies providing mass care

services have established procedures in place for providing mass care services to the community. These are separately published documents that are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these organizations are required to operate according to these procedures.

- C. Assistance for individuals with “special needs” during disasters will be coordinated with Public Health Seattle/King County, ESCA and local human service agencies.

IV. RESPONSIBILITIES

A. City of Woodinville Parks and Recreation Department

1. Identify City property and facilities suitable for use as mass care locations.
2. Provide staff and resources for the operation of mass care centers.
3. Provide food and shelter for City staff working during emergency operations.

B. City of Woodinville Development Services Department

1. Develop policies and procedures for the operation of City facilities as mass care centers.
2. Develop resource lists for mass care supplies and assistance.

C. City of Woodinville Administrative Services Department

1. Register volunteer workers according to established procedures.

D. American Red Cross

1. Provide mass care operations according to established procedures and policies.
2. Provide coordination of mass care information and activities with the Emergency Operations Center.

- E. Woodinville/King County Police Department
 - 1. Provide law enforcement services at public shelters as needed.
- F. Emergency Services Coordinating Agency (ESCA)
 - 1. Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
 - 2. Coordinate with outside agencies that provide mass care services to ensure the needs of the community are met.
 - 3. Coordinate assistance to "special needs" individuals through local human service agencies.
- G. Local Human Service Agencies, Volunteer Organizations and Disaster Assistance Council
 - 1. Provide mass care and human services according to established policies and procedures.
 - 2. Coordinate activities with the Red Cross and the Emergency Services Coordinating Agency to ensure community needs are met.
- H. Local Animal Service Agencies and Volunteer Organizations
 - 1. Provide animal care and sheltering assistance according to established policies and procedures.
 - 2. Coordinate activities with the Emergency Services Coordinating Agency to ensure community needs are met.

EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

PRIMARY AGENCIES: City of Woodinville Public Works Department
Woodinville Police / King County Sheriff
Woodinville Fire and Life Safety District

SUPPORT AGENCIES: City of Woodinville Development Services Department
City of Woodinville Administrative Services Department
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the effective management of resources during emergencies and disasters.

B. Scope

Resource support involves the provision of services, personnel, supplies and facilities during disaster response and recovery.

II. POLICIES

A. Each City department is responsible for developing and maintaining lists of department resources, including equipment, personnel and supplies for use during emergency and disaster operations.

B. Each City department assigned responsibilities in this emergency operations plan is responsible for developing and maintaining lists of equipment and service providers necessary to support the departments' responsibilities and functions during disaster operations.

C. The City Disaster Coordinator shall provide copies of resource lists of equipment and service providers to ESCA for inclusion in the resource database.

D. Requests for resources other than contract or mutual aid from outside the local area will be coordinated through ESCA.

III. SITUATION

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize of the use of local resources according to the severity of individual incidents.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

IV. CONCEPT OF OPERATIONS

- A. Locally available public resources and those available through mutual aid shall be utilized prior to requesting resources through the ESCA.
- B. To the greatest extent possible, a free market economy and distribution system shall be utilized during disaster operations. Controls over limited and critical resources may be put into place on a county or statewide basis when the situation warrants.
- C. The City may obtain services, equipment and supplies necessary to respond to a disaster through private sources. It will be the responsibility of Administrative Services to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated in order to facilitate an efficient operation.
- D. When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the Emergency Operations Center. Staging areas will normally be divided into two categories:
 - 1. Response Operations - The Police and Public Works Departments and Fire District will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.
 - 2. Human Services - Development Services will be responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This should be done in coordination with ESCA and local volunteer and human services support agencies.

- E. The ESCA shall be notified regarding the location and function of all staging areas within the city in order to facilitate the locating of resources arriving from outside the local area.
- F. Allocation and distribution of resources from staging areas will be coordinated through the Emergency Operations Center. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.
- G. Monetary donations received by the City will be processed and managed by the Finance Director or designee. All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place in an expedient manner.
- H. The Police Department shall be responsible for providing security and traffic control at staging areas and resource distribution locations as necessary.

V. PROCEDURES

- A. All requests for outside resources shall be coordinated through the Emergency Operations Center and/or ESCA.
- B. Allocation of resources located at staging areas shall be done through the Emergency Operations Center.

VI. RESPONSIBILITIES

- A. Woodinville Police / King County Sheriff
 - 1. Pre-identify appropriate response operations staging areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.
 - 3. Provide staging area supervisors or managers as appropriate.
 - 4. Provide security and traffic control at staging and distribution areas as necessary.

B. City of Woodinville Public Works Department

1. Pre-identify appropriate response operations staging areas within the city.
2. Request outside resources through the Emergency Operations Center.
3. Provide staging area supervisors or managers as appropriate.

C. City of Woodinville Development Services Department

1. Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.
2. Pre-identify appropriate human services staging and distribution areas within the city.
3. Request outside resources through the ESCA.
4. Coordinate distribution activities with appropriate human service agencies.

D. Emergency Services Coordinating Agency (ESCA)

1. Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.
2. Provide for the delivery and distribution of resources to designated staging areas.

E. City of Woodinville Administrative Services Department

1. Issue purchase orders, vouchers, warrants or temporary contract agreements.
2. Collect and manage monetary donations.

F. Woodinville Fire and Life Safety District

1. Pre-identify appropriate response operations staging areas within the city.

2. Provide staging area supervisors or managers as appropriate.

EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL

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

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

I. INTRODUCTION

A. Purpose

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

B. Scope

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

II. POLICIES

A. The Multiple Casualty Incident Procedures shall be utilized in order to provide timely services to those in having the most urgent medical needs and to assist in the distribution of patients to medical facilities.

B. The mass medical care procedures established by hospitals and health care support agencies shall be utilized during response to major events.

C. Additional resources necessary for emergency medical activities beyond existing mutual aid agreements shall be requested through ESCA.

III. SITUATION

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

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

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

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

IV. CONCEPT OF OPERATIONS

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

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

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

V. PROCEDURES

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

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

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

VI. RESPONSIBILITIES

A. Woodinville Fire and Life Safety District

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

B. Public Health Seattle/King County

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

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

C. King County Medical Examiner

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

D. Local Hospitals and Medical Facilities

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

- E. Emergency Services Coordinating Agency
 - 1. Provide for coordination of area-wide health care related activities through the ESCA Emergency Operations Center.
 - 2. Coordinate requests for and the distribution of resources obtained locally and from state and federal support agencies as requested by health care facilities and local jurisdictions.

- F. American Red Cross
 - 1. Provide nursing services and medical treatment at temporary shelters and medical treatment centers as appropriate.
 - 2. Coordinate requests for blood and blood by-products from Red Cross Regional Centers.
 - 3. Mobilize volunteers to assist in the relief efforts and provide emergency feeding for disaster workers.

- G. Local Ambulance Service Providers
 - 1. Provide basic life support services to injured victims.
 - 2. Provide transport of victims to medical treatment facilities.
 - 3. Provide advanced life support services as appropriate.

- H. Woodinville Police / King County Sheriff
 - 1. Provide security at temporary morgue facilities as required.

EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

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

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

I. INTRODUCTION

A. Purpose

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

B. Scope

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

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

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

II. POLICIES

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

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

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

III. SITUATION

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

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

IV. CONCEPT OF OPERATIONS

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

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

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

V. PROCEDURES

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

VI. RESPONSIBILITIES

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

B. Woodinville Fire District

1. Provide for the coordination and support of disaster and urban search and rescue activities.
2. Provide staff and resources for disaster and urban search and rescue activities within the capabilities of the City.

C. City of Woodinville Public Works Department

1. Provide staff and resources in support of search and rescue activities as appropriate.

D. Emergency Services Coordinating Agency

1. Request search and rescue resources as necessary and provide support to the City and outside agencies as appropriate.

E. King County Search and Rescue

1. Provide staff and resources to carry out land search and rescue activities.

EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

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

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

I. INTRODUCTION

A. Purpose

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

B. Scope

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

II. POLICIES

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

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

III. SITUATION

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

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

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

IV. CONCEPT OF OPERATIONS

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

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

V. PROCEDURES

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

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

VI. RESPONSIBILITIES

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

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

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

I. Washington State Emergency Operations Center

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

**EMERGENCY SUPPORT FUNCTION 11
FOOD AND WATER**

PRIMARY AGENCY: City of Woodinville Development Services Department
City of Woodinville Parks and Recreation Department

SUPPORT AGENCIES: City of Woodinville Public Works Department
City of Woodinville Police / King County Sheriff
Woodinville Water District
Emergency Services Coordinating Agency (ESCA)
Public Health Seattle/King County
King and Snohomish County Human Service Agencies
Washington State Agencies
Federal Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts to provide safe handling of food, water and donated goods for mass feeding and distribution; and for providing transportation to distribution sites during a catastrophic disaster.

B. Scope

This Emergency Support Function is applicable to catastrophic events that exceed the capabilities of the local resources available through City, county, private and volunteer agencies and organizations. This Emergency Support Function is designed to closely support Emergency Support Function 6 - Mass Care, Housing and Human Services.

II. POLICIES

A. The City will coordinate through ESCA with county, state and federal officials and follow the policies of these agencies in the execution of this Emergency Support Function.

B. The City will work with all community, humanitarian and social service organizations to coordinate this activity.

- C. Public Health Seattle/King County will provide guidance to City departments and other agencies to ensure the safety of food and water to the public.
- D. The priority of providing food will be to areas of acute need then to areas of moderate need.

III. SITUATION

An event of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to disruption to the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies will be insufficient in supply due to damage to the local distribution system, contamination or both. This will require potable water or beverage supplies to be distributed in mass quantities.

The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event; and if not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by local and State Health authorities when appropriate.

IV. CONCEPT OF OPERATIONS

- A. Development Services will be responsible for coordinating the functions of this Emergency Support Function with ESCA and county, state and federal agencies on behalf of the City as required by the nature and extent of the disaster.
- B. All requests for food and water of this magnitude will be processed through the ESCA Emergency Operations Center. The City will determine needs based on the information available and make request to the State through ESCA.
- C. Coordination of distribution locations will be done on a regional level. The City will provide information to ESCA regarding suitable locations for storage, distribution and mass feeding within the city.

- D. Locations suitable for providing storage, distribution and mass feeding capability from a single location will be preferred sites.
- E. The operational concepts and resources established for Emergency Support Function 6 - Mass Care, Housing and Human Services will be utilized in support of this function.
- F. Mass distribution of food and water will be provided for as short a period of time as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

V. PROCEDURES

- A. Procedures established to carry out the responsibilities of Emergency Support Function 6 - Mass Care, Housing and Human Services will be utilized to guide the activities of City staff and agencies.
- B. Procedures established by state and federal agencies which are charged with food and water distribution under the state and federal response plans will be followed when these agencies are working within the city. City officials will support State and federal efforts as necessary.

VI. RESPONSIBILITIES

- A. City of Woodinville Development Services Department
 - 1. Coordinate with ESCA and county, state and federal agencies regarding the need for food and water distribution within the city.
 - 2. Make requests for food and water resources through the ESCA Emergency Operations Center when local resources are/or will be inadequate to meet area needs.
 - 3. Provide support to county, state and federal agencies with City staff and resources available to support food and water distribution.

- B. City of Woodinville Parks and Recreation Department
 - 1. Identify suitable locations within the city for food and water distribution and mass feeding operations.
- C. Emergency Services Coordinating Agency
 - 1. Serve as the primary contact point and coordinate area wide activities in coordination with county, state and federal officials.
- D. Woodinville Police / King County Sheriff
 - 1. Provide law enforcement activities in support of food and water distribution.
- E. City of Woodinville Public Works Department
 - 1. Assist the Parks and Recreation Department with the identification of suitable locations for Points of Distribution.
 - 2. Provide staff and materials to facilitate movement of the public through the Points of Distribution (i.e. cones, barricades, flaggers to direct traffic, etc.)
 - 3. Provide support activities in food and water distribution as appropriate.
- F. Woodinville Water District
 - 1. Maintain well for back-up use should water system fail.
- G. King and Snohomish County Human Service Agencies
 - 1. Coordinate distribution activities and provide volunteer resources for distribution site management.
- H. County, State and Federal Agencies
 - 1. Provide food and water supplies, and coordination and distribution of food and water supplies, utilizing all available resources and procedures established in the agencies response plans.

EMERGENCY SUPPORT FUNCTION 12 ENERGY

PRIMARY AGENCIES: Local Utility Providers
City of Woodinville Disaster Coordinator

SUPPORT AGENCIES: State and Federal Agencies
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the coordination between the City of Woodinville, county, State and federal agencies and local utility providers for the effective use of electric power, natural gas and petroleum supplies.

B. Scope

The level to which energy supplies are restricted due to damages suffered during an emergency or disaster will be determined by the nature and scope of the event.

II. POLICIES

A. The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Woodinville shall comply with all orders issued regarding the curtailment of energy resources.

B. The City of Woodinville shall provide a liaison to coordinate energy related issues with county, state and federal officials and utility providers as necessary. This may be done through ESCA.

III. SITUATION

Puget Sound Energy, which provides service to the City of Woodinville, is part of an organized collection of public and private generating and distribution facilities. They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations.

Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

IV. CONCEPT OF OPERATIONS

- A. In the event of state or federally imposed energy restrictions, or in times of emergency when supplies of resources are strictly limited due to damage or shortage of energy supplies, the City will assign a liaison to communicate local needs with utility providers and county, state and federal authorities. This will normally be the Disaster Coordinator or the ESCA Director.
- B. Public and private utility providers are expected to manage and operate the utility within their own jurisdiction, providing energy resources based on requirements and capabilities.
- C. Public utility resources will be used to meet immediate and essential emergency needs, to include restoration of utilities to critical and essential facilities within the city. Outside resources may be requested through other utility providers, mutual aid agreements or through Washington State Emergency Management.
- D. To the maximum extent practical, and within the limitations imposed by state or federal government, public utilities will continue to provide services through their normal means. In the event curtailment orders are issued by the state or federal government, all utilities will comply with such orders.
- E. In the event that energy restrictions affect the delivery of supplies to the general public, the city may be required to enforce such restrictions locally. The need to provide enforcement will be evaluated and handled on a case-by-case basis.

V. PROCEDURES

- A. Each utility provider has plans established for the restoration of utility services and for the emergency allocation of resources during times of restriction or shortage. These plans comply with state and federal plans for the curtailment of energy and petroleum products. These plans, which are developed and maintained by state and federal government, and utility providers are separately published documents.
- B. The city will follow guidelines and procedures as provided by state and federal officials at the time of emergency.

VI. RESPONSIBILITIES

- A. City of Woodinville Disaster Coordinator or ESCA Director
 - 1. Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the city.
 - 2. Provide information to local agencies and officials, and the general public.
- B. Local Utility Providers
 - 1. Operate utilities according to established procedures during times of energy emergency.
 - 2. Provide for the restoration of utility services when disrupted.
 - 3. Provide information on status of utilities to county and state officials for dissemination to local jurisdictions.
- C. State and Federal Agencies
 - 1. Provide information and guidance to local jurisdictions during energy emergencies.
 - 2. Develop and maintain plans for the priority allocation of energy resources.
 - 3. Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.

**EMERGENCY SUPPORT FUNCTION 13
PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY**

PRIMARY AGENCY: Woodinville Police / King County Sheriff

SUPPORT AGENCIES: Mutual Aid Police Agencies
Washington State Patrol
Washington State Emergency Operations Center
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

B. Scope

This Emergency Support Function augments existing mutual aid agreements, emergency response plans and procedures existing at the local, county and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses public safety activities within the city.

II. POLICIES

A. The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of mutual aid consent are in place.

III. SITUATION

Law enforcement emergencies may occur at anytime and under many circumstances. Major emergencies affecting law enforcement agencies include civil disturbances, crowd control at large public gatherings, evacuation activities, major transportation route disruptions and threats and acts of terrorism. General law enforcement problems may be compounded by disaster-related community

disruption. Law enforcement agencies may also be required to provide support activities to other City departments during emergencies.

IV. CONCEPT OF OPERATIONS

- A. The Woodinville Police / King County Sheriff Department is the Incident Command Agency for law enforcement activities within the city. Supporting agencies shall report to and operate under the Incident Commander. The Police Department may establish a unified command with supporting agencies during large-scale incidents.
- B. Letters of mutual aid consent exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through these agencies.
- C. The Police Chief or designee will report to the Emergency Operations Center as necessary, to coordinate law enforcement field operations and resources when activated.
- D. As mandated by the National Incident Management System (NIMS), on-scene management of emergencies shall follow the Incident Command System.
- E. The Police Chief or designee shall provide direction and control over department resources and coordination with the Emergency Operations Center. Department personnel shall operate according to specific directives, department policies and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- F. Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate requests through the Emergency Operations Center when activated. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
- G. Communications and emergency notifications shall be through established channels and procedures.
- H. Notification of off duty personnel shall be done according to department procedures, by telephone, department radio, pager or by Emergency Public Information Procedures.

- I. When the emergency warrants the involvement of state and/or federal military law enforcement agencies, the Police Chief shall be responsible for the coordination of activities between these agencies and the City, and for providing appropriate information to the Emergency Operations Center when activated.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Woodinville Police / King County Sheriff
 1. Provide law enforcement activities within the city.
 2. Provide emergency traffic control, coordination of evacuation operations, perimeter control and assistance with city-wide damage assessment.
 3. Provide security at the Emergency Operations Center and other critical locations when necessary.
 4. Provide communications equipment and emergency notification and warning activities within the city.
 5. Coordination of explosive device identification, handling and disposal.
 6. Provide support to the King County Medical Examiner in the identification of the deceased.
 7. Serve as liaison between City personnel and military and state and federal law enforcement agencies responding to emergencies.
 8. Provide direction and control for air, water and land search and rescue activities.

B. Mutual Aid Police Agencies

1. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing consent and/or mutual aid agreements.

C. Emergency Services Coordinating Agency (ESCA)

1. Request law enforcement through outside agencies and coordinate incoming support resources as appropriate.

D. Washington State Patrol

1. Provide law enforcement on State and interstate highways within the city.
2. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing agreements and/or as requested through the State Emergency Operations Center, when activated.

E. Washington State Military Emergency Operations Center

1. Coordinate requests for State and federal resources as appropriate.
2. Provide National Guard support to law enforcement as requested and as approved by the Governor.

F. Federal

See Emergency Support Function (ESF) – 20: Defense Support the Civil Authorities.

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

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

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

I. INTRODUCTION

A. Purpose

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

B. Scope

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

II. POLICIES

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

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

III. SITUATION

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

IV. CONCEPT OF OPERATIONS

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

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

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

V. PROCEDURES

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

VI. RESPONSIBILITIES

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

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

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

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

H. WA State Emergency Operations Center

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

I. County, State and Federal Agencies

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

EMERGENCY SUPPORT FUNCTION 15 PUBLIC AFFAIRS

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

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

I. INTRODUCTION

A. Purpose

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

B. Scope

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

II. POLICIES

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

III. SITUATION

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

IV. CONCEPT OF OPERATIONS

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

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

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

V. PROCEDURES

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

VI. RESPONSIBILITIES

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

coordinate the dissemination of emergency public information.

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

B. All City Departments

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

C. Public Information Officer(s)

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

information to ensure consistency of messaging.

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

D. Emergency Services Coordinating Agency (ESCA)

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

E. WA State Emergency Operations Center

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

F. Federal

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

EMERGENCY SUPPORT FUNCTION 20 DEFENSE SUPPORT TO CIVIL AUTHORITIES

PRIMARY AGENCIES: Washington State Military Department, National Guard
Emergency Services Coordinating Agency (ESCA)
Woodinville Police / King County Sheriff

SUPPORT AGENCIES: Washington State Emergency Operations Center
Federal Emergency Management Agency
US Northern Command (USNORTHCOM)

I. INTRODUCTION

A. Purpose

To establish guidelines for requesting military assistance and for coordinating military support with City response activities.

B. Scope

The scope of military involvement will be determined by the nature of the incident and the amount of support needed for the event.

II. POLICIES

A. The Woodinville Police / King County Sheriff shall serve as liaison between military forces located within the city and the Emergency Operations Center.

B. All military forces remain under, and will follow the military chain of command.

III. SITUATION

It is anticipated that military support will be requested or authorized only under the most extreme circumstances when City, county and state resources are unable to cope with the nature or extent of the emergency or disaster.

IV. CONCEPT OF OPERATIONS

- A. The Governor of the State of Washington has the authority to order the organized militia of Washington or any part thereof into active service in order for the state to execute the laws and perform such services as the Governor shall deem proper. This power resides with the Governor or acting Governor alone and may not be delegated.
- B. The Washington Emergency Management Division, in consultation with the Adjutant General, may recommend activation of the National Guard when there is an anticipated justifiable need for the services of the military; or upon a validated request from a local jurisdiction when the need cannot be met by local or state resources.
- C. Requests for military assistance will be coordinated through ESCA. Requests must include the following: declaration of local emergency; date, time and location of incident; damage done; casualties; extent of the event; and the severity and magnitude.
- D. The role of the military in a disaster operation is limited to the preparation for an impending disaster and emergency response. This role may include the following: transportation; security forces; urban search and rescue; communications; air support; wildland firefighting; limited feeding; medical; and supplemental power.
- E. The base commander of a military installation has the authority to respond to immediate life threatening emergencies. Requests under these circumstances may be made directly to the local installation.
- F. Coordination of military activities will normally occur between a military liaison assigned to the ESCA Emergency Operations Center and the State Emergency Operations Center.
- G. Federal military forces may be activated under the authority of the President of the United States.

V. PROCEDURES

- A. Individual military organizations will follow the military chain of command and established procedures for their organization.
- B. Requests for military assistance shall be made by the City Manager to ESCA. In the event that no communication exists with ESCA, requests for

assistance will be made to the King County Office of Emergency Management.

VI. RESPONSIBILITIES

- A. Woodinville Police / King County Sheriff
 - 1. Serve as liaison between military personnel and the City Emergency Operation Center.
- B. Emergency Services Coordinating Agency
 - 1. Request military support as necessary.
 - 2. Serve as liaison between military personnel located at the ESCA Emergency Operations Center and City of Woodinville.
- C. Washington State Emergency Operations Center
 - 1. Serve as the coordination point between military forces and the ESCA Emergency Operations Center.
- D. Military Organizations
 - 1. Provide assistance as directed by the Adjutant General and approved by the Governor.
- E. Federal Emergency Management Agency
 - 1. Coordinate requests for federal military support through the US Northern Command.

EMERGENCY SUPPORT FUNCTION 23 DAMAGE ASSESSMENT

PRIMARY AGENCIES: City of Woodinville Development Services Department
City of Woodinville Public Works Department
Woodinville Police / King County Sheriff
Woodinville Fire and Life Safety District
City of Woodinville Administrative Services Department

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)
American Red Cross
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To provide guidelines for citywide damage assessment activities in order to establish response and resource allocation priorities and determine building safety.

B. Scope

This Emergency Support Function is designed to provide guidance in the coordination and execution of damage assessment activities within the city. Damage assessment will be divided into three levels:

- Windshield Survey, a drive by assessment of overall damage to determine resource allocation priorities during the response phase of the emergency
- Preliminary Damage Assessment, an initial estimate of monetary damage
- Safety Evaluation of Damaged Buildings, an assessment of building safety carried out by trained staff utilizing Applied Technology Council (ATC-20) Guidelines.

II. POLICIES

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

B. The City shall provide support to local, state and federal officials in the

completion of damage survey reports in order to expedite the availability of Public and Individual Assistance Programs which provide support in the overall recovery of the community.

III. SITUATION

Nearly any disaster can cause significant damage requiring a thorough assessment of its impact on the City. It is essential that procedures are in place that will expedite the damage assessment process in order to assist in the priority allocation of resources and gain access to state and federal disaster recovery funding.

IV. CONCEPT OF OPERATIONS

- A. Specific information on Damage Assessment procedures can be found in the City of Woodinville *Damage Assessment Manual*, currently under development.
- B. The Public Works and Development Services Departments shall be the lead agencies for damage assessment activities within the city. The damage assessment process will include staff from all City departments capable of contributing to this effort and shall be carried out in a cooperative manner.
- C. Damage assessment activities will normally be coordinated through the Emergency Operations Center. Development Services shall be responsible for compiling windshield survey damage assessment information as it is reported to the Emergency Operations Center to aid response operations.
- D. The Development Services Department will coordinate damage assessment for City buildings; the Public Works Department will coordinate assessment of City infrastructure. The Departments will be responsible for coordinating temporary repairs.
- E. Community Emergency Response Team (CERT) volunteers, provided by ESCA, may assist with damage assessment under the direction of the Incident Commander.
- F. The City Manager will prioritize repair of City facilities. Priority will be given to critical and essential services.
- G. The Public Works Department will coordinate damage assessment

information with utility services providers to facilitate priority repair activities.

- H. The Public Works and Development Services Departments, with the assistance of ESCA, will coordinate activities with local, state and federal agencies to ensure the timely completion of damage survey reports and other documentation necessary to obtain state and federal cost recovery assistance.
- I. The Police and Public Works Departments and Fire District shall carry out windshield survey damage assessment according to established procedures or as directed at the time of the emergency. Information shall be reported to the Emergency Operations Center or other designated location.
- J. Evaluation of damaged buildings shall be coordinated by Community Development and be carried out by staff trained in the Applied Technology Council (ATC-20) Procedures for Post-earthquake Safety Evaluation of Buildings. This evaluation will normally take place after completion of the windshield survey and in conjunction with preliminary damage assessment activities.
- K. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.
- L. Structural engineers may be required for detailed evaluation of some City buildings. When necessary this shall be coordinated by the Public Works Department.

V. RESPONSIBILITIES

- A. City of Woodinville Public Works and Development Services Departments
 - 1. Coordinate citywide damage assessment activities with all involved departments and support agencies.
 - 2. Provide direction and control of CERT volunteers assisting with damage assessment.
 - 3. Develop damage assessment procedures in coordination with the Police and Fire District and provide training to appropriate City staff.

4. Provide training to appropriate staff in the Applied Technology Council (ATC-20) Post-earthquake Safety Evaluation of Buildings.
5. Record damage assessment information and report to appropriate local, state and federal agencies.
6. Prepare necessary documentation for cost recovery through state and federal programs.
7. Provide staff and equipment to coordinate and carry out windshield survey activities.
8. Make emergency temporary repairs to City facilities as necessary.
9. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.

B. Woodinville Police / King County Sheriff

1. Provide staff and equipment to carry out windshield survey and provide information to the Emergency Operations Center or other designated location.
2. Assist in the development of damage assessment procedures.

C. Woodinville Fire District

1. Provide support as needed in the development of procedures and in the damage assessment process.

D. Emergency Services Coordinating Agency

1. Coordinate the activation and use of Community Emergency Response Team (CERT) volunteers to assist with damage assessment.
2. Gather damage assessment information from the City and report information to appropriate county, state and federal agencies.
3. Provide support in the completion of Preliminary Damage Assessment (PDA) reports for WA State Emergency Management Division.
4. Provide support in procedural development.

- E. American Red Cross
 - 1. Carry out damage survey activities in accordance with Red Cross Procedures. Report information to the ESCA Emergency Operations Center.
- F. All City Departments
 - 1. Provide support as directed to the damage assessment process.
- G. WA State Emergency Operations Center
 - 1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

EMERGENCY SUPPORT FUNCTION 24 EVACUATION AND MOVEMENT

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

SUPPORT AGENCIES: City of Woodinville Public Works Department
City of Woodinville Development Services Department
City of Woodinville Administrative Services Department
Emergency Services Coordinating Agency
WA Department of Transportation
WA State Patrol
WA State Emergency Operations Center

I. INTRODUCTION

A. Purpose

The purpose of this emergency support function is to provide guidance for carrying out evacuation operations within the City of Woodinville.

B. Scope

Evacuation operations will be determined by the nature and magnitude of the specific event. Evacuations may, in some events, cross jurisdictional boundaries.

C. Assumptions

1. The City of Woodinville has few major highways or arterials which could adequately handle traffic volumes if it were necessary to evacuate all or part of the City.
2. Daily experience demonstrates that routes into and out of Woodinville are routinely overloaded with traffic during peak travel times. It can be safely assumed that any evacuation would overwhelm main available routes in all directions.
3. Any evacuation planning must be considered within the larger context of regional planning. The City of Woodinville is bordered on three (3) sides by heavily populated areas of unincorporated King and Snohomish Counties. The City is bordered on the west by the

City of Bothell. Should the need arise to evacuate those areas as well as the City, traffic volumes will increase exponentially.

4. The majority of threats facing the City of Woodinville occur with little or no warning, providing no opportunity to evacuate citizens.
5. While mass evacuation planning is necessary for a scenario in which the City of Woodinville would be rendered uninhabitable due to catastrophic destruction caused by natural phenomena or terrorist attack; it is far more likely that only specific areas of the City would need to be evacuated in response to a localized threat such as a limited haz-mat incident.
6. Sheltering-in-place could be the best response to most threats faced by the City of Woodinville.
7. Citizens evacuating from other locations may pass through the City of Woodinville while en-route elsewhere.
8. Any evacuation operation will require the meeting of human needs during and after the movement of citizens.

II. POLICIES

- A. Evacuation orders shall be issued by the highest ranking official available at the time of the emergency. This will normally be the City Manager, Police Chief, Fire Chief, or Public Works Director.
- B. The Disaster Coordinator and ESCA shall be notified anytime there is an evacuation affecting the City.
- C. All City-owned vehicles (not otherwise involved in emergency response) will be made available for use.

III. SITUATION

Nearly any emergency or disaster could create a need for an evacuation. Evacuation operations are utilized to remove people from areas that pose a potential or immediate danger which is extreme in nature. These situations could arise as the result of a natural or technological event and range from the evacuation of a few individuals from a small area to large populations from a widespread area. The evacuation of people from areas of risk in the City of

Woodinville may involve the emergency responses of more than one governmental jurisdiction. The movement of people may be across jurisdictional boundaries.

There are three (3) types of evacuation order: voluntary evacuation, recommended evacuation order, and mandatory evacuation order.

A. Voluntary Evacuation Order

A voluntary evacuation order is issued when it is believed that a hazard has a moderate probability of posing a significant threat to people living or working in an area of risk. Citizens are encouraged to leave the area; however the decision if and when to evacuate will be made by the individual.

B. Recommended Evacuation Order

A recommended evacuation order is issued when it is believed that the possibility of hazard occurrence is high, but the potential impact is low to moderate. As with the voluntary evacuation order, the decision to evacuate is the responsibility of the citizen.

C. Mandatory Evacuation Order

A mandatory evacuation order is issued when it is believed that both the probability and impact of a hazard are high, and the lives of citizens and responders assisting them are at risk. The decision to evacuate still rests with the citizen; however, those who choose to remain within the danger area will be informed that emergency assistance may not be available to them.

IV. CONCEPT OF OPERATIONS

A. Evacuation Operations include the following six (6) phases:

1. Incident Analysis

Decisions to evacuate will be made on a case-by-case basis. The decision to evacuate will depend entirely upon the nature, scope and severity of the emergency. Other factors to be considered include the number of people affected; necessary protective actions; available transportation routes and resources; and the time available in which to effect the evacuation.

2. Warning

The evacuation information will be promulgated to the public from the Incident Command Post or Emergency Operations Center (EOC). Information will be disseminated following procedures outlined in Emergency Support Function (ESF) 2 – Telecommunications, Information and Warning; and Emergency Support Function (ESF) 15 – Public Affairs.

3. Preparation to Move

Before the evacuation order is disseminated to the public, it is essential that all details be checked and the necessary response personnel are organized and prepared to implement the evacuation. An effective evacuation is dependant upon the close coordination of evacuation information and instructions.

4. Movement of Population

An orderly evacuation of even a small area of the City will be an immense undertaking which largely depends upon the willing cooperation of the public. For this reason, it is critical that the public information provided be timely, accurate, and reassuring. In an evacuation of limited scope, with information promulgated over the electronic media, it may be physically impossible to discourage others from leaving, regardless of their actual risk. Even with accurate and consistent messaging, it is possible for a panic to develop and create city-wide gridlock. If this situation should arise, the City will attempt to execute a traffic plan with the resources available, and continue to reinforce accurate messaging. Evacuations will be accomplished through the use of appropriate modes of transportation to include, but not be limited to: private vehicle, public transportation, and pedestrian (foot) traffic.

5. Reception / Support of Evacuees

In the event of an evacuation of a small number of people, for a limited amount of time, it may be possible to set-up a reception/support facility in an area or structure with limited services. Provisions for large numbers of people or for longer periods of time will quickly overwhelm City resources. Considerations include: sanitary services, food preparation, sleeping facilities, logistical support and security. The reception and support of large numbers of people will require a regional,

state-wide and/or probable Federal coordination effort.

6. Return

The return and re-entry of people to their homes and businesses can be as difficult to manage as the initial evacuation. To assist in the management of the returning population, an orderly, phased return will be implemented to the best of the City's ability.

B. Evacuation Operational Concepts

1. All evacuation operations will utilize the Incident Command System in accordance with NIMS and the *National Response Framework*.
2. In the event of an incident requiring the evacuation of all or part of the City of Woodinville, the evacuation order will be issued by the highest ranking City official available at the time of the event. This will normally be the City Manager, Police Chief, Fire Chief, or Public Works Director. The ESCA Director may issue evacuation orders in the absence of a ranking City official. On-scene Incident Commanders may issue evacuation orders when dangerous or life-threatening situations exist.
3. Except in situations where there exists an immediate life-threatening situation, evacuation orders shall be coordinated through the Emergency Operations Center.
4. The individual ordering the evacuation shall request notification of the Disaster Coordinator and ESCA. Additionally, a request will be made for the activation of the ESCA Emergency Operations Center any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
5. In the event of an evacuation impacting the major arterials such as SR 522, Snohomish-Woodinville Road, Woodinville-Duvall Road and/or Woodinville-Redmond Road (SR 202), every effort will be made to include WA State DOT and State Patrol in the planning process.
6. Evacuation information shall be given in as clear and direct a manner as possible in order to provoke immediate response by the affected population. Direction and control of evacuation operations and notification to the public shall be done by uniformed personnel when possible. See sample Evacuation Order on page 21 of this

ESF.

7. The primary mode of evacuation transportation will be private vehicle. Other transportation modes and assets will be utilized as appropriate and available. If public transit assets are utilized, pedestrian traffic will be directed to transfer points to access transit vehicles.
8. Provisions for individuals with special needs and the use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the needs of the situation.
9. The threat of a detonation of a nuclear, or other explosive device may result in the spontaneous evacuation of the general public. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control and coordination through ESCA with jurisdictions outside the area regarding reception and shelter needs.
10. Evacuation information shall be disseminated through procedures established in Emergency Support Function 2 – Telecommunications, Information and Warning; and Emergency Support Function 15 – Public Affairs.
11. Re-entry to evacuated areas will be allowed after the appropriate agencies have determined that the threat no longer exists or when appropriate controls have been put into place to protect those re-entering the area.

C. Direction and Control

1. The Police Department or Fire District shall provide direction and control over evacuation operations. The lead agency shall be dependant upon the situation and will likely be coordinated between the two departments. A Unified Command structure will be instituted as appropriate.
2. The City of Woodinville will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and agencies involved in the evacuation operation or reception of evacuees shall be through the ESCA Emergency Operations Center.
3. Requests for resources through existing mutual aid agreements

and/or contracts through private contractors will be coordinated through the City EOC. Resources beyond those will be requested through the ESCA EOC.

V. PROCEDURES

The following procedures, coupled with existing emergency mobilization procedures located in the Woodinville Police Department's Policy Manual, shall be used to guide operations.

A. Incident Analysis

1. Command and Control

- a) Identify incident and necessity for evacuation.
- b) Notify City of Woodinville Disaster Coordinator and ESCA Director.
- c) Determine degree of mobilization necessary and appropriate command structure.
- d) Determine assignment of personnel.

2. Planning

- a) Collect situation information from field and Incident Commander.
- b) Initiate coordination with adjacent jurisdictions.
- c) Identify emergency response routes.
- d) Identify special needs populations and develop strategies to meet their needs.
- e) Identify destination areas and needed shelters.
- f) Begin long-range staffing determinations.

3. Operations

- a) Conduct situation size-up and determine need for evacuation.
- b) Determine initial evacuation boundaries.
- c) Determine number of dwellings / citizens to be evacuated.
- d) Determine time available for evacuation.
- e) Determine resources necessary to accomplish evacuation.
- f) Provide Incident Commander with current situation report.

4. Logistics

- a) Locate resources needed to conduct an evacuation or support movement of citizens through jurisdiction.
- b) Assess resource availability, to include staffing, material assets and supplies.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

B. Warning

1. Command and Control

- a) Assign a Public Information Officer to ensure that all messaging is correct, timely, and consistent.
- b) Determine appropriate notification methods. Refer to ESF 2 – Telecommunications, Information and Warning.
- c) Review and re-evaluate on-going activities.

2. Planning

- a) Identify areas and/or populations to be notified.
- b) Assess communications infrastructure. Refer to ESF 2 – Telecommunications, Information and Warning.
- c) Determine timing of notifications.
- d) Develop messaging appropriate to notification methods in use.

3. Operations

- a) Disseminate evacuation information.
- b) Maintain record of addresses notified and/or special conditions or needs.
- c) Maintain record of evacuation refusals.

4. Logistics

- a) Support communications efforts as appropriate.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

C. Preparation to Move

1. Command and Control

- a) Approve prepared Incident Evacuation Plan.
- b) Direct personnel to carry out evacuation activities.
- c) Review and evaluate on-going activities.

2. Planning

- a) Make final determination of evacuation area.
- b) Assess transportation infrastructure. Refer to ESF 1 – Transportation.
- c) Identify destination areas and/or shelters. Refer to ESF 6 – Mass Care, Housing and Human Services.
- d) Identify suitable non-public shelter locations (i.e. hotels, etc.)
- e) Establish evacuation routes and develop Evacuation Incident Action Plan (IAP).
- f) Identify transfer points if needed.
- g) Identify en-route support areas.
- h) Prepare notification documentation system.
- i) Begin return planning.

3. Operations

- a) Request assistance to support operational activities.
- b) Mark evacuation route(s).
- c) Establish needed transfer points.
- d) Identify and activate route control points.
- e) Identify critical intersections and potential problem areas along route(s).
- f) Establish dedicated routes for emergency response personnel and vehicles.
- g) Initial activation of destination areas/shelters.

4. Logistics

- a) Initiate resource tracking procedures.

- b) Identify transportation resources available.
- c) Procure needed resources for route marking/management.
- d) Deploy traffic management, mass care and sheltering staff and assets.
- e) Coordinate with ESCA for additional resources as needed.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

D. Movement and En-route Support

1. Command and Control

- a) Direct personnel to carry out evacuation activities.
- b) Review and re-evaluate on-going activities.

2. Planning

- a) Continue incident data collection.
- b) Prepare estimate of evacuation population size.

3. Operations

- a) Monitor and manage traffic flow along evacuation route(s).
- b) Fully staff transfer points.
- c) Staff critical intersections.
- d) Continue evacuation information dissemination.
- e) Identify citizens requiring assistance.
- f) Closely document evacuation process to avoid duplication of effort and/or missed areas.
- g) Maintain law enforcement presence in evacuated area(s) and along routes.
- h) Decontamination activities, if warranted by the event. Refer to ESF 10 – Hazardous Materials.

4. Logistics

- a) Coordinate deployment of transportation assets to assist citizens without private transportation, and/or those needing para-transit support.
- b) Provide supplies to en-route support areas.

- c) Respond to resource requests as necessary.
- d) Maintain resource tracking.
- e) Coordinate with ESCA for additional resources as needed.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

E. Reception and Support

1. Command and Control

- a) Ensure Mass Care activities are initiated. Refer to ESF 6 – Mass Care, Housing and Human Services.
- b) Coordinate with ESCA to provide out-of-area shelters and reception areas, if needed.

2. Planning

- a) Identify number and type(s) of shelters needed.
- b) Prepare estimate of resources needed in support of shelter operations.
- c) Refer to ESF 6 – Mass Care, Housing and Human Services.

3. Operations

- a) Activation of shelters and/or support centers. Refer to ESF 6 – Mass Care, Housing and Human Services.
- b) Provide current and accurate information updates to evacuees.
- c) Initiate identification, registration and tracking of evacuees requiring shelter.

4. Logistics

- a) Ensure adequate supply levels at shelters and reception areas.
- b) Respond to resource requests as necessary.

5. Finance

Maintain accurate tracking, recording and documentation of all

associated costs and expenses incurred throughout all phases of evacuation operations.

F. Return

1. Command and Control

- a) Determine safety of restricted areas.
- b) Identify appropriate controls to manage re-entry.

2. Planning

- a) Determine end of evacuation and timing to begin Return phase.
- b) Determine shelter closure schedule.
- c) Identify transportation resources needed for Return phase.
- d) Determine necessary staffing levels for Return operations.

3. Operations

- a) Mark return route(s).
- b) Inform evacuees of timing and method of return.
- c) Provide transportation as needed and possible.
- d) Monitor and manage traffic flow along return route(s).
- e) Fully staff transfer points.
- f) Staff critical intersections.
- g) Deactivation of shelter operations.

4. Logistics

- a) Identify and procure transportation resources needed for return of evacuees.
- b) Coordinate return of deactivated resources.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

VI. RESPONSIBILITIES

A. City of Woodinville Police Department and Woodinville Fire District

1. Conduct rapid situation size-up to determine the need to evacuate.
2. Determine initial evacuation boundaries.
3. Obtain evacuation order from highest ranking official available at the time of the event.
4. Coordinate the dissemination of evacuation orders and emergency public information.
5. Request activation of the ESCA Emergency Operations Center to facilitate coordination of activities with outside agencies and jurisdictions when appropriate.
6. Provide direction and control of evacuation operations.
7. Determine appropriate routes.
8. Provide perimeter control and security of evacuation zone.
9. Establish accountability procedure for all personnel.
10. Provide EOC with current and updated information as conditions change, or as requested.
11. Determine appropriate and safe re-entry timing.

B. City of Woodinville Public Works Department

1. Assist with situation size-up as necessary and appropriate.
2. Assess transportation routes, identify alternate routes; and provide temporary traffic control measures/devices and operations control of traffic signals.
3. Remove debris and other obstacles from evacuation routes as needed.
4. Coordinate use of City transportation resources when used to transport evacuees during evacuation operations.
5. Provide other support as requested and appropriate.

C. City of Woodinville Development Services Department

1. Provide support and assistance in evacuation efforts as appropriate.
- D. City of Woodinville Parks and Recreation Department
1. In the event of an evacuation of limited scope and/or duration, coordinate mass care activities as described in Emergency Support Function 6 – Mass Care, Housing and Human Services.
 2. Provide support and assistance in evacuation efforts as appropriate.
- E. City of Woodinville Administrative Services Department
1. Maintain accurate tracking, recording and documentation of all expenses incurred throughout all phases of evacuation operations.
- F. Emergency Services Coordinating Agency
1. Activate ESCA EOC to appropriate level.
 2. Disseminate public information regarding evacuation through appropriate sources.
 3. Notify mass transit services to delay, postpone and/or re-direct incoming traffic from the evacuation area.
 4. Notify affected jurisdictions and coordinate evacuation activities as appropriate.
 5. Arrange for temporary sheltering and reception areas for evacuations that relocate populations across jurisdictional boundaries.
 6. Coordinate outside transportation resources planned for use in an evacuation.
 7. Mobilize volunteer assets as appropriate.
- G. WA State Emergency Operations Center
1. Coordinate requests for and deployment of resources in support of evacuation operations.

COMMAND AND CONTROL Evacuation Action Checklist

Incident Analysis

Identify incident and determine need for evacuation Time: _____
Notify Woodinville Disaster Coordinator and ESCA Director Time: _____
Determine necessary degree of mobilization _____
Determine command structure _____
Begin Assignment of personnel Time: _____

Warning

Assign Public Information Officer (PIO) Time: _____
Determine appropriate notification methods _____
(Refer to ESF 2 – Telecommunications, Information and Warning)
Approve and release notifications Time: _____
Review and evaluate on-going activities _____
Provide briefing to City Policy group Time: _____

Preparation to Move

Approve evacuation Incident Action Plan (IAP) Time: _____
Direct personnel to carry out evacuation activities Time: _____
Review and evaluate on-going activities _____

Movement and En-route Support

Review, amend and revise evacuation orders as necessary Time: _____
Notify relevant agencies/jurisdictions of changes Time: _____
Ensure Public Information notices are consistent and on-going _____
(Refer to ESF 15 – Public Affairs)
Review and evaluate on-going activities _____

Reception and Support

Ensure Mass Care activities are initiated Time: _____
(Refer to ESF 6 – Mass Care, Housing and Human Services)

Return

Determine safety of restricted areas Time: _____
Confirm approval to return Time: _____
Identify appropriate controls to manage re-entry Time: _____

PLANNING Evacuation Action Checklist

Incident Analysis

- Collect situation information from field personnel and Incident Commander _____
- Determine resources necessary to accomplish evacuation _____
- Initiate coordination with adjacent jurisdictions Time: _____
- Identify emergency response routes Time: _____
- Identify special needs populations and develop strategies to meet identified needs _____
- Identify destination areas and needed shelters Time: _____
- Begin long-range staffing determinations _____

Warning

- Identify areas and/or populations to be notified _____
- Assess communications infrastructure _____
(Refer to ESF 2 – Telecommunications, Information and Warning)
- Determine timing of notifications _____
- Develop messaging appropriate to notification methods in use Time: _____

Preparation to Move

- Make final determination of evacuation area Time: _____
- Assess transportation infrastructure _____
(Refer to ESF 1 – Transportation)
- Establish evacuation route(s) and develop Incident Action Plan (IAP) Time: _____
- Identify transfer points _____
- Identify en-route support areas _____
- Identify available transportation resources _____
- Activate shelter planning _____
(Refer to ESF 6 – Mass Care, Housing and Human Services)
- Prepare notification documentation system _____
- Begin return planning _____

Movement and En-route Support

- Continue incident data collection _____
- Monitor and document evacuation progress _____
- Prepare estimate of evacuation population size _____

Reception and Support

- Prepare estimate of resources needed in support of shelter operations _____
(Refer to ESF 6 – Mass Care, Housing and Human Services)

Return

Determine end of evacuation and timing to begin Return phase

Time: _____

Determine shelter closure schedule

Identify transportation resources needed for Return phase

Determine necessary staffing levels for Return operations

OPERATIONS

Evacuation Action Checklist

Incident Analysis

- Conduct situation size-up and determine need for evacuation Time: _____
- Determine initial evacuation boundaries Time: _____
- Determine number of dwellings / citizens to be evacuated _____
- Determine time available for evacuation operations _____
- Provide Incident Commander with current situation report Time: _____

Warning

- Disseminate evacuation information Time: _____
- Maintain record of addresses notified _____
- Document special conditions or needs to be addressed _____

Preparation to Move

- Request assistance to support operational activities Time: _____
- Establish communications between Operations Branches Time: _____
- Mark evacuation route(s) Time: _____
- Identify traffic management tactics to be used Time: _____
- Establish needed transfer points Time: _____
- Identify and activate route control points Time: _____
- Identify critical intersections / possible problem areas _____
- Establish dedicated emergency response routes _____
- Activate destination areas/shelters Time: _____

Movement and En-route Support

- Monitor and manage traffic flow along evacuation route(s) _____
- Fully staff transfer points _____
- Staff critical intersections _____
- Continue evacuation information dissemination _____
- Identify citizens requiring assistance _____
- Maintain law enforcement presence in evacuated area(s) _____
and along routes _____
- Quarantine and decontamination activities, if warranted by event _____
(Refer to ESF 10 – Hazardous Materials)
- Request additional support resources as necessary Time: _____

Reception and Support

- Activate shelters and/or support centers Time: _____
- Provide current and accurate information to evacuees _____
- Provide information on location of specialty shelters _____

Initiate identification, registration and tracking of evacuees requiring shelter services _____
Determine level of site security necessary at activated shelters _____

Return

Mark return route(s) Time: _____
Inform evacuees of timing and method of return Time: _____
Provide transportation as needed and possible _____
Monitor and manage traffic flow along return route(s) _____
Fully staff transfer points _____
Staff critical intersections _____
Deactivate shelter operations Time: _____

LOGISTICS

Evacuation Action Checklist

Incident Analysis

Identify resources needed to conduct an evacuation or support movement of citizens through jurisdiction _____

Assess resource availability, to include staffing, material assets and supplies _____

Warning

Support communications efforts as appropriate _____

Preparation to Move

Initiate resource tracking procedures _____

Procure needed resources _____

Deploy traffic management, mass care and sheltering staff and assets Time: _____

Movement and En-route Support

Coordinate deployment of transportation assets to assist citizens without private transportation, and/or those needing para-transit support _____

Identify accommodations for transport of luggage _____

Provide supplies to en-route support areas Time: _____

Respond to resource requests as necessary _____

Maintain resource tracking _____

Monitor availability of supplies for en-route support area(s) _____

Reception and Support

Ensure adequate supply levels at shelters and reception area(s) _____

Respond to resource requests as necessary _____

Return

Identify and procure transportation resources needed for return of evacuees _____

Coordinate return of deactivated resources _____

Sample Evacuation Order

Attention!

An emergency situation exists at ___(location)_____.

The ___(jurisdiction)_____ fire/police department has issued the following emergency evacuation order.

All persons within the area of _____ are directed to evacuate immediately. Tie a towel or cloth to your front door knob to indicate the premises are vacated. Police will secure the evacuated area.

Bring the following supplies with you _____.

Use the following evacuation routes _____.

Shelters are set up at _____.

School children will be evacuated by bus. Do not attempt to pick them up at school.

If you require special assistance, call _____.

Stay tuned to your television or radio station for further instructions and information. DO NOT CALL 911.

ITEMS TO TAKE TO A SHELTER

Depending upon the situation, evacuees may be required to remain at shelters for several hours to several days, or longer.

Take only essential items, and avoid bringing valuables (shelters are not responsible for lost or stolen items).

Be sure to lock your home when you leave.

The following are supplies you may wish to take with you when you evacuate to a shelter:

Essential items if you must leave immediately:

Emergency contact information (i.e. family members, insurance, etc.)
Change of clothing
Medications and medical supplies
Bottled water
Car and house keys

Items to take with advanced notice:

Essential items - *plus*
Extra clothing
Sleeping bag and/or bedding for each family member
Snacks and/or food for special dietary needs
Toiletry and hygiene supplies
First aid kit
Flashlight(s) w/ extra batteries
Books, games, cards, etc.

DO NOT bring the following items, as they will not be allowed in the shelter:

Alcohol or non-prescription drugs
Guns and/or other weapons
Pets

EVACUATING WITH YOUR PET

You are responsible for your pet in an emergency. Having a disaster kit for your pet is essential. Depending upon the situation, pet shelters may be opened; however, NO pets will be allowed in human shelters.

When evacuating with your pet, you will need the following to manage their care:

- Carrier or cage, including bedding
- Leash AND muzzle
- Immunization records and any required medications
- Food, water and water/food bowls
- Current photo of your pet with you and narrative description of pet
- Contact information for current veterinarian
- Toys

APPENDICES

**APPENDIX 1
CITY OF WOODINVILLE
FUNCTIONAL RESPONSIBILITY MATRIX**

P = Primary Role S = Support Role

	1 - Transportation	2 - Telecommunications, Information & Warning	3 - Public Works / Engineering	4 - Firefighting	5 - Information Analysis	6 - Mass Care, Housing & Human Services	7 - Resource Support	8 - Public Health & Medical	9 - Search & Rescue	10 - Hazardous Materials	11 - Food & Water	12 - Energy	13 - Public Safety	14 - Long Term Recovery & Mitigation	15 - Public Affairs	20 - Defense Support	23 - Damage Assessment	24 - Evacuation and Movement
CITY MANAGER / DISASTER COOR				S		S					P		S	P		S	S	
CITY PIO		S												P				
ESCA		S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	S	
PUBLIC WORKS	P	S	P	S	S		P		S	S			P	S		P	S	
DEVELOPMENT SERVICES	S				P	P	S			P			P	S		P	S	
ADMINISTRATIVE SERVICES	S	S			S	S	S						S	S		P	S	
PARKS AND RECREATION					S	P				P			S	S				
WOODINVILLE FIRE DISTRICT		P		P	S		P	P	P	P			S	S		P	P	
POLICE / KING CO SHERIFF		P		S	S	P	P	S	P	S	S		P	S	S	P	P	
LOCAL UTILITY PROVIDERS					S						P		S					
WOODINVILLE WATER DISTRICT			S		S								S					
NORCOM		S							S				S		S			
KING COUNTY COMMUNICATIONS		S											S		S			
RED CROSS					S	S		S		S			S			S		
PUBLIC HEALTH						S		P		S	S							
TRANSIT AGENCIES	S																	
WA STATE EOC		S		S						S		S	S	S	S	S	S	
WA STATE DOT	S																S	
WA STATE PATROL				S					S			S					S	

APPENDIX 2 AUTHORITIES AND REFERENCES

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

CODES AND REGULATIONS:

City of Woodinville

Ordinance 248

Municipal Code 2.25, Emergency Preparedness Commission

Municipal Code 8.10, Emergency Management

Washington State

RCW 35.33.081, Emergency Expenditures – Nondebatable Emergencies

RCW 35.33.101, Emergency Warrants

RCW 35A.38, Emergency Services

RCW 38.52, Emergency Management

RCW 38.52.070, Local Organization and Joint Local Organizations Authorized

RCW 39.34, Interlocal Cooperation Act

RCW 42.12, Vacancies

RCW 42.14, Continuity of Government

RCW 43.43, Washington State Patrol – State Fire Service Mobilization Plan

RCW 47.68.380, Search and Rescue

RCW 49.60, Laws Against Discrimination

WAC 118-04, Emergency Worker Program

WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs

WAC 296-62, General Occupational Health Standards

Federal

Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

Public Law 96-342, Improved Civil Defense Act of 1980, as amended

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

Homeland Security Presidential Directive 5

Americans With Disabilities Act

National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)

PLANS

City of Woodinville Emergency Operations Center Procedures – under development
City of Woodinville Damage Assessment Manual – under development
Woodinville City Departments Standard Operating Procedures – under development
*Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass
Destruction Response Plan*
North King and South Snohomish Counties Regional Mitigation Plan
King County Hazard Identification and Vulnerability Assessment
King County Comprehensive Emergency Management Plan
King County Regional Disaster Plan
Public Health Seattle/King County Public Health Emergency Response Plan
Washington State Comprehensive Emergency Response Plan
National Response Framework

