



# Comprehensive Emergency Management Plan

## 2024—2029



## Promulgation Draft

DATE: TBD

TO: Mayors and Councils of Bonney Lake, Buckley, Carbonado, Orting, Puyallup, Sumner, and Wilkeson

FROM: Steve Kirkelie, Puyallup City Manager

SUBJECT: Letter of Promulgation – 2024 East Pierce Interlocal Coalition for Emergency Management (EPIC) Comprehensive Emergency Management Plan (CEMP)

With this notice, we are pleased to officially promulgate the *2024 East Pierce Interlocal Coalition for Emergency (EPIC) Management Comprehensive Emergency Management Plan (CEMP)*. One of a family of plans published by EPIC, the CEMP is the framework for city jurisdiction mitigation, preparedness, response, and recovery activities. It intends to provide a structure for standardizing plans EPIC-wide and to facilitate interoperability between local, state, and federal governments. Every effort has been made to ensure that the CEMP is compatible with the Pierce County Comprehensive Emergency Plan, the State of Washington Comprehensive Emergency Management Plan, the National Response Framework, and the Revised Code of Washington, Chapter 38.52. Its format aligns with the State of Washington Comprehensive Emergency Management Plan.

The CEMP specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans within each jurisdiction between city departments, local, state, federal, volunteer, public, non-profit, and private sector organizations. By coordinating all phases of emergency management, the CEMP helps minimize the impacts of incidents in individual EPIC jurisdictions. We believe the CEMP is a significant tool for saving lives, protecting property, preserving the environment, and sustaining the economy. The document will be available to the public on jurisdictional websites as well as EPICEOC.com.

Finally, the CEMP is a reminder to department directors, agencies, commissions, and councils of their three primary goals in emergency management: to support the individual jurisdiction through their Emergency Operations Center (EOC); and to establish and maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster event; and to carry out the training, exercises, and plan maintenance to support the plan.

Thank you for your involvement in this worthwhile endeavor.

## Promulgation Signature Pages

Adopted pursuant to the City of Bonney Lake Resolution No. XXXX by the City Council of the City of Bonney Lake, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Michael McCullough, Mayor, Bonney Lake

Adopted pursuant to the City of Buckley Resolution No. XXXX by the City Council of the City of Buckley, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Beau Burkett, Mayor, Buckley

Adopted pursuant to the Town of Carbonado Resolution No. XXXX by the City Council of the Town of Carbonado, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Kevin Vesey, Mayor, Carbonado

Adopted pursuant to the City of Orting Resolution No. XXXX by the City Council of the City of Orting, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Joshua Penner, Mayor, Orting

Adopted pursuant to the City of Puyallup Resolution No. XXXX by the City Council of the City of Puyallup, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Steve Kirkelie, City Manager, Puyallup

Adopted pursuant to the City of Sumner Resolution No. XXXX by the City Council of the City of Sumner, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Kathy Hayden, Mayor, Sumner

Adopted pursuant to the Town of Wilkeson Resolution No. XXXX by the City Council of the Town of Wilkeson, Washington at its regularly scheduled meeting on MONTH DAY, 2024.

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Jeff Sellers, Mayor, Wilkeson

## Approval and Implementation

EPIC support staff sincerely appreciates the cooperation and support from all City departments contributing to the publication of the 2024 EPIC Comprehensive Emergency Management Plan (CEMP). The CEMP is a comprehensive emergency management framework for jurisdictional citywide mitigation, preparedness, response, and recovery activities.

The CEMP was created through the synergistic efforts of the jurisdictions city departments to identify, develop, maintain, and enhance each individual jurisdictional emergency management capabilities. This CEMP supersedes all previous plans. This plan has been presented to the Washington Emergency Department for approval.

The CEMP is one of the many efforts to prepare all people in EPIC jurisdictions for emergencies or disasters. The CEMP is formatted to be consistent with the State of Washington CEMP, National Response Framework, complete with jurisdictional departments activities. This is to standardize plans throughout the State and to provide interoperability between local, state, and federal levels of government.

The Plan stresses the four phases of emergency management: mitigation, preparedness, response, and recovery activities. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, the economy, and the environment of the EPIC jurisdictions. Our sincere thanks and congratulations to all who have made this Plan possible.

EPIC Staff





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## 1. Introduction

The Comprehensive Emergency Management Plan (CEMP) (hereafter the Plan) is one of a family of emergency plans created by EPIC. This plan provides the policy framework by which other emergency plans are guided. This plan provides EPIC structure in preparing for, responding to, and recovering from an incident. It outlines how EPIC city departments organize, direct, control, and coordinate their actions to continue essential functions during incidents. The Plan provides guidance and assistance in decision-making. The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident and is compliant with FEMA's Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework.

In early 2021, East Pierce Interlocal Coalition for Emergency Management (EPIC), was created to assist the signatory jurisdictions with emergency management functions to include planning, training, and exercises. Intentionally not included in the agreement was jurisdictional control over emergencies and events within each jurisdiction (each jurisdiction still retains control over their emergencies and events).

Oversight of EPIC is provided by a Joint Board that consists of the chief executive/administrative officer or designee of each jurisdiction. This board meets twice a year. The EPIC Leadership group meets monthly for operational and functional activities. This group is made up of one representative from each jurisdiction with operational/first response responsibility. The Buckley Fire Chief represents Carbonado and Wilkeson.

EPIC is led by the City of Puyallup Emergency Manager, and additional EPIC support staff are City of Puyallup employees.

The signatory jurisdictions are the cities of Bonney Lake, Buckley, Orting, Puyallup, Sumner, and the towns of Carbonado and Wilkeson.

### 1.1. Purpose

- 1.1.1. EPIC is dedicated to protecting lives, property, and the environment of its residents through preparedness, response, recovery, and mitigation activities.
- 1.1.2. The basic plan provides an overview of the jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns tasks. The elements listed in this section provide a solid foundation for the development of supporting annexes.
- 1.1.3. The Plan establishes the framework for effective emergency response methods for EPIC jurisdictions. The Plan designates responsibility during an incident and for the sustainment of essential functions. The Plan also contains policies, guidelines, and tasks as they relate to individual city departments functions.

1.1.4. EPIC jurisdiction employees should have a thorough understanding of the Plan and their roles and responsibilities in the preparedness, response, and recovery process. The Plan will be reviewed and implemented by every EPIC jurisdiction.

## 1.2. Scope

1.2.1. The Plan, including its supporting documents, gives guidance for the coordination of operations during incidents, and the proper utilization of resources available for use within EPIC and those that may respond from other jurisdictions.

1.2.2. The Plan supports and is compatible with State of Washington, Pierce County, and surrounding jurisdictional plans, as well as the National Response Framework.

1.2.3. This plan is considered continuously activated from Promulgation as the processes, such as plan development and training, are ongoing emergency management processes.

## 1.3. Situation Overview

1.3.1. Bonney Lake, on the plateau with Buckley, serves 23,250 people (MRSC). Incorporated in 1949, Bonney Lake encompasses the south-southwest area of Lake Tapps. Bonney Lake is a non-charter code city with a mayor-council form of government. The Sumner-Bonney Lake School District provides K-12 public education for the area, and East Pierce Fire & Rescue performs fire and EMS service for Bonney Lake. SR 410 goes through Bonney Lake. Bonney Lake is the 5<sup>th</sup> largest city in Pierce County.

Buckley is the eastern-most city in the EPIC coalition and borders the City of Enumclaw and the King County line. Founded in 1882, Buckley's population is 5,555 (MRSC). The city is a non-charter code city with a mayor-council form of government. The White River School District provides K-12 public school instruction. State Route 410 transects Buckley, which leads to the northern side of Mt. Rainier toward Yakima.

The town of Carbonado is located along the Carbon River and is the last town before entering Mt. Rainier on the north/northwest side via SR 165. Incorporated in 1948, Carbonado served as an important coal mining community in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. Currently there are 745 residents (MRSC). Police protection is provided by the Buckley police department. Carbonado has a volunteer fire department, and administrative services are provided through the Buckley fire department. Public K-8 instruction is given through the Carbonado Historic School District.

Orting is the southern-most jurisdiction in the coalition, located in the Puyallup River valley. Incorporated in 1889, Orting is a non-charter code city with a mayor-council form of government, and currently has 9,110 residents (MRSC). Orting sits between the Carbon and Puyallup Rivers and is built entirely on several layers of lahar deposits. The Orting School District provides K-12 public education, and Central Pierce Fire & Rescue provides fire and EMS

services. Washington State Route (SR) 162 goes through Orting and provides connections with Sumner to the north, and other smaller communities to the south/east.

Puyallup is the western-most and largest of the EPIC jurisdictions, with 43,420 people (MRSC). Puyallup largely consists of 2 geographic areas, the Puyallup River valley and the South Hill area. Puyallup is a non-charter code city with a council-manager form of government. The Washington State Fair is located in Puyallup, which brings in over 1 million people to the city over the 22 days in September. Good Samaritan Hospital is the regional 250+ patient Level 3 trauma center. Puyallup is also home to Pierce College Puyallup, a large educational complex. The Puyallup School District provides K-12 public education and Central Pierce Fire & Rescue provides fire and EMS services. Portions of SR 512 and 167 intersect the city. Burlington Northern Santa Fe and Union Pacific railroads travel through the city. Puyallup was incorporated in 1890.

Sumner adjoins Puyallup to the east in the Puyallup River Valley. The city has 10,800 residents (MRSC) and is a non-charter code city with a mayor-council form of government. Founded in 1891, Sumner lies between the White and Puyallup Rivers. Both the Burlington Northern Santa Fe and Union Pacific railroads pass through Sumner as well as SR 410 and 167. Recently, the northern section of the city has become a large distribution hub for multiple large corporations including Costco, Amazon, and others. The Sumner Bonney Lake School District provide K-12 public education and East Pierce Fire & Rescue provide fire and EMS protection.

Wilkeson is a town located on SR 165 between Buckley and Carbonado. Wilkeson is a non-charter code Town with a mayor-council form of government. Incorporated in 1909, Wilkeson has 495 residents (MRSC). In addition to coal, Wilkeson shipped timber and sandstone throughout Washington. Police and fire/EMS services are provided through the city of Buckley, and public K-12 education is provided through the White River School District.

### 1.3.2. Hazard Assessment Summary

- 1.3.2.1. Using the 2020-2025 Pierce County All Hazards Mitigation Plan information (Emergency Planning | Pierce County, WA - Official Website ([piercecountywa.gov](http://piercecountywa.gov))), hazards for the seven jurisdictions were gathered. Based on location, geography, and locations, the jurisdictions showed various susceptibility to geological, meteorological, and technological hazards. Below is a list of potential hazard types and the potential harm the hazards could create for the population of the EPIC jurisdictions. Note that these listed hazards have the potential to occur at any time, the chance of occurrence is unknowable. In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may negatively affect our jurisdiction.

Each individual jurisdiction's risk probability is shown in their annex. Various types of hazards are prioritized based on a combination of probability of occurrence and impact of the hazard. For example, a winter storm is very common, with lower impact, while a large

earthquake doesn't occur very often, but its impact could be devastating. Both are ranked high risk. For efficiency, planning efforts should take an all-hazards approach, because actions taken regarding one type of hazard tend to overlap considerably with other hazards.

EPIC Hazard Risk Ranking for Percentage of Population (Regional score. Data from 2020-2025 Region 5 All Hazard Mitigation Plan. Percentages were averaged through EPIC jurisdictions.

- 
- Severe Weather (Very High)
  - Drought (Very High)
  - Civil Disturbance (Very High)
  - Energy Emergency (Very High)
  - Epidemic (Very High)
  - Terrorism/Active Threat (Very High)
  - Transportation Accidents (High)
  - Hazardous Materials/Pipeline Incidents (High)
  - Earthquake (Moderate)
  - Volcanic (Moderate)
  - Shallow Landslide (Moderate)
  - Deep Landslide (Low)
  - Dam Failure (Low)
  - Flood (Low)
  - Avalanche, Wildland/Urban Interface, and Tsunami were listed as N/A.
  - Cyber Attack was not listed but should be listed as Very High.
  - Abandoned Mines are Very High in Carbonado and Wilkeson, but are N/A for all others
- 

## 1.4. Planning Assumptions

1.4.1. Planning Assumptions: Disasters may create significant property damage, injury, loss of life, and disruption of essential services, both inside and outside EPIC. These situations may also create significant financial, psychological, and sociological impacts on EPIC jurisdictions and its residents and visitors.

It is assumed that some incidents will occur with enough sufficient warning that appropriate notification may be issued which may ensure some level of preparation. Other incidents will occur with no advanced warning. The initial event may trigger further cascading events.

It can be assumed that a major, widespread incident may isolate EPIC jurisdictions, and any significant assistance from nearby communities, counties, state, or federal agencies would not occur for many days. EPIC jurisdictions will need to rely on available city resources and those

of the whole community (private organizations, businesses, and individuals) within the city for the initial response to an incident that is widespread in the region.

1.4.2. Planning Considerations: While we do not, in many instances, have the advantage of knowing when and where incidents will occur, nor how much destruction they may cause, we can take prudent steps prior to an incident to mitigate some harmful effects and outcomes. It is critical in each EPIC jurisdiction, as a matter of public trust, to assure a reasonable process is in place to maintain the capability to sustain and perform essential functions. These functions can only be accomplished when a solid framework of meaningful mitigation and preparedness measures are established, reviewed, tested, and implemented.

1.4.3. Access and Functional Needs: From the beginning, the planning effort must account for those who may be particularly vulnerable in a disaster. Age can be a factor – children and older adults may be especially vulnerable. Populations with limited English proficiency, limited access to transportation, and/or limited access to financial resources to prepare for, respond to, and recover from an emergency are also at risk.

Individuals may need assistance, accommodation, or modification for mobility, effective communication, transportation, safety, health maintenance, or other help due to any situation (temporary or permanent) that limits their ability to act in an emergency.

Situations involving notification, evacuation, and/or sheltering are examples which may require additional pre-planning to assist individuals.

Note: Federal civil rights law and policy require nondiscrimination for certain populations, including based on race, color, national origin, religion, sex, age, disability, English proficiency, and economic status.

1.4.4. Pets must also be included in planning efforts because history has shown that people often won't take refuge if their pets must be left behind.

1.4.5. By effective stewardship for the whole community in hazard planning, EPIC, in conjunction with each jurisdiction's emergency preparedness activities can reduce casualties; infrastructure, property, and environmental damage; and loss of essential services.

## 2. Concept of Operations

### 2.1. General

2.1.1. Plan Activation: At the onset of an incident, city employees will activate their response processes based on their jurisdictions Policies and Procedures. The affected jurisdiction(s) will use the EPIC EOC Activation guide.

Each affected jurisdictions department leaders will communicate and coordinate with their city Emergency Operations Center (EOC) to support the city's response structure and activities and provide reports to include department operating status and capabilities; injuries; damage to the city's transportation and utility infrastructure, facilities, and equipment; transportation

route availability; and critical needs. The EOC leadership will communicate with the Mayor or Mayor's successor for a Proclamation of Emergency if appropriate.

Each department shall develop operational plans and provide training and practice exercises with department employees to ensure that their essential functions can be performed. The city will also develop and implement an emergency communications plan to support efficient and effective communication between departments, with the EOC, and with the whole community.

- 2.1.2. Overall Coordination of Incident Management Activities: Each jurisdiction will designate the coordination of incident management activities, typically as defined through their Municipal Code.

Each EOC can be activated by the Incident Commander, Emergency Manager, or other designated leadership personnel in each jurisdiction. The Emergency Manager or those designated may be assigned as EOC Manager.

The city EOC is the hub for incident coordination and communication activities. Coordination activities take place between the EOC and Incident Command field locations, Department Operations Centers (DOCs), Pierce County Emergency Operations Center, the State Emergency Operations Center, Non-Governmental Organizations (NGOs), and private industries.

- 2.1.3. Concurrent Implementation of Other Plans: When significant incidents occur, other plans may be activated. These plans may include Facilities Plans, Standard Operating Guidelines (SOG), Standard Operating Procedures (SOP), and other hazard specific plans, like the East Pierce Lahar Rapid Action Plan, EPIC Severe Weather Plan, or the EPIC Shelter Activation Manual. Each department jurisdiction is responsible for the management of staff and resources available to support and or respond to an incident. Plans will be tested and exercised through EPIC. Additionally, various jurisdictions may have jurisdictionally specific plans like Puyallup's Debris Management Plan.

- 2.1.4. Organizational Structure: Each jurisdiction has a different leadership role who is responsible for Emergency Management functions and ensuring emergency preparedness, response, and recovery activities for an incident are effectively carried out. Day-to-day organizational structure of city departments is maintained as much as practical as essential functions are executed. EPIC assists with the preparation, planning, and training for these events.

- 2.1.5. Emergency Response Teams (Field Level, DOCs, EOC): When responding to an incident, the jurisdictions departments and personnel activate and respond by pre-defined alerting processes and/or when requested as the incident progresses. EOC activation procedures will be initiated, which include appropriate notification through phone trees, text, email, and CodeRed. Each jurisdiction participates in CodeRed, a message and alerting product to be used both internally and with the public. Each city department self-activates their incident plans(s) when appropriate and executes their respective incident activities.

- 2.1.5.1. INCIDENT RESPONSE ACTIVITIES

The jurisdictions responses are per individual city plans and Standard Operation Procedures (SOPs). Department Operations Centers (DOCs) become operational in an incident per department plans. Each department is responsible for responding to the incident, continuing essential functions, and staffing the EOC and other emergency support activities throughout the duration of the incident as staffing and other resources permit.

#### 2.1.5.2. MAINTENANCE OF ESSENTIAL FUNCTIONS

Planning for the maintenance of essential functions should occur through Department Continuity of Operations and Continuity of Government Plans (COOP/COG). These plans should identify essential functions and the emergency procedures to be implemented to ensure these functions are carried out during an incident. EPIC created a COOP/COG for all jurisdictions.

#### 2.1.5.3. DEPARTMENT OPERATIONS CENTERS (DOCS)

Jurisdiction's incident response activities are organized using the Incident Command System (ICS). Using their appropriate plans, departments activate their DOCs to coordinate their response activities. Coordination and communication should be established and maintained with the EOC, when activated. Each department activates all applicable plans to handle the department's internal and external response, recovery, and reconstitution (return to normal operations) activities, to continue essential functions and to support the EOC assignments as required or when requested.

#### 2.1.5.4. EMERGENCY OPERATIONS CENTER (EOC)

The jurisdiction EOC is used for citywide communication and coordination duties in response to an incident. The EOC may activate if an incident warrants. Selected department members, responsible for activities in the EOC, immediately deploy when notified, or self-deploy depending on operating guidelines. Department representatives may be summoned to the EOC to create situational awareness and develop a common operating picture, provide centralized coordination and communication regarding the incident, and to assist in responding to an incident. An alternate or virtual EOC may activate if the primary location is damaged or inadequate. Jurisdictions are creating and training city personnel to function in their EOC, through efforts with EPIC staff.

#### 2.1.5.5. EXECUTIVE EMERGENCY WORKGROUP

During large emergency incidents, city administrators and department directors or administrative personnel will typically meet on a regular basis to discuss city functions through the incidents into recovery. Based on the size of the jurisdiction, additional outside resources may be requested to consult with these activities. During an incident, the EEW will meet regularly to make and approve rules and regulations and other policy level decisions to be implemented in response to the incident. The workgroup team makeup will be dependent on the city government setup. All city department Directors, Emergency Manager, and other city officials with expertise relevant to the incident will be included. **The workgroup name will alter based on jurisdiction.**

- 2.1.6. Department of Defense Support to Civilian Authorities: EPIC will not normally have direct interaction with the Department of Defense. There may be a possibility with a catastrophic incident and/or when martial law is enacted.

Military support from the Washington National Guard is outlined in Emergency Support Function 20 (ESF-20) of the Washington State CEMP. EPIC jurisdictions would work with the Pierce County Office of Emergency Management (PCDEM) and the Washington State Military Department, Emergency Management Division (WAEMD) if military support is needed

## 2.2. Whole Community Involvement

- 2.2.1. The Whole Community is defined by the Federal government as:

- 2.2.1.1. “Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, tribal, territorial, and federal partners.”

- 2.2.2. Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

- 2.2.2.1. State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.
- 2.2.2.2. Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with

Limited English Proficiency (LEP) to their programs and services. EPIC will use the Communications Plan Template

- 2.2.2.2.1. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.
  
- 2.2.3. The term Access and Functional Needs (AFN) has replaced “special needs,” “vulnerable,” “high-risk,” and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal, September 2015).
  
- 2.2.4. The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

## 2.3. Operational Objectives

- 2.3.1. Incident Management. The leadership intent is that these efforts of preparedness planning will help save lives, alleviate human suffering, ensure the continuity of critical government functions, maintain and/or restore services, and ensure that essential infrastructure is stabilized and repaired. The outcome of these efforts will protect lives, property, the economy, and the environment of EPIC jurisdictions.
  - 2.3.1.1. Operational objectives are based on the following priorities:
    - 2.3.1.1.1. Life Safety;

- 2.3.1.1.2. Incident Stabilization;
  - 2.3.1.1.3. Protection of Property; and
  - 2.3.1.1.4. Protection of the Environment.
- 2.3.1.2. NIMS (National Incident Management System) Components to Achieve Priorities
- 2.3.1.3. Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.
- 2.3.1.3.1. *Flexibility* – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
  - 2.3.1.3.2. *Standardization* – defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.
  - 2.3.1.3.3. *Unity of Effort* – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.
  - 2.3.1.3.4. *Integration* - The National Incident Management System (NIMS) is part of the National Response Framework (NRF) that establishes a standardized incident response. NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

Most EPIC jurisdictions have adopted the National Incident Management System (NIMS). NIMS is the system to prepare for and respond to incidents and as the city standard for incident management.

EPIC jurisdictions with NIMS resolutions:

Puyallup, 1/3/2005	Resolution 1920
Bonney Lake, 10/4/2005	Resolution 1499
Sumner, 11/7/2005	Resolution 1168
Buckley 2005	Resolution 05-08
Orting updating 7/2023	

In compliance with the National Incident Management System, EPIC uses the Incident Command System (ICS) to respond to incidents. ICS is a standardized all-hazards incident management approach that is flexible to the size and demands of the incident.

## 2.4. Request for a Proclamation of Emergency

- 2.4.1. A Proclamation of Local Emergency is made by the mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with responding to an incident. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council is advised of the Proclamation as soon as practical.
- 2.4.2. The cities of Bonney Lake, Buckley, Orting, Puyallup, and Sumner are charter code cities, as such, RCW 35A.38.010 states the succession of authority by which the Proclamation may be issued. In the absence of the mayor, such proclamation may be made by the Mayor Pro Tem (Council President) and in the absence of the Mayor Pro Tem, by the Vice President of the City Council. Carbonado and Wilkeson are classified as Towns, and emergency proclamations will occur as above.
- 2.4.3. The Proclamation authorizes the jurisdiction(s) to take necessary measures to respond to an incident, protect lives, property and the environment and exercise the powers vested in RCW 38.52.070.
- 2.4.4. The EOC Director is responsible for the preparation of the Emergency Proclamation, and once signed, is responsible for the notification of appropriate county, state, and federal agencies following the Proclamation.
- 2.4.5. Requests to the Governor to declare a State of Emergency are made by the mayor directly to the Governor or through the Pierce County Emergency Operations Center (PCDEM). Declaration by the Governor is necessary to pursue a Presidential Declaration and federal disaster relief funds.

## 3. Direction, Control, and Coordination

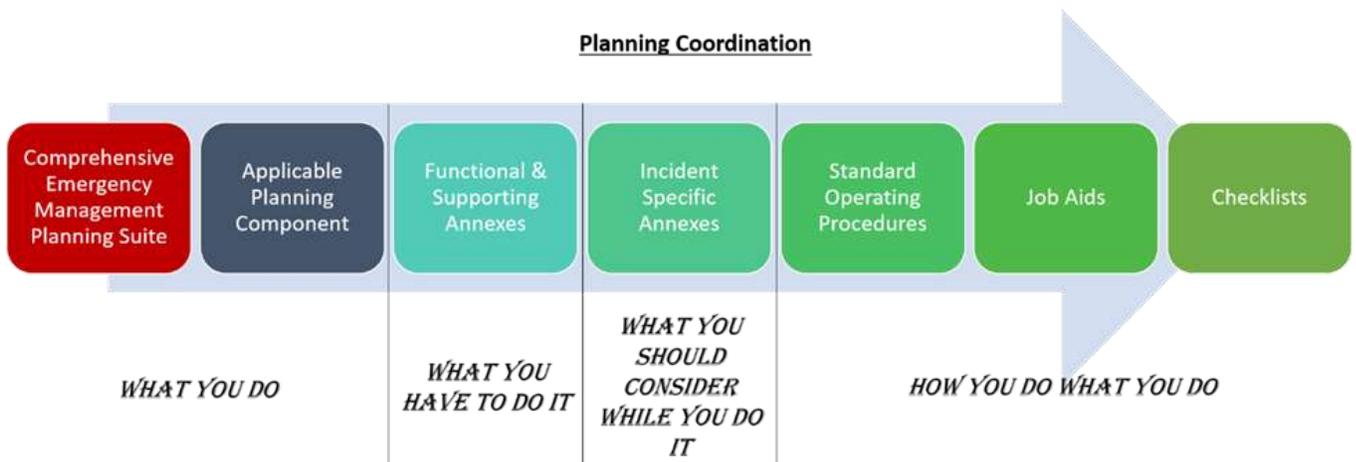
### 3.1. Multi-Jurisdictional Coordination

- 3.1.1. Key concepts of the Plan include Incident Command System (ICS), individual city department Annexes, reliable and redundant communication systems and processes, Department Operations Centers (DOCs), Emergency Operations Center (EOC) responsibilities, resource management, mutual aid agreements, and memoranda of agreement or understanding.



### 3.2. Horizontal Integration

This plan is one of a family of emergency plans created by EPIC to provide the policy framework by which other emergency plans are guided. This plan provides EPIC guidance in preparing for, responding to, and recovering from an incident. It discusses guidelines on how jurisdictions and their departments organize, direct, control, and coordinate their actions to continue essential functions during incidents.



### 3.3. Vertical Integration

The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident. The Plan is compliant with FEMA’s Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework. The Plan is consistent with Pierce County and Washington state emergency plans.

### 3.4. Unity of Effort through Core Capabilities

The core capabilities contained in the Goal are the distinct critical elements necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.

<b>COMMON CORE CAPABILITIES</b>
Planning
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
<b>COMMON CORE CAPABILITIES</b>
Public Information and Warning
Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination

Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

### 3.5. Common Prevention and Protection

#### SHARED PREVENTION & PROTECTION CORE CAPABILITIES

##### Intelligence and Information Sharing

Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.

##### Interdiction and Disruption

Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

##### Screening, Search, and Detection

Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

### 3.6. Prevention Mission

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks, or stopping imminent follow-on attacks.

City and Department plans should address human-caused hazards and acts of violence such as active shooter and other potential terrorist activity. The Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS) warns of credible threats. The public should be encouraged to help by reporting suspicious activity to local law enforcement. The “If You See Something, Say Something” national campaign encourages vigilance by individuals and communities and suggests following NTAS alerts.

<b>PREVENTION CORE CAPABILITIES</b>
<b>Forensics and Attribution</b>
Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

### 3.7. Protection Mission

Protection includes the capabilities to safeguard the homeland against acts of terrorism and manmade or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.

<b>PROTECTION CORE CAPABILITIES</b>
<b>Access Control and Identity Verification</b>
Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
<b>Cybersecurity</b>
Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
<b>Physical Protective Measures</b>
Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
<b>PROTECTION CORE CAPABILITIES</b>
<b>Risk Management for Protection Programs and Activities</b>
Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
<b>Supply Chain Integrity and Security</b>
Strengthen the security and resilience of the supply chain.

### 3.8. Preparedness Mission

In a significant incident, it is likely that emergency services will be overwhelmed. County, state, and federal government responses may be delayed. Therefore, each EPIC jurisdiction should be prepared to take care of its own basic survival needs for at least seven days after an incident and communicate this principle to each employee and to local businesses and residences.

#### 3.8.1. Individual Preparedness

Individuals are the foundation of preparedness for an organization, whether the organization is a city, a business, or the community as a whole. An organization's ability to respond depends on the personal readiness of its employees. Employees who prepare themselves and their families in advance improve their ability to report to work to help restore vital services and operations. By discussing expectations in advance, encouraging employees to prepare, and training them how to do so, employers foster a partnership that increases the resilience of the whole community. A culture of preparedness will help recovery efforts and restoration to a new normal.

All employees should develop:

- A family support plan that ensures family members will be safe and secure during an emergency situation.
- An out of area contact person that family members can use to relay messages if regular methods of communication fail.
- A personal "go kit" that includes the items needed if they have to evacuate or shelter in place.

#### 3.8.2. Preparedness Measures

Reducing the hazards and risks from an incident can be accomplished by practicing preparedness in the workplace. Directors are responsible for maintaining these measures. To ensure adequate preparedness, the activities listed below should be considered:

Preparedness Measures
1. Develop and maintain a capacity for at least seven days of sustainability among employees and within facilities.
2. Stock adequate emergency supplies to support employees and visitors.
3. Periodically conduct / participate in drills to test employee readiness. These drills should be all-hazards based and include evacuation, shelter-in-place, and lockdown drills.
4. Provide employees with individual and family preparedness training.

5. Implement non-structural mitigation measures to protect employees, clients, and visitors, including preventing damage to equipment and other property. This may include fastening down file cabinets, electronic equipment, and items that can cause injury or damage.
6. Provide lift and carrier devices for the injured or people with disabilities.
7. Periodically review hazard specific Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

3.8.3. Department Continuity of Operations Plans

When an incident occurs, essential functions must be carried out in every department through the processes established in department Continuity of Operations Plans (COOPs). See the EPIC COOP/COG Plan for more information.

Ten Critical Elements of Continuity of Operations Plans
1. Essential Functions
2. Delegations of Authority
3. Orders of Succession
4. Alternate facilities
5. Interoperable Communications
6. Vital Records, Systems, and Equipment
7. Human Capital Management
8. Tests, Training, and Exercises
9. Devolution of Control and Direction (capability to transfer statutory authority and responsibility from an agency’s primary operating staff and facilities to other employees and facilities)

10. Reconstitution (return to normal operations)

3.8.4. Facility Management

Jurisdictional buildings and facilities should be adequately maintained so they can support incident response activities and maintenance of essential services.

Facility Management

1. Identify safety hazards. For those that can't be eliminated immediately, find ways to isolate or lessen risks pending permanent resolution.
2. Verify structural and non-structural hazard analysis of city buildings to identify and mitigate hazardous conditions. This should be in coordination with facility management.
3. Establish procedures to quickly determine threats to city facilities, and to alert occupants.
4. Review each Facility Emergency Plan for City buildings and train personnel regarding building emergency standard operating guidelines including evacuation, shelter-in -place, and lockdown.
5. Conduct post-incident preliminary inspections.
6. Maintain emergency backup power for all essential systems and facilities. Critical electronic data communication systems should have uninterruptible power supplies (UPSs), and surge protection.
7. Periodically test building warning systems and procedures to assure they remain functional.
8. Limit access to areas that do not require public accommodation.
9. Regularly verify that security cameras and monitors are working properly.

- 10. Regularly check all entry and exit doors, especially those that provide access to sensitive or secure areas, to be sure they are working properly, are adequately controlled, and locked to prevent unauthorized access when no one is present or after close of business.
- 11. Conduct random security checks around the exterior of buildings and outer boundary perimeters (such as fence-lines); note and report any suspicious circumstances to higher authority or call 911.

### 3.8.5. Records and Information Services

- | Records and Information Services   |
|--|
| 1. Store jurisdictional records and information in a secure location that prevents damage and loss from an incident. |
| 2. Ensure resiliency in jurisdictional record keeping, tracking, and receiving consistent with State guidelines.     |
| 3. Records and information should be stored in a manner that they are accessible during an incident                  |
| 4. Plan for records protection during the COOP process   |

### 3.8.6. Financial Considerations

- | Financial Considerations  |
|---|
| 1. Develop, update, and maintain guidelines and procedures to document and report incident-related expenditures for insurance, state, or federal reimbursement. |
| 2. Inform the Emergency Management Department of all emergency management issues that would require approval in the budget process.                             |

### 3.8.7. Essential Employees

To ensure essential operations can function during and after an incident, maintain and establish a staff trained in emergency actions.

Essential Employees
1. Identify emergency duties, essential positions, and staff assignments including two alternates for every designated primary.
2. Ensure essential primary and backup personnel are identified and that contact information is kept current and available during an incident.
3. Provide essential employees clear explanations as to when they will be needed for duty and what their position will be.
4. Disperse and assign critical equipment to key personnel.
5. Train personnel assigned to an essential position and conduct necessary monitoring, testing, and refresher training to ensure adequate levels of readiness.
6. Anticipate who should replace persons vacating essential positions and assign replacements early enough to allow time for training before the replacement assumes the essential position.
7. Ensure upon Plan activation that essential employees are informed of their roles and are not released from the jurisdiction despite closure.

### 3.9. Mitigation Mission

3.9.1. Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

3.9.2. Mitigation Activities: Mitigation activities in EPIC are designed to decrease the impact of an incident. Factors considered when determining mitigation activities include: life safety, protection of property and the environment, the importance of parks and public facilities (including jurisdiction utility infrastructure), and resilient transportation options.

3.9.3. Mitigation Strategies: The following strategies are intended to simultaneously increase the self-sufficiency of EPIC's residents and strengthen each jurisdiction's resilience.

- Promote incident preparedness through outreach activities with residents.

- Develop alternate service-centers in less-hazardous areas.
- Promote retrofitting with safe-to-fail mechanisms.
- Invest resources in creating more resilient transportation networks.
- Develop and deliver business outreach programs.
- Build a flood tolerant community able to accommodate increases in low impact flooding.
- Continue to maintain compliance and good standing under the National Flood Insurance Program.
- Integrate the Plan and jurisdiction specific annexes into other plans, ordinances, or programs to dictate land uses within the jurisdiction.

<b>MITIGATION CORE CAPABILITIES</b>
Community Resilience
Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Long-term Vulnerability Reduction
Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. When applicable, plans must address impacts of climate change and favor environmental sustainability.
<b>MITIGATION CORE CAPABILITIES</b>
Risk and Disaster Resilience Assessment
Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Threats and Hazards Identification
Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes to clearly understand the needs of a community or entity.

### 3.10. Common Response and Recovery

<b>SHARED RESPONSE &amp; RECOVERY CORE CAPABILITY</b>
Infrastructure Systems
Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

### 3.11. Response Mission

3.11.1. Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring the jurisdiction can effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

3.11.2. Activation of the Emergency Operations Center (EOC): Activation of the EOC can be requested by any on-scene Incident Commander, the Emergency Manager, or a department head. Additional information is included in Section 4.3.5 Activation.

#### 3.11.3. Notification/Personnel Reporting to Work

The Human Resources (HR) Department is lead for notification of all City employees and works with the Communications Office to ensure employees are informed of incidents and equipped with talking points for the public. For department-specific activities, each city department is responsible for notifying their own personnel. The Department will determine when and how to contact each employee. Software can facilitate the notification. Key departments will be notified whenever the EOC is activated.

Typically, city offices remain open and in operation during established work hours. City employees are responsible for supporting the needs of their jurisdiction. All essential employees will make a concerted effort to report to work in the event a significant incident should occur.

EOC Team personnel will be notified of EOC activations through CodeRed, emails, cell phone and texts.

#### 3.11.4. Assessment

All city personnel will assess the effects of the incident on themselves, their co-workers, facilities and equipment, and other areas under their responsibility. They will pass this initial assessment information up the chain of command to their Department Operations Centers (DOC) where it will then be collated and passed on to the Emergency Operations Center (EOC).

Damage assessments and situation reports are created and given to the EOC which compiles the reports and forwards them on to the County and the State EOCs.

Critical documents used for reporting the incident include ICS 213's and Situation Reports (SitReps). Other reports may also be required depending on the type of incident and whether it is proclaimed by local, state, or federal authorities.

### 3.11.5. Response Procedures

The Incident Command System (ICS) will help ensure that teams respond and use resources in a coordinated and organized manner. ICS formulates a logical flow of steps and helps responding staff carry out their assignments in a controlled environment. It also expands and contracts the quantity of personnel at will without degrading the response teams and without losing command and control.

#### 3.11.5.1. Departmental Initial Response Activities

- When an imminent hazard warning is received, follow pre-planned precautionary measures to reduce negative impacts.
- If appropriate, be capable of fulfilling all responsibilities required of each jurisdiction, including responding to the incident, establishing the Department Operations Centers (DOCs), maintaining essential functions, and sending staff to support EOC activation.
- Recognize situations and requirements that need to be coordinated with, or referred to, the EOC.
- As appropriate and whenever requested, be capable of supporting a multi-agency response.

#### 3.11.5.2. Common Response Activities

- Ensure assigned personnel remain ready and able to self-report for emergency duty in an incident should they be notified.
- Regularly create situation reports (SitReps) and send them to the jurisdictions EOC.
- Respond to requests from the jurisdiction, County, or State when asked.

3.11.6. Requests for Assistance: Requests for assistance may be required when the City's resources have been depleted and/or become inaccessible. Inter-local agreements and mutual aid agreements should be implemented to assure support from alternate sources.

RESPONSE CORE CAPABILITIES
Critical Transportation
Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.

Environmental Response/Health & Safety
Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services
Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage, or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression
Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.
Logistics & Supply Chain Management
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care Services
<b>RESPONSE CORE CAPABILITIES</b>
Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Mass Search & Rescue Operations
Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
On-scene Security, Protection, & Law Enforcement
Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications
Ensure the capacity for timely communications in support of security, situational awareness, and operations using various communications tools to reach all affected communities in the impact area and all response forces.
Public Health, Healthcare, & Emergency Medical Services
Provide lifesaving medical treatment via Emergency Medical Services and related operations, and avoid additional disease and injury, by providing targeted public health, medical, and behavioral health support, and products to all affected populations.
Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

### 3.12. Recovery Mission

3.12.1. Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, and resiliency, with focus on those who experience financial, emotional, and physical hardships. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric. To best inform the public, redundant communication systems need to be in place, as there may be loss of cell phone or Internet capacities. These efforts must address the needs of those with Access and Functional Needs.

3.12.2. Salvage and restoration of incident affected areas may overlap with the initial emergency response. Recovery of the City/Town’s essential functions are not part of this plan and should be addressed in the EPIC Continuity of Operations /Continuity of Government Plan (COOP/COG).

#### 3.12.2.1. Short-Term Recovery

Efforts include support activities to essential functions and extended incident operations.

Jurisdictional Department Operations Centers (DOCs) oversee the recovery activities of the Department. Top priorities are restoration of essential functions and community critical infrastructure.

#### 3.12.2.2. Long-Term Recovery

Recovery and restoration actions begin upon the initiation of response actions and will be determined by the specific event. For most incidents, recovery activities will begin in the EOC as staff work to assemble data on the extent of damages.

### 3.12.3. Demobilization

#### 3.12.3.1. Reconstitution Activities

Demobilization should be a planned and coordinated effort with the Department Operations Centers (DOC), EOC, and all other involved departments and agencies. Demobilization planning should begin when an incident begins.

#### 3.12.3.2. Resumption Activities (Close of Activation)

Mitigation planning continues after response to an incident concludes and normal operations resume.

- All impacted City departments will complete an After-Action Report (AAR), including Lessons Learned and areas for improvement (IP – Improvement Plan), and submit them to the Emergency Management Department as soon as possible for review after an incident.
- After Action Report / Improvement Plan (AAR/IP) recommendations will likely be the primary source for mitigation activities.
- This Plan and other relevant plans should be reviewed for helpful revision points or clarification needed based on lessons learned.
- Budgets should be submitted to cover the cost of replacement, updating, or filling depleted reserves.

RECOVERY CORE CAPABILITIES
<b>Economic Recovery</b>
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
<b>Health &amp; Social Services</b>
Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
<b>Housing</b>
Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
<b>Natural &amp; Cultural Resources</b>

Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

## 4. Organization

### 4.1. Authority

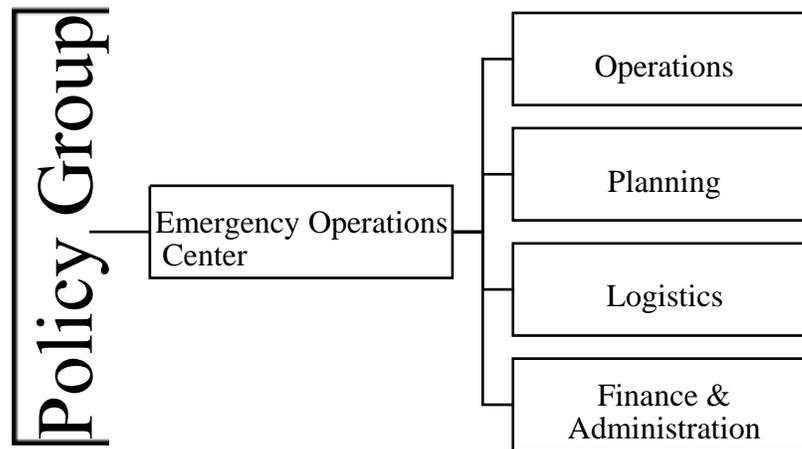
Emergency Management activities throughout EPIC are based on individual jurisdiction's Municipal Code. The cities of Bonney Lake, Puyallup, and Sumner have an Emergency Manager with the authority and responsibility based on each jurisdiction's job description and Municipal Code. The City of Orting's Police Chief and Finance Director are assigned to be active representatives for EPIC monthly meeting and leadership activities. The Buckley Fire Chief undertakes emergency manager activities for Buckley, Carbonado and Wilkeson.

### 4.2. Emergency Organizational Structure

4.2.1. ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.

4.2.2. Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different from this.

4.2.3. Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and provide support. The composition of EOC teams may vary depending on the nature and complexity of the incident or situation.



### 4.3. Emergency Operations Center

4.3.1. The jurisdiction’s Emergency Operations Center (EOC) is the hub for incident coordination and communication activities. Coordination activities take place between the EOC and Incident Command field locations, Department Operations Centers (DOCs), Pierce County Emergency Operations Center, the State Emergency Operations Center, Non-Governmental Organizations (NGOs), and private industries. EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and other jurisdictional EOCs.

4.3.2. Primary functions of staff in EOCs, whether virtual or physical, include:

- 4.3.2.1. Collecting, analyzing, and sharing information;
- 4.3.2.2. Supporting resource needs and requests, including allocation and tracking;
- 4.3.2.3. Coordinating plans and determining current and future needs; and
- 4.3.2.4. Providing coordination and policy direction.

4.3.3. Agencies and departments may also have operations centers. However, these organization-specific operation centers differ from multidisciplinary EOC’s. Departmental Operations Center (DOC) staff coordinate their agency or department’s activities. While they communicate with other organizations, EOCs, and may exchange liaisons with other agencies, DOC staff are primarily inward looking, focusing on directing their own assets and operations.

#### 4.3.4. Primary/Alternate Location

4.3.4.1. Each primary EOC location is listed in the table below. An alternate or virtual EOC may be activated if the primary EOC is damaged or unavailable.

City	Address
Bonney Lake	21719 96 <sup>th</sup> St E
Buckley	611 S. Division
Carbonado	251 Coal Ave
Orting	104 Bridge St S
Puyallup	1100 39 <sup>th</sup> Ave SE, Building C
Sumner	1104 Maple St
Wilkeson	540 Church St

#### 4.3.5. Activation Process

4.3.5.1. EOCs are activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies or departments;
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources;
- A similar incident in the past led to EOC activation;
- Any City employee may request activation of the EOC by consulting with the on-duty or on-call supervisor from Fire, Police, or Emergency Managers. Activation does not entail command of the EOC.
- An incident is imminent;
- Threshold events described in other plans occur; and/or
- Significant impacts to the population are anticipated.

#### 4.3.5.2. Activation Authority

Activation of the EOC is authorized by the Police Chief, Fire Chief, Emergency Manager, On-scene Incident Commander, or any of designees of those named. Emergency Management (DEM) facilitates the activation of the EOC.

4.3.5.3. Activation Levels

Activation Level	Level	Description
	Daily Operations	Activities are within the scope of normal City operations. EOC is not activated.
Level III	Monitoring Condition	The EOC may activate to a Level III for any incident, potential or actual, or planned event that may minimally impact the overall functional capacity of the EPIC jurisdiction.
Level II	Limited Activation	The EOC may activate to a Level II for any incident or planned event which is likely to impact community members and/or disrupt overall operations of the city. Level II requires increased coordination and clear communications to support a response beyond normal operating procedures. Mutual aid may be required, as well as support from various jurisdiction services.
Level I	Full Activation	The EOC may activate to a Level I for any incident or planned event which is likely to impact community members and/or seriously impair or halt overall operations of the city. A Level I activation requires increased coordination and clear communications to support a response beyond normal operating procedures. Mutual aid may be required, as well as support from various City services.

4.3.6. Deactivation Process

4.3.6.1. The EOC Director deactivates the EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

#### 4.4. Emergency Roles in Department Functions

4.4.1. This Plan, with the jurisdictional department annexes that follow, assigns response and preparedness roles and responsibilities for jurisdictional departments. Each department's role is identified with the understanding that roles may change depending on the situation.

##### *4.4.2. Emergency Management Department*

4.4.2.1. Overseeing the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:

4.4.2.1.1. Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.

4.4.2.1.2. Monitoring the progress in meeting the core capabilities it supports.

4.4.2.1.3. Coordinating efforts with corresponding private sector, NGO, and Federal partners.

4.4.2.1.4. Ensuring engagement in appropriate planning and preparedness activities.

##### *4.4.3. Primary Department Leads*

4.4.3.1. Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

4.4.3.1.1. Orchestrating support within their functional area for the appropriate response core capabilities and other missions.

4.4.3.1.2. Notifying and requesting assistance from support agencies.

4.4.3.1.3. Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.

4.4.3.1.4. Coordinating resources resulting from mission assignments.

4.4.3.1.5. Working with all types of organizations to maximize the use of all available resources.

4.4.3.1.6. Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.

4.4.3.1.7. Planning for incident management, short-term recovery operations, and long-term recovery.

4.4.3.1.8. Maintaining trained personnel to support interagency emergency response and support teams.

4.4.3.1.9. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.

4.4.3.1.10. Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

#### 4.4.4. Support

4.4.4.1. Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:

4.4.4.1.1. Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.

4.4.4.1.2. Providing input to periodic readiness assessments.

4.4.4.1.3. Maintaining trained personnel to support interagency emergency response and support teams.

4.4.4.1.4. Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

4.4.4.1.5. Coordinating resources resulting from response mission assignments.

## 5. Responsibilities

The responsibilities for EPIC jurisdictions and their departments are listed as Annexes to this Plan. Responsibilities for these functions are led by a primary department or jointly with multiple departments. Additionally, each has supporting departments and agencies that assist the primary department(s).

### 5.1. City Departments- Common Roles and Responsibilities:

The following common responsibilities apply to each department within EPIC jurisdictions. This is not a comprehensive list, but it includes critical responsibilities that are necessary for mitigation, protection, preparedness, response, and recovery from an incident.

For complete roles and responsibilities for City departments, refer to the annexes to this plan for each EPIC jurisdiction. The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

**Note: the following city department names may be different or may be attached to different city departments than those listed based on individual EPIC jurisdiction. Additionally, due to jurisdictions size, some departments may be consolidated or contracted to private organizations.**

## City Departments

### Common Roles and Responsibilities

1. Support the Mayor and City Council.

2. Continue essential functions as appropriate during an incident.

3. Establish a departmental line of succession to activate and carry out incident responsibilities.

4. Establish and maintain a Continuity of Operations Plan/Continuity of Government (COOP/COG) that establishes policy and guidelines regarding essential functions, staff, and operational plans to ensure performance during an incident.

5. Support and participate in the jurisdiction's emergency management mission, including participation in training and exercises.

6. Develop and implement policies that reduce the effects of an incident.

7. Provide for command and control for department disaster operations through established Standard Operating Guidelines (SOGs) as appropriate.

## City Departments

### Common Roles and Responsibilities

8. Develop departmental Standard Operating Guidelines (SOGs) that include identification and preservation of essential records.
9. Develop the capability to continue operations during an incident and to carry out the responsibilities outlined in this Plan.
10. Identify location(s) for managing departmental operations to support essential functions during an incident.
11. Identify departmental responsibilities, capabilities, and resources including personnel, facilities, and equipment.
12. Identify information needed to manage the department during an incident and means of obtaining that information.
13. Support the Emergency Operations Center (EOC) when necessary.
14. Activate a Department Operating Center (DOC) or alternate work site when necessary.
15. Assign and send personnel to the jurisdictions EOC when activated.
16. Communicate and coordinate with the jurisdictions EOC when activated.
17. Activate response procedures during an incident or when requested.
18. Provide various reports to the jurisdictions EOC, including but not limited to: requests for assistance, situation reports, damage assessment reports, and operational capability.
19. Train departmental staff in the Incident Command System (ICS) and National Incident Management System (NIMS), in accordance with the national NIMS Training Program.
20. Ensure department staff read this Plan and are aware of departmental Standard Operating Guidelines (SOGs) and the responsibilities during an incident.

21. Provide basic supplies for incident preparedness within their department, such as emergency supply kits, safety helmets, flashlights, and food and water to continue essential operations for at least seven days. Foster a culture of preparedness. Encourage employees to maintain a personal emergency supply kit in their office, car, and at home to help meet the needs of themselves and their families in a disaster.

22. Provide initial damage assessment for department facilities to the jurisdictions EOC.

23. Document incident activities and costs.

24. Work actively with Human Resources to identify and designate essential status on appropriate jurisdictional staff.

25. Consideration should be given to both essential and nonessential personnel, equipment, facilities, essential functions, critical operations, and materials for life safety.

26. Ensure Department and EPIC Plans are maintained, exercised, and implemented.

27. Ensure department Directors give adequate emphasis and attention to risk management including security and prevention, and that established procedures and practices are updated whenever necessary and are strictly enforced.

28. Proactively seek grant opportunities for mitigation projects and programs.

## 5.2. City Council Roles and Responsibilities:

### City Council

#### Roles

Their essential functions are Policy Development and Council Contingency.

#### Responsibilities

1. Continue essential functions as appropriate.
2. Appropriate resources for special requests and unanticipated expenses.
3. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.
4. Consider adoption of emergency preparedness mutual aid plans and agreements and other such ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.
5. Promptly approve, after their issuance, rules and regulations that are reasonably related to the protection of life and property, which is affected by an incident. Such rules and regulations having been made and issued by the City Manager/Administrator or the Emergency Manager.
6. Provide visible leadership to the community.
7. If necessary, Mayor or designee will declare an emergency and waive competitive bidding and award all necessary contracts for purchases and public works construction pursuant to RCW 39.04.280. Should competitive bidding be waived under this section, the Council or its designee must make a written finding of emergency within two weeks after the contract is awarded.

### 5.3. Executive Department Roles and Responsibilities

Executive Department
<b>Roles</b>
1. Assess public needs; propose policies and develop strategies to address those needs
2. Coordinate and support City incident response
3. Act as spokesperson in communicating incident related information to the public.
<b>Responsibilities</b>
1. Serve as Chair of the Executive Emergency Workgroup (or similar named based on jurisdiction)
2. Provide leadership to the community and make announcements to the media.
3. Sign Proclamation of Emergency, and Delegation of Authority.
4. Proclaim special emergency orders as prepared by the Director of Emergency Management or Police Chief, i.e. curfews, street use, etc.
5. Provide for the accompaniment of visiting officials from other jurisdictions and levels of government.
6. Sign, on behalf of the jurisdiction, mutual aid agreements with other municipalities, the County and other governmental subdivisions, which have been approved by the City Council.

#### 5.4. EXECUTIVE EMERGENCY WORKGROUP

##### Positions

Executive Emergency Workgroup (name and position names are based on jurisdiction)	Position
Mayor	Council Chair
Chief Operating Officer	Member
Fire Chief	Vice Chair
Emergency Manager	Member
Police Chief	Member
Director of Public Works	Member
Director of Finance	Member
Director of Planning	Member
Director of Parks and Recreation	Member
Director of Human Resources	Member
Director of Technology and Information Services	Member
Technical Advisors	Members added during emergency situations as needed.

#### 5.5. Emergency Management Director Roles and Responsibilities:

Director of Emergency Management (may vary by jurisdiction)
<p><b>Roles</b></p> <p>The essential functions of the Director are the management of citywide emergency preparedness, response, recovery, and mitigation activities. Other City Directors (Police Chief, Director of Public Works, etc.) may also serve as the Director in the absence of the Emergency Manager, or in a supporting role in unified command.</p>

Responsibilities
1. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by natural or human-caused incidents; provided, however, such rules and regulations must be approved and confirmed by the City Council at the earliest practicable time.
2. Obtain vital supplies, equipment and such other properties found lacking and immediately needed for the protection of the life and property of the people, and bind the jurisdiction for the fair value thereof, and, if required immediately, to commandeer the same for public use.
3. Require emergency services of any jurisdictional officer or employee, and to command the aid of as many residents of this community as s/he thinks necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency worker volunteers.
4. Requisition necessary personnel or material of any jurisdictions department or agency.
5. Execute all the special powers conferred by jurisdictional Municipal Code or by resolution adopted pursuant thereto, all powers conferred by statute, agreement approved by the Emergency Preparedness Council, or by any other lawful authority.

5.6 Emergency Manager Roles and Responsibilities:

Emergency Manager
<b>Roles</b>
The essential function is administration of the Emergency Management Department.
Responsibilities
1. Develop appropriate mitigation, preparation, response, and recovery mechanisms and include in the appropriate emergency plans. Coordinate the review, update, and development of the CEMP across jurisdictional departments; publish the CEMP.
2. Manage and maintain the Emergency Operations Center (EOC).
3. Along with the Director, act as a spokesperson for Emergency Preparedness and management.
4. Coordinate with local volunteer groups such as Citizen Corps Council, Amateur Radio Emergency Services (ARES), Community Emergency Response Team (CERT).

5. Coordinate City emergency preparation activities with various City, county, state, and federal agencies.
6. Conduct and evaluate testing of emergency plans.
7. Manage disaster preparedness, public education, and outreach for the whole community.
8. Educate jurisdictional staff about ICS/NIMS training requirements. Share training opportunities on a regular basis. Offer or host classes based on demand.
9. Distribute the functions and duties of the jurisdiction’s emergency preparedness organization among the divisions, services, and special staff. Emergency Management (EM) is vested with Executive authority, as delegated by the mayor.

### 5.7 Legal Services Roles and Responsibilities

<p><b>Legal Services (Some jurisdictions contract this role out.)</b></p> <p><b>Roles</b></p> <p>Provide high quality legal advice to the Mayor, City Council, boards and commissions, and jurisdictional staff.</p>
<p><b>Responsibilities</b></p> <p>1. Provide and coordinate legal advice to the Executive Department and to City departments as it pertains to hazard planning, mitigation, response, and recovery.</p> <p>2. Review agreements, contracts, and other incident-related documents for form and content.</p> <p>3. Review Proclamation signatures in conjunction with the mayor.</p> <p>4. Prepare other necessary incident-related ordinances and resolutions.</p> <p>5. Provide legal review of incident plans and supporting documents to ensure compliance with local, state, and federal agencies.</p> <p>6. Provide applicable laws to any jurisdictional employee during preparedness, response, and recovery activities.</p>

7. Provide liability releases for volunteers.

#### 5.8 Finance Department Roles and Responsibilities:

##### Finance Department

##### Roles

Manage the identification of outside resources; provide guidance and funding for emergency resource procurement, and track incident-related expenses.

##### Responsibilities

1. Track the status of incident related expenses.

2. Coordinate with other jurisdictional departments to identify resource shortfalls.

3. Provide a budget for supplies and equipment for incident related spending.

4. Document and submit incident related spending for State and federal reimbursement.

5. Keep up to date with the FEMA process for reimbursement of disaster-related expenses. Coordinate the reimbursement process with other departments; this role may be delegated if one department incurs the bulk of expenses, as Public Works normally does with storm response like plowing snow and applying anti-icing agents.

6. Develop and disseminate procedures to other departments regarding expense tracking in emergency situations.

#### 5.9 Technology and Information Services Roles and Responsibilities:

##### Technology and Information Services (Some jurisdictions contract this role out.)

##### Roles

Provide service for managing telecommunications and information systems infrastructure.

Responsibilities
1. Conduct damage assessments of jurisdictional computers and electronic related equipment.
2. Advise the EOC on status and capability of emergency communications systems.
3. Assure that communication systems can be utilized from or to the EOC and mobile facilities.
4. Coordinate repair/restoration of information technology and phone services.
5. Develop redundant infrastructure (network, communications, data backup, etc.) in advance to help ensure functionality in a disaster.
6. Develop processes for system recovery and data restoration in case of failure.

#### 5.10 Fire Department Roles and Responsibilities

Fire Department (Puyallup and Orting contracts with Central Pierce Fire & Rescue, Sumner and Bonney Lake contract with East Pierce Fire & Rescue, Wilkeson contracts with Buckley, Carbonado contracts with Buckley for administrative purposes)
Roles
Manage and coordinate firefighting, Emergency Medical Service (EMS), hazardous materials response, and rescue activities.
Responsibilities
1. Conduct situation and damage assessments of Fire Dept. facilities; assist Planning and Public Works in assessments if available.
2. Establish incident command; coordinate with other departments whether Unified Command is needed.
3. Determine resource needs.
4. Assume full responsibility for suppression of fires.

5. Provide Urban Search and Rescue (USAR) capability, which involves the location, extrication, and initial medical stabilization of individuals trapped in confined spaces. Coordinate with Police on Mass Search and Rescue; Police Dept. is primary, Fire Dept. secondary.
6. Respond to hazardous materials occurrences.
7. Provide basic and advanced life support.
8. Coordinate the transport of ill or injured persons.
9. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments.

Buckley and Carbonado are the only jurisdictions that have a municipal fire department. Further, Wilkeson contracts with Buckley, and the Town of Carbonado contract with Buckley Fire Department for administrative services. The other jurisdictions are contractually covered by fire districts. Puyallup and Orting are covered by Central Pierce Fire & Rescue; Sumner and Bonney Lake are covered by East Pierce Fire & Rescue. When incidents dictate, a fire district liaison will be requested to the active EOC.

5.11 Human Resources Department Roles and Responsibilities:

<b>Human Resources Department</b>
<b>Roles</b>
1. Effective use of jurisdictional staff during an incident
2. Coordinate use of emergency workers and volunteers during an incident
<b>Responsibilities</b>
1. Develop plans for employee notification and support during disaster activities.
2. Manage use of non-essential employees during an incident, in coordination with the EOC.
3. Coordinate jurisdictional employee family locator information. Encourage employees to establish an out-of-area contact in advance, to help them communicate with family members when usual communication methods fail.

4. Assist with the registration of emergency workers and volunteers.

### 5.12 Parks and Recreation Department Roles and Responsibilities

Parks and Recreation Department (Some jurisdictions do not have Parks and Recreation, or just Parks, or just Recreation)

#### Roles

Coordinate the provision of sheltering, feeding, and mass care of persons and animals affected by an incident when available.

#### Responsibilities

1. Meet urgent mass care needs of those affected by an incident when available.

2. Coordinate mass care activities with support agencies and volunteer organizations such as Red Cross, Functional Assessment Service Team (FAST), and Community Emergency Response Team (CERT).

3. Operate or coordinate operation of emergency shelters when available. (Based on jurisdiction)

4. Coordinate the provision of meals, potable water, and ice at fixed feeding locations and provide mobile feeding as required when available.

5. Coordinate emergency first aid in designated mass care locations when available. (Based on jurisdiction)

6. Coordinate issues related to large and small animal evacuation and sheltering during an incident when available. (Based on jurisdiction)

7. Coordinate response to animal and plant disease and pest response when available.

8. Provide debris removal, emergency protective measures, and emergency disposal procedures; temporary repair and/or construction of jurisdictional facilities in support of other departments.

9. Provide equipment and personnel to other jurisdictional departments for assisting in emergency response.

### 5.13 Planning and Community Development Roles and Responsibilities

Planning and Community Development Department (Based on jurisdiction, department title will vary.)	
<b>Roles</b>	
1. Conduct initial and subsequent damage assessments to both public and private properties	
2. Coordinate jurisdictional recovery efforts.	
<b>Responsibilities</b>	
1. Provide initial preliminary damage assessment (PDA) for both residential and business structures, including jurisdiction-owned buildings, within the community.	
2. Assist in ongoing damage assessments of jurisdictional infrastructure and emergency restoration of department facilities.	
3. Ensure emergency preparedness planning is included in building administration.	
4. Develop plans to address land use, environmental impact, and related mitigation issues before and following disasters.	
5. Anticipate human service needs. Coordinate with the applicable department when mass care activities such as shelter and feeding are required due to a disaster. Heating, Cooling and Service Centers may be needed based on weather conditions without overnight sheltering.	
6. Provide expertise and recommendations for construction, demolition, and mitigation before and after a disaster.	
7. Determine building safety within the jurisdiction and recommend evacuation as appropriate (coordinate with Police/Fire).	
8. Streamline the Building Department permit process for disaster recovery efforts.	
9. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts.	
10. Plan for recovery of jurisdiction facilities and infrastructure.	

### 5.14 Police Department Roles and Responsibilities

Police Department Both Carbonado and Wilkeson contract with Buckley Police for law enforcement services.
<b>Roles</b>
Keep and preserve the public peace and safety.
<b>Responsibilities</b>
1. Coordinate emergency traffic control.
2. Establish incident command; coordinate with other departments whether Unified Command is needed.
3. Initiate, coordinate, and direct land and/or water search and rescue (SAR).
4. Assist Public Works Transportation Division to plan for, coordinate, and lead the evacuation of portions of population if necessary.
5. Provide law enforcement to public and private facilities, including evacuated facilities or shelters as necessary.
6. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments. Develop a communications Plan.

### 5.15 Public Works Department Roles and Responsibilities

<b>Public Works Department</b>
<b>Roles</b>
1. Manage and assess transportation, drinking water, storm water, and wastewater infrastructure and operations
2. Establish incident command; coordinate with other departments whether Unified Command is needed.

3. Provide debris removal, emergency protective measures; temporary repair and/or construction of jurisdiction-wide transportation and jurisdictional utilities and provide engineering assistance to meet needs.

4. Provide equipment and personnel to other jurisdictional departments for assisting in emergency response

### Responsibilities

1. Provide initial preliminary damage assessment (PDA) for jurisdiction infrastructure within the community.

2. Assist in ongoing damage assessments of jurisdiction infrastructure and emergency restoration of department facilities.

3. Provide expertise and recommendations for construction, demolition, and mitigation before and after an incident.

4. Lead the effort in major recovery work for jurisdiction facilities, including roads, bridges, signal and lighting systems, public utilities, and buildings.

5. Coordinate and control incident-related traffic in conjunction with the jurisdiction's Police Department.

6. Identify emergency routes in and out of the jurisdiction and provide recommendations on traffic routes during an incident.

7. Notify all appropriate departments, agencies, and affected individuals as soon as possible to provide roadway conditions.

8. Monitor for contamination of water systems and disruption of storm water and wastewater systems. Provide mitigation measures when needed for short term restoration of utility services.

9. Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures.

## 6. Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security.

Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

### 6.1 Interoperable Communications Plans

#### 6.1.1 *Federal*

##### 6.1.1.1 National Emergency Communications Plan (NECP)

6.1.1.1.1 The NECP is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

#### 6.1.2 *State*

##### 6.1.2.1 The Alert and Warning Center (AWC)

6.1.2.1.1 The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

##### 6.1.2.2 Information Management Systems

6.1.2.2.1 Washington State maintains information management systems, such as WebEOC to manage disasters and emergencies and to support and increase public safety information sharing. The system provides the SEOC and local jurisdictions with a platform to receive, process and manage information. The system is used as a gateway to share information and provide communications among county/city/EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

- 6.1.2.3 State Radio Amateur Civil Emergency Services (RACES) Plan
- 6.1.2.4 State Telecommunications Service Priority (TSP) Planning Guidance
- 6.1.2.5 Statewide Communications Interoperability Plan (SCIP)
- 6.1.2.6 Washington Statewide AMBER Alert Plan
- 6.1.2.7 Appendix: Communicating with Limited English Proficient Populations; Washington State CEMP - ESF 15 See attached link: [WA\\_CEMP\\_ESF15\\_Appendix\\_1\\_Communicating\\_with\\_Limited\\_English\\_Proficient\\_Populations](#)

## 6.2 Community Communications Plans

6.2.1.1 Each jurisdiction has a family of communications plans designed to prevent or lessen the damage a crisis can inflict on an organization and its stakeholders. These plans are built on a system of redundancy to reach as many residents and visitors as quickly as possible, even if some modes of communication are limited or lost due to the disaster. These plans include such methods as (Jurisdiction)ALERT and Wireless Emergency Alerts, social and traditional media outreach, AM and NOAA weather radio, and Amateur Radio Emergency Service (ARES) teams. EPIC uses the CodeRed platform for public and staff alert and warning needs.

6.2.1.2 In collaboration and coordination with other jurisdictions, public agencies, and community partners, EPIC will convey critical life-safety messages to all residents pursuant to RCW 38.52.070 inclusive emergency communication requirements.

This will be accomplished through each jurisdictions' CodeRed alert and warning system, and city websites. Some city websites have translation services as well as adaptive viewing needs. When local resources are unavailable, EPIC jurisdictions will request services through Pierce County Department of Emergency Management. See the link to their Inclusive Emergency Communications Plan: [Pierce County Inclusive Emergency Communication Plan \(piercecountywa.gov\)](#)

6.2.1.3 EPIC uses US Census Data to determine which LEP communities meet the statutory threshold of 1,000 residents or five percent of each jurisdiction's population. As of July 2023, only the cities of Puyallup and Sumner are over the threshold of 5% or 1,000 people, with Spanish being the predominant additional language spoken. Both cities will be addressing how to accomplish this task for all city communications. Emergency management alert and warning messages for both cities will be sent out in both Spanish and English (CodeRed can send in various languages). Based on antidotal information from local school districts however, local pockets of non-English speaking residents include Spanish, Punjabi, Korean, Russian, and Ukrainian.

Most jurisdictions' websites have accessibility options to include multiple languages and visual alterations for easier viewing.

6.2.1.4 The jurisdictions support regional coordination of life-safety messaging by maintaining contact information for Public Information Officers (PIOs) of neighboring jurisdictions, media contacts, translation services, and regional partners who can assist in disseminating critical information

to EPIC residents, including LEP communities and those with other access and functional needs.

6.2.1.5 It is understood that providing properly translated alerts and emergency information is crucial to life-safety to LEP communities, and every effort will be made to provide such information in a timely manner. CodeRed, the public alert and warning system used by EPIC jurisdictions provide for translation into multiple languages.

6.2.1.6 Each jurisdiction can access their Municipal Court translators when necessary. Additional translators may be contracted as necessary.

## 7. Administration

### 7.1 Reporting

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

7.1.1 Situation Reports;

7.1.2 Requests for Proclamations of Emergency;

7.1.3 Requests for Assistance;

7.1.4 Costs/Expenditures Reports;

7.1.5 Damage Assessment Reports;

and/or

7.1.6 After Action Reports.

### 7.2 Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports. Physical and electronic records retention will comply with Washington State's Local Government Common Records Schedule as a minimum for compliance. Please see [WA Records Retention Schedule](#) for more information.

### 7.3 Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to

RCW 40.10.010. It is the responsibility of each department to establish policies for the identification, preservation, and retention of essential records.

## 8. Finance

### 8.1 Local

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

8.1.1 Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.

8.1.2 Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.

8.1.3 Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.

8.1.4 Emergency expenditures for counties. RCW 36.40.180.

### 8.2 Federal

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach (discussed in the Concept of Operations section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

8.2.1 All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

8.2.1.1 As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

8.2.2 The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented

services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA's Public Assistance Program and Policy Guide (PAPPG).

### 8.3 Incurred Costs Tracking

8.3.1 The Finance Department will follow guidelines for the FEMA process for reimbursement of disaster-related expenses and coordinate the reimbursement process with other departments, as needed.

### 8.4 Cost Recovery

8.4.1 Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

#### *8.4.2 Federal Assistance Programs*

##### 8.4.2.1 Public Assistance (PA) Program

8.4.2.1.1 FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

##### 8.4.2.2 Individual Assistance (IA) Program

8.4.2.2.1 FEMA aids individuals and households through the Individual Assistance Program, which includes all of the following:

8.4.2.2.1.1 Mass Care and Emergency Assistance (MC/EA);

8.4.2.2.1.2 Crisis Counseling Assistance and Training Program (CCP);

8.4.2.2.1.3 Disaster Unemployment Assistance (DUA);

8.4.2.2.1.4 Disaster Legal Services (DLS);

8.4.2.2.1.5 Disaster Case Management (DCM); and

8.4.2.2.1.6 Individuals and Households Program (IHP).

8.4.2.2.1.6.1 IHP is comprised of two categories of assistance: Housing Assistance (HA) and Other Needs Assistance (ONA).

8.4.2.2.1.7 The U.S. Small Business Administration (SBA) offers disaster assistance in the form of low-interest loans to businesses, nonprofit organizations, homeowners, and renters located in regions affected by declared disasters. SBA also provides eligible small businesses and nonprofit organizations with working capital to help overcome the economic injury of a declared disaster.

### *8.4.3 State Assistance Programs*

#### 8.4.3.1 Public Assistance (PA) Program

8.4.3.1.1 The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

#### 8.4.3.2 Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

8.4.3.2.1 The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

## 9. Logistics and Resource Management

### 9.1 NIMS resource management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, supplies, and specialized resources. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction’s resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

### 9.2 Resource Typing

9.2.1 Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource

typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

EPIC stores a list of each jurisdictions motorized equipment that is available for response during an incident or event. This is accessed through the EPIC Sharepoint site on EPICEOC.com.

### 9.3 Emergency Worker Program/Liability Protection

9.3.1.1.1 RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.

### 9.4 Procurement Methodology

9.4.1 The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state.

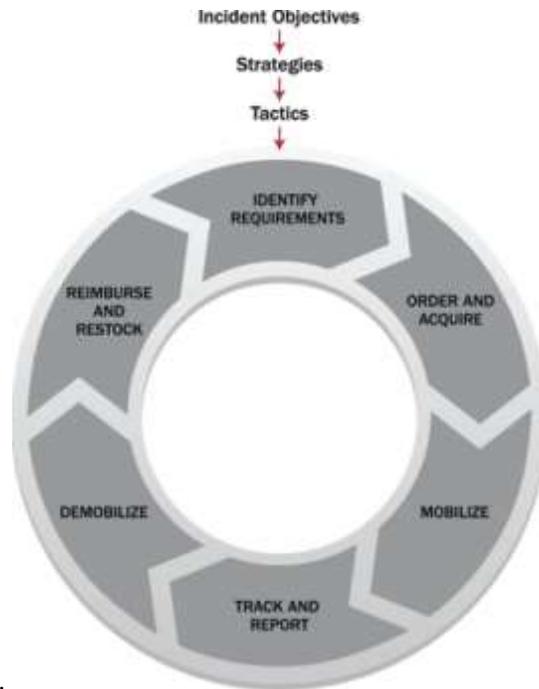
RCW 24.60 provides for intrastate mutual assistance among member jurisdictions in the case of a building safety emergency. (WABO: WA Association of Building Officials)

Washington Water/Wastewater Agency Response Network: WAWARN supports and promotes statewide emergency preparedness, disaster response, and mutual aid assistance for Washington's public and private water related utilities in the case of natural or man-made disasters. The City of Buckley is the only EPIC jurisdiction that is not a member.

9.4.2 Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

9.4.3 Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

9.4.4 Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.



10.

## 9.5 Demobilization

Demobilization should be a planned and coordinated effort with the Department Operations Centers (DOC), Emergency Operations Center (EOC), Executive Emergency Work Group (or similar name) and all other involved departments and agencies. Demobilization planning should begin when an incident begins.

## 9.6 Resource Gaps

Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

## 10 Development and Maintenance

### 10.1 Core Planning and Development Team

#### 10.1.1 Planning Process

10.1.1.1 Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts, and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process

should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan.

10.1.1.2 The Plan must be updated with new planning and policy goals and objectives to remain current. Updates to the Plan will occur at a minimum of every five years.

#### 10.1.2 Review Process

10.1.2.1 Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs.

10.1.2.1.1 *Adequacy* – a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

10.1.2.1.2 *Feasibility* – a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.

10.1.2.1.3 *Acceptability* – a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

10.1.2.1.4 *Completeness* – a plan is complete if it:

10.1.2.1.4.1 Incorporates all tasks to be accomplished;

10.1.2.1.4.2 Includes all required capabilities;

10.1.2.1.4.3 Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations;

10.1.2.1.4.4 Provides a complete picture of the sequence and scope of the planned response operation;

10.1.2.1.4.5 Makes time estimates for achieving objectives; and

10.1.2.1.4.6 Identifies success criteria and a desired end-state.

10.1.2.1.5 *Compliance* – the plan should comply with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution.

### 10.1.3 Revision Process

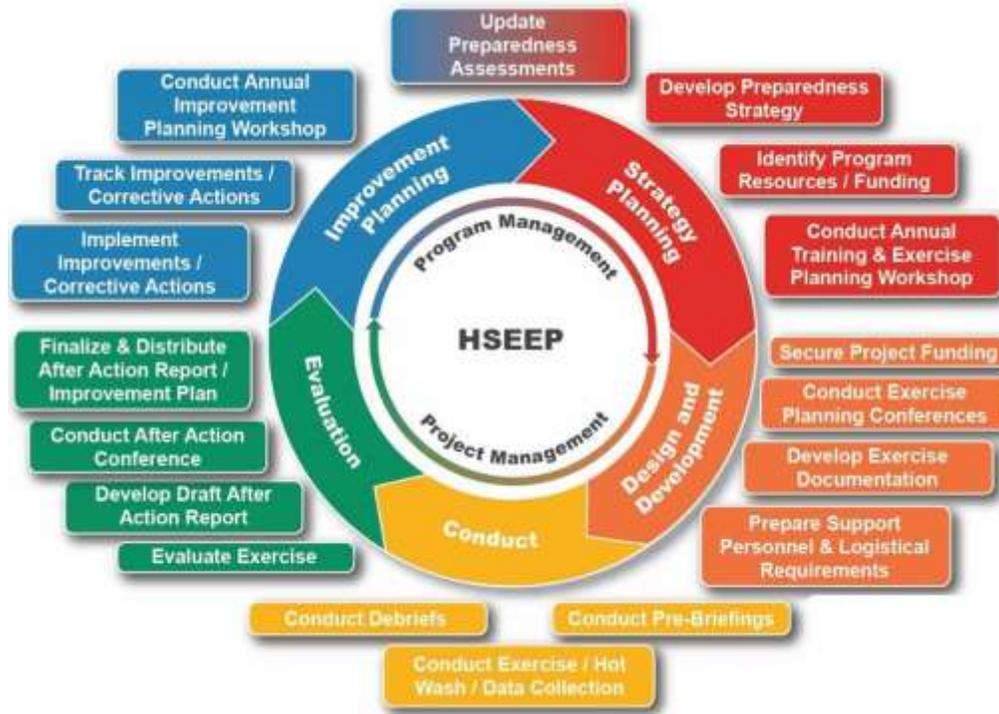
10.1.3.1 Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated. Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. Planning teams should establish a process for reviewing and revising the plan. Reviews should be a recurring activity. In no case should any part of the plan go for more than two years without being reviewed and revised.



## 10.2 Training & Exercise Program

10.2.1 Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), organizations can use training and exercises to improve current and required Core Capability levels, identify gaps, and overcome shortfalls. A Capabilities Assessment provides a gap analysis, by Core Capability, for each desired outcome and capability target; each of the Homeland Security Regions is required to complete an assessment. After the Capabilities Assessment is completed, it is referenced to determine the priority capabilities for training and exercise planned activities and should be coordinated with the Training and Exercise Plan (TEP) of the state.

EPIC has a MEP-certified person on staff to begin and facilitate the planning process for trainings and exercises.



### 10.2.2 Training Program

EPIC's jurisdiction employees are considered emergency services workers and may be called to assist in an appropriately skilled position other than their primary role during a response. To understand this obligation, all staff must take ICS 100, ICS 200, ICS 700, and ICS 800, which are available online. EPIC regularly provides a one-day course for ICS 100/200/700. Students then take each test for their certifications.

### 10.2.3 Exercise Program

- 10.2.3.1 Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:
- 10.2.3.1.1 *Capability-based, Objective Driven* – through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.
  - 10.2.3.1.2 *Progressive Planning Approach* – a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.
  - 10.2.3.1.3 *Whole Community Integration* – encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.
  - 10.2.3.1.4 *Informed by Risk* – identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.

- 10.2.3.1.5 *Common Methodology* – enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.

#### *10.2.4 After-Action Reporting Process*

- 10.2.4.1 The After-Action Report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. Upon completion, the exercise evaluation team provides the draft AAR to the exercise sponsor, who distributes it to participating organizations prior to drafting a formal AAR. Areas for improvement that require action are those that will continue to seriously impede capability performance if left unresolved.
- 10.2.4.2 All impacted city departments will complete an After-Action Report (AAR), including Lessons Learned and areas for improvement (IP – Improvement Plan), and submit them as soon as possible for review after an incident.

#### *10.2.5 Corrective Action Program*

- 10.2.5.1.1.1 Corrective actions are concrete, actionable steps that are intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, Emergency Management and involved departments should first review and revise the draft AAR, as needed, to confirm that the issues identified by evaluators are valid and require resolution. The reviewer then identifies which issues fall within their organization’s authority and assume responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

## Acronyms and Definitions

1. Activated/Activation: The status of a “system” resource mobilized in response, or in anticipation of a response, to an incident requiring direction and control at a capacity larger than field incident command.

AAR: After Action Report, documents strengths and weaknesses of response efforts and recommends areas for improvement.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

ARES: The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

BFD, BPD: Buckley Fire Department, Buckley Police Department – both departments provide services for Carbonado and Wilkeson.

CAP: Civil Air Patrol.

CBRNE: Chemical, Biological, Radiological, Nuclear and Explosives.

CEMNET: Community Emergency Management Network.

CEMP: Comprehensive Emergency Management Plan.

CoBL, CoBLPD : City of Bonney Lake, City of Bonney Lake Police Department

Command: The function in the Incident Command System responsible for overall direction and control of the incident.

CPFR: Central Pierce Fire & Rescue, the fire district that covers Orting and Puyallup for fire, EMS, and hazardous materials response.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

CP&D: Community Planning and Development.

Declaration of Emergency, local: An indication that extreme measures may be necessary to preserve life and property; a resolution made by the City Council or Mayor (based on jurisdiction); activates certain emergency powers.

Declaration of Disaster, local: An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Disaster Welfare Information: A system for disaster victim registration coordinated by the American Red Cross.

DOC: Department Operating Center, a location for a single department to plan and provide operational

activities from (ex. Public Works DOC during snow removal events).

EAS: Emergency Alert System.

Emergency Management: Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazard.

Emergency Medical Services: A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.

Emergency Support Function: A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emergency Worker Compensation: Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.

EMS: Emergency Medical Services.

EOC: Emergency Operations Center.

EPFR: East Pierce Fire & Rescue, the fire district that covers the jurisdictions of Sumner and Bonney Lake for fire, EMS, and hazardous materials response.

EPIC: East Pierce Interlocal Coalition for Emergency Management, the coalition for emergency management that covers the jurisdictions of Bonney Lake, Buckley, Carbonado, Orting, Puyallup, Sumner, and Wilkeson.

Emergency Operations Center: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.

ESF: Emergency Support Function.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A significant event or designated special event requiring security, such as inaugurations, State of the Union addresses, the Olympics, and international summit conferences.

FEMA: Federal Emergency Management Agency.

Finance/ Administration Section: Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.

Ham: Amateur Radio, a licensed citizen radio system.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.

Hazardous Material: A substance or material, including a hazardous substance, pollutants, and contaminants which have been determined by the Secretary of

Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

HAZMAT: Hazardous Materials.

ICP: Incident Command Post.

ICS: Incident Command System.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.

JIC: Joint Information Center.

Joint Information Center: A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

LEPC: Local Emergency Planning Committee.

Local Emergency Planning Committee: A committee that represents local governments, emergency response officials, environmental and citizen groups, industry, and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.

Logistics Section: Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by Federal, State, local, and tribal organizations for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Incident Management System:** A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**NAWAS:** National Warning System.

**NGO:** Non-governmental Organization.

**NIMS:** National Incident Management System.

**Non-governmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations, American Red Cross, and Salvation Army.

**OSD:** Orting School District.

**OPD:** Orting Police Department.

**Operations Section:** Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.

**PCDEM:** Pierce County Department of Emergency Management.

**PCSO, PCSD:** Pierce County Sheriff's Office or Department.

**PPD, PPW:** Puyallup Police Department, Puyallup Public Works.

**PSD:** Puyallup School District.

**PIO:** Public Information Officer.

**Planning Section:** Section of the Incident Command System responsible for operational planning, information management, documentation, etc.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

**Prevention:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or

locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Proclamation of Disaster, Presidential: Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Response: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

RCW: Revised Code of Washington.

RTF: Recovery Task Force.

Sit-Rep: Situation Report.

SAR: Search and Rescue.

SORT: Special Operations and Rescue Team.

SPD: Sumner Police Department.

SOUTHSOUND911: SouthSound 9-1-1, handles call receiving and radio traffic for Pierce County first responders (except for WSP).

Urban SAR: Search for and recovery of persons trapped in collapsed structures, confined spaces, and debris.

Washington Association of Building Officials: WABO. RCW 24.60 provides for intrastate mutual assistance among member jurisdictions in the case of a building safety emergency.

Washington Water/Wastewater Agency Response Network: WAWARN. Provides mutual aid assistance to public and private water related utilities in case of natural or manmade disasters.

WSP: Washington State Patrol.

## Authorities

The EPIC CEMP is developed under the authority of the following local, state, and federal statutes and regulations:

1. City of Bonney Lake Municipal Code, Chapter 8.44; Emergency Management
2. City of Buckley Municipal Code, Chapter 2.96; Emergency Management
3. City of Orting Municipal Code, Title 1, Chapter 8, Emergency Services Department
4. City of Puyallup Municipal Code, Chapter 2.31, Emergency Management
5. City of Sumner Municipal Code, Chapter 2.76, Emergency Management
6. Town of Wilkeson Municipal Code, Chapter 2.20, Emergency Services Department

### 2. NIMS Resolutions:

City of Bonney Lake, Ordinance 1499, May 2005

City of Buckley, Ordinance #05-08, 2005

City of Orting, Ordinance 2023-1109, July 2023

City of Puyallup, Ordinance 1920, January 2005

City of Sumner, Ordinance 1168, November 2005

### 3. Pierce County CEMP

### 4. Pierce County HIRA

### 5. Pierce County 2020-2025 Pierce County All Hazard Mitigation Plans, Addenda A

A-1 Bonney Lake

A-2 Buckley

A-10 Orting

A-11 Puyallup

A-13 Sumner

A-16 Carbonado

A-20 Wilkeson

### 6. Chapter 38.52 RCW, Emergency Management

### 7. Chapter 38.54 RCW, Fire Mobilization

### 8. Chapter 38.56 RCW, Intrastate Mutual Aid System

9. Chapter 43.06 RCW, Governor's Emergency Powers
10. Title 118, WAC, Military Department, Emergency Management
11. Chapter 118-30, Washington Administrative Code, Local Emergency Management
12. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
13. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
14. Post Katrina Emergency Management Reform Act (PKRA) of 2006
15. American Disabilities Act of 1990 as amended
16. Executive Order 13166 & Executive Order 13347
17. Pets Evacuation & Transportation Standards Act of 2006
18. Referenced Materials in the Development of this Template include:
19. National Preparedness Goal (NPG)
20. National Incident Management System (NIMS)
21. National Planning Frameworks
22. Core Capability Development Worksheets
23. A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action
24. Comprehensive Preparedness Guide (CPG) 101
25. Homeland Security Exercise and Evaluation Program (HSEEP) Guidance
26. Revised Code of Washington 38.52
27. Washington State Comprehensive Emergency Management Plan (CEMP)
28. Washington State Local Limited English Proficiency Communication Planning Framework

## Resources

### EPIC Emergency Plans

- EPIC EOC Activation Manual
- Severe Weather Activation Plan
- Shelter Manual
- East Pierce Lahar Rapid Action Plan
- City of Puyallup Debris Management Plan
- Orting Emergency Response Plan, 2023
- EPIC COOP/COG
- EPIC LEP Communications Plan Template
- EPIC EM Response Framework

### Pierce County Department of Emergency Management - Plans

[Emergency Planning | Pierce County, WA - Official Website \(piercecountywa.gov\)](#)

### Pierce County Local Emergency Planning Committee Response Plan

[Pierce County Comprehensive Emergency Management Plan \(piercecountywa.gov\)](#)

### Washington State Emergency Management Plans

[Plans | Washington State Military Department, Citizens Serving Citizens with Pride & Tradition](#)

### Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security

[National Preparedness | FEMA.gov](#)

### National Response Framework, Second Edition, May 2019

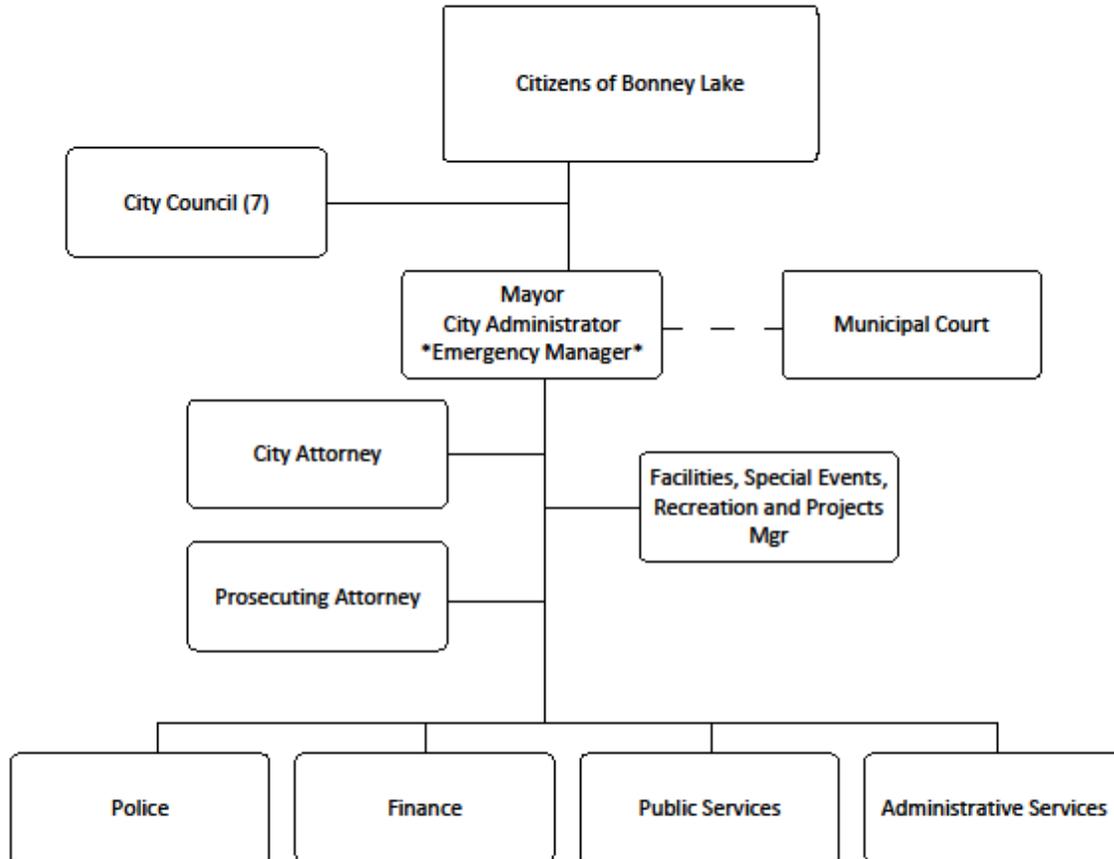
[National Response Framework | FEMA.gov](#)

[Washington Water/Wastewater Agency Response Network \(WAWARN\) Washington Water/Wastewater Agency Response Network \(wawarn.org\)](#)

***Jurisdiction's Organizational Charts***

Pages 80 - 86

**City of Bonney Lake  
Organization Chart**

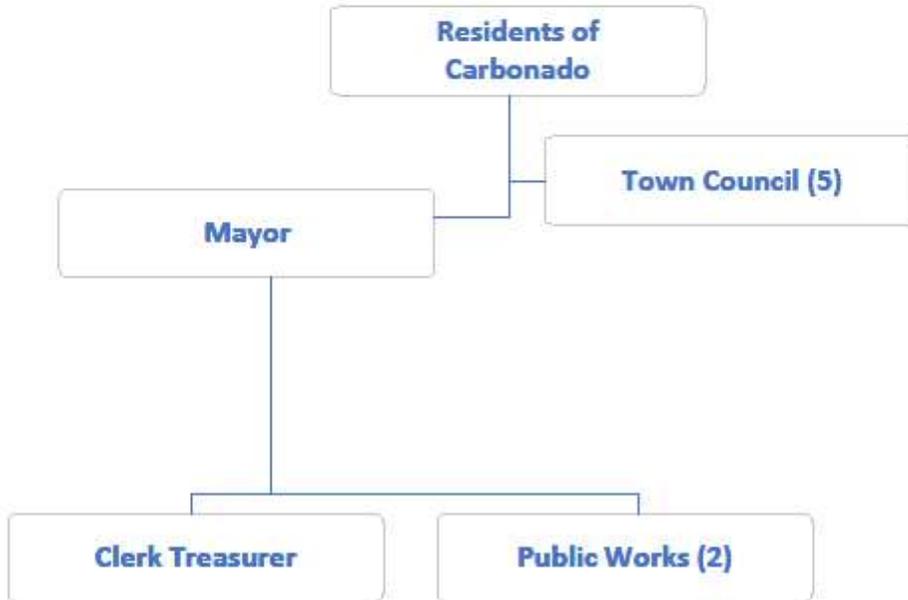


# City of Buckley Organization Chart

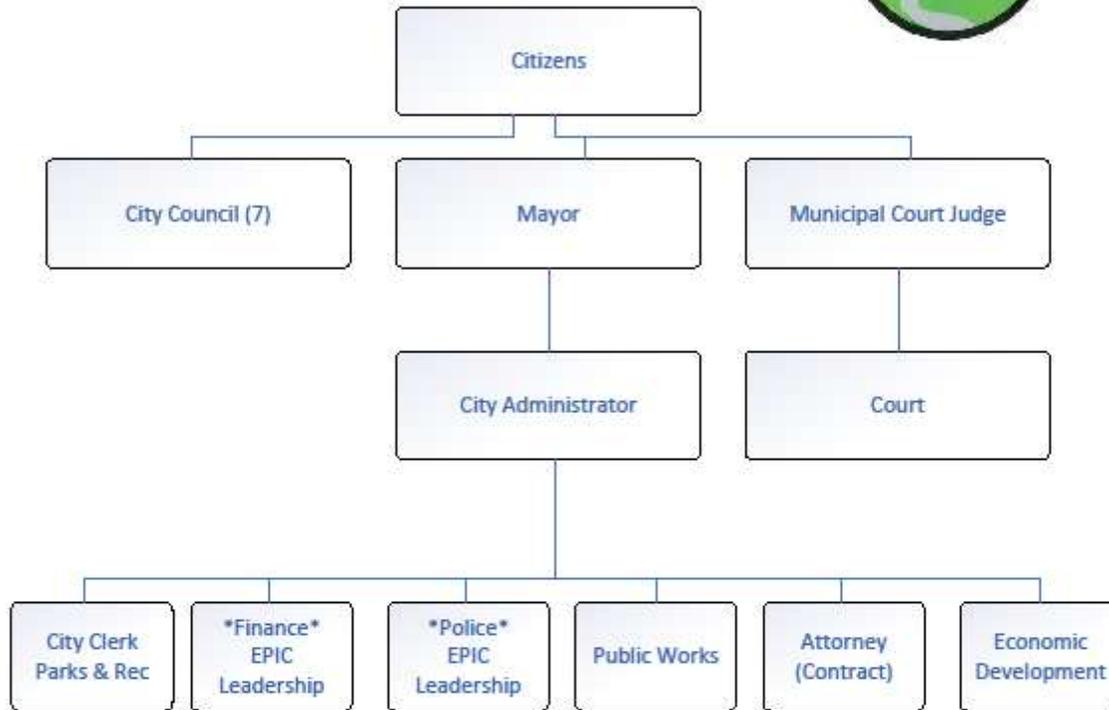




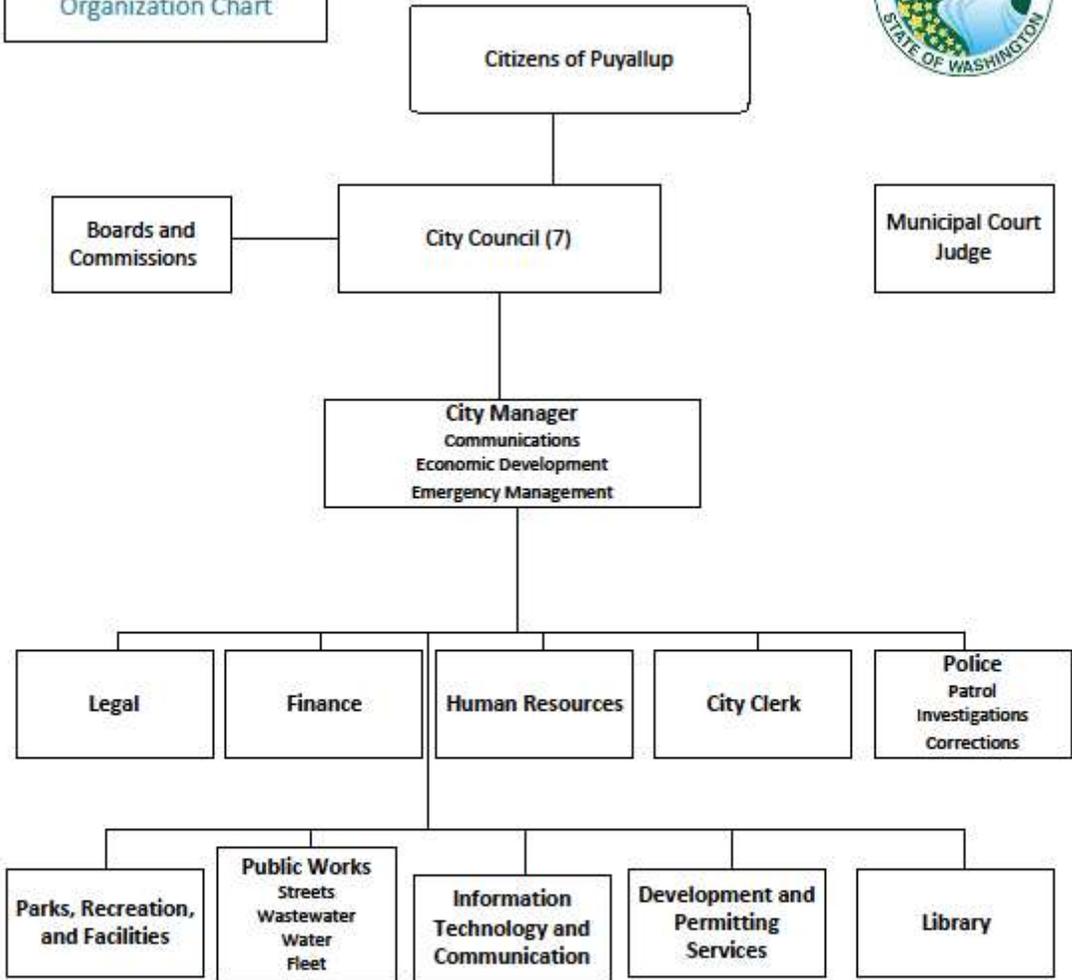
# Town of Carbonado



# City of Orting Organization Chart

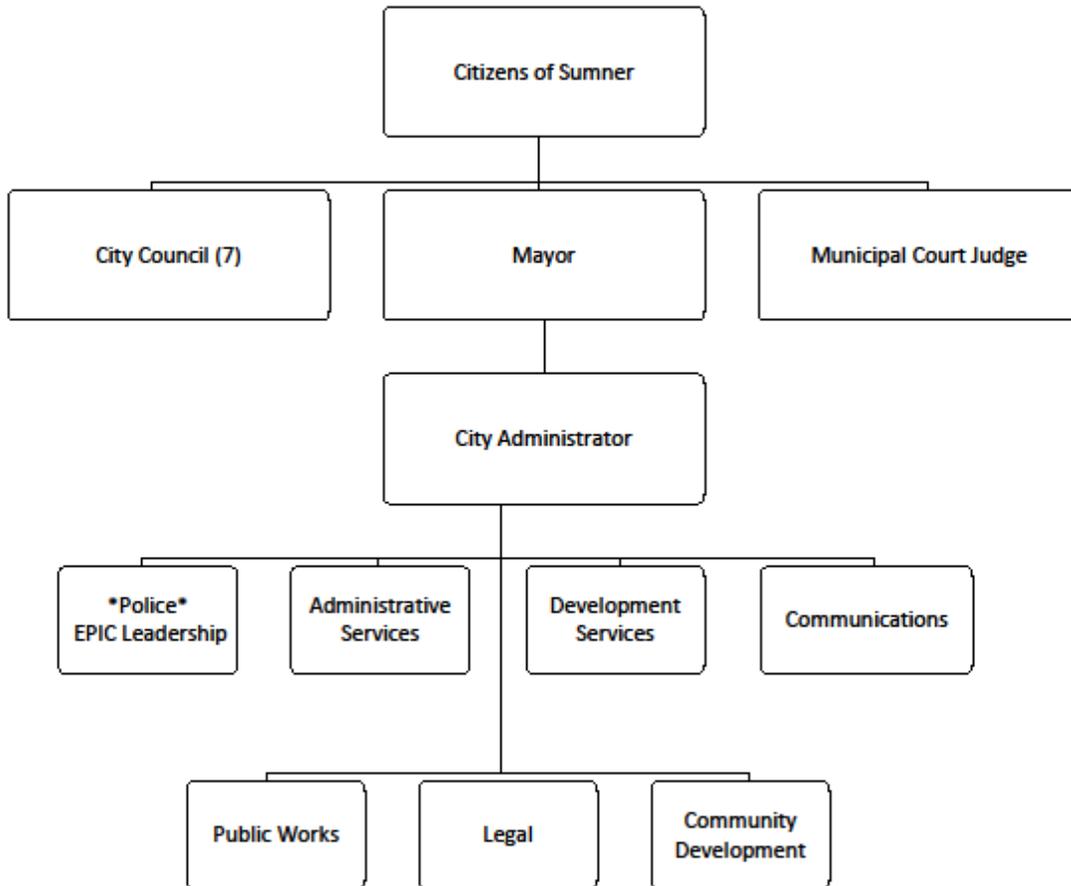


**City of Puyallup  
Organization Chart**



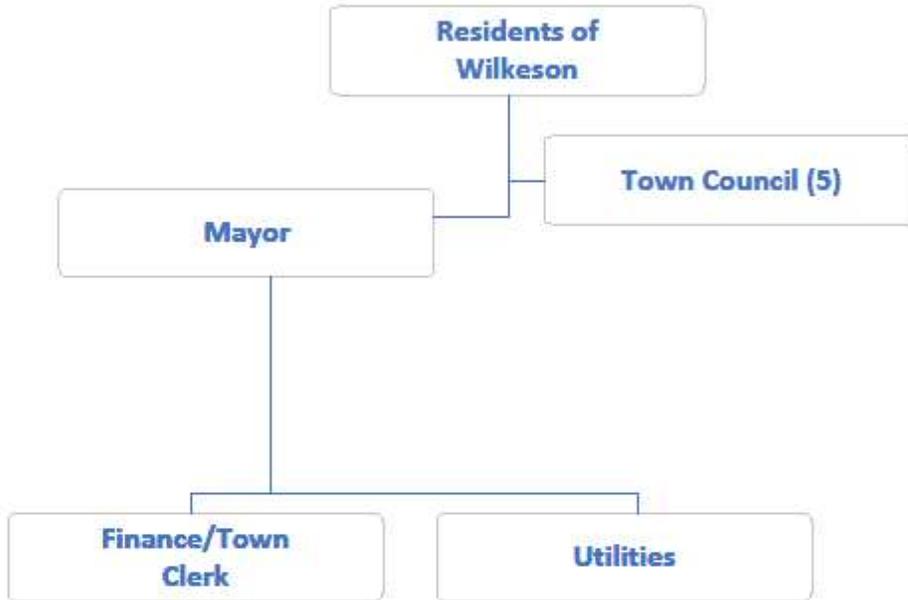
# City of Sumner

## Organization Chart





# Town of Wilkeson



# City of Bonney Lake Departmental Annex

The city’s CEMP Annex will be broken down into operational departments for clarity.

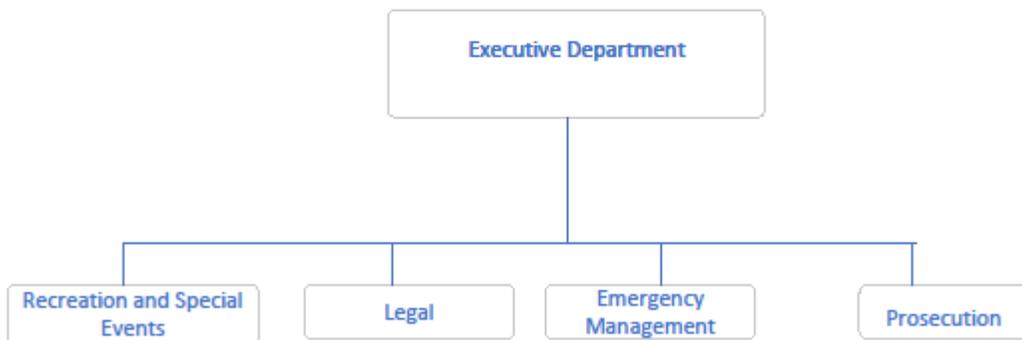
## Executive Department

### Summary

The City of Bonney Lake Executive Department consists of the Mayor, City Administrator, Emergency Manager, Prosecuting Attorney’s office, Recreation and Special Events Manager, and a contracted City Attorney. The City Administrator is appointed by the Mayor to oversee the day-to-day operations of the City, working closely with the Mayor, City Council and department directors. The City Administrator is responsible to the Mayor for the general coordination and supervision of the activities of the various City departments and offices per [BLMC 2.08.030\(D\)](#).

City communications are handled within several functions in the Executive Department, and cover the city website, social media, printed materials, and alert and warning communications. The City Attorney and/or Deputy City Attorney will assist with the Policy Group and elected officials during incidents. The Prosecuting Attorney’s office and staff will continue to operate within the court system, while Recreation and Special Events personnel will operate at the EOC or in other functional locations within the city.

### City of Bonney Lake Executive Department



# City Communications

## Core Capabilities

The following core capabilities align with the responsibilities of the Executive Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Protection

- Cybersecurity
- Risk Management for protection programs and activities

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Mass Care Services
- Operational Communications
- Situational Assessment

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Executive Department:

- ESF-2: Communications
- ESF-5: Emergency Management
- ESF-7: Logistics Management and Resource Support (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

## Public Information and Communications Systems

### Introduction

#### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.

#### *Scope*

The communication and warning assets of all city organizations include radio, voice, data links, telephone and cellular systems, satellite phone, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for City of Bonney Lake city officials, employees, the media, and the public.

#### *Policies*

The city relies on the warning capabilities of federal, state, and county governments and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

### Situation

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

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate danger, quelling rumors and misinformation, and managing community resources requires the maximum use of all existing and supplemental communications resources.

#### *Planning Assumptions*

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.
2. Normal means of communication in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
3. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.

4. Demands for information from media outside the city will be significantly increased in a disaster.
5. Sufficient communications will be established to support public information efforts.
6. Following a disaster, the Emergency Alert System (EAS) will be available to the City of Bonney Lake.
7. When appropriate the Pierce County Emergency Operations Center or the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.

### *Concept of Operations*

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### *Public Information Objectives*

1. To warn the public of hazardous situations and impacts.
2. To instruct the public on protective measures that can be taken.
3. To coordinate the city's release of public information to the media.
4. To control rumors and reassure the public.
5. To provide ongoing information about emergency operations and emergency services.
6. To instruct the public on disaster assistance and recovery services and procedures.

### *Communications Systems Objectives*

1. Identify all existing communications assets and capabilities.
2. Plan for the best use of those resources under emergency conditions.
3. Provide for augmenting existing communications with outside resources as needed.

### *Special Populations including LEP*

In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups. Personnel from the Washington State Independent Living Council (WASILC) and the Coalition on Inclusive Emergency Planning (CIEP) participate in large-scale EPIC exercises and planning sessions.

The City of Bonney Lake, EPIC, and East Pierce Fire & Rescue maintain a useful links page on their websites. The City of Bonney Lake website allows for multiple language translations. Bonney Lake Alerts, the alert and warning software used to alert residents of emergencies and special instructions through text, phone calls, TDD, and emails. Bonney Lake Alerts has multiple translations available through this sign-up service.

### *National Warning System*

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Pierce County NAWAS receiving point is SouthSound 911 (SOUTHSOUND911). Information received via NAWAS that impacts the city is forwarded to the East

Pierce Fire & Rescue and the Bonney Lake Police Department on a 24-hour basis. The Emergency Manager will then be made aware of emergency situations when appropriate.

#### *Emergency Alert System*

Details for the activation of the Emergency Alert System for the Pierce County area is published separately.

#### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

#### *Communications Coordinator*

Emergency Management will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:

- Maintaining equipment inventories.
- Maintaining current radio frequencies in use in the Bonney Lake area.
- Scheduling tests and exercises to ensure communications readiness.
- Identifying support communications resources and establish agreements and procedures for their use in time of need.
- Assuming operational control of supporting communications systems, including the allocation of communications resources.
- Coordinating the restoration of communications capabilities in the city following a disaster.

#### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.

#### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911 (SOUTHSOUND911). SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

#### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, Citizens Band, and Business Band radio systems. Amateur Radio resources will be coordinated through the EOC. The EOC maintains two Amateur Radio stations for use by our AARES Radio volunteers.

#### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The city's IT

and Communications Department will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

#### *Shelter Communications*

Shelter communications will be coordinated between the shelter and the EOC. Communication will be accomplished one of the following:

- Cell phone, land line, or satellite phone.
- Text
- Email
- Amateur radio
- Satellite Phone

Communication with the State EOC will be via the following systems:

- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.

#### *Organization:*

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Emergency Manager will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Bonney Lake EOC to coordinate communications for city operations.

## Procedures

#### *Dissemination*

Methods for dissemination of local emergency information and instruction will be determined by the Police Chief, Emergency Manager or Public Information Officer and depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.

Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public.

Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.

Notices may include information for:

- Evacuation, sheltering, and shelter-in-place.
- General survivor assistance (i.e., medical care, shelter locations, etc.)
- Food and water.
- Public health protection.

A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis. The City Communications Manager will maintain up-to-date distribution lists.

### *Primary Warning Point*

The Police Chief and/or the Emergency Management Manager are the primary receiving and reaction points for warning information. All emergency notifications and warnings will be sent through designated personnel complying with established policies and procedures. Bonney Lake and all EPIC jurisdictions use the CodeRed platform of products for emergency dissemination.

### *Prevention and Mitigation:*

Provide information about hazards that may influence siting of facilities and deployment of resources. Develop and implement Public Education campaigns.

### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency. All agencies are invited to participate in scheduled monthly practice sessions on alerting and notification procedures.
- Acquire or identify for future acquisition necessary resources and equipment.
- Actively promote signing up Bonney Lake residents and businesses in the CodeRed system (Bonney Lake Alerts).

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing, or operational periods as designated by EOC Manager.
- In coordination with City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics Section. Details may also be captured from other units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Open the Bonney Lake EOC's Call Center for taking reports of damage to private property.

### *Responsibilities*

#### *Public Information Officer (PIO)*

Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Manager.

Prepare and distribute public information releases to the public regarding disaster preparedness, response, and recovery. Assume coordination of news media covering the disaster impact in the city. Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.

- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management where appropriate.
- Support the Mayor, Council, City Administrator and department directors in their public information and public confidence roles.

#### *Emergency Management Division*

- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Share all warning information with Pierce County Emergency Management.
- Determine which warnings are significant to the City of Bonney Lake.
- Attempt to provide warning and emergency information to School Districts and other partners.

#### *Police Department:*

- Assist with the dissemination of warnings.
- Assist with PIO role(s) when necessary.

#### *Public Services:*

- Provide support communications through department communications resources. Provide support communications through department communications resources.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.

# Emergency Management

## Introduction

### *Purpose*

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Bonney Lake Emergency Operations Center (EOC).

### *Scope*

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Bonney Lake. These processes are coordinated through the Bonney Lake EOC.

### *Organization*

The Bonney Lake EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Bonney Lake EOC will staff the following ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.

### *Policies*

1. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.
2. The Bonney Lake EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Pierce County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Bonney Lake to return to normal operations faster and more efficiently.
4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports.
  - a. Requirements for Incident Records:
    - i. Situation Report (SITREP): A compilation of data from the Operations Section and activated units.
    - ii. Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.

- iii. Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
  - iv. Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
  - v. Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
  - vi. Maps: Maps and graphics used to display or depict incident related activities.
  - vii. Other Documents: Other incident related documentation necessary for accurate response and recovery records.
- b. Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
5. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to ensure effective, efficient, and safe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
- a. The Operations and Planning Section Chiefs brief on situation and resource status.
  - b. The Safety Officer discusses safety issues.
  - c. The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
  - d. If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
  - e. The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.
  - f. The Operations and Planning Section Chiefs specify resource needs for the selected strategy and tactics.
  - g. The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
  - h. The Logistics Section Chief develops resource orders.
  - i. The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
  - j. The Finance and Administration Section Chief provides a financial update.
  - k. The Liaison Officer discusses interagency liaison issues.
  - l. The Public Information Officer discusses information issues.
  - m. The EOC Manager finalizes, approves, and implements the IAP.
  - n. All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The City of Bonney Lake is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, cyber-attacks, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, lahars, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to directly or indirectly

impact the city. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The city can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.

## City of Bonney Lake

### 2020-2025 Region 5 Hazard Analysis

THREAT <sup>2</sup>		POPULATION		
		Total	% Base	Threat Rating
<b>BASE</b>		<b>17,534</b>	<b>100%</b>	
Geological	Avalanche	NA	NA	Very Low
	Liquefaction	514	3%	Very Low
	Landslide-Deep	1,216	6.9%	Very Low
	Landslide - Shallow	15,786	16%	Very Low
	Tsunami	NA	NA	NA
	Volcanic	394	2.2%	Very Low
Meteorological	Drought	17,534	100%	Very High
	Flood	5,158	29.4%	Low
	Severe Weather	17,534	100%	Very High
	WUI Fire	Insufficient GIS data to draw numbers from at this time or map susceptibility		
Technological	Abandoned Mines	NA	NA	NA
	Civil Disturbance	17,534	100%	Very High
	Dam Failure	3,370	19%	Very Low
	Energy Emergency	17,534	100%	Very High
	Epidemic	17,534	100%	Very High
	Hazardous Material	12,624	92.3%	Very High
	Pipeline Hazard	NA	NA	NA
	Terrorism	17,534	100%	Very High
	Transportation Accidents	12,624	92.3%	Very High

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

### *Planning Assumptions*

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
  - a. What is the problem?
  - b. How big is the problem?
  - c. Is the problem getting better or worse?
  - d. What is the plan?
3. It is essential that the City of Bonney Lake EOC, other jurisdictional EOC's share information and coordinate its dissemination.

### *Concept of Operations*

#### *General*

Emergency Management Division will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

#### *Organization and Procedures*

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

#### *Policy/Executive Group*

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Administrator make up the Policy/Executive group and are advised by the City Attorney.

1. City Council:
  - a. Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
  - b. Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
  - c. Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)
  - d. Provides policy direction to the emergency management organization. (RCW 38.52)
  - e. Enacts legislation, which commands the services and equipment of private citizens as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)

- f. Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
  - g. Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
  - h. Instills public confidence, and relays public information, as provided by the Public Information Officer.
2. Mayor:
- a. Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
  - b. Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
  - c. Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
  - d. Instills public confidence, and relays public information, as provided by the Public Information Officer.
3. City Administrator:
- e. Provides overall direction and control of disaster activities under the provisions of this plan.
  - f. Chairs or appoints a working chair for the Emergency Management Committee.
  - g. Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
  - h. Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
  - i. Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
  - j. Instills public confidence, and relays public information, as provided by the Public Information Officer.
4. City Attorney:
- k. Provides emergency legal advice to the Mayor and City Council, City Administrator, and the Emergency Management Committee.
  - l. Reviews emergency agreements, contracts, and disaster-related documents.
  - m. Drafts a Declaration of Emergency when necessary.
  - n. Assists in drafting a Declaration of Disaster when necessary.
  - o. Drafts other emergency ordinances as needed.

*Command Staff:*

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.
- a. Tasks: The EOC Manager is charged with all of the duties associated with the EOC until otherwise delegated.
    - o Open the EOC, obtain the EOC Manager's vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
    - o Answer the following questions to gain situational awareness:

- What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What are the downstream effects on the city?
  - What effects is this disaster or our action having outside the city?
  - What is the plan?
- Appoint staff to positions as they arrive and in the following order for the initial activation needs:
    - Logistics Section Chief: to assume staffing responsibilities.
    - Planning Section Chief: to assume situational awareness responsibilities.
    - Public Information Officer: to address inquiries from the media and assume public information responsibilities.
      - The State, the County, neighboring cities, the City Administrator, the Assistant City Administrator, department directors, and the public should all be notified when the EOC is open and addressing an incident.
    - Finance and Administration Section Chief: to assume notification responsibilities.
    - Operations Section Chief: to coordinate interdisciplinary response to the incident.
    - Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.
  - If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
  - Determine incident objectives, strategies, and priorities.
  - Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
  - Create an organization chart for publication.
  - Provide an overview of the situation, followed by regular updates.
  - Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
  - Oversee the development of an Incident Action Plan.
  - Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
    - Remind Section Chiefs to use section books.
    - Remind staff to retrieve the appropriate vest for the section they are assigned to.
    - Remind staff to “STAY in the BOX” and reinforce the organization chart.
  - Establish contact with the City of Lacey, City of Tumwater, Pierce County, and Washington State EOCs.
    - If necessary, establish a liaison with Pierce County Emergency Management.
  - Prepare a briefing for the City Administrator and elected officials that includes:
    - Scope of the event.
    - Actions being taken.

- Future expectations and concerns.
  - Policy support needs.
2. Deputy EOC Manager: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
  3. Liaison Officer: The Liaison Officer is responsible for facilitating the integration of external partners and key stakeholders into the Incident Command organization and is the primary contact for those resources. Tasks:
    - b. Obtain a briefing from the EOC Manager.
    - c. Identify primary contacts including the communications link and location.
    - d. Monitor incident operations to identify current or potential inter-organizational conflicts.
    - e. Attend planning meetings as required.
    - f. Determine if any special reports or documents are required.
    - g. Ensure that all outside agency personnel and/or equipment is properly recorded.
    - h. Ensure that all required outside agency forms, reports, and documents are completed.
    - i. Identify representatives from each responding agency, their location, and the appropriate communications and coordination link.
    - j. Respond to requests from incident personnel for inter-organizational contacts and possibly serve as the primary liaison with the Pierce County EOC.
    - k. Advocate for and find solutions to implement effective, appropriate interorganizational cooperation.
    - l. Monitor spontaneous response of resources not requested and integrate those resources into the emergency management system as appropriate or otherwise as required.
    - m. Act as the primary contact point for military assistance to local government.
    - n. Identify corrective actions and ensure implementation. Coordinate corrective action with Command.
  4. Safety Officer
    - o. Oversee the well-being and safety of personnel in the EOC.
    - p. Attend planning meetings as required.
    - q. Determine if any special reports or documents are required.
    - r. Ensure adequate sanitation and safety in food preparation.
    - s. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage.
      - Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.
  5. Public Information Officer (PIO): The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:
    - t. Obtain a briefing from the EOC Manager.
    - u. Obtain the PIO vest.
    - v. Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.
    - W. Identify additional staff to support the emergency Public Information function.
    - x. Assign responsibilities such as media contacts, citizen contacts, website updates, and employee contacts to PIO support staff.

- y. Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
  - z. Contact the Pierce County EOC and determine what level of cooperation is needed for messaging.
  - aa. Contact local media and inform them of the statement and release schedule.
  - bb. Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
  - cc. Establish and coordinate emergency public information prior to, during, and after an emergency.
  - dd. Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
  - ee. Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
  - ff. Respond to media and public inquires.
  - gg. Provide information to city elected officials and to employees, as necessary.
  - hh. Monitor news media coverage of the incident.
  - ii. Establish a rumor control capability.
6. Operations Section: The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from East Pierce Fire & Rescue, Police, Parks, Recreation and Facilities, and Public Works, etc. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.
- jj. Operations Section Chief: Oversees coordination of the Operations Section. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the Operations vest.
    - Ensure that the Operations Section Office is open.
    - Staff the section, assign workstations, and supervise.
    - Ensure that the mission number is being used.
    - Consider appointing a scribe for the section to maintain constant situational awareness.
    - Post the following information in the Operations Section area:
      - EOC Org Chart including positions names.
      - Incoming and outgoing phone numbers.
      - Road closures, using EPICEOC.com.
    - Establish contact with the departments that are/or will be involved in field operations. After contact is established:
      - Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
      - Communicate that the Operations Section Chief phone number will be the direct link to the EOC for support and two-way information sharing.

- Ensure that the response departments involved in field response are using the State mission number on all relevant documents. The EOC should have this information posted.
    - Coordinate the interaction of multiple response departments using the Incident Command System.
    - Ensure that proper documentation is occurring.
  - Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
  - Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
    - Ensure the Logistics Section is filling logistic requests from the field with the highest priority.
  - Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
  - Assembles and disassembles strike teams assigned to the Operations Section.
- kk. Law Enforcement Unit:
- Prioritizes law enforcement response consistent with the Incident Action Plan.
  - Coordinates traffic and crowd control.
  - Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
  - Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
  - Maintains law and order by sustaining normal law enforcement operations wherever possible.
  - Coordinates Search and Rescue.
  - Provides for incident related criminal investigation.
  - Provides personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
  - Provides personnel to assist with the dissemination of warning and emergency public information.
  - Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
  - Coordinates all harbor related activities using department marine patrol resources.
  - Provides security to the EOC.
- ll. Fire Services Unit:
- Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
  - Prioritizes fire service response that is consistent with the Incident Action Plan.
  - Coordinates light and heavy rescue and extrication.
  - Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.

- Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
- Provides lighting for night incidents.
- mm. Emergency Medical Services Unit:
  - Prioritizes Emergency Medical Services response consistent with the Incident Acton Plan.
  - Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
  - Provides for on-scene triage and treatment of injured persons.
  - Coordinates the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
  - Coordinates all requests for additional EMS personnel and equipment.
  - Coordinates requests for supplies with the hospitals.
  - Assists in coordinating transport resources.
  - Assists in coordination of mass casualty response.
  - Provides casualty and damage information to the EOC.
  - Coordinates with East Pierce Fire & Rescue for acquisition of additional supplies.
- nn. Public Services Unit:
  - Prioritizes Public Services response that is consistent with the Incident Acton Plan.
  - Provides assistance to the East Pierce Fire & Rescue in light rescue by providing heavy equipment and other support as needed.
  - Provides for clearance of debris.
  - Coordinates performance of emergency protective measures relating to City property and facilities.
  - Coordinates the inspection of city bridges and other public works facilities.
  - Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
  - Coordinates temporary and permanent repairs to city facilities and structures, including water service, streets and roads, bridges, etc.
  - Performs or contracts major recovery work to restore damaged public facilities.
  - Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
  - Coordinates city flood fighting activities.
  - Coordinates all additional private sector engineering assistance as needed.
  - Coordinates emergency equipment rental or replacement with the Logistics Section.
  - Coordinates the disposal of residential and commercial solid wastes and debris.
- oo. Mass Care Unit:
  - Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.

- Request and/or coordinate staffing for a mass care shelter in conjunction with planning and logistics.
  - Determines which shelter should be activated first and makes appropriate contact for approval.
  - Coordinates with non-governmental organizations the transfer of mass care and shelter needs when appropriate, and as capabilities are fully activated.
  - Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
  - Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
  - Coordinates long-term individual and family disaster recovery programs in collaboration with various governmental and non-governmental organizations.
  - Coordinates with the Disaster Recovery Group when activated.
  - Ensures the appropriate shelter trailer is dispatched to the appropriate shelter.
7. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.
- pp. Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:
- Obtain a briefing from the EOC Manager.
  - Obtain the Planning Section vest.
  - Staff and supervise the Planning Section.
  - Develop and file Sit Reps in the incident activation file and send copies to the county EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
  - Develop incident logs and forecasting.
  - Establish an information gathering and organization system to meet the needs of the Incident.
  - Coordinate the development of Incident Action Plans by Operational Period.
  - Anticipate incident needs and prepare the EOC to stay ahead of the event.
  - Produce, update, and send copies of incident maps to SOUTHSOUND911, Operations Units, and Dispatch.
  - Produce and update status boards.
  - Log all messages coming into the EOC.
  - Provide reports to other sections and the county EOC.
  - Produce the final report on the EOC activation.
- qq. Situation Unit:

- Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
  - Predicts the probable course of events and prepares alternative strategies that direct operations.
  - Coordinates the collection and organization of incident status and situation intelligence.
  - Collects spot reports from the field as needed.
  - Assembles situation and spot reports and prepares required reports to be forwarded to the County.
  - Assists the Planning Section Chief in the preparation of the Incident Action Plan.
  - Makes use of field forces for the collection of essential information.
  - Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
- rr. Documentation Unit:
- Coordinates the maintenance of complete incident files as a part of the information management system.
  - Provides status display and internal communications in the EOC.
  - Establishes and maintains an incident chronology and master log.
  - Establishes and organizes incident files.
  - Prepares incident documentation for the Planning Section Chief when requested.
  - Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
  - Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
  - Assists with clerical and duplication services in the EOC.
- ss. Damage Assessment Unit:
- Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
  - Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
  - Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Development Services and Permitting with this process.
  - Prioritizes the inspection of critical facilities.
  - Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.
    - Private Property Damage may include damage to:
      - Homes.
      - Mobile homes.
      - Farm homes.
      - Multiple family homes.
      - Businesses.
      - Agricultural losses including loss of crops, livestock, and farm facilities.

- Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
    - Non-federal road systems including the need for debris clearance.
    - Water and sewer systems.
    - Flood control systems.
    - Public buildings and equipment.
    - Public facilities under construction.
    - Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
    - Parks, public recreation facilities, etc.
  - Damage Assessment Phases:
    - Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
    - Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
  - Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
    - Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
    - Spontaneous reports: Information received from the public.
    - Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
    - Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
    - Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.
8. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.
- tt. Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:

- Obtain a briefing from the EOC Manager.
- Obtain the Logistics Section vest.
- Staff and supervise the section as dictated by the needs of the incident.
- Recruit clerical support for the EOC. Two clerical persons will be needed immediately. Assign one to the EOC Manager.
- Ensure that the entrance to the EOC is secured. The Police Department can assign an officer for this job.
- Activate the Call Center through IT.
- Order food for the first expected meal break.
- Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
- Contribute to the Logistics portion of the Incident Action Plan.
- Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
- Develop processes for rotating EOC staff through 12-hour shifts.

uu. Food Unit:

- Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
- Coordinates acquisition and distribution of potable water.
- Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
- Establishes food distribution centers.
- Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
- Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.

vv. Supply Unit:

- Coordinates the acquisition of equipment and supplies requested by the incident staff.
- Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
- Maintains an inventory of supplies.
- Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
- Provides for the coordination of service or repair of non-expendable supplies and equipment.
- Coordinates transportation resources.
- Coordinates for use of Pierce Transit and school busses in support of transportation needs.
- Coordinates allocation of fuel resources.

ww. Facilities Unit:

- Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
- Provides for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.

xx. Human Resources Unit:

- Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
- Establishes a volunteer management center and augments staff with qualified volunteers.
- Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
- Coordinates the establishment of a donated goods facility as needed.
- Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
- Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
- Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.

9. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.

yy. Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Administrator may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension, or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.

zz. Coordination of Expenditures:

- Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Administrator will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
- Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment, and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.
  - Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures

that provide for expedient purchasing while maintaining essential fiscal control.

- Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
  - Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
  - Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
  - Any other incident related expenditures associated with response to the incident.
- Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Bonney Lake accepts full responsibility for the cost of requested resources.
- aaa. Essential Records: The Director of Administrative Services will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- bbb. Continuity of Operations/Continuity of Government Plan (COOP/COG): Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. The COOP/COG addresses sustaining or restoring critical functions and business as usual. These factors may be used to identify vital city services, and develop strategies for recovery:
  - How will the service interruption impact city customers?
  - How long can the process or service be interrupted before the consequences severely impact business?
  - Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
  - What resources including personnel are needed to sustain the process or service? Will they be immediately available during or immediately after the

- emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
  - What system documentation is available? Can services be provided manually for a short period of time?
  - What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?
- ccc. Emergency Worker Compensation: Liability Coverage for Emergency Workers: Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
- ddd. Finance and Administration Section Chief: The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
- Obtain a briefing from the EOC Manager.
  - Obtain the Finance and Administration vest.
  - Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
  - Establish a fiscal control capability.
  - Provide input in planning on all financial and cost analysis matters.
  - Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.
  - Ensure on-going contact and information dissemination to the City Administrator and City Council occurs. Remember to stress what information is public and what is not yet being released.
  - Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
  - Ensure all Sections are using ICS 214, Unit Logs.
  - Consider raising credit card limits for EOC cardholders.
  - Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
  - Be ready to consult with the City Attorney as needed on legal matters.
- eee. Procurement Unit: Finance will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
- Provides for allocation of city financial resources in support of the needs of the incident.
  - Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
  - Maintains records of financial obligations relating to the incident.

- Coordinate all contractual matters regarding vendor contracts and rental agreements and ensures that all obligation documents are properly prepared and executed.
- fff. Cost Tracking Unit: Staffed by Finance personnel. The Cost Unit:
  - Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
  - Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- ggg. Telecommunications Unit: Staffed by IT and augmented where necessary by other departments. The Telecommunications Unit:
  - Provides personnel to the EOC to assist with telecommunications.
  - Provides for duplication services in the EOC.
- hhh. Information Services Unit: Staffed by IT and augmented where necessary by other departments. The Information Services Unit:
  - Provides technical support to the EOC and/or alternate facilities as required, including network connection, phone service, establishing incident drives and access to additional technological devices.
  - Provides for duplication services in the EOC.

#### *Prevention and Mitigation*

Promote safety and prevention programs.

#### *Preparedness*

- Develop and maintain the City CEMP. Coordinate and maintain a method of identifying available resources.
- Provide preparedness activities including plans, procedures, training, drills, exercises, etc.

#### *Response*

- Coordinate the City's emergency response with federal, tribal, public, and private organizations.
- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information, and identify jurisdictional and tribal needs and requirements.
- Staff the EOC as dictated by the emergency or disaster and the resource needs.
- Develop EOC Action Plans, as required.

#### *Recovery*

- Deploy appropriate resources as needed in support of recovery operations.
- Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
- Develop EOC Action Plans and SITREPs as appropriate.
- Distribute recovery information, plans, and reports to EOC staff.
- Recommend the activation of the Recovery Task Force (RTF).
- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

## Responsibilities

### *All City Departments:*

- Establish Incident Command Systems sections as instructed by the EOC Manager.
- Establish appropriate Units as required by the nature and scope of the emergency.
- Develop procedures that detail the departments expected role in emergency response.

### *Pierce County Emergency Management:*

Provides support to the City of Bonney Lake in all aspects of emergency response and recovery.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Mass Care**

### Introduction

#### *Purpose*

Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate comfort centers during severe weather events or following a disaster or emergency.

#### *Scope*

Address sheltering needs for persons unable to provide for themselves, and define coordination of shelters, feeding stations, and other special services to persons in need following an emergency. The management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the City of Bonney Lake during a major emergency or disaster to be coordinated through the Bonney Lake EOC with support from partners and Pierce County Emergency Management.

### Policies

- The needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

## Situation

### *Emergency/Disaster Conditions and Hazards*

- Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.
- Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

### *Planning Assumptions*

- Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
- Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
- Under emergency/disaster conditions the American Red Cross and the Salvation Army are the primary agencies that have the ability to coordinate feeding.
- Emergency Management will work with all community, humanitarian, and social service organizations on the coordination of this activity.
- The distribution of food, water, and donated goods needs to be a community wide effort to include City of Bonney Lake, partners, and Pierce County government.
- Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- Water supplies may be severely impacted both during flooding, severe winter storms due to frozen then ruptured pipes, and earthquakes or lahars because of total disruption, cracks, pipeline failures, etc.
- Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

## Concept of Operations

### *General*

- Mass care provides for the immediate survival needs of disaster victims through group services and facilities operated by the Department of Parks, Recreation, and Facilities, and coordinated through the Bonney Lake EOC.
- The American Red Cross (ARC) is the primary resource for opening and operating public shelters. Where possible, the ARC will assist in the acquisition and coordination of additional private sector relief resources.
- When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Pierce County ECC.
- Emergency Management will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water, and donated goods.

## Organization

Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.

An American Red Cross representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.

## Procedures

1. Mass Care Centers: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of displaced disaster victims. Disaster victims will be assisted in one of the following ways:
  - No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination, and other details will be forwarded to the Disaster Welfare Information Center.
  - Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a special needs shelter facility.
  - Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.
  - Post Incident Disaster Assistance Centers: The Emergency Management Coordinator will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
  - Comfort Centers: Comfort centers may be made available during severe weather events or following a disaster or emergency.
    - The American Red Cross is the preferred provider of supervision when available. In the meantime, Parks and Recreation personnel will manage the site.
    - Police support may be necessary to maintain a secure, safe, and peaceful facility.
    - Drinking water and cups will be made available at the facility.
    - Food needs will have to be provided and managed by another agency and must meet Tacoma Pierce County Health Department regulations.
  - Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Tacoma Pierce County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
    - Distribution of food supplies.
    - Distribution of clothing, bedding, and personal comfort items.
    - Establishment of temporary feeding stations.
    - Public shelter or temporary housing.
    - Limited nursing services for seniors and persons with disabilities.
  - Coordination with the American Red Cross (ARC): the American Red Cross Northwest Region will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the City of Bonney Lake, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.

- Coordinate and support existing homeless sheltering resources in Bonney Lake will be supplied by the Outreach Coordinator.
- State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency will coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.

8. Community Mental Health Services: The Emergency Management Coordinator will coordinate with Pierce County Emergency Management in the carrying out of post incident community mental health services. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.

2. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list.

Information available through the DWI System will include:

- iii. Information about persons injured as provided by local hospitals.
  - jjj. Information on casualties evacuated to hospitals outside of the disaster area as provided.
  - kkk. Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
3. Casualty List: A single casualty list of known confirmed dead will be maintained by the Pierce County Medical Examiner and will be accessible through Pierce County Emergency Management when activated. The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Pierce County Medical Examiner will determine the appropriate means of dissemination of information on deceased persons.
  4. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
  5. Provisions for Special Populations: A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Special Populations Coordinator should:
    - III. Identify the special population needs.
      - mmm. Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.
      - nnn. Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
      - ooo. Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
      - ppp. Request the Functional Assessment Service Team (FAST) to the shelter(s) for

evaluation and needs.

6. Evacuation and Sheltering of Pets: The City of Bonney Lake will coordinate the evacuation and sheltering of pets in conjunction with Metro Animal Services and WASART. Co-locating pet and human shelters are the highest priority.

7. Food:

qqq. The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.

rrr. The EOC will attempt to coordinate city food resources.

sss. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.

ttt. Coordination of food stocks may be made in cooperation with the Bonney Lake Food Bank and other sources.

8. Water:

uuu. Bonney Lake's city water system will be the main provider of water. Additional sources will include Tacoma Water.

vvv. The EOC will coordinate city water resources.

www. Following an earthquake, lahar, or flooding, water may be evaluated for contamination.

#### *Prevention and Mitigation*

- Refer to City Hazard Mitigation plans. The Emergency Management Manager or a designee with assistance from the Director of Public Services or a designee are responsible for hazard mitigation planning and coordination.
- Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

#### *Preparedness*

- Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.
- Refer to individual water utilities, food producers and distributors, health, and agricultural organizations, etc. for plans.
- Practice setup of shelter equipment and emergency power generators at all shelter sites biannually.
- Inventory shelter trailers annually – exercise all equipment and replace out of date products.

#### *Response*

- Track the status of all mass care activities in the city.
- Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
- Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Inform assigned agencies of the need to coordinate food, water, and donated goods.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Revise procedures based on lessons learned from the emergency or disaster.
- Demobilize resources when appropriate.

### Responsibilities

#### *Department of Parks and Recreation*

- Participate in EOC Team functions and its support.
- Support city functions.
- Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:
  - Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
  - Coordinate with the American Red Cross the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
  - Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
  - Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
  - Coordinate long term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
  - Coordinate with downtown Bonney Lake homeless support community.
  - Coordinate with the Disaster Recovery Group when activated.

#### *American Red Cross*

- Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
- Opens shelters and feeding stations upon request.
- Maintains agreements with facility owners and operators for their emergency use as shelters.
- Coordinates their activities through the Pierce County EOC when activated for a multi-jurisdictional incident.

#### *Salvation Army*

Provides personnel, facilities, and services to assist the Department of Parks and Recreation in meeting emergency care needs.

### *Emergency Management Division*

- Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Informs assigned agencies of the need to coordinate food, water, and donated goods.
- Coordinates and maintains a liaison with private providers of mass care resources and services.
- Coordinates with all appropriate departments/agencies to ensure operational readiness.
- Maintains an operational EOC and emergency operating procedures.
- Coordinates with State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.
- Maintains, tests, and updates the City of Bonney Lake Emergency Shelter Manual
- Maintains, test, and updates the EPIC Severe Weather Plan (DRAFT)

### *Food Bank*

- Coordinates distribution of unsolicited goods.
- Coordinates with the Volunteer Center for additional staffing needs.
- Provides emergency food to individuals and organizations.
- Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.

### *Salvation Army*

- Provides mobile canteen services.
- Provides emergency feeding services.
- Collects and distributes food, clothing, and other supplies.
- Maintains a resource listing of equipment, supplies, and facilities and their availability.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

- Hazard Mitigation Plan.
- City of Bonney Lake Shelter Manual
- EPIC Severe Weather Plan (DRAFT)
- Pierce County Functional Assessment Service Team (FAST) Manual

## **Logistics**

### Introduction

#### *Purpose*

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

### *Scope*

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

### Policies

#### *Disaster Response and Recovery Resources*

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

#### *Logistics Support*

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

#### *Control of Local Private Resources*

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:

1. **Unlimited Access:** Routine point of sale distribution through existing local wholesale and retail outlets.
2. **Voluntary Limitations:** Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
3. **Mandatory Limitations:** Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti--hoarding, and construction regulations.
4. **Seizure of Essential Goods:** Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.

#### *Coordination with Local Jurisdictions*

Because of the multi-jurisdictional impact of controls on private resources, coordination with the local jurisdictions is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Pierce County Emergency Management.

## Situation

### *Emergency/Disaster Conditions and Hazards*

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

### *Planning Assumptions*

1. Resources beyond the capacity of City departments will be coordinated through the EOC.
2. Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
3. Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

## Concept of Operations

### *General:*

1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
2. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
3. The City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.
4. Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
5. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
6. During the preparedness phase, the Emergency Management Manager will identify local industries and other public and private resources that may be needed in a disaster.
7. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Pierce County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
  - a. Amateur radio HAM organizations: communications support.
  - b. Salvation Army: supports the American Red Cross in disaster victim care and assistance.
  - c. Bonney Lake Police Explorers: assistance with search and rescue or other non-threatening duties as appropriate.
  - d. Puyallup CERT Team
  - e. American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.
8. Military Support to Civil Government: Requests for military assistance will be made through the

State Emergency Operations Center. Military assistance supplements local resources.

9. Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
  - a. Assistance with mass feeding.
  - b. Civil disturbance operations/area security patrol.
  - c. Roadblocks and traffic control.
  - d. Limited military engineering.
  - e. Mobile and fixed communications support.
  - f. Delivery of critical supplies and equipment.
  - g. Emergency evacuation/transportation by land, sea, and air.
  - h. Limited emergency electrical power.
  - i. Limited emergency medical aid.
  - j. Limited potable water.
  - k. Aerial reconnaissance/damage assessment.
  - l. Search and rescue.
10. Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through Pierce County Emergency Management. CAP assistance includes, but is not limited to:
  - a. Courier and messenger services.
  - b. Aerial surveillance.
  - c. Light transportation flights for emergency personnel and supplies.
  - d. Aerial photographic and reconnaissance flights.
  - e. Communications support.
  - f. Search and rescue.

### *Organization*

1. The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
2. Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
  - Supply Unit.
  - Facilities Unit.
  - Food Unit.
  - Human Resources Unit.

### *Procedures*

1. Logistics Section Chief:
  - a. Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
  - b. Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
  - c. Contribute to the Logistics portion of the Incident Action Plan.

2. Supply Unit:
  - a. Coordinate the acquisition of equipment and supplies requested by the incident staff.
  - b. Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
  - c. Maintain an inventory of supplies.
  - d. Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - e. Provide for coordination of service or repair of non-expendable supplies and equipment.
  - f. Coordinate transportation resources. Coordinate with Pierce County Emergency Management as needed for use of Intercity Transit and school busses in support of regional transportation needs.
  - g. Coordinate allocation of fuel resources.
3. Facilities Unit:
  - a. Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - b. Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. Food Unit:
  - a. Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
  - b. Coordinate acquisition and distribution of potable water.
  - c. Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - d. Establish food stocks distribution centers.
5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.
6. Human Resources Unit:
  - a. Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.
  - b. Establish a volunteer management center. Augment staff with qualified volunteers.
  - c. In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.
  - d. Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
  - e. Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - f. Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
7. Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. In

order to qualify for benefits, the following information is needed during the registration process:

- a. Name.
  - b. Address.
  - c. Social Security number.
  - d. Qualifications or training.
  - e. Actual duties assigned/emergency worker classification.
  - f. Applicable dates and times.
8. Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with Pierce County Emergency Management.
9. Staging Areas: The central in-city distribution point for incoming supplies and equipment will be the Public Works facility, or the Facilities warehouse. An alternate distribution center may be established elsewhere if these facilities are inaccessible. Staging of equipment and supplies may be established in each Operational Zone when appropriate.

### *Prevention and Mitigation*

All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.

### *Preparedness*

- Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.
- Maintain an inventory of City owned and leased facilities.
- Identify resources for the response and recovery phases of an emergency or disaster.
- Develop a needs assessment of internal and external resources to identify including:
  - Essential personnel and staffing for internal and external support requirements.
  - Emergency supplies needed for personnel.
  - Essential records, equipment, and office supply needs.
  - Essential office space requirements.
  - Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.

Logistics transportation requirements for an emergency or disaster.

## **Volunteer and Donations Management**

### *Introduction*

#### *Purpose*

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

### Scope

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

### Preparedness

- There are many varying levels of preparedness among the different public and private organizations located within and around the City of Bonney Lake. Some ways to prepare for spontaneous volunteers and unsolicited donations include:
  - Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
  - Appoint a lead agency to coordinate with local volunteer groups.
  - Develop a Spontaneous Volunteer Management Plan.
  - Develop a Donations Management Plan.
  - Develop a public education plan specifically targeted at potential volunteers and donors.
  - Engage the business community in planning efforts.
  - Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
- It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management.

### Coordination Committee

- Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:
  - Current location of Volunteer Reception Centers.
  - The status of processing.
  - Capacity to share spontaneous volunteers and unsolicited donations across the region.
  - Future projections or trends.
  - Assignment of donations coordinators and volunteer coordinators and their roles.

### Spontaneous Volunteers

1. Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Bonney Lake Emergency Management will work to establish a VRC. The following should be used as a guide when deploying VRCs:
  - b. Small, limited, localized disaster.
    - i. Spontaneous Volunteers will mainly be from surrounding, neighboring areas.

- ii. No need for a VRC.
  - c. Medium to large disaster.
    - i. Significant media attention.
    - ii. Establish a VRC outside the impact area.
  - d. Very large or catastrophic disaster.
    - i. Volunteer activity will overwhelm the local capacity.
    - ii. Consolidate VRCs to operate more efficiently.
- 2. Preregistering Volunteers:
  - a. Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
- 3. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Center.
- 4. The United Way of Pierce County or the Disaster Area Council (DAC) will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
- 5. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
- 6. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
- 7. Volunteer Reception Center (VRC):
  - a. A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.
  - b. VRC Activities include:
    - i. Formal registration.
    - ii. Interview & Assignment.
    - iii. Safety & Cultural Trainings.
    - iv. Public Information.
    - v. Phone Bank.
    - vi. Demobilization.
  - c. Forms include:
    - i. VRC Arrival Sign In.
    - ii. Volunteer Instructions Checklist.
    - iii. Sample Disaster Volunteer Registration Form.
    - iv. Sample Volunteer Liability Release Form.

- v. Emergency Worker Registration Card.
- vi. Safety Training.
- vii. Sample VRC Floor Plan.

## Donations Management

1. If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.
2. During a disaster, the public, including major corporations, give generously to those in need. Often this outpouring of goodwill can overwhelm local government and social agencies.
3. In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
4. Donated Goods:
  - a. City of Bonney Lake government will coordinate all nationally donated goods with the State EOC.
  - b. The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Bonney Lake.
  - c. Donated goods are categorized into the following sections:
    - ii. Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, Salvation Army, or other agency providing major relief efforts to the affected community.
    - iii. Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Bonney Lake Food Bank will coordinate sorting, storing and distribution of unsolicited food stuffs.
5. The level of donations that may accompany each level of disaster.
  - a. Small to medium disaster.
    - i. Few and sporadic donations.
  - b. Medium to large disaster.
    - i. Donation activity is significant.
  - c. Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
    - i. Donations Management Branch or Unit will be established.
6. Public Messaging:
  - a. Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
  - b. A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
  - c. Valuable Public Messages may include:
    - i. "Don't call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies."

- d. Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

### Demobilization

1. Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
2. Demobilization:
  - b. Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
  - c. Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.

### Recovery

#### *Volunteer Management:*

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

#### *Donations Management:*

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

### **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Recreation and Special Events:

- ESF-3: Public Works and Engineering (supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services
- ESF-7: Logistics Management and Resource Support
- ESF-14: Long Term Community Recovery (Supporting)

#### *Response*

- Provide information on how and where to obtain goods and services to emergency management staff.
- Coordinate and fill resource requests.

#### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained from private sector

providers.

#### Responsibilities

- Recreation and Special Events at the EOC
- Analyze incident resource requirements and establish of resource priorities.
- Identify available resources and develop agreements for acquisition and use.
- Establish an inventory control and material delivery capability.
- Potentially be tasked to manage donated goods.
- Establish a volunteer registration and coordination capability.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### References

- City of Bonney Lake EOC Manual
- City of Bonney Lake Emergency Shelter Manual
- EPIC COOP/COG

# Legal and Prosecution

## Summary

The Legal and Prosecution Divisions consist of general counsel and prosecution.

## Core Capabilities

The following core capabilities align with the responsibilities of the Legal Department:

### All Phases

- Planning
- Response
- Recovery

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Legal (City Attorney and/or Deputy City Attorney) will advise the Executive Group on matters relating to policies and legal functions.

# Recreation and Special Events

## Summary

The City of Bonney Lake administers the Bonney Lake Recreation Program. Activities are offered at various Sumner-Bonney Lake School District and City of Bonney Lake facilities.

## Core Capabilities

The following core capabilities align with the responsibilities of Recreation and Special Events:

All Phases

Operation Coordination

Mitigation

Community resilience

Response

- Logistics and Supply Chain Management
- Mass Care Services

Recovery

- Housing
- Natural and Cultural Resources

## General Operations during Response and Recovery

In addition to opening shelters as necessary, Recreation and Special Events personnel may also report to the EOC for assignment as needed.

# Economic Development

## Summary

Economic Development works to support businesses and job creation to have a prospering and sustainable regional economy by supporting businesses and job creation, investing in all people, sustaining environmental quality, and creating great central places, diverse communities, and high quality of life. Economic Development works to recruit and maintain businesses and their activity in Bonney Lake.

## Core Capabilities

The following core capabilities align with the responsibilities of Economic Development:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery (Cross-Sector Business & Infrastructure)

## Recovery Planning

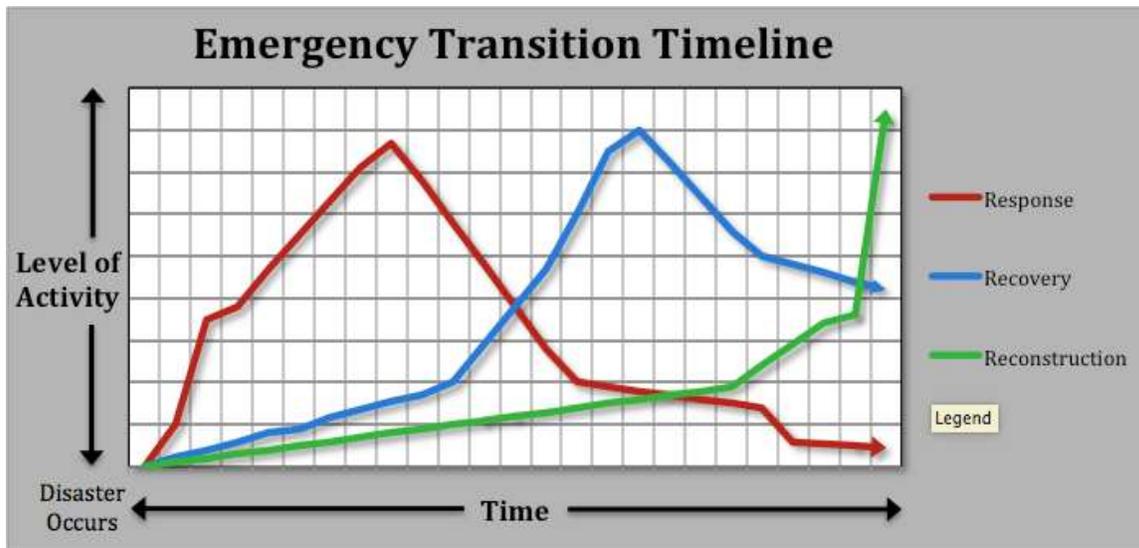
### Introduction

#### *Purpose:*

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery (Cross-Sector Business & Infrastructure).

### Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



### Fiscal Health

After Life Safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

### Recovery Choices

Generally, Recovery can be executed in the following ways or a combination of the three:

1. Repair/rebuild with no significant changes to infrastructure or city/community design in order to restore needed services as quickly as possible.
2. Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
3. Don't rebuild and relocate the facility or abandon it.

### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end, both phases should be monitored closely in case deployment changes are needed.

### Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and

the Recovery Task Force (RTF):

#### Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Champion as well. The Recovery Manager should not be confused with the Recovery Task Force Leader.

#### Recovery Champion

- The Recovery Champion stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Champion looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Champion needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.

#### Recovery Task Force:

- The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:
- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.
- Human Resources representative.
- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.
- Chamber of Commerce representative.

Housing and Urban Development representative.

- Community Planning and Development representative.
- Bonney Lake Downtown Association representative.
- Bonney Lake School District representative.
- Recognized Neighborhood Association representatives.
- Auto Sales representative.

#### Recovery Task Force Team Leader

- Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Development Services & Permitting staff member.

#### Short-term Recovery

- Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:
  - Safety.
  - Create clear boundaries between safe areas and restricted areas.
  - Determine the extent of damage to the city.
  - Identify and notify citizens of the undamaged or least damaged areas of city where they can find resources.
  - Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

- EOC staff.
- Individuals and teams from various city departments like Parks, Recreation and Facilities, Roads, Utilities, Storm Water Management, and other staff with specialized technical expertise as needed.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies/departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the city government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

#### Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
  - Return to pre-incident pattern of activity as much as possible.
  - Restore traffic flow and utilities throughout the city.
  - Publish information that supports the community's efforts to recover as individuals, families,

businesses, etc.

- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

*Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Businesses.
- Healthcare.
- Key demographics.
- The Building and Development Community.
- Bonney Lake-Sumner Chamber of Commerce, Bonney Lake Mainstreet Association, Downtown Liaison, etc.
- Washington State Fair.
- Other Stakeholders.

*Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

*Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

*Long-term Recovery*

- Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
  - Rebuild critical infrastructure to equal or superior pre-event conditions.
  - Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.

- Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

#### *Staff:*

- Mid-term Recovery staff.
- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

#### *Key Concepts:*

- Adopt a Long-term Recovery plan with Development & Permitting Services as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

#### *Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- Pierce County Emergency Management.

#### *Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

#### *Re-development:*

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

#### *Educate the Community:*

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Municipal Court

- Summary
- The Municipal Court consists of court services, probation services, and community court.
- Core Capabilities
- The following core capabilities align with the responsibilities of the Municipal Court:
  - Response
  - Provide access to translation and/or interpretation services.

### **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the municipal court:

ESF-5: Emergency Management (Supporting)

ESF-14: Long Term Community Recovery (Supporting)

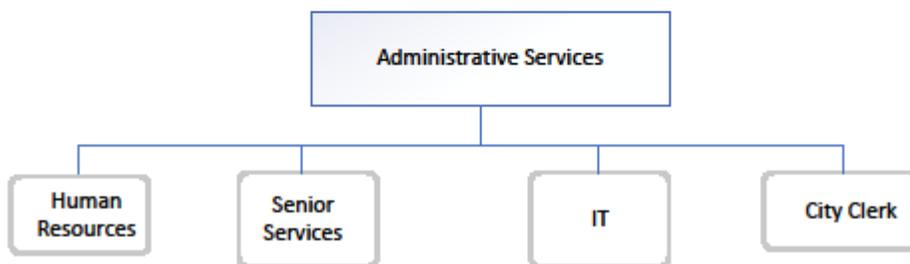
# Administrative Services

## Summary

The Administrative Services Department is composed of the offices of the [City Clerk](#), [Information Services](#), [Human Resources](#), and [Senior Services](#).

- The [City Clerk's Office](#) assists the [City Council](#), handles [public disclosure requests](#) and performs records management for the City.
- The [Human Resources](#) department recruits new employees and assists [current employees](#) with benefits, wellness programs, and other services.
- The [Senior Center](#) offers a wide variety of programs for area seniors, including events, services, and volunteer opportunities.
- The [Risk Management](#) page has information on filing a [claim for damages](#) and other topics related to insurance claims.
- The [Office of Information Services \(OIS\)](#) maintains computer systems and networks, phones, and the City's website.

## City of Bonney Lake Administrative Services



# Human Resources

## Summary

Human Resources' mission is to support the City's total operation in meeting its goals through its most valuable resource - its people. Services include benefits and wellness programs, compensation and classification, labor and employee relations, talent management, and employee development and engagement.

## Core Capabilities

The following core capabilities align with the responsibilities of the Human Resources:

All Phases

Operational Coordination

*Protection*

Access Control and Identity Verification

## Emergency Support Functions

- The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Human Resources:
- ESF-5: Emergency Management (Supporting)
- ESF-13: Public Safety and Security (Supporting)

*Response:*

In the response phase, Human Resources will work with the executive group regarding the following items:

- Policy issues
- Employee relations
- Employee wellness

Additionally, Human Resources staff will be assigned to the EOC to work in various functions, as well as providing identification/access cards.

# Information Technology and Communications

## Admin Services

### Summary

The Information Technology (IT) Department is responsible for the installation and maintenance of computer network systems for the city. Its main objective is to ensure that these systems run smoothly and efficiently. The IT Department also implements network security systems so that the City is protected from potential security issues and data breaches.

### Core Capabilities

The following core capabilities align with the responsibilities of IT and Communications:

#### All Phases

- Planning

#### Protection

- Access Control and Identity Verification
- Cyber Security

#### Response

- Operational Communications
- Situational Assessment

### Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Information Technology and Communications:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-12: Energy (Supporting)
- ESF-13: Public Safety and Security (Supporting)

#### *Protection*

In the Protection phase, IT and Communications (IT) provides network cyber defense in multiple ways through software and hardware protections, as well as monthly city employee training. Additionally, IT assists with employee access card security software.

#### *Response*

- In the response phase, IT will report to either their normally assigned workplace or to the EOC. Regardless of their location, IT staff will ensure hardware and software systems are operational

to support the EOC and other city functions. This includes computer systems and telephone and cellular communication systems.

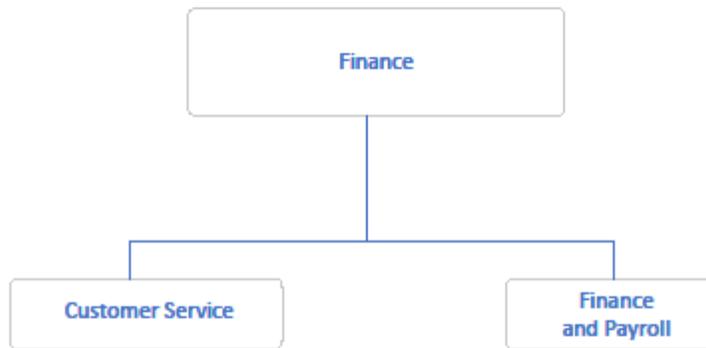
- GIS functions will be used at the EOC to assist with situational assessment throughout the event or incident.
- IT will also work in conjunction with Facility staff to setup additional work sites should city operations require additional work sites.

# Finance

## Summary

The Finance Department is under the supervision of the Chief Financial Officer, who assists the Mayor and City Administrator in the preparation of the annual budget and all work incidental thereto; supervises the disbursement of all monies; monitors expenditures to ensure that budget appropriations are not exceeded and as otherwise provided by law and the rules and regulations of the State Auditor's office relating to municipal corporations; maintains the general accounting system for the City and each of its departments; administers the payroll system of the City; prepares financial statements and reports; supervises the collection of all taxes, special assessments, license fees and other revenues of the City; supervises the investment of City funds; and assists with the purchase of supplies, materials, equipment and services.

## City of Bonney Lake Finance Department



## Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Response

Logistics and Supply Chain Management

Recovery

Economic Recovery

### **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

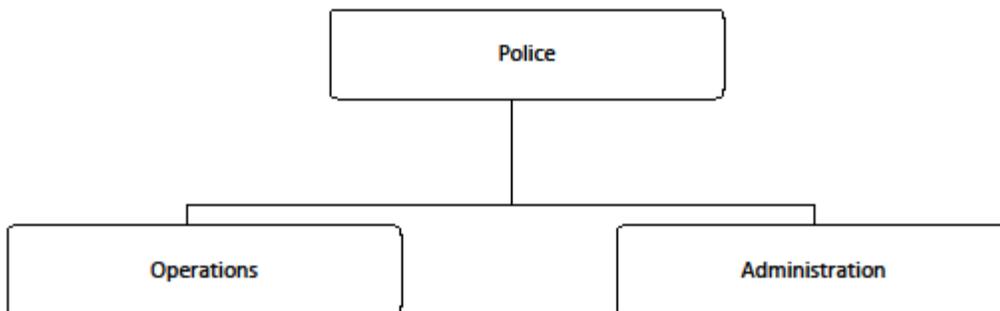
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Police

## Summary

The Bonney Lake Police Department consists of Administrative Services and Operations. Administrative Services includes Corrections, Information Technology, Outreach Services, Policy and Finance, and Support Services. Operations includes Community Policing, Detectives, Patrol, and Professional Standards.

## City of Bonney Lake Police Department



## Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Prevention and Protection

- Intelligence and information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics and Attribution
- Risk Management for protection programs and activities

## Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESF-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Search and Rescue

### Introduction

#### *Purpose*

Procedures to be used for coordination of search and rescue.

#### *Scope*

Urban search and rescue operations including ground, air, and water.

### Policies

#### *Search and Rescue*

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Bonney Lake Police Department is responsible for coordinating search and rescue in the city. Qualified response personnel from East Pierce Fire & Rescue, Pierce County Sheriff's Department and additional partner agencies may be assigned to assist with technical, landmass, swift and still water rescue responsibilities and may join into Unified Command with Bonney Lake Police Department, as determined by the incident.

#### *Search and Rescue (SAR) resources*

Pierce County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Pierce County Emergency Management.

## Situation

### *Emergency/Disaster Conditions and Hazards*

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment. These types of rescues will be assigned to East Pierce Fire & Rescue.

### *Planning Assumptions*

- Search and Rescue (SAR) means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.
- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.
- Citizen assistance with SAR operations may be appropriate under some circumstances.

## Concept of Operations

### *General*

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. Fire District resources are trained in urban search and rescue operations, including confined space.
3. The Department of Public Services will provide heavy equipment as needed, to augment the urban search and rescue capability.
4. Additional assistance is available from the Pierce County Sheriff's Department. Coordination with this resource should be through the Incident Commander and/or Bonney Lake EOC.

### *Organization*

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

### *Procedures*

1. The Police Department will determine the need for search and rescue operations, in concert with East Pierce Fire & Rescue where appropriate.
2. Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be searched, or have been searched, will be used.
3. Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers or CERT teams where appropriate or outside SAR resources as needed, will be organized, and deployed by the SAR Coordinator.

### *Prevention and Mitigation*

Support preventive search and rescue, aviation safety, and survival programs with available resources,

when requested.

#### *Preparedness*

Plan to support SAR operations with available resources, when requested.

#### *Response*

Provide resources including personnel and equipment for SAR operations, when available.

#### *Recovery*

Assist in returning all SAR organizations and personnel to a state of readiness.

### Responsibilities

#### *Police Department*

- Staff the SAR Coordinator position at the EOC or Incident Command Post, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.

#### *East Pierce Fire & Rescue*

Provide urban rescue trained personnel to carry out special SAR operations. Additional fire personnel can be requested through SouthSound 911 (SOUTHSOUND911).

#### *Department of Public Services*

Support rescue operations with heavy equipment where necessary.

#### *Pierce County Sheriff's Department*

Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

#### *Bonney Lake EOC*

- Coordinate acquisition of external SAR resources upon request.
- Coordinate acquisition of Washington Task Force 1 (WATF1) for additional urban search and rescue resources.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

Refer to the Police Department's emergency response processes and policies.

## Public Safety

### Introduction

#### *Purpose*

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

#### *Scope*

Coordination of all incidents related to law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

### Policies

- Under emergency conditions, law enforcement remains the responsibility of the Police Chief or designee. Law enforcement resources supplied by other jurisdictions will remain under the policies and procedures of their parent agency but will operate under the command and control of the Bonney Lake Police Department.
- Military personnel, requested to augment or support the Bonney Lake Police Department, will remain under command of their parent agency but will operate only at the direction of the Bonney Lake Police Department.

### Situation

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

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.

#### *Planning Assumptions*

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.
- Radio communications from distant agencies will need to have communication channels “patched” to local channels for clear and safe communications.

### Concept of Operations

#### *General*

1. The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal Police Department

procedures.

2. Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
3. Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the EOC.

### *Organization*

A Law Enforcement Unit may be established in the EOC to coordinate all the identified actions.

### *Procedures*

- Air Operations: Coordination of air resources requested by the city is conducted at the EOC. Where aircraft (fixed, rotor, or drone) are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations Sub-Unit will:
  - Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.
  - Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Pierce County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
  - Identify, mark, secure, and manage landing zones where needed.
  - Request the acquisition of air resources through the Logistics Section.
  - Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

### *Prevention and Mitigation*

Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

### *Preparedness*

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.
- Plan and exercise with the Bonney Lake EOC.
- Attend additional ICS course when available (ICS-300, ICS 400, position-specific training).

### *Response*

The Bonney Lake Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.

### *Recovery*

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available. This may include local, county, state, or national guard resources.
- Prepare after action reports.

- Assist with fire investigations where fatalities, large property losses, or suspicious circumstances exist.

## Responsibilities

### *Police Department*

- Prioritize law enforcement response consistent with the Incident Action Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Provide personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provide personnel to assist with the dissemination of warning and emergency public information.
- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

### *Pierce County Sheriff's Department*

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available Pierce County search and rescue units if requested.
- Provide warning and communication support if requested.

### *Mutual aid law enforcement agencies*

Provide law enforcement support in accordance with mutual aid agreements.

### *Washington State Patrol:*

Provide law enforcement support to the Police Department if requested.

### Resource requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

- Refer to the Police Department's emergency response processes and policies.
- City of Bonney Lake Emergency Operations Center Manual
- EPIC COOP/COG

## Evacuation

### Introduction

#### *Purpose*

To assist the City of Bonney Lake, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

#### *Scope*

Evacuations may result from naturally occurring incidents such as earthquakes, lahars, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.

#### Planning Assumptions

- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.
- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.
- Planning for evacuations must include Americans with disabilities/Access and function needs, pets, service animals, and livestock.

### Concept of Operations

#### *General*

1. Local response
  - a. The type of incident, the geographic scope of the incident, and the resources available will determine local response.
  - b. Final approval of an evacuation should come from Incident Command or EOC Manager in coordination with the Bonney Lake Police Chief or designee.
  - c. If the incident is small and local in nature, East Pierce Fire & Rescue, Police, or Public Services may recommend a limited evacuation and request resources directly through SOUTHSOUND911.
  - d. Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC/ECCs) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC/ECC.
  - e. In the event of a healthcare facility evacuation the Health and Medical Area Command, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the

public.

2. State Response: Where city and county resources are exhausted, the State of Washington may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.
3. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.
4. Americans with Disabilities/Access and Functional Needs.
  - a. Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.
  - b. The City of Bonney Lake will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.
5. LEP and PETS
  - a. Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

### *Organization*

The Bonney Lake Police Department and East Pierce Fire & Rescue are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

### *Procedures*

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

### *Response Actions*

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

- Shelter-in-Place:
  - Most used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.
- Evacuations:
  - The Emergency Manager coordinates with the Police Chief or designee to make the decision for evacuation of a population or shelter in place based on the disaster. The Emergency Manager will request activation of the EOC to support the evacuation and

notify appropriate elected officials.

- The EOC Manager initiates the warning of affected populations by appropriate methods available. This may include Bonney Lake Alerts, a warning and notification software to send voice messages, text, and email through various languages, door to door notification, and/or door hangers/pamphlets.
- While the warning phase is conducted, the incident command team or EOC is coordinating:
  - The selection of a safe area to move impacted populations.
  - Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
  - Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
  - Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
    - The Public Services Department supports road closures and evacuation routes.
    - The American Red Cross and other non-governmental organizations may provide shelters as needed. The initial setup will be initiated by Bonney Lake staff using shelter trailer(s) stored at the Public Services Center.
    - Salvation Army and American Red Cross support local responders, shelters, evacuees, etc.
    - BLPD supports area security, road closures, and shelters.
    - Sheltered populations are accounted for and are reunited with loved ones if possible.
    - Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
    - Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
    - Evacuated populations may require transportation to return.
    - All agencies are responsible for their own facility evacuation procedures.

## Responsibilities

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Bonney Lake EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.

### *Bonney Lake Police Department*

- Ensure that BLPD coordinates with the Emergency Manager to activate the EOC for support of the evacuation.
- Act as the Incident Commander when appropriate and at suspected or determined crime scenes.

- Provide, direct or command search and rescuer resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

#### *Bonney Lake Emergency Management*

- Activate the EOC when notified by BLPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the BLPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations using all communication modalities.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

#### *Bonney Lake Public Services*

- Provide transportation if resources are available, for evacuees to designated public shelters when requested.
- Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.
- Coordinate and notify the EOC of the resources used, destination, and number of people transported.
- Coordinate the identification of safe evacuation routes with the EOC.
- Maintain evacuation plans for Public Services facilities.
- Provide a representative to the EOC as requested.
- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Bonney Lake shelters.
- Make available prescribed facilities, equipment, and personnel for general population emergency shelters in coordination with the American Red Cross and EOC. Prepare cooling and warming centers (daytime use) when necessary.
- Provide personnel and equipment to support emergency operations of other city departments.
- Aid in dissemination of public information.
- Maintain evacuation plans for Parks sites.

#### *East Pierce Fire & Rescue*

- Recommend evacuations or initiate shelter-in-place, when necessary, in coordination with BLPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.
- Coordinate supporting Emergency Medical Services (EMS) personnel.
- Request transportation as need for evacuees.
- Request the opening of a shelter for displaced persons.

#### *SouthSount911*

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

#### *Pierce County Emergency Operations Center*

- Provide a functional EOC to provide County resources for the local evacuation.
- Provide Joint Information Center/Joint Information System support when requested.
- Provide Alert and Warning messaging when requested.

#### *State Emergency Operations Center*

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

#### *Sumner Bonney Lake School District*

- Provide transportation resources for evacuation if available.
- Provide facilities for shelters if available.

#### *Non-Governmental Organizations*

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

#### *Resource Requirements*

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

#### *References*

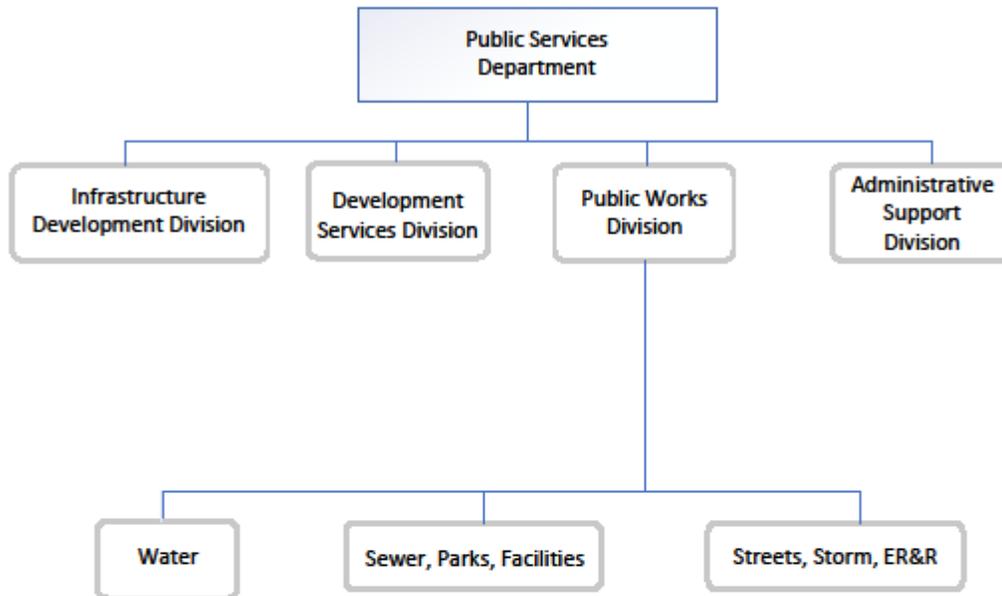
- East Pierce Lahar Rapid Action Plan
- City of Bonney Lake Emergency Operations Center Manual
- City of Bonney Lake Shelter Manual
- EPIC COOP/COG

# Public Services

## Summary

The Public Services Department consists of Public Works, Development Services, Infrastructure Development, and Administrative Support.

## City of Bonney Lake Public Services



- Public Works is responsible for the operation and maintenance of the water, sewer, and stormwater utilities as well as all public parks, streets, sidewalks, rights-of-way, and traffic signs and signals within Bonney Lake city limits. Other responsibilities include management and maintenance of the City's fleet of vehicles and construction equipment and administration of the Community Forestry program.
- Development Services provides professional policy guidance to the Mayor, City Council, Planning Commission, and other city departments on all matters related to land use;

development review; environmental regulation; building safety; permitting; code enforcement; and long-range comprehensive planning within the City and its Potential Annexation Area (PAA).

- Provides direction for community planning and facilitates citizen participation in City planning efforts. It, along with the Permit Center, also administers the City of Bonney Lake's land use permitting process along with the infrastructure permitting process for the review and processing of development proposals as adopted and set forth in the Bonney Lake Municipal Code.
- Administration and compliance of codes and standards adopted by the City and the State of Washington that regulate building construction and development; provides information to the public to assist them in understanding the application of adopted codes and ordinances; insures those doing business in the City meet the regulatory standards set forth in state statutes and local ordinances for the business and occupation which they are operating.
- Infrastructure Development is responsible for the planning, design, and construction oversight of project in the Public Works Capital Improvement Program (CIP). This construction work provides maintenance, repair, replacement, and new roadways (pavement preservation, signage, sidewalks, traffic signals, and street lighting) and utilities (water, sewer, and storm water). The team is also responsible for all reviews and inspection of commercial and residential developments as well as all water extension efforts outside city limits but within our water service area and sewer extensions outside city limits but within our sewer service area.
- Administrative Support services both internal and external customers. Responsibilities include managing the day to day running of the Public Services Department. Duties include scheduling meetings, meeting with customers at the front desk, answer phone calls, receiving payments, compiling information for public records requests, managing purchasing and maintenance of City fleet vehicles, and other administrative functions of the department.

The following core capabilities align with the responsibilities of the Public Services Department:

#### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

#### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

#### Response

- Infrastructure Systems
- Critical Transportation

- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment

#### Recovery

- Economic Recovery
- Natural and Cultural Resources

### **Emergency Support Functions**

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Public Services Department:

- ESF-1: Transportation
- ESF-2: Communications (supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

### **Transportation**

#### Introduction

##### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

##### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

#### Policies

- The EOC will coordinate all transportation needs either directly through established transportation contracts or Memorandums of Understanding (MOU) or through the Pierce County EOC (i.e., Pierce Transit, Sound Transit, Sumner Bonney Lake School District, etc.).
- In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

#### Situation

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

### *Planning Assumptions*

1. All City owned vehicles, not otherwise involved in emergency response, are available for use. If established, the Transportation Coordinator in the Public Services Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are “shared” multi-jurisdiction transportation resources, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of public transit activities in support of ESF-01.

### Concept of Operations

#### *General*

1. A qualified designee from the Department of Public Services may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

#### *Organization*

A Transportation sub-Unit within the Public Services Unit may be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

#### *Procedures*

1. Evacuation/Shelter-in-Place:
  - Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the Incident Command or Emergency Management Manager.
  - The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place. All media sources will be used including social media and Bonney Lake Alerts.
  - Evacuations that have multi-jurisdictional impact will be coordinated with jurisdictional EOC’s and the Pierce County EOC to ensure consistent instructions to the public.
  - Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
  - Population protection methods may include “shelter-in-place” depending upon circumstances.
  - Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
  - Agency Responsibilities for Evacuation/Shelter-in-Place:
    - i. Emergency Management:
      4. Recommend evacuation/shelter-in-place where appropriate.
      5. Monitor evacuation activities.
      6. Coordinate with the Public Information Officer regarding evacuation routes,

- conditions, and other essential information.
- 7. Establish an Evacuation sub-Unit if necessary.
- Police Department:
  - Recommend evacuation/shelter-in-place where appropriate.
  - 
  - Crowd and traffic control operations.
  - Identify and establish evacuation routes.
  - Assist in the removal of stalled vehicles and equipment from evacuation routes.
  - Assist the EOC in identifying critical evacuation problems.
  - Assist in dissemination of evacuation/shelter-in-place instructions to the population.
- Public Services Department:
  - Assist in traffic control operations by providing signs and barricades.
  - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
  - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.
- East Pierce Fire & Rescue
  - Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
  - Assist in the dissemination of evacuation/shelter-in-place instructions to the public.

#### *Priority Lifelines Routes*

Shown below is the map for route priority. These routes are designed to facilitate keeping critical infrastructure locations available by road access.



City of Bonney Lake

# Snow & Ice Control

## Snow & Ice Control Routes

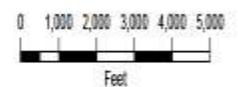
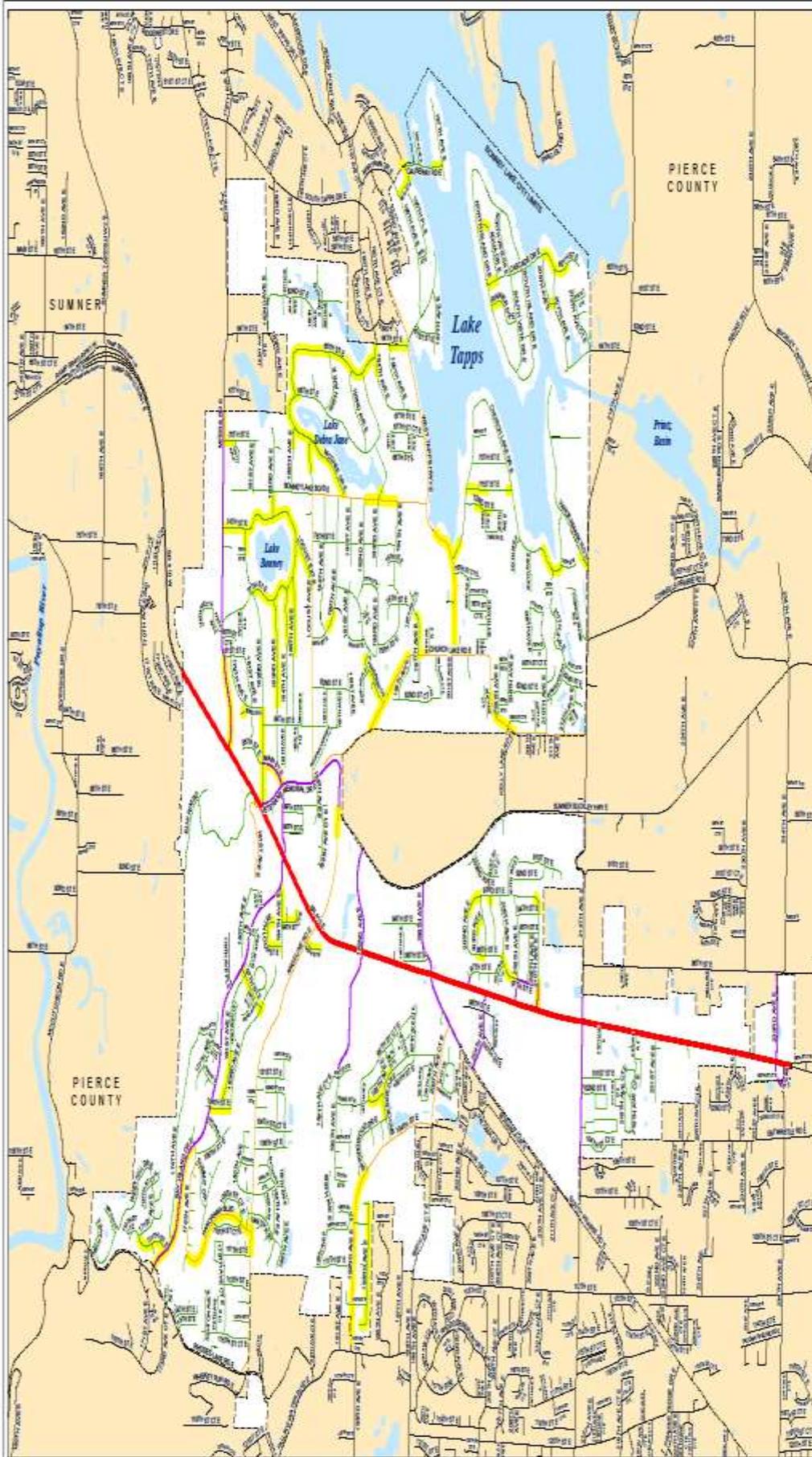
- SR410
- High Volume Arterial off SR410
- Other Main Arterial & Collector
- Local Access

## Plow Truck Routes

- Truck 1
- Truck 2 - North of SR410
- Truck 3 - South of SR410
- Truck 4 - Facilities and Emergency Response

Sleep Slope

City Limits



January 22, 2020

### *Prevention and Mitigation*

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.
- Participate in city and EOC exercises and training.

### *Response*

- Staff the City EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the city transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the city's transportation system and facilities.

## Responsibilities

### *Public Services Department*

- Coordinate all transportation resources in support of the incident.
- Coordinate with the Bonney Lake EOC in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Provide traffic control signs and barricades for road closures and detours.
- Repair and/or replace damaged traffic lights and road signage.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Pierce County EOC if local emergency transportation capabilities are exceeded.

### *Washington State Department of Transportation:*

Provide support when state highways are impacted by the incident.

### *Pierce and Sound Transit:*

- Upon request send a representative to the city EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

### *Bonney Lake School District and Private Schools in Bonney Lake*

Coordinate with the Transportation sub-Unit for the provision of School District transportation assets.

### *Pierce County Emergency Management*

Coordinate transportation with other local emergency management programs.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

Based on incident type, Public Works may operate a Department Operating Center (DOC) separate from or in coordination with the EOC.

### References

- EPIC Mass Care Framework
- EPIC Shelter Manual
- City of Bonney Lake Emergency Operations Center Manual
- EPIC COOP/COG

## **Infrastructure Development**

### Introduction

#### *Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

#### *Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

### Policies

- The Public Services Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Bonney Lake will provide public works services, including emergency debris clearance and demolition, to lands and facilities under city jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

### Situation

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

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be

damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

### *Planning Assumptions*

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - a. A Debris Management Plan has been developed by the Public Works Department. Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Development & Permitting Services and the Legal Department as needed.
2. The City will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of city qualified staff including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

### Concept of Operations

#### *General*

1. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the city will coordinate the prioritization of restoration of essential services with the Public Works Unit at the Bonney Lake EOC. A Liaison Officer may be appointed to support this coordination when necessary.

#### *Organization*

A Public Works Unit may be established in the EOC to coordinate these activities.

#### *Procedures*

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services. This is accomplished through WAMAS as established in RCW 38.56.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination and communication of work plans will be done through the EOC. Each utility will manage its resources from its own department operations center or at the EOC. A liaison may be assigned to the city EOC as needed.
3. In the absence of utility providers Public Works will:
  - Determine the extent of electrical outages and disruptions.
  - Determine the extent of natural gas disruptions.

- Coordinate out of area private and public energy assistance.

### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in city EOC drills and exercises.

### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the city EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

### *Recovery*

Continue with response and recovery activities until completed.

## Responsibilities

### *Department of Public Services*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist East Pierce Fire & Rescue in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to city property and facilities.
- Provide for the inspection of city bridges and all other public works facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section at the EOC.

- Coordinate temporary and permanent repairs with the Facilities department to city facilities and structures, including water service, streets and roads, bridges, etc.
- Perform, or contract, major recovery work to restore damaged public facilities.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate city flood fighting activities.
- Coordinate and perform all snow/ice removal from city streets using the priority street map.
- Coordinate and perform road clearing activities after weather related incidents.
- Provide all additional private sector engineering assistance needed via the City's on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section at the EOC.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.
- Provide personnel, facilities, and equipment as necessary to fulfill the Incident Action Plan as developed.
- Work with other city departments for the repair or replacement of city facilities.
- Provide Engineering and Building inspection personnel and services as needed.
- Provide personnel to the EOC as assigned.

#### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

#### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

#### *Other Non-City Utilities Providers*

Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

- City of Bonney Lake Emergency Center Manual
- Debris Management Emergency Response Plan
- EPIC COOP/COG

## Energy Systems and Utilities Services

### Introduction

#### *Purpose*

To provide for the effective utilization of available electric power, internet, cellular service, natural gas, and petroleum products to meet essential energy needs in the City of Bonney Lake during an emergency or disaster, and to provide for the restoration of energy utilities affected by the emergency or disaster.

#### *Scope*

Energy systems and utilities services may be damaged or interrupted by a disaster event. This includes assisting energy suppliers and utilities in the acquisition of equipment, specialized labor, and transportation to repair or restore energy systems as well as obtaining fuel for transportation, communications, emergency operations, and other critical facilities.

#### *Policies*

The City of Bonney Lake priorities are to protect lives, public property including critical energy and utility systems, and the environment.

### Situation

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

The transportation and use of a wide range of energy resources in the community poses a threat to life and the environment if those systems are damaged or inoperable. Disruptions to energy sources may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as damaged power lines and relay stations or ruptured natural gas lines.

#### *Planning Assumptions*

- A disaster can sever or constrain supply to key energy and utility lifelines, including firefighting, transportation, communication, and others, needed for public health and safety.
- There may be widespread and/or prolonged electric power failure. Without electric power, communications may be affected, and traffic signals may not operate, which could lead to transportation gridlock.
- There may be extensive pipeline failure in gas and petroleum utilities. These may take days, weeks, months, and even years to repair.
- There may be panic hoarding of fuel in areas with severed pipelines, or from neighboring jurisdictions where shortages have occurred.
- Natural gas or petroleum lines may break and may erupt in fire.
- City departments may need to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

### Concept of Operations

#### *General*

1. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.

- The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances. All utilities, whether publicly or privately owned, will be expected to manage and operate their utility, providing emergency service repairs, and restoration based on their requirements and capabilities.
  - Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
  - The Washington State Department of Transportation can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.
2. Each Utility has its own mutual aid agreements and contractor lists to facilitate repairs in a timely fashion.
  3. Support resources may be requested for road clearance and debris removal or other government services.

#### *Organization*

The designated incident command agency will determine the appropriate response organization for handling an energy incident.

#### *Procedures*

1. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
2. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.
3. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
4. As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to the EOC.
5. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. RCW 43.21G.040.

#### *Prevention and Mitigation*

Train staff on the Incident Command System and basic EOC operations.

#### *Preparedness*

- Prepare and update contingency plans and supporting documents.
- Maintain credentials and contact with all responding government agencies, energy companies, and energy associations.

- Maintain general data, information and knowledge regarding energy systems and system infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
- Conduct or participate in energy emergency exercises.

#### *Response*

- Liaison with applicable entities in the energy sector.
- Contact energy companies for situation reports to address:
  - Infrastructure damage.
  - Assessment of system and customer impacts.
  - Infrastructure repair requirements and restoration estimates.
  - Energy demand and supply estimates.
  - Need or potential need for state coordination or assistance.
  - Estimates of price or other market impacts.

#### *Recovery*

- Continue all response efforts as necessary during any recovery period, including:
  - Maintain damage assessments and restoration profiles.
  - Provide restoration assistance to energy companies.
  - Coordinate with appropriate federal, state, and local agencies.

### Responsibilities

#### *Puget Sound Energy*

- Identify and coordinate restoration priorities for electricity and natural gas.
- Liaison with EOC when requested.
- Provide timely and accurate information to end-users.
- Perform life safety and property preservation operations when indicated.
- Determine location, extent, and restoration of electricity supply and outages or disruptions.
- Determine status of shortages or supply disruptions for natural gas.
- Comply with energy allocations and curtailment programs as determined by the governor.
- Coordinate out-of-area private and public energy assistance.

#### *Emergency Management*

- Maintain a liaison with local utilities and the ability to communicate on a 24-hour basis.
- Coordinate assistance to support local utility and energy providers, as requested.

#### *Public Services: Fleet Services*

Manage city fuel supplies and provide petroleum products for city vehicles and generators.

#### *Other Utility Providers*

- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for

area, regional, or state assistance.

- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Provide information necessary for compiling damage and operational capability reports.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### References

- City of Bonney Lake Emergency Operations Manual
- EPIC COOP/COG
- Water and Wastewater (WAWARN) provides mutual aid assistance to public and private water related utilities in case of natural or human caused disasters.

# Development Services

## Summary

Development Services provides centralized development-related services in a single department. The department provides planning, building, permitting, fire prevention, and code enforcement. Over and above development review, the department is involved in a variety of land-use-oriented special projects which benefit the community. These include economic development, annexations, housing policies, historic preservation, and many other items.

## Core Capabilities

The following core capabilities align with the responsibilities of Development Services:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Development Services:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery (Cross-Sector Business & Infrastructure)

### *Response Operations:*

Based on the incident type, Development Services personnel will perform private and public building assessments to support situational awareness and preliminary damage assessments. Development Services personnel may also be assigned to the EOC to serve in various capacities.

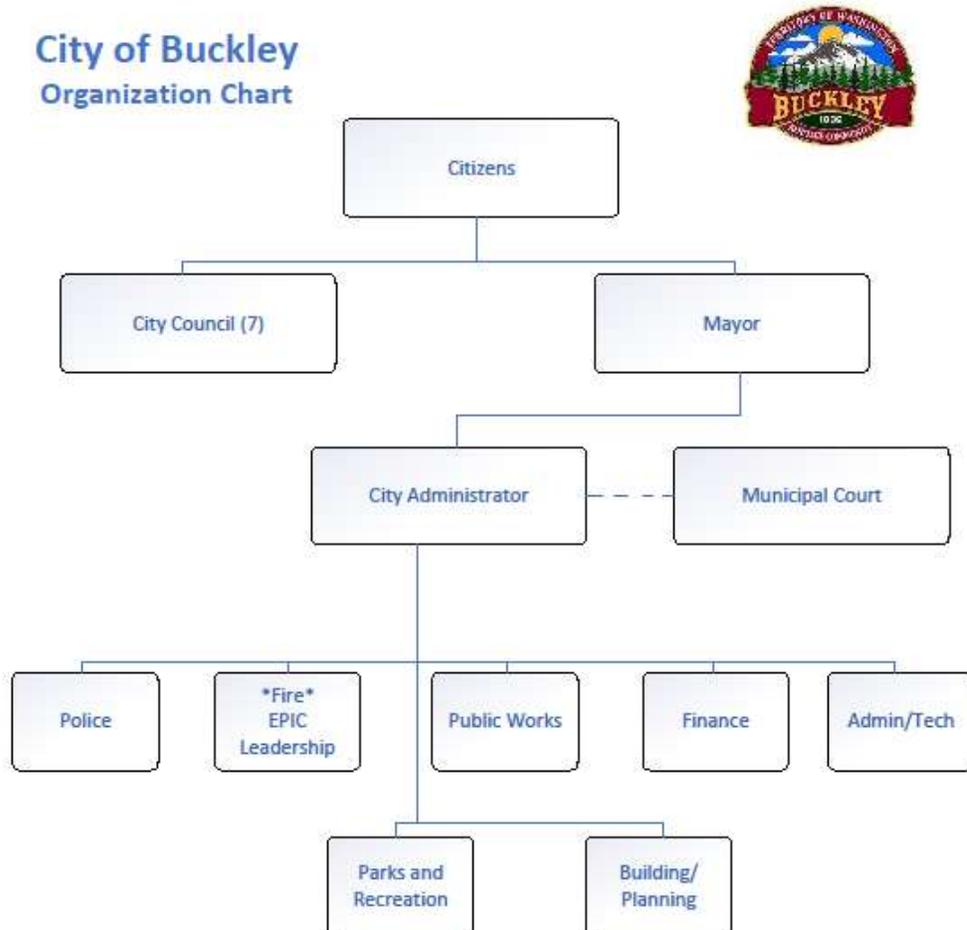
### *Recovery:*

Development Services personnel will work closely with other city departments on all aspects of recovery. See the workflow plan listed under Economic Development for full details.

# City of Buckley Departmental Annex

The City of Buckley is a non-charter code city operating under RCW35A which utilizes a mayor-council form of government. Seven City Council members act as policy makers, providing the Mayor, the city's separately-elected chief executive officer, with guidelines and performance objectives. The city administrator and city staff turn these goals into programs and services. All City Council members are elected at large, representing all citizens, and serve four-year terms.

Under the general direction and authority of the Mayor, the City Administrator acts as the city's chief administrative officer (CAO) for day-to-day operations. The City Administrator supervises, administers, and coordinates the activities and functions of all city officers, departments, commissions, and boards to implement city ordinances and policies through the effective use of city employees, funds, grants, materials, facilities, and time, and shall manage the overall operations of the city to assure optimum service to the community.



For all the following city departments, additional personnel may be requested to respond to the Buckley Emergency Operations Center to assist with work assignments as necessary based on the incident.

# City Clerk

## Summary

The City Clerk is an appointed official who serves as the clerk of the [City Council](#) and public information officer providing public access to city records, the administration, and policy-making processes. The clerk preserves the legislative history of the city, serves as the custodian of the city seal and official city documents, and serves as a conduit between the City Council, administration, and public by providing information on actions of the council.

## Core Capabilities

The following core capabilities align with the responsibilities of the City Clerk's office:

### All Phases

- Planning
- Public Information and Warning

### Protection

- Risk Management for protection programs and activities

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

## Public Information and Communications Systems

### Introduction

#### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.

#### *Scope*

The communication and warning assets of all City organizations including radio, voice, and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS). These systems allow to process, coordinate, and disseminate information for City of Buckley, City officials, employees, the media, and the public.

### Policies

- The city relies on the warning capabilities of federal, state, county, and local government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.
- Buckley operates BuckleyAlert, an opt-in alerting system that includes voice, text, email messages that are sent to residents and participants for emergency and community event messaging. BuckleyAlert can be delivered in multiple languages. Buckley follows operating policies as set forth in EPIC alerting policies.
- All relevant agencies will work in close cooperation to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.
- It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

### Situation

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

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors, and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

#### *Planning Assumptions*

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of

the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.

6. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited, and incomplete information is anticipated from the disaster area until communications can be restored.
7. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
8. Demands for information from media outside the city will be significantly increased in a disaster.
9. Sufficient communications will be established to support public information efforts.
10. Following a disaster, the Emergency Alert System (EAS) will be available to the City of Buckley.
11. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.
12. The City Clerk will typically communicate to the public through Buckley Alert, the city website, social media, and printed materials.
13. Numerous city staff are trained in Buckley Alerts, an opt-in alert and warning service that provides messages in text, email, and voice messages.
14. The City Clerk and a Buckley PD officer are trained as Public Information Officers.

### Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### Public Information Objectives

- To warn the public of hazardous situations and impacts.
- To instruct the public on protective measures that can be taken.
- To coordinate the City's release of public information to the media.
- To control rumors and reassure the public.
- To provide ongoing information about emergency operations and emergency services.
- To instruct the public on disaster assistance and recovery services and procedures.

### Communications Systems Objectives

- Identify all existing communications assets and capabilities.
- Plan for the best use of those resources under emergency conditions.
- Provide for augmenting existing communications with outside resources as needed.

### Special Populations including LEP

- In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for adult family homes, schools, or other groups.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the

hearing impaired, sight impaired and non-English speaking groups is under development. In addition, Pierce County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities.

- **National Warning System**

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Pierce County NAWAS receiving point is SouthSound 911 (SOUTHSOUND911). Information received via NAWAS that impacts the city is forwarded to SOUTHSOUND911 on a 24-hour basis. SouthSound 911 will then notify the on duty first responders at Buckley Police and Fire Departments.

### *Emergency Alert System*

Pierce County Emergency Management activates the Emergency Alert System (EAS) procedures for the entire county. Designated officials will activate the EAS. Details for the activation of the Emergency Alert System for the Pierce County area are published separately. Buckley uses an alerting and warning system called Buckley Alerts, an opt-in system that sends phone calls, voice mail, and text to opt-in signees. This system allows for both emergency and community-based information in multiple languages.

### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

### *Communications Coordinator*

- The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
  - Maintaining equipment inventories.
  - Maintaining current radio frequencies in use in the Buckley area.
  - Scheduling tests and exercises to ensure communications readiness.
  - Identifying support communications resources and establish agreements and procedures for their use in time of need.
  - Assuming operational control of communications systems, in cooperation with SOUTHSOUND911 and Pierce County Emergency Management, this includes allocation of communications resources.
  - Coordinating the restoration of communications capabilities in the city following a disaster.

### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication and cellular contact to all fire, police, emergency medical services, and public works.

### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911. SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio and Citizens Band radio systems. Amateur Radio resources will be coordinated through the Buckley EOC.

### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency.

### *Shelter Communications*

- The Shelter Manager will determine the methods for communication between mass care shelters and the EOC. Additional communications resources will be provided requested through Pierce County Emergency Management.
- Communication with the State EOC will be via the following systems:
- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.
- National Warning System Hotline (NAWAS) via Pierce County Emergency Management and/or SOUTHSOUND911.
- Runner to the state EOC.

### *Organization:*

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Police and Fire Department's will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Buckley EOC to coordinate communications for city operations.

### *Procedures*

#### *Dissemination*

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.

- Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public. Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
- Notices may include information for:
  - Evacuation, sheltering, and shelter-in-place.
  - General survivor assistance (i.e., medical care, shelter locations, etc.)
  - Food and water.
  - Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The City Communications Manager will maintain up-to-date distribution lists.

#### *Warning*

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

#### *Primary Warning Point*

SouthSound911 is the primary receiving and reaction point for warning information. All warning information received, which impacts the city will be forwarded to Police and Fire Chiefs or designee at the earliest possible opportunity.

#### *Automatic Activation*

The warning system may be activated by SOUTHSOUND911, in consultation with Pierce County Emergency Management, or directly through Pierce County Emergency Management.

#### *Prevention and Mitigation:*

- Provide information about hazards that may influence siting of facilities and deployment of resources.
- Develop and implement Public Education campaigns.
- Continue to support and advocate for BuckleyAlerts.

#### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- In coordination with City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

## Responsibilities

### *Public Information Officer (PIO)*

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the city.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management, the White River School District, and other agencies where appropriate.
- Support the Mayor, Council, City Administrator and department directors in their public information and public confidence roles.
- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.

- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management when able.
- Determine which warnings are significant to the City of Buckley.
- Attempt to provide warning and emergency information to the White River School District.

#### *Fire Department*

- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management.
- Determine which warnings are significant to the City of Buckley.
- Attempt to provide warning and emergency information to School Districts

#### *SouthSound911*

- Develop and maintain procedures for providing disaster information with the city EOC and Pierce County Emergency Management when appropriate.
- Assist with the dissemination of information and warnings as requested.

#### *Police Department*

- Assist with the dissemination of warnings.
- Receive warning information from diverse sources and forward that information to the Emergency Management Coordinator.
- Assist with the dissemination of information and warnings.
- Assist with PIO functions as necessary.

#### *Department of Public Works:*

Provide support communications through department communications resources.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

- Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.
- City emergency response plan

# Building and Planning

## Summary

Building and Planning is responsible for city planning, permit applications, building forms & fees, construction information, and design standards.

## Core Capabilities

The following core capabilities align with the responsibilities of the Building and Planning Department.

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

## Recovery Planning

### Introduction

#### *Purpose:*

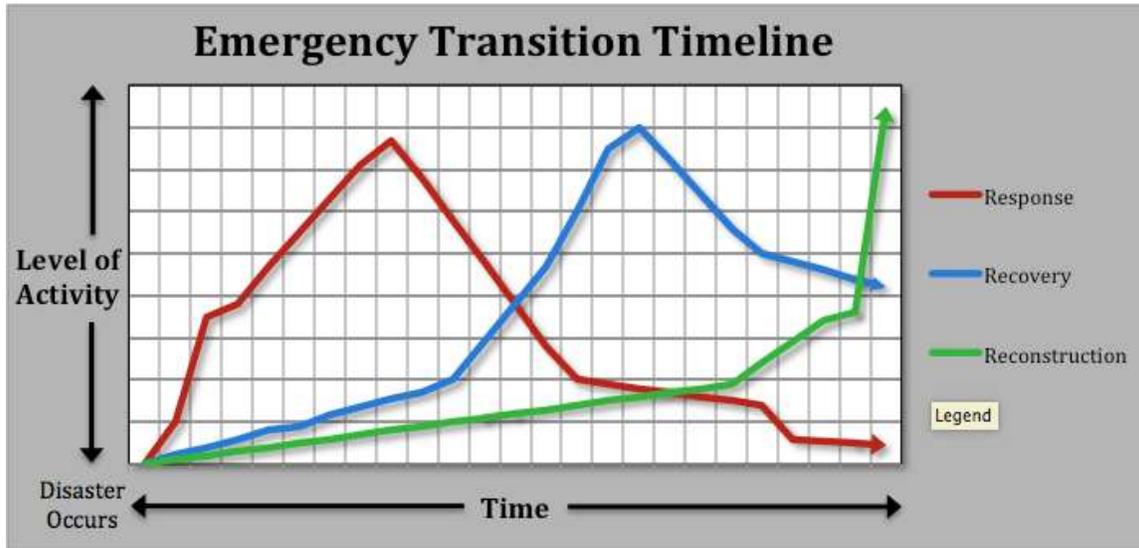
The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery.

**For all the following city departments, additional personnel may be requested to respond to the Buckley Emergency Operations Center to assist with work assignments as necessary based on the incident.**

#### *Emergency Transition Timeline:*

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response

activity decreases.



### Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

### Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

- Repair/rebuild with no significant changes to infrastructure or city/ community design in order to restore needed services as quickly as possible.
- Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
- Don't rebuild and relocate the facility or abandon it.

### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.

### Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

## Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Officer as well. The Recovery Manager should not be confused with the Recovery Task Force Leader. This position may be contracted from outside resources based on staffing and experience.

## Recovery Officer

- The Recovery Officer stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Officer looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Officer needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.
- This position may be contracted from outside resources based on staffing and experience.

## Recovery Task Force:

The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:

- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.
- Human Resources representative.
- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.

- Chamber of Commerce representative.
- Housing and Urban Development representative.
- Community Planning and Development representative.
- White River School District representative.
- Recognized Neighborhood Association representatives.

#### Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Building/Planning staff member.

#### Short-term Recovery

Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:

- Safety.
- Create clear boundaries between safe areas and restricted areas.
- Determine the extent of damage to the City.
- Identify and notify citizens of the undamaged or least damaged areas of City where they can find resources.
- Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

EOC staff.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies/Departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the city government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.
- **Mid-term Recovery**
- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
  - Return to pre-incident pattern of activity as much as possible.
  - Restore traffic flow and utilities throughout the city.
  - Publish information that supports the community's efforts to recover as individuals, families, businesses, etc.
  - Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

*Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Businesses.
- Key demographics.
- The Building and Development Community.
- Buckley Chamber of Commerce.
- Other Stakeholders.

*Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

*Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

*Long-term Recovery*

Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:

- Rebuild critical infrastructure to equal or superior pre-event conditions.
- Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
- Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

*Staff:*

- Mid-term Recovery staff.

- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

#### *Key Concepts:*

- Adopt a Long-term Recovery plan with Building/Planning as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

#### *Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- Pierce County Emergency Management.

#### *Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

#### *Re-development:*

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

#### *Educate the Community:*

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Finance

## Summary

The Finance Department is responsible for the accurate and timely recording of all financial transactions of the city including budget preparations and strategic financial planning, payroll, revenue forecasting, and online utility billing.

## Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Response

Logistics and Supply Chain Management

Recovery

Economic Recovery

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

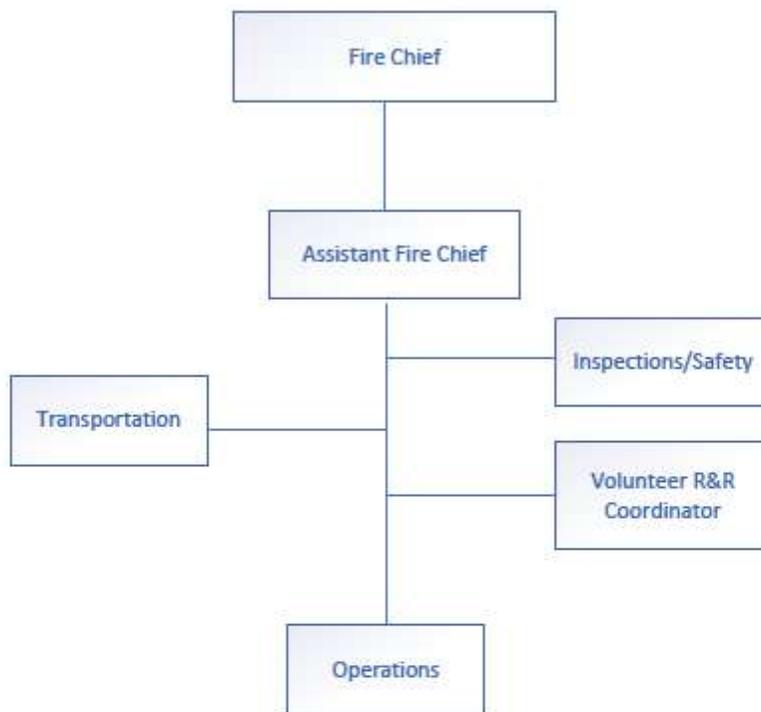
# Fire

## Summary

Fire Department provides fire protection, prevention, and emergency medical services within the incorporated boundaries of the City of Buckley and the Town of Wilkeson. Through a contractual relationship, the City of Buckley Fire Department provides administrative and operational oversight to the Town of Carbonado Fire Department.



## Buckley Fire Department



## Core Capabilities

The following core capabilities align with the responsibilities of the Fire Department:

All Phases

Planning

Public Information and Warning

Operational Coordination

## Prevention

### Forensics and Attribution

## Protection

Risk Management for protection programs and activities

## Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

## Response

- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Mass Search and Rescue Operations
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services
- Situational Assessment

## Recovery

### Health and Social Services

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Fire Department:

- ESF-2: Communications (Supporting)
- ESF-4: Fire Fighting
- ESF-5: Emergency Management
- ESF-7: Logistics Management and Resource Support (Supporting)
- ESF-8: Public Health and Medical Services
- ESF-10: Oil and Hazardous Materials (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Fire Fighting

### Introduction

#### *Purpose*

Identify procedures for coordination of fire suppression and support resources associated with the incident and for providing a point of contact for all requested external fire department assistance.

#### *Scope*

The Buckley Fire Department, utilizing when necessary mutual aid resources that are available, is responsible for all fire prevention, suppression, and control activities in the City of Buckley.

## Policies

During emergency situations, the Fire Department will mobilize all the available apparatus and personnel required to cope with the nature and scope of the situation. Mutual Aid Agreements with adjacent jurisdictions are activated when needed. When mutual aid resources are exhausted, the provisions for state fire mobilization may apply.

The provisions of the Washington State Fire Resource Mobilization Plan is the appropriate access point through which to acquire fire resources outside existing mutual aid agreements.

Mutual aid with adjacent firefighting resources will be enhanced by the use of the Incident Command System (ICS).

## Situation

### *Emergency/Disaster Conditions and Hazards*

Major structure fires are a potential in an urban environment. Additionally, a disaster event, such as an earthquake, may precipitate multiple fires in several different locations throughout the city. Fire resources may become overwhelmed by the demand for services, and damaged bridges and streets may hamper access.

### *Planning Assumptions:*

- The Fire departments and districts throughout Pierce County typically provide Emergency Medical Services (EMS) and patient transportation. Methods used to mobilize fire resources will often be the same as for mobilization of EMS resources.
- Demand for services in excess of capabilities may make it necessary for the prioritization of response. Some needs may go unmet due to a lack of resources. Prioritization of response will be made through the EOC and based on the best information available at the time.

## Concept of Operations

### *General:*

- Initial Fire Department response will be in accordance with routine dispatching procedures.
- The Buckley EOC will assume coordination of response of fire resources within the city when activated. SouthSound 911 will be notified when the EOC assumes coordination of city resources.
- The EOC Fire Services Unit will coordinate acquisition of additional fire and EMS resources through activation of existing mutual aid agreements, or the provisions of the Washington State Fire Resource Mobilization Plan.

### *Organization*

A Fire Services Unit will be established in the EOC for coordination of all fire related activities.

### *Procedures*

The Buckley Fire Department defines in detail procedures for the deployment of fire service resources.

### *Prevention and Mitigation*

Promote fire safety and prevention programs.

### *Preparedness*

Provide fire preparedness activities including plans, procedures, training, drills, exercises, etc.

### *Response*

- Task personnel, as necessary, to accomplish support responsibilities.
- Assume full responsibility for suppression of fires.
- Provide and coordinate firefighting.
- Coordinate requests for firefighting assistance in structural or industrial fire protection operations.

### *Recovery*

- Contribute to the incident after-action report.
- Track and submit costs.
- Make recommendations to landowners for recovery activities.

## Responsibilities

### *Fire Department*

- Coordinate all incident related fire services, including all mutual aid supplies, personnel and equipment requested.
- Prioritize fire service response that is consistent with the Incident Action Plan.
- Coordinate light and heavy rescue and extrication.
- Assist with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
- Provide operations level response to hazardous materials incidents and coordinate with the proper outside authorities for assistance as necessary. Provide qualified personnel to assume the role of on-scene command for hazardous materials incidents.
- Provide lighting for night incidents.

### *Office of the State Fire Marshal*

Administer and implement the State Fire Service Mobilization Plan.

### *Washington State Patrol*

Assist in the administration and implementation of the State Fire Service Mobilization Plan.

#### *Pierce County Fire departments and districts*

Provide assistance to local fire districts under existing mutual aid agreements and/or fire mobilization protocols.

#### *Regional Fire Defense Board*

As denoted in RCW 43.43.963, assist in providing external firefighting and EMS resources when local and mutual aid capabilities are exhausted in accordance with the Washington State Fire Resource Mobilization Plan.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### References

- City emergency response plan
- Fire Department internal response plans

#### **Emergency Medical Services**

#### Introduction

##### *Purpose*

- Provide for the organization and mobilization of emergency medical, and mortuary services during an emergency.
- Coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster.

##### *Scope*

Encompasses the delivery of emergency medical services, coordination with hospital disaster plans, public health, identification, and disposition of human remains, and community mental health.

#### Situation

##### *Emergency/Disaster Conditions and Hazards:*

Mass casualty could potentially overwhelm existing services; medical and health care facilities could be structurally damaged or destroyed; a disaster could pose public health threats to food, and water; secondary spills caused by the disaster could result in toxic environmental hazards; and the effects of a major disaster will require mental health crisis counseling for disaster victims and emergency personnel.

##### *Planning Assumptions:*

- Pierce County mutual aid Emergency Medical Services (EMS) responders providing assistance to

the City of Buckley will operate under the standard Pierce County EMS procedures and protocols.

- Local Mass Casualty plans will detail operational concepts and responsibilities, including coordination of triage and transportation of injured persons and the coordination of available Basic Life Support and Advanced Life Support capabilities in the event of multiple casualties.
- Hospitals will develop and maintain internal disaster plans and protocols.
- If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission. Pierce County Public Health will provide technical assistance to determine safety of food, water and donated goods distributed to the public.

## Concept of Operations

### *General*

1. **Activation of Hospital Disaster Plans:** Emergency Medical Services Unit will notify the destination hospital of the number, type, and severity of injuries. The hospital disaster plan will be activated according to need. That plan will identify methods for expanding hospital capabilities reducing patient populations as needed, evacuating hospital facilities, and generally ensuring effective hospital care.
2. **Patient Distribution:** The primary destination hospital will coordinate inter-hospital operations as required to ensure effective casualty distribution. Emergency Medical Services Unit will provide a liaison between the hospital and field EMS resources where necessary to ensure proper patient distribution.
3. **Mass Casualty Incident Plan:** The provisions of the Pierce County area Mass Casualty Incident Plan, published separately, will be observed in response to medical emergencies relating to the incident. That plan includes an inventory of medical facilities, personnel, medical transportation capabilities, communications, and supply sources, as well as protocols for triage and transportation of large numbers of injured persons.
4. **Public Health:** The Tacoma Pierce County Health Department will be the lead agency responsible for organization and mobilization of public health services during an emergency. That agency will be responsible for monitoring water supplies, sanitation, food, and potential causes of communicable diseases. The Health Department will provide for inoculations and other measures as needed. The Health Department will also provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information and recommendations for the safe storage and distribution of emergency food.
5. **Casualties and the Disposition of Human Remains:** The Pierce County Medical Examiner is responsible for the recovery, identification, and disposition of all casualties. Details on the handling of human remains, including transportation, storage, mortuary facilities, and the expansion of mortuary facilities are included in the Pierce County Emergency Management Plan. The Police Department shall assist the Pierce County Medical Examiner with any casualties in the city.
6. **Special Care Facilities:** The Pierce County CEMP, ESF 8 includes provisions for coordinating the use of private immediate care clinics, physicians' offices, mental health care facilities, nursing homes, elderly care facilities, and other similar facilities needed to support hospital care efforts.

### *Organization*

When the EOC is activated, an EMS Unit may be established and staffed to assume overall coordination

of Advanced Life Support and Basic Life Support activities in the city associated with the disaster.

#### *Procedures:*

Procedures for the delivery of emergency medical services are published separately. The Pierce County Mass Casualty Incident Plan identifies the procedures for dealing with multiple casualties. The Tacoma Pierce County Health Department coordinates health and sanitation services, including:

1. Identification of health hazards.
2. Identification and control of communicable disease.
3. Vector control.
4. Inspection of food and water supplies for contamination.
5. Ensure compliance with emergency sanitation standards for disposal of garbage, sewage, and debris.
6. Assessment of environmental contamination and public health risk from hazardous materials spills.
7. Mental health services, including stress management services for emergency responders.
8. Keep emergency management personnel informed regarding health conditions, warnings, and advisement.

The Pierce County Medical Examiner has jurisdiction over all human remains per RCW 68.08.010. The Medical Examiner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Medical Examiner.

#### *Prevention and Mitigation*

Attempt to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Actions include communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, environmental sampling, and food product embargoes; and development of medical stockpiles.

#### *Preparedness*

Develop operational and tactical plans, train/exercise, and conduct vulnerability assessments as well as ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance.

#### *Response*

Response actions are event specific and aligned with the responsibilities outlined.

#### *Recovery*

- Make necessary adjustments to resume normal operations.
- Complete necessary facility decontamination.
- Re-stock essential equipment and supplies.
- Ensure operability of Information Technology systems.
- Conduct follow up communications and debriefings.
- Schedule and conduct follow up and monitoring of staff exposure.
- Complete cost analysis and file for reimbursement.
- Address psychological aftermath of the event by promoting psychological recovery and

resilience in the workforce.

- Health, medical, and mortuary services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of affected agencies following the emergency.

## Responsibilities

### *Fire Department*

- Staff the EMS Unit at the EOC.
- Coordinate all incident related pre-hospital EMS activities.
- Assist the EOC with the coordination and mobilization of all medical, health, and mortuary services during an emergency.
- Prioritize EMS response consistent with the Incident Action Plan.
- Conduct pre-hospital needs assessment based on number, type, and severity of injuries.
- Provide for on-scene triage and treatment of injured persons.
- Coordinate the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
- Coordinate all requests for additional EMS personnel and equipment. Coordinate requests for supplies with the hospitals.
- Assist in coordinating private ambulance resources.
- Assist in coordination of mass casualty response.
- Provide casualty and damage information to the EOC.
- Coordinate with Pierce County Medic One for acquisition of additional supplies.

### *Buckley area hospitals (Good Samaritan and St. Elizabeth)*

- Maintain procedures for reducing patient population for incidents that may require evacuation of the facility.
- Maintain internal procedures for dealing with major in-house emergencies, including fire, evacuation, etc.
- Maintain a disaster plan and procedures for receipt, triage, processing, and treatment of multiple casualties.

### *Pierce County Department of Public Health*

- Provide and coordinate the provision of health and sanitation services.
- Where multiple jurisdictions are involved, coordinate health and sanitation services from the Pierce County EOC.

### *Pierce County Medical Examiner*

- Assume responsibility for identification and disposition of human remains and notification of next-of-kin.
- Determine the manner and cause of death and provide information to Pierce County Public Health and Social Services Vital Records Office for issuance of the death certificate.
- Identify suitable facilities for expedient/emergency morgues.
- Provide a representative to the EOC, if requested.

- Obtain additional supplies, as needed, including body bags, tags, and special manpower. Make requests for additional supplies through the EOC.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

- Refer to the city emergency response plan.
- Fire Department internal response plans.
- Refer to the Pierce County area Mass Casualty Incident Plan.
- Refer to Pierce County's ESF-8: Public Health and Medical Services.

## Emergency Management

### Introduction

Based on assignment with EPIC, Emergency Management is provided through both the Fire Chief and Assistant Fire Chief.

### Purpose

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Buckley Emergency Operations Center (EOC). **Though not staffed, city of Buckley personnel will function in this position during an activation. Based on personnel size, Buckley reserves the right to contact outside agencies to assist in the operation of the incident and their EOC.**

### Scope

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Buckley. These processes are coordinated through the Buckley EOC.

### Organization

The Buckley EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Buckley EOC will staff the following ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.

### Policies

1. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human

caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.

2. The Buckley EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Pierce County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Buckley to return to normal operations faster and more efficiently.
4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports, using the spot report format.
  - Requirements for Incident Records:
    - Situation Report (SITREP): A compilation of data from the Operations Section and activated Units.
    - Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.
    - Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
    - Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
    - Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
    - Maps: Maps and graphics used to display or depict incident related activities.
    - Other Documents: Other incident related documentation necessary for accurate response and recovery records.
  - Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
5. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
  - The Operations and Planning Section Chiefs brief on situation and resource status.
  - The Liaison Officer discusses safety issues.
  - The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
  - If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
  - The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.

- The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
- The Operations, Planning, and Logistics Section Chiefs specify facilities and repBuckley locations.
- The Logistics Section Chief develops resource orders.
- The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
- The Finance and Administration Section Chief provides a financial update.
- The Liaison Officer discusses interagency liaison issues.
- The Public Information Officer discusses information issues.
- The EOC Manager finalizes, approves, and implements the IAP.
- All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The City of Buckley is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to impact directly or indirectly the City. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The City can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.

Listed below is the Hazard Vulnerability from the 2020-2025 Region 5 All Hazard Plan.

**City of Buckley**

2020-2025 Region 5 All Hazard Plan

THREAT <sup>2</sup>		POPULATION		
		Total	% Base	Threat Rating
<b>BASE</b>		<b>4,354</b>	<b>100%</b>	
<i>Geological</i>	Avalanche	NA	NA	NA
	Earthquake	4,344	97.3%	Very High
	Landslide Deep	215	4.9%	Very Low
	Landslide Shallow	2,253	51.7%	Moderate
	Tsunami	NA	NA	NA
	Volcanic	746	17.1%	Very Low
<i>Meteorological</i>	Drought	4,354	100%	Very High
	Flood	49	1.1%	Very Low
	Severe Weather	4,354	100%	Very High
	WUI Fire	Insufficient GIS data to draw numbers from at this time or map susceptible areas.		
<i>Technological</i>	Abandoned Mines	NA	NA	NA
	Civil Disturbance	4,354	100%	Very High
	Dam Failure	470	10.8%	Very Low
	Energy Emergency	4,354	100%	Very High
	Epidemic / Pandemic	4,354	100%	Very High
	Hazardous Material	2,475	56.8%	Moderate
	Pipeline Hazard	NA	NA	NA
	Terrorism	4,354	100%	Very High
Transportation Accidents	2,475	56.8%	Moderate	

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

### *Planning Assumptions*

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What is the plan?
3. It is essential that the City of Buckley EOC, local EOC's, and the Pierce County EOC share information and coordinate its dissemination.

### *Concept of Operations*

#### *General*

The city will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

#### *Organization and Procedures*

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

#### *Policy/Executive Group*

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Administrator make up the Policy/Executive group and are advised by the City Attorney.

1. City Council:
  - Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
  - Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
  - Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)
  - Provides policy direction to the emergency management organization. (RCW 38.52)
  - Enacts legislation, which commands the services and equipment of private citizens

as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)

- Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
- Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

2. Mayor:

- Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
- Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
- Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

3. City Administrator:

- Provides overall direction and control of disaster activities under the provisions of this plan.
- Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
- Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
- Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

4. City Attorney:

- Provides emergency legal advice to the Mayor and City Council, City Administrator and the Emergency Management Committee.
- Reviews emergency agreements, contracts and disaster-related documents.
- Drafts a Declaration of Emergency when necessary.
- Assists in drafting a Declaration of Disaster when necessary.
- Drafts other emergency ordinances as needed.

*Command Staff:*

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.

- Tasks: The EOC Manager is charged with all of the duties associated with the EOC until otherwise delegated.

- Open the EOC, obtain the EOC Manager’s vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
- Answer the following questions to gain situational awareness:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What are the downstream effects on the city?
  - What effects is this disaster or our action having outside the city?
  - What is the plan?
- Appoint staff to positions as they arrive and in the following order for the initial activation needs:
  - Logistics Section Chief: to assume staffing responsibilities.
  - Planning Section Chief: to assume situational awareness responsibilities.
  - Public Information Officer: to address inquiries from the media and assume public information responsibilities.
    - The State, the County, neighboring cities, the City Administrator, the Assistant City Administrator, department directors, and the public should all be notified when the EOC is open and addressing an incident.
  - Finance and Administration Section Chief: to assume notification responsibilities.
  - Operations Section Chief: to coordinate interdisciplinary response to the incident.
  - Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.
- If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
- Determine incident objectives, strategies, and priorities.
- Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
- Create an organization chart for publication.
- Provide an overview of the situation, followed by regular updates.
- Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
- Oversee the development of an Incident Action Plan.
- Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
  - Remind Section Chiefs to use section books.
  - Remind staff to retrieve the appropriate vest for the section they are assigned to.
  - Remind staff to “STAY in the BOX” and reinforce the organization chart.

- Establish contact with Pierce County, and Washington State EOCs.
    - If necessary, establish a liaison with Pierce County Emergency Management.
  - Prepare a briefing for the City Administrator and elected officials that includes:
    - Scope of the event.
    - Actions being taken.
    - Future expectations and concerns.
    - Policy support needs.
2. Deputy EOC Commander: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
- Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Administrator, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. The Safety Officer ensures safety messages and briefings are made, exercises emergency authority to stop and prevent unsafe acts, reviews the Incident Action Plan for safety implications, assigns assistants qualified to evaluate special hazards, initiates preliminary investigation of accidents within the incident area, and reviews and approves the Medical Plan.
3. Public Information Officer (PIO): The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:
- Obtain a briefing from the EOC Manager.
  - Obtain the PIO vest from the EOC storage locker.
  - Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.
  - Identify additional staff to support the emergency Public Information function.
  - Assign responsibilities such as media contacts, citizen contacts, Cityline updates, website updates, and employee contacts to PIO support staff.
  - Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
  - Contact the Pierce County EOC and determine what level of cooperation is needed for messaging.
  - Contact local media and inform them of the statement and release schedule.
  - Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
  - Establish and coordinate emergency public information prior to, during, and after an emergency.
  - Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
  - Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
  - Respond to media and public inquires.
  - Provide information to city elected officials and to employees, as necessary.

- Monitor news media coverage of the incident.
  - Establish a rumor control capability.
4. Operations Section: The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from Fire, Police, Parks, and Public Works, etc. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.
- Operations Section Chief: Oversees coordination of the Operations Section. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the Operations vest from the EOC storage locker.
    - Ensure that the Operations Section Office is open, and that the Operations sign is posted on the doorframe.
    - Staff the section, assign workstations, and supervise.
    - Ensure that the mission number is being used.
    - Consider appointing a scribe for the section to maintain constant situational awareness.
    - Post the following information in the Operations Section area:
      - EOC Org Chart including positions names.
      - Incoming and outgoing phone numbers.
      - Road closures.
    - Establish contact with the departments that are/or will be involved in field operations. After contact is established:
      - Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
      - Communicate that the Operations Section Chief phone number will be the direct link to the EOC for support and two-way information sharing.
      - Ensure that the response departments involved in field response are using the State mission number on all relevant documents. The EOC should have this information posted.
      - Coordinate the interaction of multiple response departments using the Incident Command System.
      - Ensure that proper documentation is occurring.
    - Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
    - Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
      - Ensure the Logistics Section is filling logistic requests from the field with

the highest priority.

- Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
- Assembles and disassembles strike teams assigned to the Operations Section.
- Law Enforcement Unit:
  - Prioritizes law enforcement response consistent with the Incident Action Plan.
  - Coordinates traffic and crowd control.
  - Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
  - Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
  - Maintains law and order by sustaining normal law enforcement operations wherever possible.
  - Coordinates Search and Rescue.
  - Provides for incident related criminal investigation.
  - Provides personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
  - Provides personnel to assist with the dissemination of warning and emergency public information.
  - Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
  - Provides security to the EOC.
- Fire Services Unit:
  - Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
  - Prioritizes fire service response that is consistent with the Incident Action Plan.
  - Coordinates light and heavy rescue and extrication.
  - Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
  - Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
  - Provides lighting for night incidents.
- Emergency Medical Services Unit:
  - Prioritizes Emergency Medical Services response consistent with the Incident Action Plan.
  - Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
  - Provides for on-scene triage and treatment of injured persons.
  - Coordinates the transportation of injured persons to the appropriate

- hospitals, staging areas, or medical evacuation sites.
- Coordinates all requests for additional EMS personnel and equipment.
- Coordinates requests for supplies with the hospitals.
- Assists in coordinating private ambulance resources.
- Assists in coordination of mass casualty response.
- Provides casualty and damage information to the EOC.
- Coordinates with Pierce County Medic One for acquisition of additional supplies.
- **Public Works Unit:**
  - Prioritizes Public Works response that is consistent with the Incident Action Plan.
  - Provides assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
  - Provides for clearance of debris.
  - Coordinates performance of emergency protective measures relating to City property and facilities.
  - Coordinates the inspection of City bridges and other public works facilities.
  - Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
  - Coordinates temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
  - Performs or contracts major recovery work to restore damaged public facilities.
  - Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
  - Coordinates City flood fighting activities.
  - Coordinates all additional private sector engineering assistance as needed.
  - Coordinates emergency equipment rental or replacement with the Logistics Section.
  - Coordinates the disposal of residential and commercial solid wastes and debris.
- **Mass Care Unit:**
  - Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
  - Coordinates with the American Red Cross (ARC) the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
  - Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
  - Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
  - Coordinates long-term individual and family disaster recovery programs in collaboration with the American Red Cross, other NPO's, and various governmental agencies.

- Coordinates with the Disaster Recovery Group when activated.
  - The Department of Parks, Arts, and Recreation staffs the Mass Care Unit.
5. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.
- Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the Planning Section vest from the EOC storage locker.
    - Staff and supervise the Planning Section.
    - Develop and file Sit Reps in the incident activation file and send copies to the county EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
    - Develop incident logs and forecasting.
    - Establish an information gathering and organization system to meet the needs of the Incident.
    - Coordinate the development of Incident Action Plans by Operational Period.
    - Anticipate incident needs and prepare the EOC to stay ahead of the event.
    - Produce, update, and send copies of incident maps to SOUTHSOUND911, Operations Units, and Dispatch.
    - Produce and update status boards.
    - Log all messages coming into the EOC.
    - Provide reports to other sections and the county EOC.
    - Produce the final report on the EOC activation.
  - Situation Unit:
    - Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
    - Predicts the probable course of events and prepares alternative strategies that direct operations.
    - Coordinates the collection and organization of incident status and situation intelligence.
    - Collects spot reports from the field as needed.
    - Assembles situation and spot reports and prepares required reports to be forwarded to the County.
    - Assists the Planning Section Chief in the preparation of the Incident Action Plan.

- Makes use of field forces for the collection of essential information.
- Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
- Documentation Unit:
  - Coordinates the maintenance of complete incident files as a part of the information management system.
  - Provides status display and internal communications in the EOC.
  - Establishes and maintains an incident chronology and master log.
  - Establishes and organizes incident files.
  - Prepares incident documentation for the Planning Section Chief when requested.
  - Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
  - Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
  - Assists with clerical and duplication services in the EOC.
- Damage Assessment Unit (when assigned based on incident):
  - Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
  - Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
  - Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Community Planning and Development with this process.
  - Prioritizes the inspection of critical facilities.
  - Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.
    - Private Property Damage may include damage to:
      - Homes.
      - Mobile homes.
      - Farm homes.
      - Multiple family homes.
      - Businesses.
      - Agricultural losses including loss of crops, livestock, and farm facilities.
    - Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
      - Non-federal road systems including the need for debris clearance.
      - Water and sewer systems.
      - Flood control systems.

- Public buildings and equipment.
  - Public facilities under construction.
  - Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
  - Parks, public recreation facilities, etc.
  - Damage Assessment Phases:
    - Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
    - Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
  - Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
    - Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
    - Spontaneous reports: Information received from the public.
    - Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
    - Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
    - Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.
6. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.
- Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the Logistics Section vest from the EOC storage locker.
    - Staff and supervise the section as dictated by the needs of the incident.
      - Recruit clerical support for the EOC. Two clerical persons will be needed

immediately. Assign one to the EOC Manager.

- Ensure that the entrance to the EOC is secured.
- Set up additional EOC and front office phones as needed. Instructions are in the EOC security drawers.
- Order food for the first expected meal break.
- Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
- Contribute to the Logistics portion of the Incident Action Plan.
- Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
- Develop processes for rotating EOC staff through 12-hour shifts.
- Food Unit:
  - Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
  - Coordinates acquisition and distribution of potable water.
  - Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establishes food distribution centers.
  - Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
  - Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
- Supply Unit:
  - Coordinates the acquisition of equipment and supplies requested by the incident staff.
  - Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintains an inventory of supplies.
  - Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provides for the coordination of service or repair of non-expendable supplies and equipment.
  - Coordinates transportation resources.
  - Coordinates with Pierce County Emergency Management for use of Intercity Transit and school busses in support of transportation needs.
  - Coordinates allocation of fuel resources.
- Facilities Unit:
  - Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provides for the continuing maintenance and operation of incident facilities

until demobilized by Incident Command.

- Human Resources Unit:
  - Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
  - Establishes a volunteer management center and augments staff with qualified volunteers.
  - Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
  - Coordinates with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.
  - Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
  - Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.

7. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.

- Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Administrator may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.
- Coordination of Expenditures:
  - Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Administrator will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
  - Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.
    - Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures

that provide for expedient purchasing while maintaining essential fiscal control.

- Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
  - Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
  - Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
  - Any other incident related expenditures associated with response to the incident.
- Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Buckley accepts full responsibility for the cost of requested resources.
- Essential Records: The City Clerk will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- City Business Resumption Plan: Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. The EPIC COOP/COG shall serve as the City Business Resumption Plan until a specific plan is created. These factors may be used to identify vital city services, and develop strategies for recovery:
  - How will the service interruption impact city customers?
  - How long can the process or service be interrupted before the consequences severely impact business?
  - Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
  - What resources including personnel are needed to sustain the process or

- service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
  - What system documentation is available? Can services be provided manually for a short period of time?
  - What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?
- Emergency Worker Compensation: Liability Coverage for Emergency Workers: Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
- Finance and Administration Section Chief: The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Finance and Administration vest from the EOC storage locker.
  - Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
  - Establish a fiscal control capability.
  - Provide input in planning on all financial and cost analysis matters.
  - Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.
  - Ensure on-going contact and information dissemination to the City Administrator and City Council occurs. Remember to stress what information is public and what is not yet being released.
  - Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
  - Ensure all Sections are using ICS 214, Unit Logs.
  - Consider raising credit card limits for EOC cardholders.
  - Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
  - Be ready to consult with the City Attorney as needed on legal matters.
- Procurement Unit: Administrative Services will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
  - Provides for allocation of city financial resources in support of the needs of the incident.

- Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
- Maintains records of financial obligations relating to the incident.
- Coordinate all contractual matters regarding vendor contracts and rental agreements and ensures that all obligation documents are properly prepared and executed.
- Cost Tracking Unit: Staffed by Administrative Services. The Cost Unit:
  - Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
  - Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- Telecommunications Unit: Staffed by Administrative Services augmented where necessary by other departments. The Telecommunications Unit:
  - Provides personnel to the EOC to assist with telecommunications.
  - Provides for duplication services in the EOC.
- Information Services Unit: Staffed by Administrative Services augmented where necessary by other departments. The Information Services Unit:
  - Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
  - Provides for duplication services in the EOC.
- Employee Welfare Unit: Staffed by Human Resources and works as requested through the Buckley EOC. Assistance with this unit may be requested through the Tacoma Pierce County Chaplaincy, the Peer Support Team or through the fire department peer support. The Employee Welfare Unit:
  - Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
  - Provides a childcare system for employee families as needed.
  - Coordinates employee disaster relief as needed.
  - Coordinates Post Traumatic Stress debriefings for employees and their families.
  - Coordinates workplace disaster safety surveys and modifications.

### *Prevention and Mitigation*

Promote safety and prevention programs.

### *Preparedness*

- Develop and maintain the City CEMP.
- Coordinate and maintain a method of identifying available resources.
- Provide preparedness activities including plans, procedures, training, drills, exercises, etc.

### *Response*

- Coordinate the City's emergency response with federal, tribal, public and private organizations.

- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information and identify jurisdictional and tribal needs and requirements.
- Staff the EOC as dictated by the emergency or disaster and the resource needs.
- Develop EOC Action Plans, as required.

#### *Recovery*

- Deploy appropriate resources as needed in support of recovery operations.
- Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
- Develop EOC Action Plans and SITREPs as appropriate.
- Distribute recovery information, plans and reports to EOC staff.
- Recommend the activation of the Recovery Task Force (RTF).
- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

#### Responsibilities

##### *Fire Department*

- Establish Incident Command Systems sections as instructed by the EOC Manager.
- Establish appropriate Units as required by the nature and scope of the emergency.

##### *All City Departments:*

Develop procedures that detail the departments expected role in emergency response.

##### *Pierce County Emergency Management:*

Provides support to the City of Buckley in all aspects of emergency response and recovery.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### **Hazardous Materials**

##### Introduction

##### *Purpose*

To define local responsibilities for hazardous material incident response and management.

##### *Scope*

Preparation for and response to incidents in the City involving hazardous substances, including radioactive materials.

## Policies

1. Federal law, specifically the Emergency Planning and Community Right-to-know Act, defines how communities will prepare for and respond to incidents involving the release of certain hazardous substances. This plan is consistent with the requirements of the law.
2. The Local Emergency Planning Committee (LEPC) has established a hazardous materials emergency response plan in accordance with federal and state law. That plan is included herein by reference.
3. The Washington State Patrol has been designated as the Incident Command or Unified Command Agency for hazardous materials incidents that impact state and interstate highways.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The manufacture, transportation, storage, and use of a wide range of hazardous materials in our community pose a threat to life and the environment in the event of an uncontrolled release. Accidents involving rail, waterway and highway transportation of chemicals may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as ruptured or overturned storage tanks, ruptured lines or explosions caused by spilled material.

### *Planning Assumptions*

1. The Fire Department will most likely be the initial responding agency. Fire Department plans and procedures should be developed to define how hazardous materials incidents will be managed and how emergency resources will be mobilized as well as the methods for notifying WSP when appropriate.
2. In major events where multiple hazardous materials incidents exist, the Fire Department may have to proceed as the hazardous materials response agency without the assistance or direction of the Washington State Patrol.

## Concept of Operations

### *General*

1. A hazardous materials incident will be reported to emergency authorities by the spiller, bystanders, or others becoming aware of a dangerous situation. Most reports will be made to SouthSound 911 (SOUTHSOUND911).
3. SOUTHSOUND911 has internal procedures for notification of the appropriate emergency response agencies. The Fire Department is the initial response agency for hazardous materials in the city.
4. Initial protective actions will be taken by the Fire Department as required by the nature and scope of the incident. In larger incidents, the EOC may be activated in support of on-scene command.
5. WSP will be notified and will assume Incident Command at the scene according to standing orders.
6. Incident command will determine the appropriate method for handling the incident, including protective measures, personnel safety, cleanup, etc.

### *Organization*

The designated incident command agency will determine the appropriate response organization for handling a hazardous materials (HAZMAT) incident.

### *Procedures*

1. The internal procedures for each response agency will identify how they will respond to a HAZMAT incident.
2. Site-specific incidents will be coordinated on-scene. The city EOC may be activated for multiple simultaneous incidents.
3. The provisions of the Pierce County Hazardous Materials Emergency Response Plan developed and maintained by the Local Emergency Planning Committee, will identify the overall direction, control, and coordination elements of hazardous materials incident response and recovery.

### *Prevention and Mitigation*

- Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
- Manage city-owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.
- Manage biological, cultural, and natural and structural resources to reduce or eliminate the effects of hazardous materials.

### *Preparedness*

- Develop guidance and emergency procedures for operations.
- Develop and conduct hazardous materials exercises.
- Develop and conduct hazardous materials training for all emergency responders.
- Participate in other local, state, and federal hazardous materials exercises.

### *Response*

- Provide 24-hour response to hazardous material, oil spill, or other release incidents.
- Make emergency notifications.
- Determine the source and course of the incident.
- Identify the responsible party for a hazardous material, oil spill, or release incident.
- Assume responsibility for incident management.
- Ensure that source control and containment are accomplished.
- Assist in monitoring and ensuring the safety of first responders and other personnel.
- Initiate enforcement actions, as appropriate.
- Coordinate spill response with other state and federal agencies, and local jurisdictions.
- Establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
- Make on-site inspections of hazardous materials, oil spill, or other releases.

### *Recovery*

- Review response procedures following an incident.

- Coordinate the preparation of an after-action report where appropriate for oil and hazardous materials incidents.
- Recommend and oversee long-term remedial actions.
- Follow-up on enforcement actions.

## Responsibilities

### *Washington State Patrol*

- Acts as designated Incident Command Agency for hazardous materials, or unified Command with local resources.
- Assumes overall direction and control responsibility according to state law.
- Determines the best method of handling the incident, requests outside resources as needed.
- Coordinates with other state agencies, including the Department of Ecology, regarding response and recovery.

### *Fire Department*

- Acts as initial response agency for hazardous materials at the Operational Hazardous Materials level.
- Identifies the hazard if possible and determines the appropriate initial response methods to mitigate the immediate threat to life and property.
- Confirms notification of the designated incident command agency.
- Confirms notification of the appropriate state agencies.

### *Mutual aid fire departments and districts*

Provides mutual aid support to the Fire Department or the incident command agency as requested.

### *Police Department*

- Traffic and perimeter control at the scene.
- Assists with identification of the hazardous material.
- Coordinates actions with the LEPC.

### *Washington State Department of Ecology*

- Acts as lead agency for spill cleanup.
- Provides technical information on containment, cleanup, and disposal.
- Assists with laboratory analysis and evidence collection for enforcement action.
- Serves as the state on-scene coordinator under the National Contingency Plan for spills impacting the waterways.

## Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## References

- Refer to the city emergency response plan.

- Fire Department internal response plans.

## Mass Care

### Introduction

#### *Purpose*

Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate Service, Cooling, and Warming Centers during severe weather events or following a disaster or emergency.

#### *Scope*

- Address sheltering needs for persons unable to provide for themselves, and define coordination of shelters, feeding stations, and other special services to persons in need following an emergency.
- The management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the city of Buckley during a major emergency or disaster to be coordinated with Pierce County, and NGO's.

### Policies

- The needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

### Situation

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

- Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.
- Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

#### *Planning Assumptions*

- Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
- Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
- Under emergency/disaster conditions the American Red Cross is the primary agency that have

the ability to coordinate feeding.

- Emergency Management will work with all community, humanitarian, and social service organizations on the coordination of this activity.
- The distribution of food, water, and donated goods needs to be a community wide effort to include City of Buckley and Pierce County government.
- Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- Water supplies may be severely impacted both during flooding, severe winter storms, due to frozen then ruptured pipes, and earthquakes because of total disruption, cracks, pipeline failures, etc.
- Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

## Concept of Operations

### *General*

- Mass care provides for the immediate survival needs of disaster victims through group services and facilities coordinated by the Parks and Recreation.
- The American Red Cross (ARC) is the primary resource for opening and operating public shelters. Where possible, the ARC will assist in the acquisition and coordination of additional private sector relief resources.
- When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Pierce County EOC.
- Emergency Management Division will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water, and donated goods.
- External resources may be requested and assigned to operate the Mass Care leadership position.

### *Organization*

- Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.
- An American Red Cross representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.

### *Procedures*

1. Mass Care Centers: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of displaced disaster victims. Disaster victims will be assisted in one of the following ways:
  - No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination, and other details will be forwarded to the Disaster Welfare Information Center.
  - Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a

- special needs shelter facility.
  - Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.
- 2. Post Incident Disaster Assistance Centers: The Emergency Management Coordinator will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
- 3. Service Centers: Service, Cooling, and Warming Centers may be made available during severe weather events or following a disaster or emergency.
  - The American Red Cross is the preferred provider of supervision.
  - Police support may be necessary to maintain a secure, safe, and peaceful facility.
  - Drinking water and cups will be made available at the facility.
  - Food needs will have to be provided and managed by another agency and must meet health department regulations.
- 4. Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Tacoma Pierce County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
  - Distribution of food supplies.
  - Distribution of clothing, bedding, and personal comfort items.
  - Establishment of temporary feeding stations.
  - Public shelter or temporary housing.
  - Limited nursing services for seniors and persons with disabilities.
- 5. Coordination with the American Red Cross (ARC): The Northwest Region Chapter of the American Red Cross will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the city of Buckley, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.
- 6. Coordinate and support existing homeless sheltering resources in downtown Buckley by helping ensure the shelters are open.
- 7. State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.
- 8. Community Mental Health Services: The Emergency Management Coordinator will coordinate with Pierce County Emergency Management in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.
- 9. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list. Information available through the DWI System will include:

- Information about persons injured as provided by local hospitals.
  - Information on casualties evacuated to hospitals outside of the disaster area as provided.
  - Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
10. Casualty List: A single casualty list of known confirmed dead will be maintained by the Pierce County Medical Examiner and will be accessible through Pierce County Emergency Management when activated. The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Pierce County Medical Examiner will determine the appropriate means of dissemination of information on deceased persons.
11. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
12. Provisions for Special Populations: A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Special Populations Coordinator should:
- Identify the special population needs.
  - Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.
  - Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
  - Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
  - The Pierce County Functional Assessment Service Team (FAST) should be requested when a shelter is activated.
13. Evacuation and Sheltering of Pets: The City of Buckley will coordinate the evacuation and sheltering of pets.
14. Food:
- The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
  - The EOC will attempt to coordinate city food resources.
  - Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.
  - Coordination of food stocks may be made in cooperation with the Pierce County Food Bank.
15. Water:
- Buckley receives its water from a multitude of sources. Buckley's primary drinking water source is a variety including surface and well water.
  - The EOC will coordinate city water resources.
  - Following an earthquake, water may be evaluated for contamination.

### *Prevention and Mitigation*

- Refer to City hazard mitigation plans.
- Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

### *Preparedness*

- Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.
- Refer to individual water utilities, food producers and distributors, health and agricultural organizations, etc. for plans.

### *Response*

- Track the status of all mass care activities in the city.
- Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
- Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Inform assigned agencies of the need to coordinate food, water, and donated goods.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Revise procedures based on lessons learned from the emergency or disaster.
- Demobilize resources when appropriate.

## Responsibilities

### *Parks and Recreation*

Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:

- Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
- Coordinate with the American Red Cross the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
- Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
- Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
- Coordinate long term individual and family disaster recovery programs in

- collaboration with the American Red Cross and various governmental agencies.
- Coordinate with the Disaster Recovery Group when activated.

#### *American Red Cross*

- Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
- Opens shelters and feeding stations upon request.
- Maintains agreements with facility owners and operators for their emergency use as shelters.
- Coordinates their activities through the Pierce County ECC when activated for a multi-jurisdictional incident.

#### *Fire Department: Emergency Management Division*

- Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Informs assigned agencies of the need to coordinate food, water, and donated goods.
- Coordinates and maintains a liaison with private providers of mass care resources and services.
- Coordinates with all appropriate departments/agencies to ensure operational readiness.
- Maintains an operational EOC and emergency operating procedures.
- Coordinates with State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.

#### *Buckley Food Bank*

- Coordinates distribution of unsolicited goods.
- Coordinates with the Volunteer Center for additional staffing needs.
- Provides emergency food to individuals and organizations.
- Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.

#### *Salvation Army*

- Provides mobile canteen services.
- Provides emergency feeding services.
- Collects and distributes food, clothing, and other supplies.
- Maintains a resource listing of equipment, supplies, and facilities and their availability.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

City emergency response plan

## Logistics

### Introduction

#### *Purpose*

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

#### *Scope*

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

### Policies

#### *Disaster Response and Recovery Resources*

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

#### *Logistics Support*

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

#### *Control of Local Private Resources*

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:

1. **Unlimited Access:** Routine point of sale distribution through existing local wholesale and retail outlets.
2. **Voluntary Limitations:** Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
3. **Mandatory Limitations:** Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti--hoarding, and construction regulations.
4. **Seizure of Essential Goods:** Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.

### *Coordination with Pierce County*

Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Pierce County Emergency Management.

### Situation

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

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

#### *Planning Assumptions*

1. Resources beyond the capacity of City departments will be coordinated through the EOC.
2. Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
3. Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

### Concept of Operations

#### *General:*

1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
3. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
4. The City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.
5. Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
6. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
7. During the preparedness phase, the Emergency Management Coordinator will identify local industries and other public and private resources that may be needed in a disaster.
8. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Pierce County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
  - Amateur radio HAM organizations: communications support.
  - Salvation Army: supports the American Red Cross in disaster victim care and

- assistance.
  - Local CERT team members.
  - American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.
9. **Military Support to Civil Government:** Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.
  10. **Types of Military Assistance Available:** When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
    - Assistance with mass feeding.
    - Civil disturbance operations/area security patrol.
    - Roadblocks and traffic control.
    - Limited military engineering.
    - Mobile and fixed communications support.
    - Delivery of critical supplies and equipment.
    - Emergency evacuation/transportation by land, sea, and air.
    - Limited emergency electrical power.
    - Limited emergency medical aid.
    - Limited potable water.
    - Aerial reconnaissance/damage assessment.
    - Search and rescue.
  11. **Assistance Available from the Civil Air Patrol (CAP):** CAP resources will be coordinated through Pierce County Emergency Management. CAP assistance includes, but is not limited to:
    - Courier and messenger services.
    - Aerial surveillance.
    - Light transportation flights for emergency personnel and supplies.
    - Aerial photographic and reconnaissance flights.
    - Communications support.
    - Search and rescue.

### *Organization*

1. The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
2. **Organization of the Logistics Section:** The Functional Units may be established as need. The following units are regularly established during an incident:
  - Supply Unit.
  - Facilities Unit.
  - Food Unit.
  - Human Resources Unit.
3. **Emergency Assistance from Local Religious Groups:** The Parks and Recreation or the Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations.

## *Procedures*

1. Logistics Section Chief:
  - Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
  - Contribute to the Logistics portion of the Incident Action Plan.
2. Supply Unit:
  - Coordinate the acquisition of equipment and supplies requested by the incident staff.
  - Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintain an inventory of supplies.
  - Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provide for coordination of service or repair of non-expendable supplies and equipment.
  - Coordinate transportation resources. Coordinate with Pierce County Emergency Management as needed for use of Intercity Transit and school busses in support of regional transportation needs.
  - Coordinate allocation of fuel resources.
3. Facilities Unit:
  - Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. Food Unit:
  - Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
  - Coordinate acquisition and distribution of potable water.
  - Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establish food stocks distribution centers.
5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants to provide emergency food.
6. Human Resources Unit:
  - Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.
  - Establish a volunteer management center. Augment staff with qualified volunteers.
  - In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Pierce County Emergency Management in the

- joint establishment of a donated goods facility as needed.
  - Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
  - Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
7. Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. In order to qualify for benefits, the following information is needed during the registration process:
- Name.
  - Address.
  - Social Security number.
  - Qualifications or training.
  - Actual duties assigned/emergency worker classification.
  - Applicable dates and times.
8. Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with Pierce County Emergency Management.
9. Staging Areas: The central in-city distribution point for incoming supplies and equipment will be determined based on need and location. An alternate distribution center may be established elsewhere if Port facilities are inaccessible. Staging of equipment and supplies may be established in each Operational Zone when appropriate.

#### *Prevention and Mitigation*

All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.

#### *Preparedness*

- Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.
- Maintain an inventory of City owned and leased facilities.
- Identify resources for the response and recovery phases of an emergency or disaster.
- Develop a needs assessment of internal and external resources to identify including:
  - Essential personnel and staffing for internal and external support requirements.
  - Emergency supplies needed for personnel.
  - Essential records, equipment, and office supply needs.
  - Essential office space requirements.
  - Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
  - Logistics transportation requirements for an emergency or disaster.

### *Response*

- Provide information on how and where to obtain goods and services to emergency management staff.
- Coordinate and fill resource requests.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.

### *Responsibilities*

- Parks and Recreation and Public Works
- Analyze incident resource requirements and establish of resource priorities.
- Identify available resources and develop agreements for acquisition and use.
- Establish an inventory control and material delivery capability.
- Manage donated goods.
- Establish a volunteer registration and coordination capability.

### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### *References*

City emergency response plan

## **Volunteer and Donations Management**

### *Introduction*

#### *Purpose*

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

#### *Scope*

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

#### *Preparedness*

1. There are many varying levels of preparedness among the different public and private organizations located within and around the City of Buckley. Some ways to prepare for spontaneous volunteers

and unsolicited donations include:

- Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
  - Appoint a lead agency to coordinate with local volunteer groups.
  - Develop a Spontaneous Volunteer Management Plan.
  - Develop a Donations Management Plan.
  - Develop a public education plan specifically targeted at potential volunteers and donors.
  - Engage the business community in planning efforts.
  - Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
2. It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management. Based on staffing, this position may be filled through an outside agency request.

#### Coordination Committee

- Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:
  - Current location of Volunteer Reception Centers.
  - The status of processing.
  - Capacity to share spontaneous volunteers and unsolicited donations across the region.
  - Future projections or trends.
  - Assignment of donations coordinators and volunteer coordinators and their roles.

#### Spontaneous Volunteers

1. Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Buckley Emergency Management Division will coordinate with Pierce County Emergency Management the establishment of a VRC. The following should be used as a guide when deploying VRCs.
- Small, limited, localized disaster.
    - Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
    - No need for a VRC.
  - Medium to large disaster.
    - Significant media attention.
    - Establish a VRC outside the impact area.
  - Very large or catastrophic disaster.
    - Volunteer activity will overwhelm the local capacity.
    - Consolidate VRCs to operate more efficiently.

2. Preregistering Volunteers:
  - Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
3. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Center.
4. The United Way of Pierce County will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
5. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
6. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
7. Volunteer Reception Center (VRC):
  - A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.
  - VRC Activities include:
    - Formal registration.
    - Interview & Assignment.
    - Safety & Cultural Trainings.
    - Public Information.
    - Phone Bank.
    - Demobilization.
  - Forms include:
    - VRC Arrival Sign In.
    - Volunteer Instructions Checklist.
    - Sample Disaster Volunteer Registration Form.
    - Sample Volunteer Liability Release Form.
    - Emergency Worker Registration Card.
    - Safety Training.
    - Sample VRC Floor Plan.

## Donations Management

1. If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.
2. During a disaster, the public, including major corporations, give generously to those in need. Often

this outpouring of goodwill can overwhelm local government and social agencies.

3. In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
4. Donated Goods:
  - City of Buckley government will coordinate all nationally donated goods with the Buckley EOC.
  - The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Buckley.
  - Donated goods are categorized into the following sections:
    - Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, or other agency providing major relief efforts to the affected community.
    - Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Buckley Food Bank will coordinate, storing and distribution of unsolicited goods.
    - Financial donations will be forwarded in collaboration with the Buckley Finance Director.
5. The level of donations that may accompany each level of disaster.
  - Small to medium disaster.
    - Few and sporadic donations.
  - Medium to large disaster.
    - Donations activity is significant.
  - Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
    - Donations Management Branch or Unit will be established.
6. Public Messaging:
  - Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
  - A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
  - Valuable Public Messages may include:
    - “Don’t call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies.”
  - Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

## Demobilization

1. Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
2. Demobilization:
  - Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
  - Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.

## Recovery

### *Volunteer Management:*

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

### *Donations Management:*

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

# Legal

## Summary

The Legal Department consists of a contracted general counsel.

## Core Capabilities

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Municipal Court

## Summary

The Municipal Court consists of court and probation services. Buckley's prosecutor and public defender are contracted employees.

## Core Capabilities

The following core capabilities align with the responsibilities of the Municipal Court:

### Response

On-scene security, protection, and law enforcement.

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the municipal court:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Parks and Recreation

## Summary

Parks and Recreation provides services for community engagement services for all ages, typically in Buckley's parks. The park facilities, however, are maintained through Public Works. Due to the number of personnel assigned to Parks and Recreation, additional staff will need to be assigned to these functions, whether from internally or external sources.

## Core Capabilities

The following core capabilities align with the responsibilities of Parks and Recreation:

All Phases

Operation Coordination

Mitigation

Community resilience

Response

- Logistics and Supply Chain Management
- Mass Care Services

Recovery

- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Parks and Recreation:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services
- ESF-7: Logistics Management and Resource Support
- ESF-14: Long Term Community Recovery (Supporting)

# Police

## Summary

The Police Department consists of Administrative Services, Patrol, and Investigations.

The Administrative Division of the police department is comprised of the Office of the Chief, Communications and Records. This division is responsible for the budgeting and overall operations of the Police Department to include all police records functions, radio communications, professional standards, and personnel matters.

**The Patrol Division is the largest and most visible division of the Police Department. Routine and emergency police services are provided to citizens within the incorporated boundaries of the City of Buckley, the Town of Wilkeson and the Town of Carbonado, 24-hours a day. The Patrol Unit is the initial response unit to all calls for service to the department and may perform initial case investigation duties.**

**Officers of the Patrol Division also conduct traffic enforcement duties and the investigation of motor vehicle collisions that occur within the jurisdiction of the Police Department. Patrol officers may also perform community-oriented policing, crime prevention, and some plain clothes operations. Several officers are members of specialized multi-jurisdictional teams, such as the Meth Lab Team and Special Response Team (SRT).**

The Investigations Division is responsible for the investigation of all major crimes within the incorporated boundaries of the City of Buckley, the Town of Carbonado, and the Town of Wilkeson. Investigators are responsible for the investigation of the illegal distribution of narcotics and are active participants in the multi-agency Crime Scene Response Unit (CRU.) The Investigators also assist the Chief of Police with background investigations of potential new employees of the Police Department.



## City of Buckley Police Department



### Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

#### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

#### Prevention and Protection

- Intelligence and information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics and Attribution
- Risk Management for protection programs and activities

#### Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

### Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESF-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Search and Rescue

### Introduction

#### *Purpose*

Procedures to be used for coordination of search and rescue.

#### *Scope*

Urban search and rescue operations including ground, air, and water.

### Policies

#### *Search and Rescue*

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the Buckley Fire Department and the Pierce County Special Operations and Rescue Team are assigned technical rescue responsibilities. Mutual Aid fire agencies will respond when requested.

#### *Search and Rescue (SAR) resources*

Pierce County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Pierce County Emergency Management.

### Situation

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

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.

#### *Planning Assumptions*

- Search and Rescue (SAR) means the act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.
- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.

- Citizen assistance with SAR operations may be appropriate under some circumstances.

## Concept of Operations

### *General*

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. Fire Department resources are trained in urban search and rescue operations, including confined space.
3. The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.
4. Additional assistance is available from the Pierce County Sheriff's Department. Coordination with this resource should be through Pierce County Emergency Management.

### *Organization*

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

### *Procedures*

1. The Police Department will determine the need for search and rescue operations, in concert with the Fire Department where appropriate.
2. Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be search, or have been searched, will be used.
3. Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers where appropriate or outside SAR resources as needed, will be organized, and deployed by the SAR Coordinator.

### *Prevention and Mitigation*

- Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.
- Develop and present preventive SAR programs through public awareness and school education programs.

### *Preparedness*

Plan to support SAR operations with available resources, when requested.

### *Response*

Provide resources including personnel and equipment for SAR operations, when available.

### *Recovery*

Assist in returning all SAR organizations and personnel to a state of preparedness.

## Responsibilities

### *Police Department*

- Staff the SAR Coordinator position at the EOC, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.

### *Fire Department*

Provide urban rescue trained personnel to carry out special SAR operations.

### *Department of Public Works*

Support rescue operations with heavy equipment where necessary.

### *Pierce County Sheriff's Department*

Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

### *Pierce County Emergency Management*

Coordinate acquisition of external SAR resources upon request.

## Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## References

City emergency response plan

## **Public Safety**

### Introduction

#### *Purpose*

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

#### *Scope*

Coordination of all incidents related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

#### *Policies*

- Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Buckley Police Department.
- Military personnel, requested to augment or support the Buckley Police Department, will

remain under command of their parent agency but will operate only at the direction of the Buckley Police Department.

## Situation

### *Emergency/Disaster Conditions and Hazards*

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.

### *Planning Assumptions*

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.

## Concept of Operations

### *General*

1. The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal procedures of the Police Department.
2. Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
3. Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.

### *Organization*

A Law Enforcement Unit will be established in the EOC to coordinate all the identified actions.

### *Procedures*

- Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations Sub-Unit will:
  - Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.
  - Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Pierce County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
  - Identify, mark, secure, and manage landing zones where needed.
  - Request the acquisition of air resources through the Logistics Section.
  - Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

### *Prevention and Mitigation*

Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

### *Preparedness*

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.

### *Response*

The Buckley Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.

### *Recovery*

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available.
- Prepare after action reports.
- Conduct fatality investigations.

## Responsibilities

### *Police Department*

- Prioritize law enforcement response consistent with the Incident Action Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Provide personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provide personnel to assist with the dissemination of warning and emergency public information.
- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

### *Pierce County Sheriff's Department*

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available Pierce County search and rescue units if requested.
- Provide warning and communication support if requested.

### *Mutual aid law enforcement agencies*

Provide law enforcement support in accordance with mutual aid agreements.

### *Washington State Patrol:*

- Provide law enforcement support to the Police Department if requested.
- Assume incident command for hazardous materials incidents.
- Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

### Resource requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

- Refer to the Police Department's emergency response processes.
- City emergency response plan

## **Evacuation**

### Introduction

#### *Purpose*

To assist the City of Buckley, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

#### *Scope*

- Evacuations may result from naturally occurring incidents such as earthquakes, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.
- *Planning Assumptions*
- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.
- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.
- Planning for evacuations must include Americans with disabilities/Access and function needs, pets, service animals, and livestock.
- Buckley Police may issue emergency alerts (Buckley Alerts) based on time and personnel resources.

## Concept of Operations

### *General*

#### 1. Local response

- The type of incident, the geographic scope of the incident, and the resources available will determine local response.
- Police and Fire personnel may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from EOC Manager.
- If the incident is small and local in nature, Buckley Fire Department, Police, or Public Works may recommend a limited evacuation and request resources directly through SOUTHSOUND911.
- Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC's) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC.
- In the event of a healthcare facility evacuation, the Incident Commander and EOC, if necessary, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the public.

2. State Response: Where city and county resources are exhausted, the State of Washington may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.

3. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.

#### 4. Americans with Disabilities/Access and Functional Needs.

- Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.
- The City of Buckley will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.

#### 5. LEP and PETS

- Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

### *Organization*

The Buckley Police Department and Buckley Fire Department are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC or the main police station. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

### *Procedures*

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

### *Response Actions*

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

#### 1. Shelter-in-Place:

- Most commonly used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.

#### 2. Evacuations:

- An EOC Manager makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager requests activation of EOC to support the evacuation and notifies appropriate elected officials.
- The EOC Manager initiates the warning of affected populations by appropriate methods available.
- At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
  - The selection of a safe area to move impacted populations.
  - Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
  - Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
  - Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
- The Public Works and Washington State Department of Transportation support road closures and evacuation routes.
- The American Red Cross and other non-governmental organizations may provide shelters as needed.
- American Red Cross support local responders, shelters, evacuees, etc.
- BPD supports area security, road closures, and shelters.
- Sheltered populations are accounted for and are reunited with loved ones if possible.
- Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
- Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
- Evacuated populations may require transportation to return.
- All agencies are responsible for their own facility evacuation procedures.

## Responsibilities

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Buckley EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.

### *Buckley Police Department*

- Ensure that BPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
- Act as the Field Incident Commander when appropriate and at suspected or determined crime scenes.
- Provide, direct or command search and rescuer resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

### *Buckley Emergency Management (Fire Department)*

- Activate the EOC when notified by BPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the BPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

### *Buckley Public Works*

- Provide transportation if resources are available, for evacuees to designated public shelters when requested.
- Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.
- Coordinate and notify the EOC of the resources used, destination, and number of people transported.
- Coordinate the identification of safe evacuation routes with the EOC.
- Maintain evacuation plans for Public Works facilities.
- Provide a representative to the EOC as requested.

#### *Building and Planning Department*

- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Coordinate security of affected areas with the EOC.
- Maintain evacuation plans for Building/Planning.

#### *Parks and Recreation*

- Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Buckley shelters.
- Make available City Park facilities, equipment, and personnel for general population emergency shelters in coordination with the American Red Cross and EOC.
- Provide personnel and equipment to support emergency operations of other City Departments.
- Aid in dissemination of public information.
- Maintain evacuation plans for Activities, Events, and Parks facilities.

#### *Buckley Fire Department*

- Initiate evacuations or shelter-in-place, when necessary, in coordination with BPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.
- Coordinate with EMS personnel.
- Request transportation as need for evacuees.
- Request the opening of a shelter for displaced persons.

#### *SouthSound911*

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

#### *State Emergency Operations Center*

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

#### *White River School District*

- Provide transportation resources for evacuation if available.
- Provide facilities for shelters if available.

#### *The American Red Cross*

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

### Resource Requirements

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

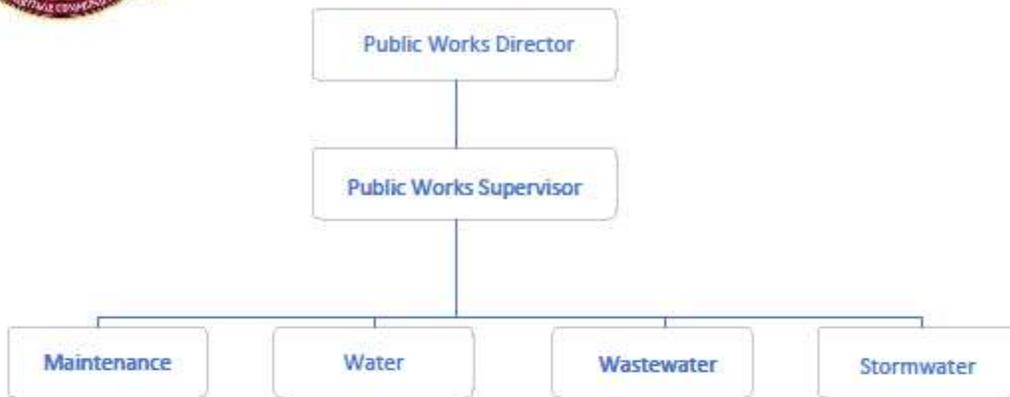
# Public Works

## Summary

The Public Works Department develops, maintains, and repairs all city infrastructure – municipal water system, municipal sanitary system, storm water facility, public streets, sidewalks, irrigation, city parks and trails.



## City of Buckley Public Works



## Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management

- Situational Assessment

## Recovery

- Economic Recovery
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-1: Transportation
- ESF-2: Communications (Supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Transportation

### Introduction

#### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

#### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

#### *Policies*

In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

#### *Situation*

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

#### *Planning Assumptions*

1. All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are a "shared" multi-jurisdiction transportation resource, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of

potential transit activities in support of ESF-01.

## Concept of Operations

### *General*

1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

### *Organization*

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

### *Procedures*

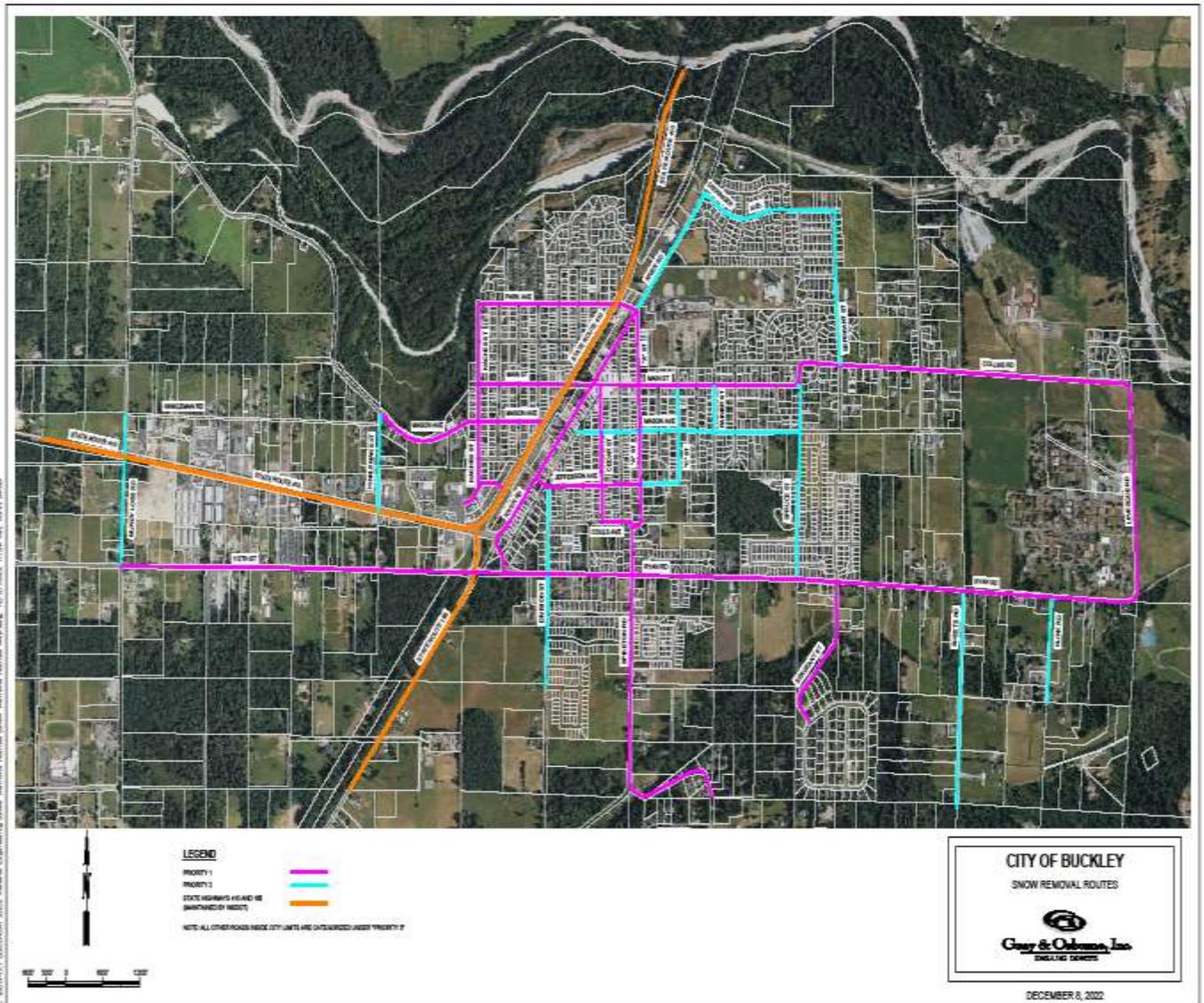
1. Evacuation/Shelter-in-Place:
  - Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the City Council, the Chief of Police, or the Fire Chief when necessary.
  - The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
  - Evacuations that have multi-jurisdictional impact will be coordinated with the Pierce County EOC to ensure consistent instructions to the public.
  - Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
  - Population protection methods may include “shelter-in-place” depending upon circumstances.
  - Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
  - Agency Responsibilities for Evacuation/Shelter-in-Place:
    - Fire Department:
      - Recommend evacuation/shelter-in-place where appropriate.
      - Monitor evacuation activities.
      - Coordinate with the Public Information Officer regarding evacuation routes, conditions, and other essential information.
      - Establish an Evacuation sub-Unit if necessary.
      - Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
      - Assist in the dissemination of evacuation/shelter-in-place instructions to the public.
    - Police Department:

- Crowd and traffic control operations.
- Identify and establish evacuation routes.
- Assist in the removal of stalled vehicles and equipment from evacuation routes.
- Assist the EOC in identifying critical evacuation problems.
- Assist in dissemination of evacuation/shelter-in-place instructions to the population.
- Department of Public Works:
  - Assist in traffic control operations by providing signs and barricades.
  - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
  - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.

*Priority Lifelines Routes*

Routes that must be kept open and accessible at all times but especially during emergencies. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions.

City of Buckley: Snow Removal and Sanding Routes are the same for other road priority openings.



Washington State Department of Transportation (WSDOT) has responsibility for clearing SR 410 and SR 165 through Buckley, but Buckley PW will assist in maintaining both SR 165 and 410.

### *Prevention and Mitigation*

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

### *Response*

- Staff the City EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the city transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the City's transportation system and facilities.

## Responsibilities

### *Department of Public Works*

- Coordinate all transportation resources in support of the incident.
- Coordinate with Buckley EOC in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Buckley EOC if local emergency transportation capabilities are exceeded.

### *Washington State Department of Transportation:*

Provide support when state highways are impacted by the incident.

### *Pierce Transit, Sound Transit, and White River School District:*

- Upon request send a representative to the city EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

### *Pierce County Emergency Management*

Coordinate transportation with other local emergency management programs through the Emergency Management Council.

## Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## References

City emergency response plan

## Engineering

### Introduction

#### *Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

#### *Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

## Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Buckley will provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

## Situation

### *Emergency/Disaster Conditions and Hazards*

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

### *Planning Assumptions*

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Building and Planning and the Legal Department

as needed.

2. The city will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

## Concept of Operations

### *General*

2. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the city will coordinate the prioritization of restoration of essential services with the Public Works Unit at the City EOC. A Liaison Officer may be appointed to support this coordination when necessary.

### *Organization*

A Public Works Unit may be established in the EOC to coordinate these activities.

### *Procedures*

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with Pierce County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the City EOC as needed.

### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies

or disasters.

- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in City drills and exercises.

#### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the City EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

#### *Recovery*

Continue with response and recovery activities until completed.

### Responsibilities

#### *Department of Public Works*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist the Fire Department in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to City property and facilities.
- Provide for the inspection of city and state bridges and other public works facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
- Perform, on contract, major recovery work to restore damaged public facilities.
- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate City flood fighting activities.
- Provide all additional private sector engineering assistance needed via the City's on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

#### *Parks and Recreation*

Provide personnel, facilities, and equipment to the Department of Public Works according to existing internal plans and procedures.

### *Building and Planning Department*

Provide Engineering and Building Inspection personnel and services as needed.

### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

### *Other Non-City Utilities Providers*

Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### *References*

City emergency response plan

## **Energy**

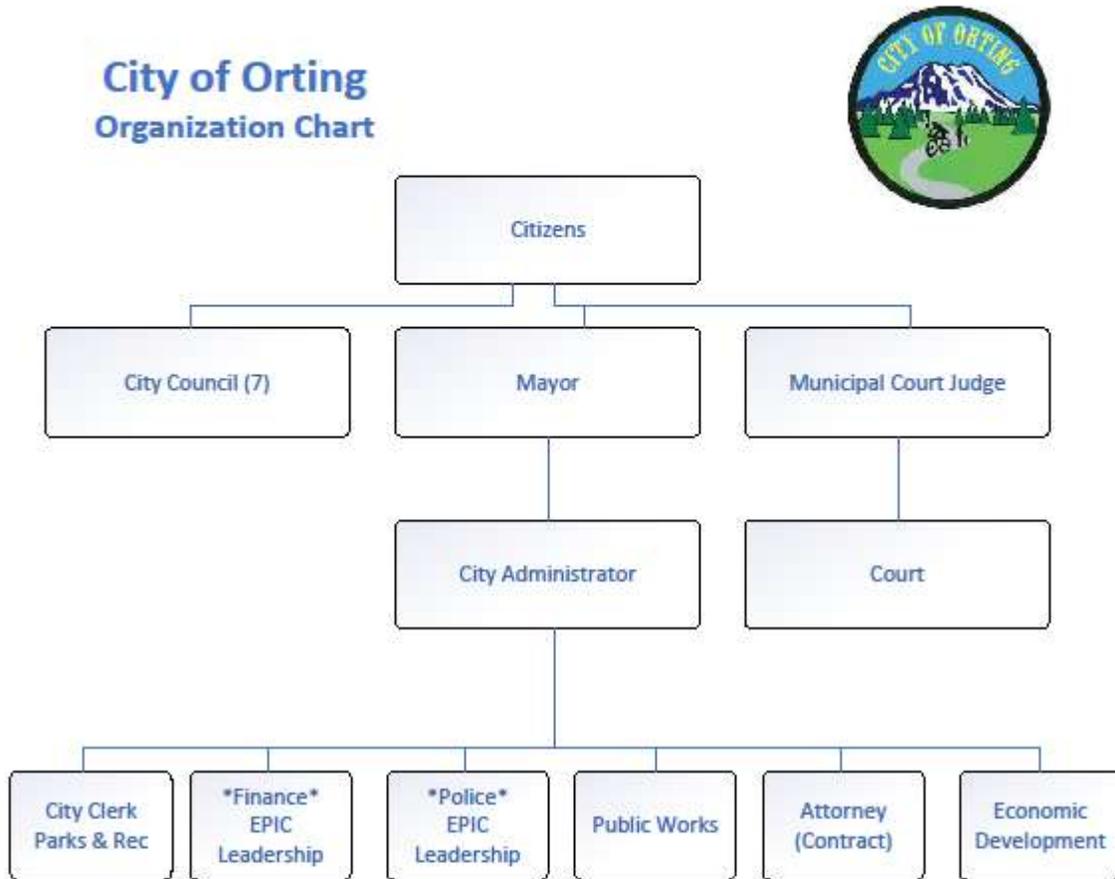
### *Introduction*

Puget Sound Energy provides both electrical and natural gas utilities to Buckley. See their emergency plan for providing power to jurisdictions during outages. Additionally, see ESF-12 “Energy” in the Pierce County Emergency Management Plan.

## **Water and Wastewater**

Refer to city plans and procedures related to Water and Wastewater Management.

# City of Orting Departmental Annex



# City Administrator's Office/ City Clerk

## Summary

The City of Orting has a Mayor/Council form of government and has a City Administrator to supervise day-to-day operations and activities of the city. The City Clerk is in the City Administrator's office. The City Clerk has overall responsibility for communications for the city.

**The positions and activities listed in this Annex may be accomplished either by city staff or external personnel specifically requested to fulfill this role/position/activity.**

## Core Capabilities

The following core capabilities align with the responsibilities of the City Administrator's office:

### All Phases

- Planning
- Public Information and Warning

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

## Public Information and Communications Systems

### Introduction

#### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.

### *Scope*

The communication and warning assets of all City organizations including city website, radio, voice, and data links, telephone and cellular systems, amateur radio when requested, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for City of Orting, City officials, employees, the media, and the public.

### *Policies*

The city relies on the warning capabilities of federal, state, county, and local government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.

Orting operates OrtingAlerts, an opt-in alerting system that includes voice, text, email messages that are sent to residents and participants for emergency and community event messaging. OrtingAlerts can be delivered in multiple languages, and the City of Orting is a registered and authorized WEA/IPAWS user. Orting follows operating policies as set forth in EPIC alerting policies.

Pierce County Division of Emergency Management maintains an Outdoor Warning System of multiple sirens that can be set off for local emergencies.

All relevant agencies will work in close cooperation to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

### *Situation*

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

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

#### *Planning Assumptions*

- The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.
- Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
- Sufficient support personnel will be available to coordinate public information and interface

with the media and other agencies.

- Demands for information from media outside the city will be significantly increased in a disaster.
- Sufficient communications will be established to support public information efforts.
- Following a disaster, the Emergency Alert System (EAS) will be available to the City of Orting. WEA (Wireless Emergency Alerting) is already available through OrtingAlerts.
- When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.
- The City Clerk will typically communicate to the public through the city website and active reader boards.
- Numerous city staff are trained in OrtingAlerts, an opt-in alert and warning service that provides messages in text, email, and voice messages in English and foreign languages.

### Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### Public Information Objectives

- To warn the public of hazardous situations and impacts.
- To instruct the public on protective measures that can be taken.
- To coordinate the City's release of public information to the media.
- To control rumors and reassure the public.
- To provide ongoing information about emergency operations and emergency services.
- To instruct the public on disaster assistance and recovery services and procedures.

### Communications Systems Objectives

- Identify all existing communications assets and capabilities.
- Plan for the best use of those resources under emergency conditions.
- Provide for augmenting existing communications with outside resources as needed.

### Special Populations including LEP

- In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for adult family homes, schools, or other groups.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development. Orting may use translation services through their Municipal Court system as necessary. Additionally, Pierce County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities.

### National Warning System

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington

State warning point 24 hours a day. The Pierce County NAWAS receiving point is SouthSound 911 (SOUTHSOUND911). Information received via NAWAS that impacts the city is forwarded to SOUTHSOUND911 on a 24-hour basis. SouthSound 911 will then notify the on-duty Orting Police officer, the Police Chief, or a designee when appropriate.

#### *Emergency Alert System*

Details for the activation of the Emergency Alert System for the Pierce County area are published separately. Orting uses an alerting and warning system called OrtingAlerts, an opt-in system that sends phone calls, voice mail, and text to opt-in signees. This system allows for both emergency and community-based information.

#### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

#### *Communications Coordinator*

- The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
  - Maintaining equipment inventories.
  - Maintaining current radio frequencies in use in the Orting area.
  - Scheduling tests and exercises to ensure communications readiness.
  - Identifying support communications resources and establish agreements and procedures for their use in time of need.
  - Assuming operational control of supporting communications systems, in cooperation with SOUTHSOUND911 and Pierce County Emergency Management, this includes allocation of communications resources.
  - Coordinating the restoration of communications capabilities in the city following a disaster.

#### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.

#### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911. SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

#### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, and Citizens Band radio systems. Amateur Radio resources will be coordinated through the EOC or Pierce

County Emergency Management. Orting Police radios also have the five MURS (Multi-Use Radio Service) radio frequencies programmed into them for communication with citizen radios.

#### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The Department of Administrative Services will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

#### *Shelter Communications*

- The Shelter Manager will determine the methods for communication between mass care shelters and the EOC. Communications resources will be provided requested through Pierce County Emergency Management.
- Communication with the State EOC will be via the following systems:
  - Telephone.
  - Internet/email.
  - Radio Amateur Civil Emergency Services (RACES) statewide network.
  - National Warning System Hotline (NAWAS) via Pierce County Emergency Management and/or SOUTHSOUND911.
  - Runner to the state EOC.

#### *Organization:*

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Police Department will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Orting EOC to coordinate communications for city operations.

#### *Procedures*

##### *Dissemination*

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
- Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public. Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
- Notices may include information for:
  - Evacuation, sheltering, and shelter-in-place.
  - General survivor assistance (i.e., medical care, shelter locations, etc.)
  - Food and water.

- Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The City Communications Manager will maintain up-to-date distribution lists.

### *Warning*

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

### *Primary Warning Point*

SouthSound911 is the primary receiving and reaction point for warning information. All warning information received, which impacts the city will be forwarded to the on-duty police officers, the Orting Police Chief, or designee at the earliest possible opportunity.

### *Automatic Activation*

The warning system may be activated by SouthSound911, in consultation with Pierce County Emergency Management. Policies and procedures will be in place to define the parameters for automatic activation of the warning system. Pierce County Emergency Management also has the authority to activate the Outdoor Warning Sirens for a variety of emergencies. This system will also activate in the Orting area without notification.

### *Prevention and Mitigation:*

- Provide information about hazards that may influence siting of facilities and deployment of resources.
- Develop and implement Public Education campaigns.

### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- In coordination with the Mayor and City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.

- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

### Responsibilities

#### *Public Information Officer (PIO)*

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response, and recovery. Assume coordination of news media covering the disaster impact in the city.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management, the Orting School District, and other agencies where appropriate.
- Support the Mayor, Council, City Administrator and department directors in their public information and public confidence roles.
- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management when able.
- Determine which warnings are significant to the City of Orting.
- Attempt to provide warning and emergency information to the Orting School District

#### *SouthSound911*

- Develop and maintain procedures for providing disaster information with the city EOC and

- Pierce County Emergency Management when appropriate.
- Assist with the dissemination of information and warnings as requested.

#### *Police Department*

- Assist with the dissemination of warnings.
- Receive warning information from diverse sources and forward that information to the Emergency Management Coordinator.
- Assist with the dissemination of information and warnings.

#### *Department of Public Works:*

Provide support communications through department communications resources.

#### *Recreation & Events:*

Provide support communications through department communications resources.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

- Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.
- City of Orting Emergency Response Plan

# Planning, Building and Economic Development

## Summary

Divisions include, Planning, Building and Permitting, Code Enforcement, Capitol Projects, and Economic Development. The Planning function in Orting is contracted to a local company. All or part of the functions listed may be provided by outside resources based on the incident size, duration, and magnitude.

## Core Capabilities

The following core capabilities align with the responsibilities of the Community Planning and Development:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

## Recovery Planning

### Introduction

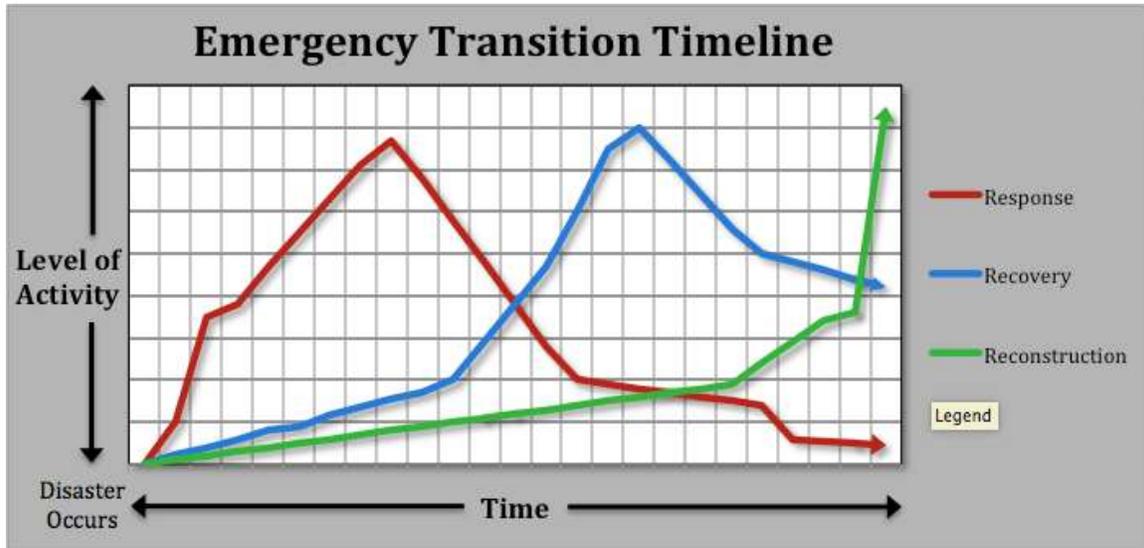
#### *Purpose:*

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery. Based on the extensiveness of this plan, additional

resources will be requested to assist with this plan.

#### *Emergency Transition Timeline:*

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



#### Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

#### Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

- Repair/rebuild with no significant changes to infrastructure or city/ community design in order to restore needed services as quickly as possible.
- Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
- Don't rebuild and relocate the facility or abandon it.

#### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.

## Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

### Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Officer as well. The Recovery Manager should not be confused with the Recovery Task Force Leader. This position may be contracted from outside resources based on staffing and experience.

### Recovery Officer

- The Recovery Officer stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Officer looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Officer needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.
- This position may be contracted from outside resources based on staffing and experience.

### Recovery Task Force:

- The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:
- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.

- Human Resources representative.
- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.
- Chamber of Commerce representative.
- Housing and Urban Development representative.
- Community Planning and Development representative.
- Orting School District representative.
- Recognized Neighborhood Association representatives.

#### Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Building/Planning staff member.

#### Short-term Recovery

Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:

- Safety.
- Create clear boundaries between safe areas and restricted areas.
- Determine the extent of damage to the City.
- Identify and notify citizens of the undamaged or least damaged areas of City where they can find resources.
- Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

EOC staff.

A team of Orting department directors and other staff with specialized technical expertise as needed.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies/Departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the City government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

#### Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
- Return to pre-incident pattern of activity as much as possible.

- Restore traffic flow and utilities throughout the city.
- Publish information that supports the community’s efforts to recover as individuals, families, businesses, etc.
- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

*Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Selected members of the Short-Term Recovery team.
- Businesses.
- Key demographics.
- The Building and Development Community.
- Orting Chamber of Commerce.
- Other Stakeholders.

*Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

*Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

*Long-term Recovery*

- Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
  - Rebuild critical infrastructure to equal or superior pre-event conditions.
  - Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.

- Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

*Staff:*

- Mid-term Recovery staff.
- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

*Key Concepts:*

- Adopt a Long-term Recovery plan with Building/Planning as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

*Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- Pierce County Emergency Management.

*Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

*Re-development:*

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

*Educate the Community:*

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Finance

## Summary

The Finance Department consists of Fiscal Services which includes Accounting and Financial Reporting, Billing and collections, payables, and Risk Management

## Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Protection

Cybersecurity

Risk Management for protection programs and activities

Response

Logistics and Supply Chain Management procurement approval

Recovery

Economic Recovery

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Fire – see Central Pierce Fire & Rescue

## Summary

The Fire Department consists of Fire Administration, Fire and Emergency medical Service Operations, Fire Prevention, Training, Fleet, Facilities, Logistics, and Emergency Management. As of September 1, 2023, Central Pierce Fire & Rescue assumed operational authority of Fire and Rescue Services for the City of Orting. Previously, the city Orting contracted with Orting Valley Fire & Rescue for Fire and EMS functions. The City of Orting retains Emergency Management functions through staff and EPIC, and CPFR coordinates and communicates activities with EPIC.

## Core Capabilities

The following core capabilities align with the responsibilities of the Fire Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Prevention

- Forensics and Attribution

### Protection

- Risk Management for protection programs and activities

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Mass Search and Rescue Operations
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services
- Situational Assessment

### Recovery

Health and Social Services

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Fire Department:

- ESF-2: Communications (Supporting)
- ESF-4: Fire Fighting

- ESF-5: Emergency Management
- ESF-7: Logistics Management and Resource Support (Supporting)
- ESF-8: Public Health and Medical Services
- ESF-10: Oil and Hazardous Materials (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Fire Fighting

### Introduction

#### *Purpose*

Identify procedures for coordination of fire suppression and support resources associated with the incident and for providing a point of contact for all requested external fire department assistance.

#### *Scope*

The Central Pierce Fire & Rescue, utilizing when necessary mutual aid resources that are available, is responsible for all fire prevention, suppression, and control activities in the City of Orting.

#### *Policies*

During emergency situations, the Fire Department will mobilize all the available apparatus and personnel required to cope with the nature and scope of the situation. Mutual Aid Agreements with adjacent jurisdictions are activated when needed. When mutual aid resources are exhausted, the provisions for state fire mobilization may apply.

The provisions of the Washington State Fire Resource Mobilization Plan is the appropriate access point through which to acquire fire resources outside existing mutual aid agreements.

Mutual aid with adjacent firefighting resources will be enhanced by the use of the Incident Command System (ICS).

### Situation

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

Major structure fires are a potential in an urban environment. Additionally, a disaster event, such as an earthquake, may precipitate multiple fires in several different locations throughout the city. Fire resources may become overwhelmed by the demand for services, and damaged bridges and streets may hamper access.

#### *Planning Assumptions:*

- The Fire departments and districts throughout Pierce County typically provide Emergency Medical Services (EMS). Methods used to mobilize fire resources will often be the same as for mobilization of EMS resources.
- Demand for services in excess of capabilities may make it necessary for the prioritization of response. Some needs may go unmet due to a lack of resources. Prioritization of response will be made through the EOC and based on the best information available at the time.

## Concept of Operations

### *General:*

- Initial Fire Department response will be in accordance with routine dispatching procedures.
- The Orting EOC will assume coordination of response of fire resources within the city when activated. SouthSound 911 will be notified when the EOC assumes coordination of city resources.
- The EOC Fire Services Unit will coordinate acquisition of additional fire and EMS resources through activation of existing mutual aid agreements, or the provisions of the Washington State Fire Resource Mobilization Plan.

### *Organization*

A Fire Services Unit will be established in the EOC for coordination of all fire related activities.

### *Procedures*

The Central Pierce Fire & Rescue defines in detail procedures for the deployment of fire service resources.

### *Prevention and Mitigation*

Promote fire safety and prevention programs.

### *Preparedness*

Provide fire preparedness activities including plans, procedures, training, drills, exercises, etc.

### *Response*

- Task personnel, as necessary, to accomplish support responsibilities.
- Assume full responsibility for suppression of fires.
- Provide and coordinate firefighting.
- Coordinate requests for firefighting assistance in structural or industrial fire protection operations.

### *Recovery*

- Contribute to the incident after-action report.
- Track and submit costs.
- Make recommendations to landowners for recovery activities.

## Responsibilities

### *Fire Department*

- Coordinate all incident related fire services, including all mutual aid supplies, personnel and equipment requested.
- Prioritize fire service response that is consistent with the Incident Action Plan.
- Coordinate light and heavy rescue and extrication.

- Assist with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
- Provide response to hazardous materials incidents and coordinate with the proper outside authorities for assistance as necessary. Provide qualified personnel to assume the role of on-scene command for hazardous materials incidents.
- Provide lighting for night incidents.

#### *Office of the State Fire Marshal*

Administer and implement the State Fire Service Mobilization Plan.

#### *Washington State Patrol*

Assist in the administration and implementation of the State Fire Service Mobilization Plan.

#### *Pierce County Fire departments and districts*

Provide assistance to Central Pierce Fire & Rescue under existing mutual aid agreements and/or fire mobilization protocols.

#### *Regional Fire Defense Board*

As denoted in RCW 43.43.963, assist in providing external firefighting and EMS resources when local and mutual aid capabilities are exhausted in accordance with the Washington State Fire Resource Mobilization Plan.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

Refer to the Fire Department's emergency response processes.

## **Emergency Medical Services**

### *Introduction*

#### *Purpose*

- Provide for the organization and mobilization of emergency medical, and mortuary services during an emergency.
- Coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster.

#### *Scope*

Encompasses the delivery of emergency medical services, coordination with hospital disaster plans, public health, identification, and disposition of human remains, and community mental health.

#### *Situation*

#### *Emergency/Disaster Conditions and Hazards:*

Mass casualty could potentially overwhelm existing services; medical and health care facilities could be

structurally damaged or destroyed; a disaster could pose public health threats to food, and water; secondary spills caused by the disaster could result in toxic environmental hazards; and the effects of a major disaster will require mental health crisis counseling for disaster victims and emergency personnel.

#### *Planning Assumptions:*

- Pierce County mutual aid Emergency Medical Services (EMS) responders providing assistance to the City of Orting will operate under the standard Pierce County EMS procedures and protocols.
- Local Mass Casualty plans will detail operational concepts and responsibilities, including coordination of triage and transportation of injured persons and the coordination of available Basic Life Support and Advanced Life Support capabilities in the event of multiple casualties.
- Hospitals will develop and maintain internal disaster plans and protocols.
- If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission. Pierce County Public Health will provide technical assistance to determine safety of food, water and donated goods distributed to the public.

### Concept of Operations

#### *General*

- Activation of Hospital Disaster Plans: Emergency Medical Services Unit will notify the destination hospital of the number, type, and severity of injuries. The hospital disaster plan will be activated according to need. That plan will identify methods for expanding hospital capabilities reducing patient populations as needed, evacuating hospital facilities, and generally ensuring effective hospital care.
- Patient Distribution: The primary destination hospital will coordinate inter-hospital operations as required to ensure effective casualty distribution. Emergency Medical Services Unit will provide a liaison between the hospital and field EMS resources where necessary to ensure proper patient distribution. Good Samaritan Hospital in Puyallup is Pierce County's designated Disaster Management Control Center (DMCC).
- Mass Casualty Incident Plan: The provisions of the Pierce County area Mass Casualty Incident Plan, published separately, will be observed in response to medical emergencies relating to the incident. That plan includes an inventory of medical facilities, personnel, medical transportation capabilities, communications, and supply sources, as well as protocols for triage and transportation of large numbers of injured persons.
- Public Health: The Tacoma Pierce County Health Department will be the lead agency responsible for organization and mobilization of public health services during an emergency. That agency will be responsible for monitoring water supplies, sanitation, food, and potential causes of communicable diseases. The Health Department will provide for inoculations and other measures as needed. The Health Department will also provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information and recommendations for the safe storage and distribution of emergency food.
- Casualties and the Disposition of Human Remains: The Pierce County Medical Examiner is responsible for the recovery, identification, and disposition of all casualties. Details on the handling of human remains, including transportation, storage, mortuary facilities, and the expansion of mortuary facilities are included in the Pierce County Emergency Management Plan.

The Police Department shall assist the Pierce County Medical Examiner with any casualties in the city.

- Special Care Facilities: Special Care facilities will need coordination for coordinating the use of private immediate care clinics, physicians' offices, mental health care facilities, nursing homes, elderly care facilities, and other similar facilities needed to support hospital care efforts.

### *Organization*

When the EOC is activated, an EMS Unit may be established and staffed to assume overall coordination of Advanced Life Support and Basic Life Support activities in the city associated with the disaster.

### *Procedures:*

- Procedures for the delivery of emergency medical services are published separately. The Pierce County Mass Casualty Incident Plan identifies the procedures for dealing with multiple casualties. The Tacoma Pierce County Health Department coordinates health and sanitation services, including:
  - Identification of health hazards.
  - Identification and control of communicable disease.
  - Vector control.
  - Inspection of food and water supplies for contamination.
  - Ensure compliance with emergency sanitation standards for disposal of garbage, sewage, and debris.
  - Assessment of environmental contamination and public health risk from hazardous materials spills.
  - Mental health services, including stress management services for emergency responders.
  - Keep emergency management personnel informed regarding health conditions, warnings, and advisement.

The Pierce County Medical Examiner has jurisdiction over all human remains per RCW 68.08.010. The Medical Examiner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Medical Examiner.

### *Prevention and Mitigation*

Attempt to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Actions include communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, environmental sampling, and food product embargoes; and development of medical stockpiles.

### *Preparedness*

Develop operational and tactical plans, train/exercise, and conduct vulnerability assessments as well as ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance.

### *Response*

Response actions are event specific and aligned with the responsibilities outlined.

### *Recovery*

- Make necessary adjustments to resume normal operations.
- Complete necessary facility decontamination.
- Re-stock essential equipment and supplies.
- Ensure operability of Information Technology systems.
- Conduct follow up communications and debriefings.
- Schedule and conduct follow up and monitoring of staff exposure.
- Complete cost analysis and file for reimbursement.
- Address psychological aftermath of the event by promoting psychological recovery and resilience in the workforce.
- Health, medical, and mortuary services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of affected agencies following the emergency.

### *Responsibilities*

#### *Fire Department*

- Staff the EMS Unit at the EOC.
- Coordinate all incident related pre-hospital EMS activities.
- Assist the EOC with the coordination and mobilization of all medical, health, and mortuary services during an emergency.
- Prioritize EMS response consistent with the Incident Action Plan.
- Conduct pre-hospital needs assessment based on number, type, and severity of injuries.
- Provide for on-scene triage and treatment of injured persons.
- Coordinate the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
- Coordinate all requests for additional EMS personnel and equipment. Coordinate requests for supplies with the hospitals.
- Assist in coordinating private ambulance resources.
- Assist in coordination of mass casualty response.
- Provide casualty and damage information to the EOC.
- Coordinate with Pierce County Medic One for acquisition of additional supplies.

#### *Good Samaritan Hospital*

- Maintain procedures for reducing patient population for incidents that may require evacuation of the facility.
- Maintain internal procedures for dealing with major in-house emergencies, including fire, evacuation, etc.
- Maintain a disaster plan and procedures for receipt, triage, processing, and treatment of multiple casualties.

#### *Pierce County Department of Public Health*

- Provide and coordinate the provision of health and sanitation services.

- Where multiple jurisdictions are involved, coordinate health and sanitation services from the Pierce County EOC.

#### *Pierce County Medical Examiner*

- Assume responsibility for identification and disposition of human remains and notification of next-of-kin.
- Determine the manner and cause of death and provide information to Pierce County Public Health and Social Services Vital Records Office for issuance of the death certificate.
- Identify suitable facilities for expedient/emergency morgues.
- Provide a representative to the EOC, if requested.
- Obtain additional supplies, as needed, including body bags, tags, and special manpower. Make requests for additional supplies through the EOC.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

- Refer to the Fire Department's emergency response processes.
- Refer to the Pierce County area Mass Casualty Incident Plan.
- Refer to Pierce County's ESF-8: Public Health and Medical Services.

### **Emergency Management**

Orting has assigned the Finance Director and the Police Chief as representatives to EPIC.

#### *Introduction*

##### *Purpose*

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Orting Emergency Operations Center (EOC). City of Orting personnel will function in this position during an activation. Based on personnel size, Orting reserves the right to contact outside agencies to assist in the operation of the incident and their EOC.

##### *Scope*

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Orting. These processes are coordinated through the Orting EOC.

##### *Organization*

The Orting EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Orting EOC will staff the follow

ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.

## Policies

1. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.
2. The Orting EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Pierce County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Orting to return to normal operations faster and more efficiently.
4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports, using the spot report format.
  - Requirements for Incident Records:
    - Situation Report (SITREP): A compilation of data from the Operations Section and activated Units.
    - Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.
    - Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
    - Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
    - Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
    - Maps: Maps and graphics used to display or depict incident related activities.
    - Other Documents: Other incident related documentation necessary for accurate response and recovery records.
  - Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
5. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
  - The Operations and Planning Section Chiefs brief on situation and resource status.
  - The Safety Officer discusses safety issues.

- The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
- If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
- The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.
- The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
- The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
- The Logistics Section Chief develops resource orders.
- The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
- The Finance and Administration Section Chief provides a financial update.
- The Liaison Officer discusses interagency liaison issues.
- The Public Information Officer discusses information issues.
- The EOC Manager finalizes, approves, and implements the IAP.
- All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The City of Orting is exposed to multiple hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to impact directly or indirectly the city. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The city can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food. Listed below is the Vulnerability Analysis from the 2020-2025 Region 5 All Hazard Plan.

# City of Orting Vulnerability Analysis

2020-2025 Region 5 All Hazard Plan

THREAT <sup>2</sup>	POPULATION		
	Total	% Base	Threat Rating
<b>BASE</b>	<b>6,739</b>	<b>100%</b>	
<i>Geological</i>	Avalanche	NA	NA
	Liquefaction Susceptibility	6,739	100%
	Landslide-Deep	765	11.4%
	Landslide-Shallow	2,633	39.1%
	Tsunami	NA	NA
	Volcanic	6,739	100%
<i>Meteorological</i>	Drought	6,739	100%
	Flood	4,357	64.7%
	Severe Weather	6,739	100%
	WUI Fire	NA	NA
			Insufficient data to draw numbers from at this time or map susceptible areas.
<i>Technological</i>	Abandoned Mines	NA	NA
	Civil Disturbance	6,739	100%
	Dam Failure	NA	NA
	Energy Emergency	6,739	100%
	Epidemic	6,739	100%
	Hazardous Material	6,156	91.3%
	Pipeline	NA	NA
	Terrorism / Active Threat	6,739	100%
	Transportation Accidents	6,156	91.3%

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

### *Planning Assumptions*

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What is the plan?
3. It is essential that the City of Orting EOC and the Pierce County EOC share information and coordinate its dissemination.

### *Concept of Operations*

#### *General*

Emergency Management Division will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

#### *Organization and Procedures*

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

#### *Policy/Executive Group*

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Administrator make up the Policy/Executive group and are advised by the City Attorney.

1. City Council:
  - Ratifies a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
  - Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
  - Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
  - Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)

- Provides policy direction to the emergency management organization. (RCW 38.52)
- Enacts legislation, which commands the services and equipment of private citizens as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)
- Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
- Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

Mayor:

- Mayor declares a State of Emergency. Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
- Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

City Administrator:

- Provides overall direction and control of disaster activities under the provisions of this plan.
- Provides a liaison between the emergency management agency and the Mayor and City Council and ensures that they are adequately briefed on the nature and scope of the incident.
- Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
- Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

City Attorney:

- Provides emergency legal advice to the Mayor, City Council, and City Administrator.
- Reviews emergency agreements, contracts and disaster-related documents.
- Drafts a Declaration of Emergency when necessary.
- Assists in drafting a Declaration of Disaster when necessary.
- Drafts other emergency ordinances as needed.

*Command Staff:*

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.
  - Tasks: The EOC Manager is charged with all of the duties associated with the EOC until otherwise delegated.

- Open the EOC, obtain the EOC Manager’s vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
- Answer the following questions to gain situational awareness:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What are the downstream effects on the city?
  - What effects is this disaster or our action having outside the city?
  - What is the plan?
- Appoint staff to positions as they arrive and in the following order for the initial activation needs:
  - Logistics Section Chief: to assume staffing responsibilities.
  - Planning Section Chief: to assume situational awareness responsibilities.
  - Public Information Officer: to address inquiries from the media and assume public information responsibilities.
    - The State, the County, neighboring cities, the City Administrator, the Assistant City Administrator, department directors, and the public should all be notified when the EOC is open and addressing an incident.
  - Finance and Administration Section Chief: to assume notification responsibilities.
  - Operations Section Chief: to coordinate interdisciplinary response to the incident.
  - Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.
- If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
- Determine incident objectives, strategies, and priorities.
- Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
- Create an organization chart for publication.
- Provide an overview of the situation, followed by regular updates.
- Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
- Oversee the development of an Incident Action Plan.
- Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
  - Remind Section Chiefs to use section books.
  - Remind staff to retrieve the appropriate vest for the section they are assigned to.
  - Remind staff to “STAY in the BOX” and reinforce the organization chart.

- Establish contact with the Pierce County and Washington State EOCs.
  - If necessary, establish a liaison with Pierce County Emergency Management.
- Prepare a briefing for the City Administrator and elected officials that includes:
  - Scope of the event.
  - Actions being taken.
  - Future expectations and concerns.
  - Policy support needs.

Deputy EOC Commander: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.

Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Administrator, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. Tasks include:

- Obtain a briefing from the EOC Manager.
- Initiate contact with the City Administrator and/or City Council, and appropriate local and state support agencies/representatives, and provide an initial briefing of the incident.
- Identify primary contacts including the communications link and location.
- Work with the PIO to keep City Hall informed so the City Administrator and City Council do not come to EOC for information.
- Monitor incident operations to identify current or potential inter-organizational conflicts.
- Attend planning meetings as required.
- Provide input on the coordination with City Hall and outside agency resources.
- Oversee the well-being and safety of personnel in the EOC.
- Advise on any City Hall or assisting agency special needs or requirements.
- Determine if any special reports or documents are required.
- Ensure that all outside agency personnel and/or equipment is properly recorded.
- Ensure that all required outside agency forms, reports, and documents are completed.
- Identify representatives from each responding agency, their location, and the appropriate communications and coordination link.
- Respond to requests from incident personnel for inter-organizational contacts and possibly serve as the primary liaison with the Pierce County EOC.
- Act as a "trouble shooter" for the purpose of maintaining effective, appropriate inter-organizational cooperation.
- Monitor spontaneous response of resources not requested and integrate those resources into the emergency management system as appropriate or otherwise as required.
- Act as the primary contact point for military assistance to local government.
- Identify corrective actions and ensure implementation. Coordinate corrective action with Command.

Safety Officer: The Safety Officer has responsibility for safety at the EOC and in general to the incident. The Safety Officer ensures safety messages and briefings are made, exercises emergency authority

to stop and prevent unsafe acts, reviews the Incident Action Plan for safety implications, assigns assistants qualified to evaluate special hazards, reviews and approves the Medical Plan, and ensures adequate sanitation and safety in food preparation.

**Public Information Officer (PIO):** The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:

- Obtain a briefing from the EOC Manager.
- Obtain the PIO vest from the EOC storage locker.
- Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.
- Identify additional staff to support the emergency Public Information function.
- Assign responsibilities such as media contacts, citizen contacts, Cityline updates, website updates, and employee contacts to PIO support staff.
- Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
- Contact the Pierce County EOC and determine what level of cooperation is needed for messaging.
- Contact local media and inform them of the statement and release schedule.
- Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
- Establish and coordinate emergency public information prior to, during, and after an emergency.
- Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
- Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
- Respond to media and public inquires.
- Provide information to city elected officials and to employees, as necessary.
- Monitor news media coverage of the incident.
- Establish a rumor control capability.

**Operations Section:** The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from Fire, Police, Parks, and Public Works, etc. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.

- **Operations Section Chief:** Oversees coordination of the Operations Section. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Operations vest from the EOC storage locker.
  - Ensure that the Operations Section Office is open, and that the Operations sign is posted on the doorframe.

- Staff the section, assign workstations, and supervise.
- Ensure that the mission number and FEMA number are being used.
- Consider appointing a scribe for the section to maintain constant situational awareness.
- Post the following information in the Operations Section area:
  - EOC Org Chart including positions names.
  - Incoming and outgoing phone numbers.
  - Road closures.
- Establish contact with the departments that are/or will be involved in field operations. After contact is established:
  - Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
  - Communicate that the Operations Section Chief phone number will be the direct link to the EOC for support and two-way information sharing.
  - Ensure that the response departments involved in field response are using the State mission number and FEMA number on all relevant documents. The EOC should have this information posted.
  - Coordinate the interaction of multiple response departments using the Incident Command System.
  - Ensure that proper documentation is occurring.
- Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
- Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
  - Ensure the Logistics Section is filling logistic requests from the field with the highest priority.
- Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
- Assembles and disassembles strike teams assigned to the Operations Section.
- Law Enforcement Unit:
  - Prioritizes law enforcement response consistent with the Incident Action Plan.
  - Coordinates traffic and crowd control.
  - Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
  - Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
  - Maintains law and order by sustaining normal law enforcement operations wherever possible.
  - Coordinates Search and Rescue.

- Provides for incident related criminal investigation.
- Provides personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provides personnel to assist with the dissemination of warning and emergency public information.
- Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
- Provides security to the EOC.
- Fire Services Unit:
  - Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
  - Prioritizes fire service response that is consistent with the Incident Action Plan.
  - Coordinates light and heavy rescue and extrication.
  - Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
  - Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
  - Provides lighting for night incidents.
- Emergency Medical Services Unit:
  - Prioritizes Emergency Medical Services response consistent with the Incident Acton Plan.
  - Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
  - Provides for on-scene triage and treatment of injured persons.
  - Coordinates the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
  - Coordinates all requests for additional EMS personnel and equipment.
  - Coordinates requests for supplies with the hospitals.
  - Assists in coordinating private ambulance resources.
  - Assists in coordination of mass casualty response.
  - Provides casualty and damage information to the EOC.
  - Coordinates with Pierce County Medic One for acquisition of additional supplies.
- Public Works Unit:
  - Prioritizes Public Works response that is consistent with the Incident Acton Plan.
  - Provides assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
  - Provides for clearance of debris.
  - Coordinates performance of emergency protective measures relating to City

- property and facilities.
  - Coordinates the inspection of City bridges and other public works facilities.
  - Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
  - Coordinates temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
  - Performs or contracts major recovery work to restore damaged public facilities.
  - Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
  - Coordinates City flood fighting activities.
  - Coordinates all additional private sector engineering assistance as needed.
  - Coordinates emergency equipment rental or replacement with the Logistics Section.
  - Coordinates the disposal of residential and commercial solid wastes and debris.
- Mass Care Unit:
  - Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
  - Coordinates with the American Red Cross (ARC) the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
  - Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
  - Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
  - Coordinates long-term individual and family disaster recovery programs in collaboration with the American Red Cross, other NPO's, and various governmental agencies.
  - Coordinates with the Disaster Recovery Group when activated.

Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.

- Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Planning Section vest from the EOC storage locker.

- Staff and supervise the Planning Section.
- Develop and file Sit Reps in the incident activation file and send copies to the county EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
- Develop incident logs and forecasting.
- Establish an information gathering and organization system to meet the needs of the Incident.
- Coordinate the development of Incident Action Plans by Operational Period.
- Anticipate incident needs and prepare the EOC to stay ahead of the event.
- Produce, update, and send copies of incident maps to SOUTHSOUND911, Operations Units, and Dispatch.
- Produce and update status boards.
- Log all messages coming into the EOC.
- Provide reports to other sections and the county EOC.
- Produce the final report on the EOC activation.
- Situation Unit:
  - Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
  - Predicts the probable course of events and prepares alternative strategies that direct operations.
  - Coordinates the collection and organization of incident status and situation intelligence.
  - Collects spot reports from the field as needed.
  - Assembles situation and spot reports and prepares required reports to be forwarded to the County.
  - Assists the Planning Section Chief in the preparation of the Incident Action Plan.
  - Makes use of field forces for the collection of essential information.
  - Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
- Documentation Unit:
  - Coordinates the maintenance of complete incident files as a part of the information management system.
  - Provides status display and internal communications in the EOC.
  - Establishes and maintains an incident chronology and master log.
  - Establishes and organizes incident files.
  - Prepares incident documentation for the Planning Section Chief when requested.
  - Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
  - Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
  - Assists with clerical and duplication services in the EOC.

- Damage Assessment Unit:
  - Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
  - Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
  - Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Community Planning and Development with this process.
  - Prioritizes the inspection of critical facilities.
  - Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.
    - Private Property Damage may include damage to:
      - Homes.
      - Mobile homes.
      - Farm homes.
      - Multiple family homes.
      - Businesses.
      - Agricultural losses including loss of crops, livestock, and farm facilities.
    - Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
      - Non-federal road systems including the need for debris clearance.
      - Water and sewer systems.
      - Flood control systems.
      - Public buildings and equipment.
      - Public facilities under construction.
      - Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
      - Parks, public recreation facilities, etc.
    - Damage Assessment Phases:
      - Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
      - Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
    - Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained

within the first 12 to 24 hours of the disaster. Methods for assessment may include:

- Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
- Spontaneous reports: Information received from the public.
- Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
- Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
- Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.

**Logistics Section:** The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.

- **Logistics Section Chief:** The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Logistics Section vest from the EOC storage locker.
  - Staff and supervise the section as dictated by the needs of the incident.
    - Recruit clerical support for the EOC. Two clerical persons will be needed immediately. Assign one to the EOC Manager.
  - Ensure that the entrance to the EOC is secured.
  - Set up additional EOC and front office phones as needed. Instructions are in the EOC security drawers.
  - Order food for the first expected meal break.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
  - Contribute to the Logistics portion of the Incident Action Plan.
  - Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
  - Develop processes for rotating EOC staff through 12-hour shifts.
- **Food Unit:**
  - Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.

- Coordinates acquisition and distribution of potable water.
- Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
- Establishes food distribution centers.
- Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
- Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
- Supply Unit:
  - Coordinates the acquisition of equipment and supplies requested by the incident staff.
  - Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintains an inventory of supplies.
  - Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provides for the coordination of service or repair of non-expendable supplies and equipment.
  - Coordinates transportation resources.
  - Coordinates with Pierce County Emergency Management for use of Intercity Transit and school busses in support of transportation needs.
  - Coordinates allocation of fuel resources.
- Facilities Unit:
  - Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provides for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
- Human Resources Unit:
  - Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
  - Establishes a volunteer management center and augments staff with qualified volunteers.
  - Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
  - Coordinates with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.
  - Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
  - Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.

Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.

- Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Administrator may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension, or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.
- Coordination of Expenditures:
  - Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Administrator will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
  - Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment, and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.
    - Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures that provide for expedient purchasing while maintaining essential fiscal control.
  - Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
    - Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
    - Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.

- Any other incident related expenditures associated with response to the incident.
  - Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Orting accepts full responsibility for the cost of requested resources.
- Essential Records: The Director of Administrative Services will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- City Business Resumption Plan (future project): Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. A City Business Resumption Plan should be prepared to assist in sustaining or restoring critical functions and business as usual. Until this specific plan is completed, Orting will utilize the EPIC Continuity of Operations/Continuity of Government (COOP/COG) as the city resumption plan. These factors may be used to identify vital city services, and develop strategies for recovery:
  - How will the service interruption impact city customers?
  - How long can the process or service be interrupted before the consequences severely impact business?
  - Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
  - What resources including personnel are needed to sustain the process or service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
  - What system documentation is available? Can services be provided manually for a short period of time?
  - What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?
- Emergency Worker Compensation: Liability Coverage for Emergency Workers: Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04.

Workers will be registered as required, to include name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.

- Finance and Administration Section Chief: The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Finance and Administration vest from the EOC storage locker.
  - Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
  - Establish a fiscal control capability.
  - Provide input in planning on all financial and cost analysis matters.
  - Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.
  - Ensure on-going contact and information dissemination to the City Administrator and City Council occurs. Remember to stress what information is public and what is not yet being released.
  - Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
  - Ensure all Sections are using ICS 214, Unit Logs.
  - Consider raising credit card limits for EOC cardholders.
  - Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
  - Be ready to consult with the City Attorney as needed on legal matters.
- Procurement Unit: Administrative Services will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
  - Provides for allocation of city financial resources in support of the needs of the incident.
  - Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
  - Maintains records of financial obligations relating to the incident.
  - Coordinate all contractual matters regarding vendor contracts and rental agreements and ensures that all obligation documents are properly prepared and executed.
- Cost Tracking Unit: Staffed by Administrative Services. The Cost Unit:
  - Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
  - Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- Telecommunications Unit: Staffed by Administrative Services augmented where necessary by other departments. The Telecommunications Unit:

- Provides personnel to the EOC to assist with telecommunications.
- Provides for duplication services in the EOC.
- Information Services Unit: Staffed by Administrative Services augmented where necessary by other departments. The Information Services Unit:
  - Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
  - Provides for duplication services in the EOC.
- Employee Welfare Unit: Staffed by Human Resources or as assigned when needed. The East Pierce County Peer Support Group, comprised of law enforcement officers, may also be requested. The Employee Welfare Unit:
  - Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
  - Provides a childcare system for employee families as needed.
  - Coordinates employee disaster relief as needed.
  - Coordinates Post Traumatic Stress debriefings for employees and their families.
  - Coordinates workplace disaster safety surveys and modifications.
  - Coordinates all Workman Compensation claims and other issues relating to the incident, including injuries and illnesses.
  - Identifies potentially unsafe acts.
  - Identifies corrective actions and ensure implementation. Coordinates corrective action with Command.
  - Ensures adequate sanitation and safety in food preparation.
  - Initiates, maintains, and ensures completeness of documentation needed to support claims for injury and property damage.
    - Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.

### *Prevention and Mitigation*

Promote safety and prevention programs.

### *Preparedness*

- Develop and maintain the City CEMP.
- Coordinate and maintain a method of identifying available resources.
- Provide preparedness activities including plans, procedures, training, drills, exercises, etc.

### *Response*

- Coordinate the City's emergency response with federal, tribal, public, and private organizations.
- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information, and identify jurisdictional and tribal needs and requirements.
- Staff the EOC as dictated by the emergency or disaster and the resource needs.

- Develop EOC Action Plans, as required.

#### *Recovery*

- Deploy appropriate resources as needed in support of recovery operations.
- Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
- Develop EOC Action Plans and SITREPs as appropriate.
- Distribute recovery information, plans and reports to EOC staff.
- Recommend the activation of the Recovery Task Force (RTF).
- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

#### Responsibilities

##### *All City Departments:*

- Establish Incident Command Systems sections as instructed by the EOC Manager.
- Establish appropriate Units as required by the nature and scope of the emergency.
- Develop procedures that detail the departments expected role in emergency response.

##### *Pierce County Emergency Management:*

Provides support to the City of Orting in all aspects of emergency response and recovery.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### **Hazardous Materials**

#### *Introduction*

For hazardous materials incidents within Orting, the city EOC will be used, with Central Pierce Fire & Rescue staff participating at both the incident scene and at the EOC.

#### *Purpose*

To define local responsibilities for hazardous material incident response and management.

#### *Scope*

Preparation for and response to incidents in the city involving hazardous substances, including radioactive materials.

#### *Policies*

1. Federal law, specifically the Emergency Planning and Community Right-to-know Act, defines how communities will prepare for and respond to incidents involving the release of certain hazardous

substances. This plan is consistent with the requirements of the law.

2. The Local Emergency Planning Committee (LEPC) has established a hazardous materials emergency response plan in accordance with federal and state law. That plan is included herein by reference.
3. The Washington State Patrol has been designated as the Incident Command Agency for hazardous materials incidents that impact state and interstate highways.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The manufacture, transportation, storage, and use of a wide range of hazardous materials in our community pose a threat to life and the environment in the event of an uncontrolled release. Accidents involving rail, waterway and highway transportation of chemicals may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as ruptured or overturned storage tanks, ruptured lines or explosions caused by spilled material.

### *Planning Assumptions*

- The Fire Department will most likely be the initial responding agency. Fire Department plans and procedures should be developed to define how hazardous materials incidents will be managed and how emergency resources will be mobilized as well as the methods for notifying WSP when appropriate.
- In major events where multiple hazardous materials incidents exist, the Fire Department may have to proceed as the hazardous materials response agency without the assistance or direction of the Washington State Patrol.

## Concept of Operations

### *General*

- A hazardous materials incident will be reported to emergency authorities by the spiller, bystanders, or others becoming aware of a dangerous situation. Most reports will be made to SouthSound 911 (SOUTHSOUND911).
- SOUTHSOUND911 has internal procedures for notification of the appropriate emergency response agencies. The Fire Department is the initial response agency for hazardous materials in the city.
- Initial protective actions will be taken by the Fire Department as required by the nature and scope of the incident. In larger incidents, the EOC may be activated in support of on-scene command.
- WSP will be notified and will assume Incident Command at the scene according to standing orders.
- Incident command will determine the appropriate method for handling the incident, including protective measures, personnel safety, cleanup, etc.

### *Organization*

The designated incident command agency will determine the appropriate response organization for handling a hazardous materials (HAZMAT) incident.

### *Procedures*

- The internal procedures for each response agency will identify how they will respond to a HAZMAT incident.
- Site-specific incidents will be coordinated on-scene. The city EOC may be activated for multiple simultaneous incidents.
- The provisions of the Pierce County Hazardous Materials Emergency Response Plan developed and maintained by the Local Emergency Planning Committee, will identify the overall direction, control, and coordination elements of hazardous materials incident response and recovery.

### *Prevention and Mitigation*

- Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
- Manage city-owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.
- Manage biological, cultural, and natural and structural resources to reduce or eliminate the effects of hazardous materials.

### *Preparedness*

- Develop guidance and emergency procedures for operations.
- Develop and conduct hazardous materials exercises.
- Develop and conduct hazardous materials training for all emergency responders.
- Participate in other local, state, and federal hazardous materials exercises.

### *Response*

- Provide 24-hour response to hazardous material, oil spill, or other release incidents.
- Make emergency notifications.
- Determine the source and course of the incident.
- Identify the responsible party for a hazardous material, oil spill, or release incident.
- Assume responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.
- Ensure that source control, containment, cleanup, and disposal are accomplished.
- Assist in monitoring and ensuring the safety of first responders and other personnel.
- Initiate enforcement actions, as appropriate.
- Coordinate spill response with other state and federal agencies, and local jurisdictions.
- Establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
- Make on-site inspections of hazardous materials, oil spill, or other releases.

### *Recovery*

- Review response procedures following an incident.
- Coordinate the preparation of an after-action report where appropriate for oil and hazardous materials incidents.
- Recommend and oversee long-term remedial actions.
- Follow-up on enforcement actions.

## Responsibilities

### *Washington State Patrol*

- Acts as designated Incident Command Agency for hazardous materials, or unified Command with local resources.
- Assumes overall direction and control responsibility according to state law.
- Determines the best method of handling the incident, requests outside resources as needed.
- Coordinates with other state agencies, including the Department of Ecology, regarding response and recovery.

### *Fire Department*

- Acts as initial response agency for hazardous materials.
- Identifies the hazard if possible and determines the appropriate initial response methods to mitigate the immediate threat to life and property.
- Confirms notification of the designated incident command agency.
- Confirms notification of the appropriate state agencies.

### *Mutual aid fire departments and districts*

Provides mutual aid support to the Fire Department or the incident command agency as requested.

### *Police Department*

- Traffic and perimeter control at the scene.
- Assists with identification of the hazardous material.
- Coordinates actions with the LEPC.

### *Washington State Department of Ecology*

- Acts as lead agency for spill cleanup.
- Provides technical information on containment, cleanup, and disposal.
- Assists with laboratory analysis and evidence collection for enforcement action.
- Serves as the state on-scene coordinator under the National Contingency Plan for spills impacting the waterways.

## Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## References

- Refer to the Fire Department's emergency response processes.
- City of Orting Emergency Response Plan

# Legal

## Summary

The Legal Department consists of a contracted general counsel. Legal will work in the Policy group providing legal documents and opinions.

## Core Capabilities

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Municipal Court

## Summary

The Municipal Court consists of court services, probation services, and community court. Orting's prosecutor and public defender are contracted employees.

## Core Capabilities

The following core capabilities align with the responsibilities of the Municipal Court:

### Response

- Provide extraordinary arraignment services when necessary.
- Provide translation services as requested.

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the municipal court:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Activities, Events, and Parks

## Summary

Activities, Events, and Parks provides services for community engagement services for all ages, typically in Orting's parks. The park facilities, however, are maintained through Public Works. Due to the number of personnel assigned the Activities, Events, and Parks, additional staff will need to be assigned to these functions, whether from internal or external sources.

## Core Capabilities

The following core capabilities align with the responsibilities of Activities, Events, and Parks:

All Phases

Operation Coordination

Mitigation

Community resilience

Response

- Logistics and Supply Chain Management
- Mass Care Services

Recovery

- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Activities, Events, and Parks:

- ESF-3: Public Works and Engineering (supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services
- ESF-7: Logistics Management and Resource Support
- ESF-14: Long Term Community Recovery (Supporting)

## Mass Care

Introduction

*Purpose*

Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate Service, Cooling, and Warming Centers during severe weather events or following a disaster or emergency. Due to the high need of staff to assist with Mass Care, additional personnel will be requested from neighboring agencies for assistance.

*Scope*

- Address sheltering needs for persons unable to provide for themselves, and define coordination

of shelters, feeding stations, and other special services to persons in need following an emergency.

- The management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the city of Orting during a major emergency or disaster to be coordinated with Pierce County, and NGO's.

## Policies

- The needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

## Situation

### *Emergency/Disaster Conditions and Hazards*

- Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.
- Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

### *Planning Assumptions*

- Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
- Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
- Under emergency/disaster conditions the American Red Cross is the primary agencies that have the ability to coordinate feeding.
- The EOC will work with all community, humanitarian, and social service organizations on the coordination of this activity.
- The distribution of food, water, and donated goods needs to be a community wide effort to include City of Orting and Pierce County government.
- Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- Water supplies may be severely impacted both during flooding, severe winter storms, due to frozen then ruptured pipes, and earthquakes because of total disruption, cracks, pipeline failures, etc.
- Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

## Concept of Operations

### *General*

- Mass care provides for the immediate survival needs of disaster victims through group services and facilities coordinated by the Department of Activities, Events, and Parks.
- The American Red Cross (ARC) is the primary resource for opening and operating public shelters. Where possible, the ARC will assist in the acquisition and coordination of additional private sector relief resources.
- When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Pierce County EOC.
- Emergency Management will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water, and donated goods.
- External resources may be requested and assigned to operate the Mass Care leadership position.

### *Organization*

- Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.
- An American Red Cross or other representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.

### *Procedures*

1. Mass Care Centers: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of displaced disaster victims. Disaster victims will be assisted in one of the following ways:
  - a. No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination, and other details will be forwarded to the Disaster Welfare Information Center.
  - b. Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a special needs shelter facility.
  - c. Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.
2. Post Incident Disaster Assistance Centers: The Emergency Management Coordinator will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
3. Service Centers: Service, Cooling, and Warming Centers may be made available during severe weather events or following a disaster or emergency.
  - a. Police support may be necessary to maintain a secure, safe, and peaceful facility.
  - b. Drinking water and cups will be made available at the facility.
  - c. Food needs will have to be provided and managed by another agency and must meet

health department regulations.

4. Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Tacoma Pierce County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
  - a. Distribution of food supplies.
  - b. Distribution of clothing, bedding, and personal comfort items.
  - c. Establishment of temporary feeding stations.
  - d. Public shelter or temporary housing.
  - e. Limited nursing services for seniors and persons with disabilities.
5. Coordination with the American Red Cross (ARC): The Northwest Region Chapter of the American Red Cross will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the city of Orting, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.
6. Coordinate and support existing homeless sheltering resources in downtown Orting by helping ensure the shelters are open.
7. State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.
8. Community Mental Health Services: The Emergency Management Coordinator will coordinate with Pierce County Emergency Management in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.
9. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list. Information available through the DWI System will include:
  - a. Information about persons injured as provided by local hospitals.
  - b. Information on casualties evacuated to hospitals outside of the disaster area as provided.
  - c. Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
10. Casualty List: A single casualty list of known confirmed dead will be maintained by the Pierce County Medical Examiner and will be accessible through Pierce County Emergency Management when activated. The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Pierce County Medical Examiner will determine the appropriate means of dissemination of information on deceased persons.
11. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only

information cleared for release will be included in the DWI system.

12. Provisions for Special Populations: A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Special Populations Coordinator should:
  - a. Identify the special population needs.
  - b. Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.
  - c. Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
  - d. Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
  - e. The Pierce County Functional Assessment Service Team (FAST) should be requested when a shelter is activated.
13. Evacuation and Sheltering of Pets: The City of Orting will coordinate the evacuation and sheltering of pets. Orting contracts with Pierce County Animal Control for animal services.
  - a. Food:
    - The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
    - The EOC will attempt to coordinate city food resources.
    - Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.
    - Coordination of food stocks may be made in cooperation with the Pierce County Food Bank.
  - b. Water:
    - Orting receives its water from a multitude of systems. Orting's primary drinking water source is local springs and wells.
    - The EOC will coordinate city water resources.
    - Following an earthquake, water may be evaluated for contamination.

#### *Prevention and Mitigation*

- Refer to City hazard mitigation plans. The Emergency Management Coordinator or a designee with assistance from the Director of the Department of Building/Planning or a designee are responsible for hazard mitigation planning and coordination.
- Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

#### *Preparedness*

- Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.
- Refer to individual water utilities, food producers and distributors, health, and agricultural organizations, etc. for plans.

### *Response*

- Track the status of all mass care activities in the city.
- Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
- Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Inform assigned agencies of the need to coordinate food, water, and donated goods.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Revise procedures based on lessons learned from the emergency or disaster.
- Demobilize resources when appropriate.

## Responsibilities

### *Department of Activities, Events, and Parks*

Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:

- Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
- Coordinate with the American Red Cross the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
- Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
- Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
- Coordinate long term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
- Coordinate with the Orting Recovery Café to support the community.
- Coordinate with the Disaster Recovery Group when activated.

### *American Red Cross*

- Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
- Opens shelters and feeding stations upon request.
- Maintains agreements with facility owners and operators for their emergency use as shelters.
- Coordinates their activities through the Pierce County ECC when activated for a multi-jurisdictional incident.

### *Salvation Army*

Provides personnel, facilities, and services to assist the Department of Activities, Events, and Parks in meeting emergency care needs.

### *Emergency Management Division*

- Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Informs assigned agencies of the need to coordinate food, water, and donated goods.
- Coordinates and maintains a liaison with private providers of mass care resources and services.
- Coordinates with all appropriate departments/agencies to ensure operational readiness.
- Maintains an operational EOC and emergency operating procedures.
- Coordinates with State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.

### *Orting Food Bank*

- Coordinates distribution of unsolicited goods.
- Coordinates with the Volunteer Center for additional staffing needs.
- Provides emergency food to individuals and organizations.
- Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.

### *Salvation Army*

- Provides mobile canteen services.
- Provides emergency feeding services.
- Collects and distributes food, clothing, and other supplies.
- Maintains a resource listing of equipment, supplies, and facilities and their availability.

### *Transportation*

When citizens without transportation need to get to the mass care shelter, the following partners may be contacted for assistance:

- Pierce Transit
- Orting School District
- WA Soldiers Home

### *CERT (Community Emergency Response Team)*

- Assist with shelter operations (will be requested from neighboring jurisdictions)

### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### *References*

City of Orting Emergency Response Plan

## Logistics

### Introduction

#### *Purpose*

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

#### *Scope*

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

### Policies

#### *Disaster Response and Recovery Resources*

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

#### *Logistics Support*

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

#### *Control of Local Private Resources*

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:

- **Unlimited Access:** Routine point of sale distribution through existing local wholesale and retail outlets.
- **Voluntary Limitations:** Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
- **Mandatory Limitations:** Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti--hoarding, and construction regulations.
- **Seizure of Essential Goods:** Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.

### *Coordination with Pierce County*

Because of the multi-jurisdictional impact of controls on private resources, coordination with the Pierce is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Pierce County Emergency Management.

### Situation

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

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

#### *Planning Assumptions*

- Resources beyond the capacity of City departments will be coordinated through the EOC.
- Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
- Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

### Concept of Operations

#### *General:*

- Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
- The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
- The Mayor may invoke controls on resources and establish resource allocation priorities during a state of emergency as stipulated in the emergency proclamation or subsequent submittals.
- Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
- Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
- During the preparedness phase, the Emergency Management Coordinator will identify local industries and other public and private resources that may be needed in a disaster.
- Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Pierce County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
  - Amateur radio HAM organizations: communications support.
  - Salvation Army: supports the American Red Cross in disaster victim care and assistance.

- Local CERT team members.
- American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.
- Military Support to Civil Government: Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.
- Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
  - Assistance with mass feeding.
  - Civil disturbance operations/area security patrol.
  - Roadblocks and traffic control.
  - Limited military engineering.
  - Mobile and fixed communications support.
  - Delivery of critical supplies and equipment.
  - Emergency evacuation/transportation by land, sea, and air.
  - Limited emergency electrical power.
  - Limited emergency medical aid.
  - Limited potable water.
  - Aerial reconnaissance/damage assessment.
  - Search and rescue.
- Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through Pierce County Emergency Management. CAP assistance includes, but is not limited to:
  - Courier and messenger services.
  - Aerial surveillance.
  - Light transportation flights for emergency personnel and supplies.
  - Aerial photographic and reconnaissance flights.
  - Communications support.
  - Search and rescue.

#### *Organization*

- The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
- Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
  - Supply Unit.
  - Facilities Unit.
  - Food Unit.
  - Human Resources Unit.
- Emergency Assistance from Local Religious Groups: The Department of Activities, Events, and Parks or the Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations.

## Procedures

- Logistics Section Chief:
  - Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
  - Contribute to the Logistics portion of the Incident Action Plan.
- Supply Unit:
  - Coordinate the acquisition of equipment and supplies requested by the incident staff.
  - Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintain an inventory of supplies.
  - Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provide for coordination of service or repair of non-expendable supplies and equipment.
  - Coordinate transportation resources. Coordinate with Pierce County Emergency Management as needed for use of Pierce Transit, WA Soldiers Home, and Orting School District busses in support of regional transportation needs.
  - Coordinate allocation of fuel resources.
- Facilities Unit:
  - Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
- Food Unit:
  - Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
  - Coordinate acquisition and distribution of potable water.
  - Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establish food stocks distribution centers.
- Emergency Feeding Stations: The American Red Cross (ARC) or other agency is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.
- Human Resources Unit:
  - Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.
  - Establish a volunteer management center. Augment staff with qualified volunteers.
    - In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.

- Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
- Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
- Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
- Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. In order to qualify for benefits, the following information is needed during the registration process:
  - Name.
  - Address.
  - Social Security number.
  - Qualifications or training.
  - Actual duties assigned/emergency worker classification.
  - Applicable dates and times.
- Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with Pierce County Emergency Management.
- Staging Areas: The central in-city distribution point for incoming supplies and equipment will be determined as needed in Orting. An alternate distribution center may be established elsewhere if facilities are inaccessible. Staging of equipment and supplies may be established in each Operational Zone when appropriate.

#### *Prevention and Mitigation*

All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.

#### *Preparedness*

- Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.
- Maintain an inventory of City owned and leased facilities.
- Identify resources for the response and recovery phases of an emergency or disaster.
- Develop a needs assessment of internal and external resources to identify including:
  - Essential personnel and staffing for internal and external support requirements.
  - Emergency supplies needed for personnel.
  - Essential records, equipment, and office supply needs.
  - Essential office space requirements.
  - Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
  - Logistics transportation requirements for an emergency or disaster.

#### *Response*

Provide information on how and where to obtain goods and services to emergency management staff.

Coordinate and fill resource requests.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.
- *Responsibilities*
- Activities, Events, and Parks and Public Works
- Analyze incident resource requirements and establish of resource priorities.
- Identify available resources and develop agreements for acquisition and use.
- Establish an inventory control and material delivery capability.
- Manage donated goods.
- Establish a volunteer registration and coordination capability.

### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### *References*

City of Orting Emergency Response Plan

## **Volunteer and Donations Management**

### *Introduction*

#### *Purpose*

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

#### *Scope*

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

### *Preparedness*

- There are many varying levels of preparedness among the different public and private organizations located within and around the City of Orting. Some ways to prepare for spontaneous volunteers and unsolicited donations include:
  - Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
  - Appoint a lead agency to coordinate with local volunteer groups.

- Develop a Spontaneous Volunteer Management Plan.
- Develop a Donations Management Plan.
- Develop a public education plan specifically targeted at potential volunteers and donors.
- Engage the business community in planning efforts.
- Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
- It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management. Based on staffing, this position may be filled through an outside agency request.

#### Coordination Committee

- Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:
  - Current location of Volunteer Reception Centers.
  - The status of processing.
  - Capacity to share spontaneous volunteers and unsolicited donations across the region.
  - Future projections or trends.
  - Assignment of donations coordinators and volunteer coordinators and their roles.

#### Spontaneous Volunteers

- Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Orting Emergency Management will coordinate with Pierce County Emergency Management the establishment of a VRC. The following should be used as a guide when deploying VRCs.
  - Small, limited, localized disaster.
    - Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
    - No need for a VRC.
  - Medium to large disaster.
    - Significant media attention.
    - Establish a VRC outside the impact area.
  - Very large or catastrophic disaster.
    - Volunteer activity will overwhelm the local capacity.
    - Consolidate VRCs to operate more efficiently.
  - Preregistering Volunteers:
  - Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
- If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the

processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Center.

- The United Way of Pierce County will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
- Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
- Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
- Volunteer Reception Center (VRC):
  - A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.
  - VRC Activities include:
    - Formal registration.
    - Interview & Assignment.
    - Safety & Cultural Trainings.
    - Public Information.
    - Phone Bank.
    - Demobilization.
  - Forms include:
    - VRC Arrival Sign In.
    - Volunteer Instructions Checklist.
    - Sample Disaster Volunteer Registration Form.
    - Sample Volunteer Liability Release Form.
    - Emergency Worker Registration Card.
    - Safety Training.
    - Sample VRC Floor Plan.

## Donations Management

- If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.
- During a disaster, the public, including major corporations, give generously to those in need. Often this outpouring of goodwill can overwhelm local government and social agencies.
- In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
- Donated Goods:

- City of Orting government will coordinate all nationally donated goods with the State EOC.
- The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Orting.
- Donated goods are categorized into the following sections:
  - Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, Salvation Army, or other agency providing major relief efforts to the affected community.
  - Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Pierce County Food Bank will coordinate sorting, storing and distribution of unsolicited goods.
  - Financial donations will be forwarded through the Greater Tacoma Community Foundation. Their organization will create an incident-specific account to accept financial donations.
- The level of donations that may accompany each level of disaster.
  - Small to medium disaster.
    - Few and sporadic donations.
  - Medium to large disaster.
    - Donations activity is significant.
  - Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
    - Donations Management Branch or Unit will be established.
  - Public Messaging:
  - Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
  - A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
  - Valuable Public Messages may include:
    - “Don’t call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies.”
  - Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

## Demobilization

- Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
- Demobilization:
  - Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
  - Direct volunteers towards longer-term affiliation and community involvement, building

larger and stronger networks of affiliated volunteers.

## Recovery

### *Volunteer Management:*

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

### *Donations Management:*

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

# Police

## Summary

The Police Department consists Administrative Services and Operations. Administrative Services includes Information Technology, Outreach Services, Policy and Finance, and support services. Operations includes Community Policing, Detectives, Patrol, and Professional Standards. Orting participates in the Force Investigation Team (PCFIT), and they operate their own drone program.

## Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Prevention and Protection

- Intelligence and information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics and Attribution
- Risk Management for protection programs and activities

### Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESF-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Search and Rescue

### Introduction

#### *Purpose*

Procedures to be used for coordination of search and rescue.

### *Scope*

Urban search and rescue operations including ground, air, and water.

## Policies

### *Search and Rescue*

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the Central Pierce Fire & Rescue, Pierce County Sheriff's Office, and the Pierce County Special Operations and Rescue Team are assigned technical rescue and swift water responsibilities.

### *Search and Rescue (SAR) resources*

Pierce County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Pierce County Sheriff's Office, King County Sheriff's Office Guardian One helicopter, WA State Patrol's aircraft, local law enforcement drone programs, and Pierce County Emergency Management.

## Situation

### *Emergency/Disaster Conditions and Hazards*

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.

### *Planning Assumptions*

- Search and Rescue (SAR) means the act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.
- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.
- Citizen assistance with SAR operations may be appropriate under some circumstances.

## Concept of Operations

### *General*

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. Fire Department resources are trained in urban search and rescue operations, including confined space.
3. The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.

4. Additional assistance is available from the Pierce County Sheriff's Department, King County Sheriff's Office Guardian One helicopter and WA State Patrol airplane. Coordination with this resource should be through Pierce County Emergency Management.

#### *Organization*

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

#### *Procedures*

- The Police Department will determine the need for search and rescue operations, in concert with the Fire Department where appropriate.
- Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be search, or have been searched, will be used.
- Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers where appropriate or outside SAR resources as needed, will be organized, and deployed by the SAR Coordinator.

#### *Prevention and Mitigation*

- Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.
- Develop and present preventive SAR programs through public awareness and school education programs.

#### *Preparedness*

- Plan to support SAR operations with available resources, when requested.

#### *Response*

- Provide resources including personnel and equipment for SAR operations, when available.

#### *Recovery*

- Assist in returning all SAR organizations and personnel to a state of preparedness.

### Responsibilities

#### *Police Department*

- Staff the SAR Coordinator position at the EOC, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.
- Drone Team

#### *Fire Department*

- Provide urban rescue trained personnel to carry out special SAR operations.

#### *Department of Public Works*

- Support rescue operations with heavy equipment where necessary.

#### *Pierce County Sheriff's Department*

- Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

#### *Pierce County Emergency Management*

- Coordinate acquisition of external SAR resources upon request.

#### *King County Sheriff's Department*

- Guardian One helicopter

#### *Washington State Patrol*

- WSP airplane

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### References

City of Orting Emergency Response Plan.

## **Public Safety**

### Introduction

#### *Purpose*

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

#### *Scope*

Coordination of all incidents related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

#### Policies

- Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Orting Police Department.
- Military personnel, requested to augment or support the Orting Police Department, will remain under command of their parent agency but will operate only at the direction of the Orting Police Department.

## Situation

### *Emergency/Disaster Conditions and Hazards*

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.

### *Planning Assumptions*

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.

## Concept of Operations

### *General*

- The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal procedures of the Police Department.
- Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
- Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.

### *Organization*

- A Law Enforcement Unit will be established in the EOC to coordinate all the identified actions.

### *Procedures*

- Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations Sub-Unit will:
  - Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.
  - Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Pierce County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
  - Identify, mark, secure, and manage landing zones where needed.
  - Request the acquisition of air resources through the Logistics Section.
  - Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

### *Prevention and Mitigation*

- Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

### *Preparedness*

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.

### *Response*

- The Orting Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.

### *Recovery*

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available.
- Prepare after action reports.
- Investigate fires where fatalities, large property losses, or suspicious circumstances exist. Orting contracts with the Pierce County Fire Marshals Office for fire investigations. Orting Police work with PCFMO during the investigation process.

## Responsibilities

### *Police Department*

- Prioritize law enforcement response consistent with the Incident Action Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Provide personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provide personnel to assist with the dissemination of warning and emergency public information.
- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

#### *Pierce County Sheriff's Department*

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available Pierce County search and rescue units if requested.
- Provide warning and communication support if requested.

#### *Mutual aid law enforcement agencies*

- Provide law enforcement support in accordance with mutual aid agreements.

#### *Washington State Patrol:*

- Provide law enforcement support to the Police Department if requested.
- Assume incident command for hazardous materials incidents when the incident is on WA State Route 162.
- Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

#### *Resource requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

City of Orting Emergency Response Plan

## **Evacuation**

### *Introduction*

#### *Purpose*

To assist the City of Orting, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

#### *Scope*

Evacuations may result from naturally occurring incidents such as earthquakes, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.

#### *Planning Assumptions*

- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.
- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.

- Planning for evacuations must include Americans with disabilities/Access and function needs, pets, service animals, and livestock.
- Orting Police may issue emergency alerts (OrtingAlert) based on time and personnel resources.

## Concept of Operations

### *General*

#### 1. Local response

- The type of incident, the geographic scope of the incident, and the resources available will determine local response.
- Any agency listed may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from EOC Manager.
- If the incident is small and local in nature, Central Pierce Fire & Rescue, Police, or Public Works may recommend a limited evacuation.
- Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC/ECCs) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC/ECC.
- In the event of a healthcare facility evacuation the Health and Medical Area Command, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the public.

2. State Response: Where city and county resources are exhausted, the State of Washington may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.

3. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.

4. Americans with Disabilities/Access and Functional Needs.

- Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.
- The City of Orting will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.

5. LEP and PETS

- Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

### *Organization*

The Orting Police Department and Central Pierce Fire & Rescue are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC or the main police

station. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

### *Procedures*

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

### *Response Actions*

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

#### 2. Shelter-in-Place:

- Most commonly used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.

#### 3. Evacuations:

- An EOC Manager makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager requests activation of EOC to support the evacuation and notifies appropriate elected officials.
- The EOC Manager initiates the warning of affected populations by appropriate methods available.
- At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
  - The selection of a safe area to move impacted populations.
  - Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
  - Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
  - Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
- The Public Works, Pierce County Public Works, and Washington State Department of Transportation support road closures and evacuation routes.
- The American Red Cross and other non-governmental organizations may provide shelters as needed.
- Salvation Army and American Red Cross support local responders, shelters, evacuees, etc.
- OPD supports area security, road closures, and shelters.
- Sheltered populations are accounted for and are reunited with loved ones if possible.
- Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
- Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
- Evacuated populations may require transportation to return.

- All agencies are responsible for their own facility evacuation procedures.

### *Responsibilities*

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Orting EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.

### *Orting Police Department*

- Ensure that OPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
- Act as the Field Incident Commander when appropriate and at suspected or determined crime scenes.
- Provide, direct or command search and rescuer resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

### *Orting Emergency Management*

- Activate the EOC when notified by OPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the OPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

### *Orting Public Works*

- Provide transportation if resources are available, for evacuees to designated public shelters when requested.
- Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.
- Coordinate and notify the EOC of the resources used, destination, and number of people transported.
- Coordinate the identification of safe evacuation routes with the EOC.
- Maintain evacuation plans for Public Works facilities.
- Provide a representative to the EOC as requested.

### *Building Department*

- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Coordinate security of affected areas with the EOC.
- Maintain evacuation plans for Building/Planning.

### *Events, Activities, and Parks*

- Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Orting shelters.
- Make available City Park facilities, equipment, and personnel for general population emergency shelters in coordination with the American Red Cross and EOC.
- Provide personnel and equipment to support emergency operations of other City Departments.
- Aid in dissemination of public information.
- Maintain evacuation plans for Activities, Events, and Parks facilities.

### *Central Pierce Fire & Rescue*

- Initiate evacuations or shelter-in-place, when necessary, in coordination with OPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.
- Coordinate with EMS personnel.
- Request transportation as need for evacuees.
- Request the opening of a shelter for displaced persons.

### *SouthSound911*

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

### *State Emergency Operations Center*

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

### *Orting School District*

- Provide transportation resources for evacuation if available.
- Provide facilities for shelters if available.

### *American Red Cross*

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

*Pierce Transit, WA Soldiers Home, and Sound Transit*

- Provide transportation resources for evacuation if available.

Resource Requirements

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

# Public Works

## Summary

The Public Works Department develops, maintains, and repairs all city infrastructure – municipal water system, municipal sanitary system, storm water facility, public streets, city sidewalks, irrigation, city parks, trails, buildings, and other city facilities.

## Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment

### Recovery

- Economic Recovery
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-1: Transportation
- ESF-2: Communications (supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Transportation

### Introduction

#### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

#### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

#### *Policies*

- Pierce Transit, Sound Transit, Orting School District, and WA Soldiers Home and access to busses, will be coordinated directly through the Orting EOC or Pierce County Emergency Management.
- In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

### Situation

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

#### *Planning Assumptions*

1. All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are “shared” multi-jurisdiction transportation resource, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of Pierce Transit and Sound Transit activities in support of ESF-01.

### Concept of Operations

#### *General*

1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

## Organization

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

## Procedures

### 1. Evacuation/Shelter-in-Place:

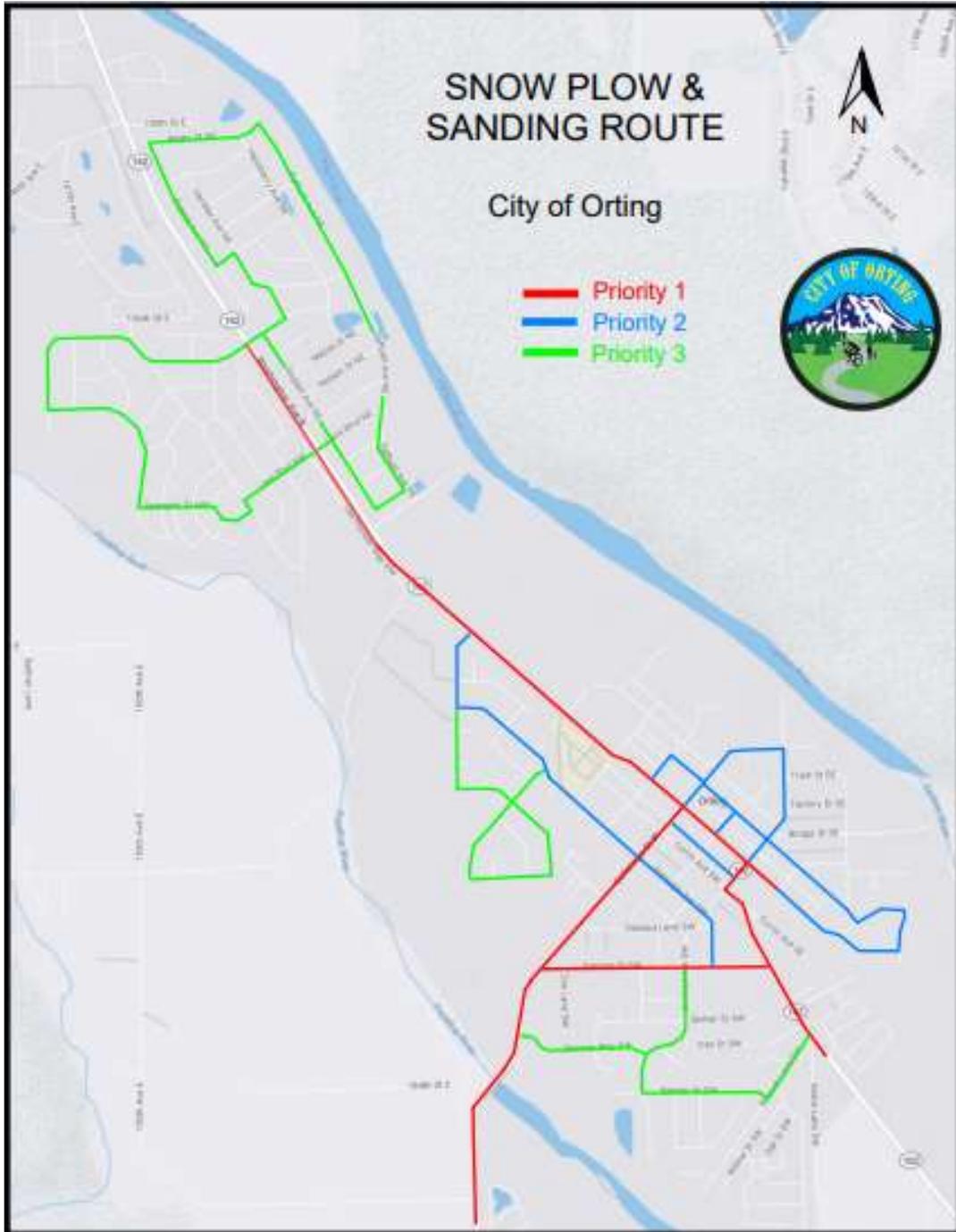
- Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the City Council, the Chief of Police, or the Fire Chief when necessary.
- The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
- Evacuations that have multi-jurisdictional impact will be coordinated with the Pierce County EOC to ensure consistent instructions to the public.
- Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
- Population protection methods may include “shelter-in-place” depending upon circumstances.
- Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
- Agency Responsibilities for Evacuation/Shelter-in-Place:
  - Fire Department: Emergency Management Division:
    - Recommend evacuation/shelter-in-place where appropriate.
    - Monitor evacuation activities.
    - Coordinate with the Public Information Officer regarding evacuation routes, conditions, and other essential information.
    - Establish an Evacuation sub-Unit if necessary.
  - Police Department:
    - Crowd and traffic control operations.
    - Identify and establish evacuation routes.
    - Assist in the removal of stalled vehicles and equipment from evacuation routes.
    - Assist the EOC in identifying critical evacuation problems.
    - Assist in dissemination of evacuation/shelter-in-place instructions to the population.
  - Department of Public Works:
    - Assist in traffic control operations by providing signs and barricades.
    - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
    - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.

- Fire Department:
  - Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
  - Assist in the dissemination of evacuation/shelter-in-place instructions to the public.
- Washington State Department of Transportation
  - Utilize Incident Response vehicles, State Patrol vehicles, and WSDOT trucks.

#### *Priority Lifelines Routes*

Routes that must be kept open and accessible at all times but especially during emergencies. The first map is of the entire city while the second and third map are zoomed into the west and east sides of the City. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions.

City of Orting: Snowplow and Sanding Route is the same for other road priority openings.



Washington State Department of Transportation (WSDOT) has responsibility for clearing SR 162 through Orting, but Orting PW will assist in maintaining SR 162.

### *Prevention and Mitigation*

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

### *Response*

- Staff the City EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the City transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the City's transportation system and facilities.

## Responsibilities

### *Department of Public Works*

- Coordinate all transportation resources in support of the incident.
- Coordinate with Pierce County Emergency Management in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Pierce County EOC if local emergency transportation capabilities are exceeded.

### *Washington State Department of Transportation:*

- Provide support when state highways are impacted by the incident.

### *Pierce and Sound Transit*

- Upon request send a representative to the city EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

### *Orting School District*

- Coordinate with the Transportation sub-Unit for the provision of District transportation assets.

#### *WA Soldiers Home*

- Provide transportation resources as requested and able.

#### *Pierce County Emergency Management*

- Coordinate transportation with other local emergency management programs through the Emergency Management Council.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### References

City of Orting Emergency Response Plan

## **Engineering**

### Introduction

#### *Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources. Engineering for Orting is contracted with a local private engineering firm.

#### *Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

#### Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Orting will provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.
- The Orting EOC may request intrastate building safety mutual aid system, which is a mutual aid response for building safety inspections (RCW 24.60).

### Situation

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

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure

safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

#### *Planning Assumptions*

- Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
- Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Building/Planning and the Legal Department as needed.
- The city will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
- Aftershocks may require re-evaluation of previously assessed structures and damages.

#### *Concept of Operations*

##### *General*

- The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
- The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
- Public and private utilities operating in the city will coordinate the prioritization of restoration of essential services with the Public Works Unit at the City EOC. A Liaison Officer may be appointed to support this coordination when necessary.

##### *Organization*

- A Public Works Unit may be established in the EOC to coordinate these activities.

##### *Procedures*

- External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
- Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with Pierce County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the City EOC as needed.
- In the absence of utility providers Public Works will:
  - Determine the extent of electrical outages and disruptions.
  - Determine the extent of natural gas disruptions.
  - Coordinate out of area private and public energy assistance.

### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in City drills and exercises.

### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the City EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

### *Recovery*

- Continue with response and recovery activities until completed.

## Responsibilities

### *Department of Public Works*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist the Fire Department in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to City property and facilities.
- Provide for the inspection of all city facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to city facilities and structures, including water service, streets and roads, etc.
- Perform, on contract, major recovery work to restore damaged public facilities.

- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate city flood fighting activities.
- Provide all additional private sector engineering assistance needed via the city's on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

#### *Department of Activities, Events, and Parks*

- Provide personnel, facilities, and equipment to the Department of Public Works according to existing internal plans and procedures.

#### *Community Planning and Development*

- Provide Engineering and Building inspection personnel and services as needed.

#### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

#### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

#### *Other Non-City Utilities Providers*

- Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

City of Orting Emergency Response Plan

## **Energy**

### *Introduction*

Electricity and natural gas are provided by Puget Sound Energy (which provides these services for the EPIC jurisdictions). Although energy is provided by PSE, this section is included for planning and response purposes.

### *Purpose*

To provide for the effective utilization of available electric power, natural gas, and petroleum products to meet essential energy needs in the City of Orting during an emergency or disaster, and to provide for the restoration of energy utilities affected by the emergency or disaster.

### *Scope*

Energy systems and utilities services damaged or interrupted by a disaster event. Includes assisting energy suppliers and utilities in the acquisition of equipment, specialized labor, and transportation to repair or restore energy systems as well as obtaining fuel for transportation, communications, emergency operations, and other critical facilities.

### *Policies*

The City of Orting priorities are to protect lives, public property including critical energy and utility systems, and the environment.

### *Situation*

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

The transportation and use of a wide range of energy resources in the community poses a threat to life and the environment if those systems are damaged or inoperable. Disruptions to energy sources may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as damaged power lines and relay stations or ruptured natural gas lines.

#### *Planning Assumptions*

- A disaster can sever or constrain supply to key energy and utility lifelines, including firefighting, transportation, communication, and others, needed for public health and safety.
- There may be widespread and/or prolonged electric power failure. Without electric power, communications may be affected, and traffic signals may not operate, which could lead to transportation gridlock.
- There may be extensive pipeline failure in gas utilities. These may take days, weeks, months, and even years to repair.
- There may be panic hoarding of fuel in areas with severed pipelines, or from neighboring jurisdictions where shortages have occurred.
- Natural gas lines may break and may erupt in fire.
- City departments may need to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.
- Orting will work on proving back up generation systems for critical city facilities.

### *Concept of Operations*

#### *General*

1. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and

utility systems.

- The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances. All utilities, whether publicly or privately owned, will be expected to manage and operate their utility, providing emergency service repairs, and restoration based on their requirements and capabilities.
- Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
- The Washington State Department of Transportation can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.

Each Utility has its own mutual aid agreements and contractor lists to facilitate repairs in a timely fashion.

Support resources may be requested for road clearance and debris removal or other government services.

#### *Organization*

The designated incident command agency will determine the appropriate response organization for handling an energy incident.

#### *Procedures*

- To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
- Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.
- Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
- As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to Emergency Management.
- The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. RCW 43.21G.040.

#### *Prevention and Mitigation*

- Train staff on the Incident Command System and basic EOC operations.

### *Preparedness*

- Prepare and update contingency plans and supporting documents.
- Maintain credentials and contact with all responding government agencies, energy companies, and energy associations.
- Maintain general data, information and knowledge regarding energy systems and system infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
- Conduct or participate in energy emergency exercises.

### *Response*

- Liaison with applicable entities in the energy sector.
- Contact energy companies for situation reports to address:
  - Infrastructure damage.
  - Assessment of system and customer impacts.
  - Infrastructure repair requirements and restoration estimates.
  - Energy demand and supply estimates.
  - Need or potential need for state coordination or assistance.
  - Estimates of price or other market impacts.

### *Recovery*

- Continue all response efforts as necessary during any recovery period, including:
  - Maintain damage assessments and restoration profiles.
  - Provide restoration assistance to energy companies.
  - Coordinate with appropriate federal, state, and local agencies.

## Responsibilities

### *Puget Sound Energy*

- Identify and coordinate restoration priorities for electricity and natural gas.
- Liaison with EOC when requested.
- Provide timely and accurate information to end-users.
- Perform life safety and property preservation operations when indicated.
- Determine location, extent, and restoration of electricity supply and outages or disruptions.
- Determine status of shortages or supply disruptions for natural gas.
- Comply with energy allocations and curtailment programs as determined by the governor.
- Coordinate out-of-area private and public energy assistance.

### *Emergency Management Division*

- Maintain a liaison with local utilities and the ability to communicate on a 24-hour basis.
- Coordinate assistance to support local utility and energy providers, as requested.

#### *Public Works: Fleet Services*

- Manage City fuel supplies and provide petroleum products for City Vehicles and generators.

#### *Other Utility Providers*

- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Provide information necessary for compiling damage and operational capability reports.

#### *Public Works*

- In the absence of utility providers, the Department of Public Works will:
  - Determine the extent of electrical outages and disruptions.
  - Determine the extent of natural gas disruptions.
  - Coordinate out of area private and public energy assistance.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

City of Orting Emergency Response Plan

#### **Water and Wastewater**

Refer to the City of Orting Emergency Response Plan for Water and Wastewater plans.

Orting is a member of the Washington Water/Wastewater Agency Response Network created to provide mutual aid assistance for water related emergencies due to natural or man-made disasters.

# City of Puyallup

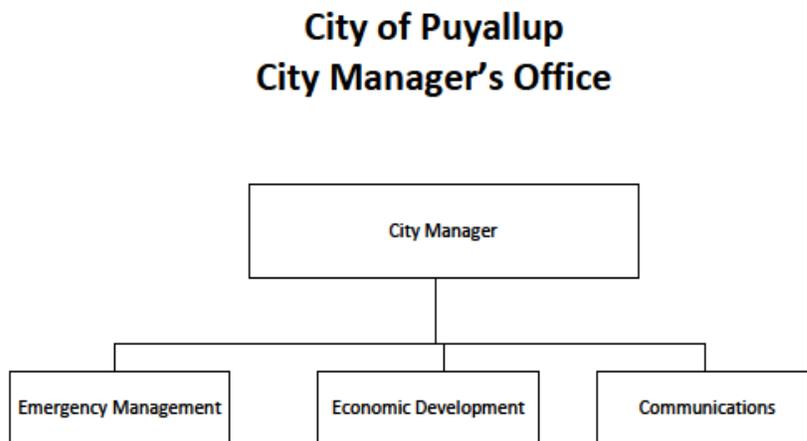
Each department or division will be broken down for clarity.

## City Manager's Office

### Summary

The City Manager's Office consists of the Office of Communications, Economic Development, and Emergency Management. Communications is responsible for all methods of communications with city residents and guests, city staff, and shareholders. Economic Development assists with recruiting and maintaining businesses within Puyallup. Economic Development works closely with Development and Permitting Services. Emergency Management is responsible for developing and providing emergency plans and preparedness information to Puyallup residents and city staff. A Homeless Outreach Specialist is on the Emergency Management staff to assist with homeless services.

Based on the incident, outside requests for additional personnel and resources may be necessary to facilitate staffing of additional resources and positions.



### Core Capabilities

The following core capabilities align with the responsibilities of the City Manager's office:

#### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

#### Protection

- Cybersecurity
- Risk Management for protection programs and activities

#### Mitigation

- Community resilience

- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

#### Response

- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Mass Care Services
- Operational Communications
- Situational Assessment

#### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

### **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Manager's Office:

- ESF-2: Communications
- ESF-5: Emergency Management
- ESF-7: Logistics Management and Resource Support (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

### **Public Information and Communications Systems**

#### Introduction

##### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.

##### *Scope*

The communication and warning assets of all city organizations including radio, voice, and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for City of Puyallup, city officials, employees, the media, and the public.

##### *Policies*

- The city relies on the warning capabilities of federal and state government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.

- Pierce County Division of Emergency Management is responsible for maintenance of the primary warning reception point for this region, a component of the National Warning System located at SOUTHSOUND911.
- All relevant agencies will work in close cooperation with Pierce County Division of Emergency Management to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.
- It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

## Situation

### *Emergency/Disaster Conditions and Hazards*

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

### *Planning Assumptions*

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.
2. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
3. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
4. Demands for information from media outside the city will be significantly increased in a disaster.
5. Sufficient communications will be established to support public information efforts.
6. Following a disaster, the Emergency Alert System (EAS) will be available to the City of Puyallup.
7. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.

## Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### *Public Information Objectives*

1. To warn the public of hazardous situations and impacts.

2. To instruct the public on protective measures that can be taken.
3. To coordinate the city's release of public information to the media.
4. To control rumors and reassure the public.
5. To provide ongoing information about emergency operations and emergency services.
6. To instruct the public on disaster assistance and recovery services and procedures.

#### *Communications Systems Objectives*

1. Identify all existing communications assets and capabilities.
2. Plan for the best use of those resources under emergency conditions.
3. Provide for augmenting existing communications with outside resources as needed.

#### *Special Populations including LEP*

There are several non-English speaking communities in the City of Puyallup. In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups. A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development. In addition, Pierce County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities. The City of Puyallup also maintains a useful links page on the city website. This includes accessible helps for sight, and languages.

#### *National Warning System*

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Pierce County NAWAS receiving point is SOUTHSOUND911. Information received via NAWAS that impacts the city is forwarded to the Puyallup Police and Central Pierce Fire & Rescue on a 24-hour basis. The on-duty police supervisor will notify Emergency Management or a designee when appropriate.

#### *Emergency Alert System*

Emergency Alert System (EAS) may be activated either through the Puyallup Emergency Management, or the Pierce County Emergency Management. Puyallup and Pierce County Emergency Management will coordinate communication messages. Puyallup Emergency Management and other city employees have the ability to activate IPAWS for Puyallup-centric messages.

#### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

### *Communications Coordinator*

- Emergency Management will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
- Maintaining equipment inventories.
- Maintaining current radio frequencies in use in the Puyallup area.
- Scheduling tests and exercises to ensure communications readiness.
- Identifying support communications resources and establish agreements and procedures for their use in time of need.
- Assuming operational control of supporting communications systems, including the allocation of communications resources.
- Coordinating the restoration of communications capabilities in the city following a disaster.

### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.

### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911 (SOUTHSOUND911). SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, Citizens Band, and Business Band radio systems. Amateur Radio resources will be coordinated through the EOC. The EOC maintains three Amateur Radio stations for use by our AARES Radio volunteers.

### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The city's IT and Communications Department will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

### *Shelter Communications*

- Shelter communications will be coordinated between the shelter and the EOC. Communication will be accomplished one of the following:
  - Cell phone, land line, or satellite phone.
  - Text
  - Email
  - EOC talkgroup channel
  - Amateur radio
- Communication with the State EOC will be via the following systems:
  - Telephone.

- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.
- Emergency Radio System Comprehensive Emergency Management Network (CEMNET) via the Puyallup EOC.
- State talkgroup channel (State Ops, Rednet, OSSCR)

#### Organization:

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Emergency Management Director will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Puyallup EOC to coordinate communications for city operations.

#### Procedures

##### *Dissemination*

- Methods for dissemination of local emergency information and instruction will be determined by the Police Chief, Emergency Management Director, or Public Information Officer and depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
- Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public. Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
- Notices may include information for:
  - Evacuation, sheltering, and shelter-in-place
  - General survivor assistance (i.e., medical care, shelter locations, etc.)
  - Food and water
  - Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The City Communications Manager will maintain up-to-date distribution lists.

##### *Primary Warning Point*

The Police Chief and/or the Emergency Management Manager are the primary receiving and reaction points for warning information. All emergency notifications and warnings will be sent through designated personnel complying with established policies and procedures. Puyallup and all EPIC jurisdictions use the CodeRed platform of products for emergency dissemination.

### *Automatic Activation*

The warning system may be activated by SOUTHSOUND911, without prior authorization from Emergency Management, if the SOUTHSOUND911 Duty Supervisor or Pierce County Emergency Duty Officer determines the timely and immediate dissemination of warnings is warranted by the nature of the threat. Policies and procedures will be in place to define the parameters for automatic activation of the warning system.

### *Outdoor Warning System*

The Outdoor Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property. This system is strategically located in the Puyallup Valley and in portions of East Pierce County. This system will be activated by SOUTHSOUND911 in concurrence with USGS, Pierce County DEM, and the State EOC (SEOC).

### *Prevention and Mitigation:*

- Provide information about hazards that may influence siting of facilities and deployment of resources.
- Develop and implement Public Education campaigns.

### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency. All agencies are invited to participate in scheduled monthly practice sessions on alerting and notification procedures.
- Acquire or identify for future acquisition necessary resources and equipment.
- Actively promote signing up Puyallup residents and businesses in the CodeRed system (PuyallupAlerts).

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing, or operational periods as designated by EOC Manager.
- In coordination with City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics Section. Details may also be captured from other units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.

- Collect damage information in support of the preliminary damage assessment.
- Open the Puyallup EOC's Call Center for taking reports of damage to private property.

## Responsibilities

### *Public Information Officer (PIO)*

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Manager.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the city.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management where appropriate.
- Support the Mayor, Council, City Manager and department directors in their public information and public confidence roles.

### *Emergency Management Division*

- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Share all warning information with Pierce County Emergency Management.
- Determine which warnings are significant to the City of Puyallup.
- Attempt to provide warning and emergency information to School Districts and other partners.

### *Police Department*

- Assist with the dissemination of warnings.
- Assist with PIO role(s) when necessary.

### *Department of Public Works:*

- Provide support communications through department communications resources.

*Parks, Recreation, and Facilities:*

- Provide support communications through department communications resources.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.

# Emergency Management

## Introduction

### *Purpose*

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Puyallup Emergency Operations Center (EOC).

### *Scope*

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Puyallup. These processes are coordinated through the Puyallup EOC.

### *Organization*

- The Puyallup EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Puyallup EOC will staff the following ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.
- Puyallup also has an active Community Emergency Response Team (CERT) that is trained to assist self, neighbors, and the community during disaster situations. Members are trained in light search and rescue, utility control, small fire extinguishment, first aid and triage, and ICS fundamentals. CERT members are adults that have issued equipment commensurate with training and skill level. CERT members can be requested during incidents for a variety of staffing needs. All Puyallup CERT members have their emergency service worker card through Pierce County and maintain active membership by attending meetings, drills, and exercises.

### *Policies*

1. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.
2. The Puyallup EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Pierce County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Puyallup to return to normal operations faster and more efficiently.

4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports.
  - Requirements for Incident Records:
    - Situation Report (SITREP): A compilation of data from the Operations Section and activated units.
    - Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.
    - Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
    - Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
    - Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
    - Maps: Maps and graphics used to display or depict incident related activities.
    - Other Documents: Other incident related documentation necessary for accurate response and recovery records.
  - Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
5. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to ensure effective, efficient, and safe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
  - The Operations and Planning Section Chiefs brief on situation and resource status.
  - The Safety Officer discusses safety issues.
  - The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
  - If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
  - The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.
  - The Operations and Planning Section Chiefs specify resource needs for the selected strategy and tactics.
  - The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
  - The Logistics Section Chief develops resource orders.
  - The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
  - The Finance and Administration Section Chief provides a financial update.
  - The Liaison Officer discusses interagency liaison issues.
  - The Public Information Officer discusses information issues.
  - The EOC Manager finalizes, approves, and implements the IAP.
  - All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The City of Puyallup is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, cyber-attacks, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, lahars, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to directly or indirectly impact the city. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The city can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.

Below is the City of Puyallup Hazard Vulnerability chart from the 2020-2025 Region 5 All Hazard Vulnerability Plan

## City of Puyallup Hazard Vulnerability

2020-2025 Region 5 All Hazards Plan

THREAT <sup>2</sup>		POPULATION		
		Total	% Base	Threat Rating
<b>BASE</b>		<b>37,499</b>	<b>100%</b>	
<i>Geological</i>	Avalanche	NA	NA	NA
	Liquefaction	18,634	50%	Moderate
	Deep Landslide	22,174	59.1%	Moderate
	Shallow Landslide	25,816	68.8%	High
	Tsunami	NA	NA	NA
	Volcanic	21,162	56%	Moderate
<i>Meteorological</i>	Drought	37,499	100%	Very High
	Flood	13,876	37%	Low
	Severe Weather	37,499	100%	Very High
	WUI Fire	Insufficient GIS data to draw numbers from at this time or map susceptible areas		
<i>Technological</i>	Abandoned Mines	NA	NA	NA
	Civil Disturbance	37,499	100%	Very High
	Dam Failure	16,948	45%	Moderate
	Energy Emergency	37,499	100%	Very High
	Epidemic	37,499	100%	Very High
	Hazardous Material	26,401	70.4%	Very High
	Pipeline Hazard	4,896	13%	Very Low
	Terrorism	37,499	100%	Very High
	Transportation Accidents	26,401	70.4%	High

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

### *Planning Assumptions*

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What is the plan?
  - It is essential that the City of Puyallup EOC, other jurisdictional EOC's share information and coordinate its dissemination.

### Concept of Operations

#### *General*

Emergency Management Division will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

#### *Organization and Procedures*

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

#### *Policy/Executive Group*

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Manager make up the Policy/Executive group and are advised by the City Attorney.

1. City Council:
  - Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
  - Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
  - Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)
  - Provides policy direction to the emergency management organization. (RCW 38.52)

- Enacts legislation, which commands the services and equipment of private citizens as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)
- Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
- Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

2. Mayor:

- Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
- Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
- Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

3. City Manager:

- Provides overall direction and control of disaster activities under the provisions of this plan.
- Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
- Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
- Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
- Instills public confidence, and relays public information, as provided by the Public Information Officer.

4. City Attorney:

- Provides emergency legal advice to the Mayor and City Council, and City Manager.
- Reviews emergency agreements, contracts and disaster-related documents.
- Drafts a Declaration of Emergency when necessary.
- Assists in drafting a Declaration of Disaster when necessary.
- Drafts other emergency ordinances as needed.

*Command Staff:*

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.
  - Tasks: The EOC Manager is charged with all of the duties associated with the EOC until otherwise delegated.

- Open the EOC, obtain the EOC Manager’s vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
- Answer the following questions to gain situational awareness:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What are the downstream effects on the city?
  - What effects is this disaster or our action having outside the city?
  - What is the plan?
- Appoint staff to positions as they arrive and in the following order for the initial activation needs:
  - Logistics Section Chief: to assume staffing responsibilities.
  - Planning Section Chief: to assume situational awareness responsibilities.
  - Public Information Officer: to address inquiries from the media and assume public information responsibilities.
    - The State, the County, neighboring cities, the City Manager, the department directors, and the public should all be notified when the EOC is open and addressing an incident.
  - Finance and Administration Section Chief: to assume notification responsibilities.
  - Operations Section Chief: to coordinate interdisciplinary response to the incident.
  - Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.
- If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
- Determine incident objectives, strategies, and priorities.
- Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
- Create an organization chart for publication.
- Provide an overview of the situation, followed by regular updates.
- Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
- Oversee the development of an Incident Action Plan.
- Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
  - Remind Section Chiefs to use section books.
  - Remind staff to retrieve the appropriate vest for the section they are assigned to.
  - Remind staff to “STAY in the BOX” and reinforce the organization chart.
- Establish contact with the Pierce County, and Washington State EOCs.
  - If necessary, establish a liaison with Pierce County Emergency Management.
- Prepare a briefing for the City Manager and elected officials that includes:
  - Scope of the event.

- Actions being taken.
  - Future expectations and concerns.
  - Policy support needs.
2. Deputy EOC Manager: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
  3. Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Manager, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. Tasks may include:
    - Obtain a briefing from the EOC Manager.
    - Initiate contact with the City Manager and/or City Council, and appropriate local and state support agencies/representatives, and provide an initial briefing of the incident.
    - Identify primary contacts including the communications link and location.
    - Work with the PIO to keep City Hall informed so the City Manager and City Council do not come to EOC for information.
    - Monitor incident operations to identify current or potential inter-organizational conflicts.
    - Attend planning meetings as required.
    - Provide input on the coordination with City Hall and outside agency resources.
    - Oversee the well-being and safety of personnel in the EOC.
    - Advise on any City Hall or assisting agency special needs or requirements.
    - Determine if any special reports or documents are required.
    - Ensure that all outside agency personnel and/or equipment is properly recorded.
    - Ensure that all required outside agency forms, reports, and documents are completed.
    - Identify representatives from each responding agency, their location, and the appropriate communications and coordination link.
    - Respond to requests from incident personnel for inter-organizational contacts and possibly serve as the primary liaison with the Pierce County EOC.
    - Act as a "trouble shooter" for the purpose of maintaining effective, appropriate inter-organizational cooperation.
    - Act as the primary contact point for military assistance to local government.
    - Identify corrective actions and ensure implementation. Coordinate corrective action with Command.
  4. Safety Officer: Ensures safety messages and briefings are made, exercises emergency authority to stop and prevent unsafe acts, reviews the Incident Action Plan for safety implications, assigns assistants qualified to evaluate special hazards, initiates preliminary investigation of accidents within the incident area, reviews and approve the Medical Plan and ensures adequate sanitation and safety in food preparation.
  2. Public Information Officer (PIO): The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the PIO vest.
    - Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.

- Identify additional staff to support the emergency Public Information function.
  - Assign responsibilities such as media contacts, citizen contacts, website updates, and employee contacts to PIO support staff.
  - Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
  - Contact the Pierce County EOC and determine what level of cooperation is needed for messaging.
  - Contact local media and inform them of the statement and release schedule.
  - Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
  - Establish and coordinate emergency public information prior to, during, and after an emergency.
  - Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
  - Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
  - Respond to media and public inquires.
  - Provide information to city elected officials and to employees, as necessary.
  - Monitor news media coverage of the incident.
  - Establish a rumor control capability.
3. Safety Officer: ensures the EOC is safe for personnel to operate in/from. Tasks may include:
- Ensure safety messages and briefings are made.
  - Exercise emergency authority to stop and prevent unsafe acts.
  - Review the Incident Action Plan for safety implications.
  - Assign assistants qualified to evaluate special hazards.
  - Initiate preliminary investigation of accidents within the incident area.
  - Review and approve the Medical Plan.
4. Operations Section: The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from Central Pierce Fire & Rescue, Police, Parks, Recreation and Facilities, and Public Works, etc. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.
5. Operations Section Chief: Oversees coordination of the Operations Section. Tasks:
- Obtain a briefing from the EOC Manager.
  - Obtain the Operations vest.
  - Ensure that the Operations Section is activated.
  - Staff the section, assign workstations, and supervise.
  - Ensure that the mission number is being used.
  - Consider appointing a scribe for the section to maintain constant situational awareness.
  - Post the following information in the Operations Section area:
    - EOC Org Chart including positions names.
    - Incoming and outgoing phone numbers.
    - Road closures, using EPICEOC.com.

- Establish contact with the departments that are/or will be involved in field operations. After contact is established:
  - Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
  - Communicate that the Operations Section Chief phone number will be the direct link to the EOC for support and two-way information sharing.
  - Ensure that the response departments involved in field response are using the State mission number on all relevant documents. The EOC should have this information posted.
  - Coordinate the interaction of multiple response departments using the Incident Command System.
  - Ensure that proper documentation is occurring.
- Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
- Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
  - Ensure the Logistics Section is filling logistic requests from the field with the highest priority.
- Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
- Assembles and disassembles strike teams assigned to the Operations Section.
- Law Enforcement Unit:
  1. Prioritizes law enforcement response consistent with the Incident Action Plan.
  2. Coordinates traffic and crowd control.
  3. Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
  4. Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
  5. Maintains law and order by sustaining normal law enforcement operations wherever possible.
  6. Coordinates Search and Rescue.
  7. Provides for incident related criminal investigation.
  8. Provides personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
  9. Provides personnel to assist with the dissemination of warning and emergency public information.
  10. Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
  11. Provides security to the EOC.
- Fire Services Unit:
  1. Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.

2. Prioritizes fire service response that is consistent with the Incident Action Plan.
  3. Coordinates light and heavy rescue and extrication.
  4. Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
  5. Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
  6. Provides lighting for night incidents.
- Emergency Medical Services Unit:
    1. Prioritizes Emergency Medical Services response consistent with the Incident Action Plan.
    2. Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
    3. Provides for on-scene triage and treatment of injured persons.
    4. Coordinates the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
    5. Coordinates all requests for additional EMS personnel and equipment.
    6. Coordinates requests for supplies with the hospitals.
    7. Assists in coordinating private ambulance resources.
    8. Assists in coordination of mass casualty response.
    9. Provides casualty and damage information to the EOC.
    10. Coordinates with Central Pierce Fire & Rescue for acquisition of additional supplies.
  - Public Works Unit:
    1. Prioritizes Public Works response that is consistent with the Incident Action Plan.
    2. Provides assistance to Central Pierce Fire & Rescue in light rescue by providing heavy equipment and other support as needed.
    3. Provides for clearance of debris.
    4. Coordinates performance of emergency protective measures relating to City property and facilities.
    5. Coordinates the inspection of city bridges and other public works facilities.
    6. Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
    7. Coordinates temporary and permanent repairs to city facilities and structures, including water service, streets and roads, bridges, etc.
    8. Performs or contracts major recovery work to restore damaged public facilities.
    9. Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
    10. Coordinates city flood fighting activities.
    11. Coordinates all additional private sector engineering assistance as needed.

12. Coordinates emergency equipment rental or replacement with the Logistics Section.
  13. Coordinates the disposal of residential and commercial solid wastes and debris.
- Mass Care Unit:
    1. Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
    2. Contacts the Parks, Recreation and Facilities Director to coordinate staffing for a mass care shelter.
    3. Determines which shelter should be activated first and makes appropriate contact for approval.
    4. Coordinates with the American Red Cross (ARC) the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
    5. Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
    6. Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
    7. Coordinates long-term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
    8. Coordinates with the Disaster Recovery Group when activated.
    9. Ensures the appropriate shelter trailer is dispatched to the appropriate shelter.
4. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.
    - Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:
      1. Obtain a briefing from the EOC Manager.
      2. Obtain the Planning Section vest.
      3. Staff and supervise the Planning Section.
      4. Develop and file Sit Reps in the incident activation file and send copies to the county EOC and pre-identified partners. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
      5. Develop incident logs and forecasting.
      6. Establish an information gathering and organization system to meet the needs of the Incident.

7. Coordinate the development of Incident Action Plans by Operational Period.
  8. Anticipate incident needs and prepare the EOC to stay ahead of the event.
  9. Produce, update, and send copies of incident maps to SOUTHSOUND911, Operations Units, and Dispatch.
  10. Produce and update status boards.
  11. Log all messages coming into the EOC.
  12. Provide reports to other sections and the county EOC.
  13. Produce the final report on the EOC activation.
- Situation Unit:
    1. Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
    2. Predicts the probable course of events and prepares alternative strategies that direct operations.
    3. Coordinates the collection and organization of incident status and situation intelligence.
    4. Collects spot reports from the field as needed.
    5. Assembles situation and spot reports and prepares required reports to be forwarded to the County.
    6. Assists the Planning Section Chief in the preparation of the Incident Action Plan.
    7. Makes use of field forces for the collection of essential information.
    8. Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
  - Documentation Unit:
    1. Coordinates the maintenance of complete incident files as a part of the information management system.
    2. Provides status display and internal communications in the EOC.
    3. Establishes and maintains an incident chronology and master log.
    4. Establishes and organizes incident files.
    5. Prepares incident documentation for the Planning Section Chief when requested.
    6. Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
    7. Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
    8. Assists with clerical and duplication services in the EOC.
  - Damage Assessment Unit (activated only based on need and incident type):
    1. Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
    2. Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
    3. Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Development Services and Permitting with this process.
    4. Prioritizes the inspection of critical facilities.
    5. Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.

- Private Property Damage may include damage to:
  - Homes.
  - Mobile homes.
  - Farm homes.
  - Multiple family homes.
  - Businesses.
  - Agricultural losses including loss of crops, livestock, and farm facilities.
- Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
  - Non-federal road systems including the need for debris clearance.
  - Water and sewer systems.
  - Flood control systems.
  - Public buildings and equipment.
  - Public facilities under construction.
  - Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
  - Parks, public recreation facilities, etc.
- Damage Assessment Phases:
  - Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
  - Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state, and federal assessments are conducted to obtain more definitive information.
- Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
  - Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
  - Spontaneous reports: Information received from the public.
  - Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
  - Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
  - Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.

5. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and

Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.

- Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Logistics Section vest.
  - Staff and supervise the section as dictated by the needs of the incident.
  - Recruit clerical support for the EOC. Two clerical persons will be needed immediately. Assign one to the EOC Manager.
  - Ensure that the entrance to the EOC is secured. The Police Department can assign an officer for this job.
  - Activate the Call Center through IT.
  - Order food for the first expected meal break.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
  - Contribute to the Logistics portion of the Incident Action Plan.
  - Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
  - Develop processes for rotating EOC staff through 12-hour shifts.
- Food Unit:
  - Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
  - Coordinates acquisition and distribution of potable water.
  - Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establishes food distribution centers.
  - Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
  - Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
- Supply Unit:
  - Coordinates the acquisition of equipment and supplies requested by the incident staff.
  - Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintains an inventory of supplies.
  - Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provides for the coordination of service or repair of non-expendable supplies and equipment.

- Coordinates transportation resources.
  - Coordinates for use of Pierce Transit and school busses in support of transportation needs.
  - Coordinates allocation of fuel resources.
  - Facilities Unit:
    - Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
    - Provides for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
  - Human Resources Unit:
    - Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
    - Establishes a volunteer reception center and augments staff with qualified volunteers.
    - Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
    - Coordinates the establishment of a donated goods facility as needed.
    - Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
    - Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
    - Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
6. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.
- Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Manager may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.
  - Coordination of Expenditures:
    - Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Manager will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.

- Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.
- Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures that provide for expedient purchasing while maintaining essential fiscal control.
- Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
  - Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
  - Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
  - Any other incident related expenditures associated with response to the incident.
  - Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Puyallup accepts full responsibility for the cost of requested resources.
- Essential Records: The City Clerk will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- City Business Resumption Plan: Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. The EPIC Continuity of Operations/Continuity of Government (COOP/COG) plan will be used until a specific City Business Resumption Plan is prepared. These factors may be used to identify vital city services, and develop strategies for recovery:
  - How will the service interruption impact city customers?

- How long can the process or service be interrupted before the consequences severely impact business?
- Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
- What resources including personnel are needed to sustain the process or service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
- What system documentation is available? Can services be provided manually for a short period of time?
- What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?
- **Emergency Worker Compensation: Liability Coverage for Emergency Workers:** Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
- **Finance and Administration Section Chief:** The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Finance and Administration vest.
  - Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
  - Establish a fiscal control capability.
  - Provide input in planning on all financial and cost analysis matters.
  - Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.
  - Ensure on-going contact and information dissemination to the City Manager and City Council occurs. Remember to stress what information is public and what is not yet being released.
  - Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
  - Ensure all Sections are using ICS 214, Unit Logs.
  - Consider raising credit card limits for EOC cardholders.
  - Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
  - Be ready to consult with the City Attorney as needed on legal matters.
- **Procurement Unit:** Finance will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial

monitoring for those transactions and facilitates the general process. The Procurement Unit:

- Provides for allocation of city financial resources in support of the needs of the incident.
- Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
- Maintains records of financial obligations relating to the incident.
- Coordinate all contractual matters regarding vendor contracts and rental agreements and ensures that all obligation documents are properly prepared and executed.
- Cost Tracking Unit: Staffed by Finance personnel. The Cost Unit:
  - Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
  - Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
  - Telecommunications Unit: Staffed by IT and augmented where necessary by other departments. The Telecommunications Unit:
    - Provides personnel to the EOC to assist with telecommunications.
    - Provides for duplication services in the EOC.
  - Information Services Unit: Staffed by IT and augmented where necessary by other departments. The Information Services Unit:
    - Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
    - Provides for duplication services in the EOC.
  - Employee Welfare Unit: Staffed by Human Resources and works in conjunction with Parks, Recreation and Facilities. Additional units to request include Tacoma, Pierce County Chaplaincy, Pierce County Peer Support, and the Puyallup Police Chaplain. The Employee Welfare Unit:
    - Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
    - Provides a childcare system for employee families as needed.
    - Coordinates employee disaster relief as needed.
    - Coordinates Post Traumatic Stress debriefings for employees and their families.
    - Coordinates workplace disaster safety surveys and modifications.

### *Prevention and Mitigation*

Promote safety and prevention programs.

### *Preparedness*

1. Develop and maintain the City CEMP.
2. Coordinate and maintain a method of identifying available resources.
3. Provide preparedness activities including plans, procedures, training, drills, exercises, etc.

### *Response*

1. Coordinate the City's emergency response with federal, tribal, public, and private organizations.
2. Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information, and identify jurisdictional and tribal needs and requirements.
3. Staff the EOC as dictated by the emergency or disaster and the resource needs.
4. Develop EOC Action Plans, as required.

### *Recovery*

1. Deploy appropriate resources as needed in support of recovery operations.
2. Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
3. Develop EOC Action Plans and SITREPs as appropriate.
4. Distribute recovery information, plans, and reports to EOC staff.
5. Recommend the activation of the Recovery Task Force (RTF).
6. Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

## Responsibilities

### *All City Departments:*

- Establish Incident Command Systems sections as instructed by the EOC Manager.
- Establish appropriate Units as required by the nature and scope of the emergency.
- Develop procedures that detail the departments expected role in emergency response.

### *Pierce County Emergency Management:*

- Provides support to the City of Puyallup in all aspects of emergency response and recovery.

## Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

# Economic Development

## Summary

Economic Development works to support businesses and job creation to have a prospering and sustainable regional economy by supporting businesses and job creation, investing in all people, sustaining environmental quality, and creating great central places, diverse communities and high quality of life. Economic Development works to recruit and maintain businesses and their activity in Puyallup.

## Core Capabilities

The following core capabilities align with the responsibilities of Economic Development:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery (Cross-Sector Business & Infrastructure)

## Recovery Planning

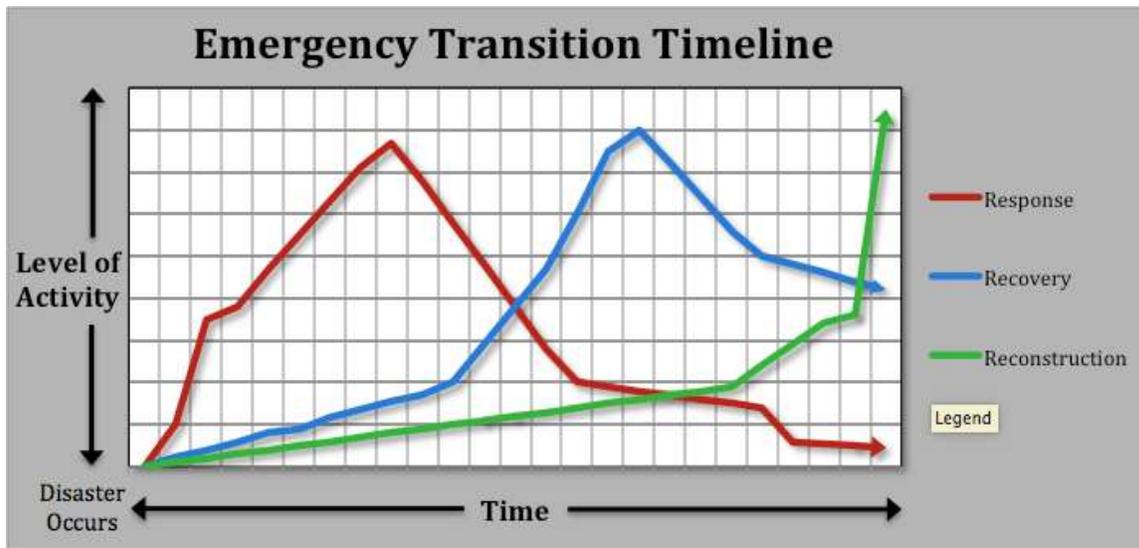
### Introduction

#### *Purpose:*

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery (Cross-Sector Business & Infrastructure). Based on complexity of incident, additional assistance from outside resources will be requested.

### Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



### Fiscal Health

After Life Safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

### Recovery Choices

Generally, Recovery can be executed in the following ways or a combination of the three:

1. Repair/rebuild with no significant changes to infrastructure or city/community design in order to restore needed services as quickly as possible.
2. Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
3. Don't rebuild and relocate the facility or abandon it.

### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end, both phases should be monitored closely in case deployment changes are needed.

### Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and

the Recovery Task Force (RTF):

#### Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Leader as well. The Recovery Manager should not be confused with the Recovery Task Force Leader.

#### Recovery Leader

- The Recovery Leader stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Leader looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Leader needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.

#### Recovery Task Force:

- The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:
- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.
- Human Resources representative.

- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.
- Chamber of Commerce representative.
- Housing and Urban Development representative.
- Development and Permitting Services representative.
- Puyallup Downtown Association representative.
- Puyallup School District representative.
- Recognized Neighborhood Association representatives.
- Auto Sales representative.

#### Recovery Task Force Team Leader

- Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Development Services & Permitting staff member.

#### Short-term Recovery

- Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:
  - Safety.
  - Create clear boundaries between safe areas and restricted areas.
  - Determine the extent of damage to the city.
  - Identify and notify citizens of the undamaged or least damaged areas of city where they can find resources.
  - Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

- EOC staff.
- Individuals and teams from various city departments like Parks, Recreation and Facilities, Roads, Utilities, Storm Water Management, and other staff with specialized technical expertise as needed.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies/departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the city government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

## Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
- Return to pre-incident pattern of activity as much as possible.
- Restore traffic flow and utilities throughout the city.
- Publish information that supports the community's efforts to recover as individuals, families, businesses, etc.
- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

### *Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Businesses.
- Healthcare.
- Key demographics.
- The Building and Development Community.
- Puyallup-Sumner Chamber of Commerce, Puyallup Mainstreet Association, Downtown Liaison, etc.
- Washington State Fair.
- Other Stakeholders.

### *Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

### *Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

### Long-term Recovery

- Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
- Rebuild critical infrastructure to equal or superior pre-event conditions.
- Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
- Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

#### *Staff:*

- Mid-term Recovery staff.
- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

#### *Key Concepts:*

- Adopt a Long-term Recovery plan with Development & Permitting Services as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA’s process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

#### *Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- Pierce County Emergency Management.

#### *Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

#### *Re-development:*

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

#### *Educate the Community:*

- Develop an account of what happened for members of the public.

- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Finance

## **Summary**

The Finance Department consists of Fiscal Services which includes Accounting and Financial Reporting, Billing and collections, and Payables.

## **Core Capabilities**

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Response

Logistics and Supply Chain Management

Recovery

Economic Recovery

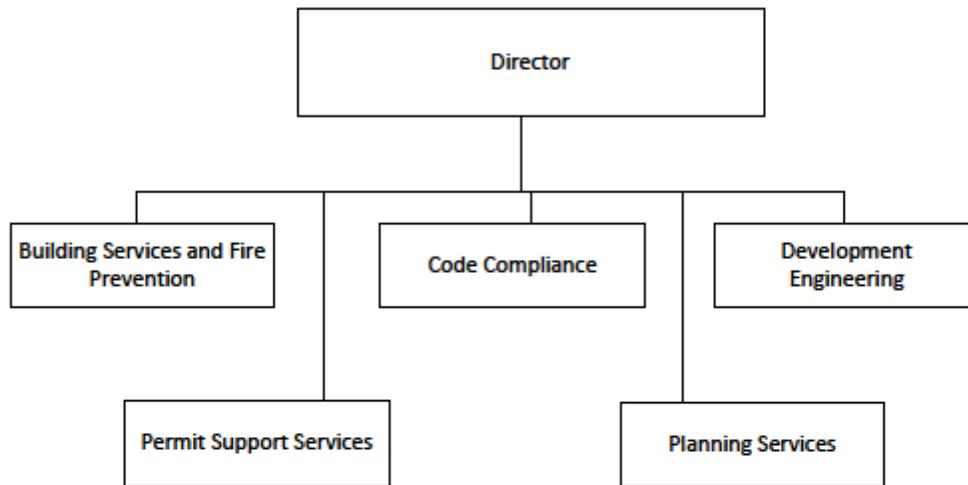
## **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Development & Permitting Services

## City of Puyallup Development and Permitting Services



### Summary

The Development Services & Permitting Department provides centralized development-related services in a single department. The department provides planning, engineering, building, permitting, fire prevention, and code enforcement. Over and above development review, the department is involved in a variety of land-use-oriented special projects which benefit the community. These include economic development, annexations, housing policies, stormwater outreach, historic preservation, and many other items.

### Core Capabilities

The following core capabilities align with the responsibilities of Economic Development:

#### All Phases

- Planning
- Operational Coordination

#### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

## Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

### **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery (Cross-Sector Business & Infrastructure)

#### *Response Operations:*

Based on the incident type, Development and Permitting Services personnel will perform private and public building and city infrastructure assessments to support situational awareness and preliminary damage assessments. Development and Permitting Services personnel may also be assigned to the EOC to serve in various capacities.

#### *Recovery:*

Development and Permitting Services personnel will work closely with Economic Development and other city departments on all aspects of recovery. See the workflow plan listed under Economic Development for full details.

# Fire Department

## Summary

Central Pierce Fire and Rescue covers Puyallup for all fire, EMS, hazardous materials, and other fire service activities. See their plan for operational actions.

# Human Resources

## Summary

Human Resources' mission is to support the City's total operation in meeting its goals through its most valuable resource - its people. Services include benefits and wellness programs, compensation and classification, labor and employee relations, talent management, and employee development and engagement.

## Core Capabilities

The following core capabilities align with the responsibilities of the Human Resources:

### All Phases

Operational Coordination

### Protection

Access Control and Identity Verification

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Human Resources:

- ESF-5: Emergency Management (Supporting)
- ESF-13: Public Safety and Security (Supporting)

### Response:

In the response phase, Human Resources will work with the executive group regarding the following items:

- Policy issues
- Employee relations
- Employee wellness

Additionally, Human Resources staff will be assigned to the EOC to work in various functions, as well as providing identification/access cards.

# Information Technology and Communications

## Summary

The Information Technology (IT) Department is responsible for the installation and maintenance of computer network systems for the city. Its main objective is to ensure that these systems run smoothly and efficiently. The IT Department also implements network security systems so that the City is protected from potential security issues and data breaches. The primary GIS specialist also works in IT and Communications.

## Core Capabilities

The following core capabilities align with the responsibilities of IT and Communications:

### All Phases

#### Planning

#### Protection

- Access Control and Identity Verification
- Cyber Security

#### Response

- Operational Communications
- Situational Assessment

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Information Technology and Communications:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-12: Energy (Supporting)
- ESF-13: Public Safety and Security (Supporting)

### *Protection*

In the Protection phase, IT and Communications (IT) provides network cyber defense in multiple ways through software and hardware protections, as well as monthly city employee training. Additionally, IT assists with employee access card security software.

### *Response*

- In the response phase, IT will report to either their normally assigned workplace or to the EOC. Regardless of their location, IT staff will ensure hardware and software systems are operational to support the EOC and other city functions. This includes computer systems and telephone and cellular communication systems.

- GIS functions will be used at the EOC to assist with situational assessment throughout the event or incident.
- IT will also work in conjunction with Facility staff to setup additional work sites should city operations require additional work sites.

# Legal

## **Summary**

The Legal Department consists of general counsel and prosecution.

## **Core Capabilities**

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

## **Emergency Support Functions**

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Legal will advise the Executive Group on matters relating to policies and legal functions.

# Library

## Summary

The Puyallup Library is an independent library that provides reading, multimedia, and internet supports to residents.

## Core Capabilities

### All Phases

- Planning
- Operational Coordination

### Recovery

Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the library:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

### Response

In the response phase, the library serves as a cooling and warming center during severe weather periods. Library personnel will also respond to the EOC as assigned based on need, training, and experience.

### Recovery

In the recovery phase, library staff will work with local Tribal and other stakeholders with cultural preservation and restoration activities.

# Municipal Court

## Summary

The Municipal Court consists of court services, probation services, and community court.

## Core Capabilities

The following core capabilities align with the responsibilities of the Municipal Court:

### Response

The Municipal Court will provide translation services.

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the municipal court:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Parks, Recreation, and Facilities



City of Puyallup  
Parks, Recreation, and Facilities



## Summary

Parks, Recreation, and Facilities performs a multifaceted role within the city. The department:

- operates and maintains parks and trails.
- operates recreation programs for all ages.
- operates multiple recreation facilities.
- maintains and repairs all city facilities and buildings.
- provides services and activities for senior citizens at the Senior Activities building.

## Core Capabilities

The following core capabilities align with the responsibilities of Parks, Recreation, and Facilities:

All Phases

Operation Coordination

Mitigation

Community resilience

Response

- Logistics and Supply Chain Management
- Mass Care Services

Recovery

- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Parks, Recreation, and Facilities:

- ESF-3: Public Works and Engineering (supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services
- ESF-7: Logistics Management and Resource Support
- ESF-14: Long Term Community Recovery (Supporting)

## Mass Care

### Introduction

#### *Purpose*

Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate service, warming, and cooling centers during severe weather events or following a disaster or emergency.

#### *Scope*

- Address sheltering needs for persons unable to provide for themselves, and define coordination of shelters, feeding stations, and other special services to persons in need following an emergency.
- The management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the city of Puyallup during a major emergency or disaster to be coordinated through the Puyallup EOC with support from partners and Pierce County Emergency Management.

### Policies

- The needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

### Situation

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

- Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.
- Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

### *Planning Assumptions*

- Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
- Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
- Under emergency/disaster conditions the American Red Cross and the Salvation Army are the primary agencies that have the ability to coordinate feeding.
- Emergency Management Department will work with all community, humanitarian, and social service organizations on the coordination of this activity.
- The distribution of food, water, and donated goods needs to be a community wide effort to include City of Puyallup, partners, and Pierce County government.
- Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- Water supplies may be severely impacted both during flooding, severe winter storms due to frozen then ruptured pipes, and earthquakes or lahars because of total disruption, cracks, pipeline failures, etc.
- Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.

### Concept of Operations

#### *General*

- Mass care provides for the immediate survival needs of disaster victims through group services and facilities operated by the Department of Parks, Recreation, and Facilities, and coordinated through the Puyallup EOC.
- The American Red Cross (ARC) is the primary resource for opening and operating public shelters. Where possible, the ARC will assist in the acquisition and coordination of additional private sector relief resources.
- When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Pierce County EOC when requested by jurisdictional EOC's.
- Emergency Management Department will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water, and donated goods.

#### *Organization*

- Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.
- An American Red Cross representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.

#### *Procedures*

1. Mass Care Centers: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of displaced disaster

victims. Disaster victims will be assisted in one of the following ways:

- No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination, and other details will be forwarded to the Disaster Welfare Information Center.
  - Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a special needs shelter facility.
  - Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.
  - Post Incident Disaster Assistance Centers: Emergency Management will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
  - Service, Cooling, and Warming Centers: Service, Cooling, and Warming centers may be made available during severe weather events or following a disaster or emergency.
    - The American Red Cross is the preferred provider of supervision when available. In the meantime, Parks, Recreation, and Facilities personnel will manage the site.
    - Police support may be necessary to maintain a secure, safe, and peaceful facility.
    - Drinking water and cups will be made available at the facility.
    - Food needs will have to be provided and managed by another agency and must meet Tacoma Pierce County Health Department regulations.
  - Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Tacoma Pierce County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
    - Distribution of food supplies.
    - Distribution of clothing, bedding, and personal comfort items.
    - Establishment of temporary feeding stations.
    - Public shelter or temporary housing.
    - Limited nursing services for seniors and persons with disabilities.
  - Coordination with the American Red Cross (ARC): the American Red Cross Northwest Region will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the city of Puyallup, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.
  - Coordinate and support existing homeless sheltering resources in Puyallup will be supplied by the Outreach Coordinator.
  - State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency will coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.
2. Community Mental Health Services: Emergency Management will coordinate with the EOC in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services

may include information and referral, spiritual guidance services, and critical incident stress debriefing.

3. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list. Information available through the DWI System will include:
  - Information about persons injured as provided by local hospitals.
  - Information on casualties evacuated to hospitals outside of the disaster area as provided.
  - Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
4. Casualty List: A single casualty list of known confirmed dead will be maintained by the Pierce County Medical Examiner and will be accessible through Pierce County Emergency Management when activated. The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Pierce County Medical Examiner will determine the appropriate means of dissemination of information on deceased persons.
5. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
6. Provisions for Special Populations: An Access and Functional Needs Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Access and Functional Needs Coordinator should:
  - Identify the special population needs.
  - Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.
  - Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
  - Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
  - Request the Functional Assessment Service Team (FAST) to the shelter(s) for evaluation and needs.
7. Evacuation and Sheltering of Pets: The City of Puyallup will coordinate the evacuation and sheltering of pets in conjunction with Metro Animal Services and WASART. Co-locating pet and human shelters are the highest priority.
8. Food:
  - The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
  - The EOC will attempt to coordinate city food resources.
  - Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.
  - Coordination of food stocks may be made in cooperation with the Puyallup Food Bank and other sources.

## 9. Water:

- Puyallup's city water system will be the main provider of water. Additional sources will include Fruitland Mutual Water and Tacoma Water.
- The EOC will coordinate city water resources.
- Following an earthquake, lahar, or flooding, water may be evaluated for contamination.

### *Prevention and Mitigation*

- Refer to City Hazard Mitigation plans. The Emergency Management Manager or a designee with assistance from the Directors of Public Works and Development & Permitting Services or a designee are responsible for hazard mitigation planning and coordination.
- Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

### *Preparedness*

- Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.
- Refer to individual water utilities, food producers and distributors, health and agricultural organizations, etc. for plans.
- Practice setup of shelter equipment and emergency power generators at all shelter sites biannually.
- Inventory shelter trailers annually – exercise all equipment and replace out of date products.

### *Response*

- Track the status of all mass care activities in the city.
- Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
- Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Inform assigned agencies of the need to coordinate food, water, and donated goods.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Revise procedures based on lessons learned from the emergency or disaster.
- Demobilize resources when appropriate.

## Responsibilities

### *Department of Parks, Recreation, and Facilities*

- Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross, to ensure

the immediate comfort and care of the victims of disaster. The Mass Care Unit will:

- Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
- Coordinate with the American Red Cross the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
- Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
- Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
- Coordinate long term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
- Coordinate with downtown Puyallup homeless support community.
- Coordinate with the Disaster Recovery Group when activated.

#### *American Red Cross*

- Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
- Opens shelters and feeding stations upon request.
- Maintains agreements with facility owners and operators for their emergency use as shelters.
- Coordinates their activities through the Pierce County EOC when activated for a multi-jurisdictional incident.

#### *PuyallupCERT*

- Provides personnel and services to assist the Department of Parks, Recreation, and Facilities in meeting emergency care needs.

#### *Emergency Management Division*

- Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Informs assigned agencies of the need to coordinate food, water, and donated goods.
- Coordinates and maintains a liaison with private providers of mass care resources and services.
- Coordinates with all appropriate departments/agencies to ensure operational readiness.
- Maintains an operational EOC and emergency operating procedures.
- Coordinates with State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.
- Maintains, tests, and updates the City of Puyallup Emergency Shelter Manual
- Maintains, test, and updates the EPIC Severe Weather Plan (DRAFT)

#### *Puyallup Food Bank*

- Coordinates distribution of unsolicited goods.
- Coordinates with the Volunteer Reception Center (if activated) for additional staffing needs.
- Provides emergency food to individuals and organizations.
- Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.

### *Salvation Army*

- Provides mobile canteen services.
- Provides emergency feeding services.
- Collects and distributes food, clothing, and other supplies.
- Maintains a resource listing of equipment, supplies, and facilities and their availability.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

- Hazard Mitigation Plan.
- City of Puyallup Shelter Manual
- EPIC Severe Weather Plan (DRAFT)
- Pierce County Functional Assessment Service Team (FAST) Manual
- Refer to the department of Parks, Recreation, and Facilities emergency response processes.

## **Logistics**

### Introduction

#### *Purpose*

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

#### *Scope*

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

### Policies

#### *Disaster Response and Recovery Resources*

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

#### *Logistics Support*

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Manager may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

### *Control of Local Private Resources*

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:

- **Unlimited Access:** Routine point of sale distribution through existing local wholesale and retail outlets.
- **Voluntary Limitations:** Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
- **Mandatory Limitations:** Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti--hoarding, and construction regulations.
- **Seizure of Essential Goods:** Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.

### *Coordination with Local Jurisdictions and Pierce County*

Because of the multi-jurisdictional impact of controls on private resources, coordination with the local jurisdictions is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of local jurisdictions and Pierce County Emergency Management.

## Situation

### *Emergency/Disaster Conditions and Hazards*

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

### *Planning Assumptions*

- Resources beyond the capacity of City departments will be coordinated through the EOC.
- Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
- Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

## Concept of Operations

### *General:*

1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
2. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
3. The City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.
4. Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
5. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
6. During the preparedness phase, the Emergency Management Manager will identify local industries and other public and private resources that may be needed in a disaster.
7. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Pierce County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
  - Amateur radio HAM organizations: communications support.
  - Salvation Army: supports the American Red Cross in disaster victim care and assistance.
  - Puyallup Police Explorers: assistance with search and rescue or other non-threatening duties as appropriate.
  - Puyallup CERT team
  - American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.
8. Military Support to Civil Government: Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.
9. Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
  - Assistance with mass feeding.
  - Civil disturbance operations/area security patrol.
  - Roadblocks and traffic control.
  - Limited military engineering.
  - Mobile and fixed communications support.
  - Delivery of critical supplies and equipment.
  - Emergency evacuation/transportation by land, sea, and air.
  - Limited emergency electrical power.
  - Limited emergency medical aid.
  - Limited potable water.

- Aerial reconnaissance/damage assessment.
  - Search and rescue.
10. Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through Pierce County Emergency Management. CAP assistance includes, but is not limited to:
- Courier and messenger services.
  - Aerial surveillance.
  - Light transportation flights for emergency personnel and supplies.
  - Aerial photographic and reconnaissance flights.
  - Communications support.
  - Search and rescue.

### *Organization*

- The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
- Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
  - Supply Unit.
  - Facilities Unit.
  - Food Unit.
  - Human Resources Unit.
- Emergency Assistance from Local Religious Groups: The Department of Parks, Recreation, and Facilities or the Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations.

### *Procedures*

1. Logistics Section Chief:
  - Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
  - Contribute to the Logistics portion of the Incident Action Plan.
2. Supply Unit:
  - Coordinate the acquisition of equipment and supplies requested by the incident staff.
  - Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintain an inventory of supplies.
  - Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provide for coordination of service or repair of non-expendable supplies and equipment.
  - Coordinate transportation resources. Coordinate with Pierce County Emergency Management as needed for use of Intercity Transit and school busses in support of

- regional transportation needs.
  - Coordinate allocation of fuel resources.
3. Facilities Unit:
    - Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
    - Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
  4. Food Unit:
    - Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
    - Coordinate acquisition and distribution of potable water.
    - Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
    - Establish food stocks distribution centers.
  5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.
  6. Human Resources Unit:
    - Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.
    - Establish a volunteer reception center. Augment staff with qualified volunteers.
    - In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.
    - Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
    - Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
    - Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
  7. Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. In order to qualify for benefits, the following information is needed during the registration process:
    - Name.
    - Address.
    - Social Security number.
    - Qualifications or training.
    - Actual duties assigned/emergency worker classification.
    - Applicable dates and times.
  8. Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with the Puyallup EOC.
  9. Staging Areas: The central in-city distribution point for incoming supplies and equipment

will be the Public Works facility, or the Facilities warehouse. An alternate distribution center may be established elsewhere if these facilities are inaccessible. Staging of equipment and supplies may be established in each Operational Zone when appropriate.

### *Prevention and Mitigation*

All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.

### *Preparedness*

- Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.
- Maintain an inventory of City owned and leased facilities.
- Identify resources for the response and recovery phases of an emergency or disaster.
- Develop a needs assessment of internal and external resources to identify including:
  - Essential personnel and staffing for internal and external support requirements.
  - Emergency supplies needed for personnel.
  - Essential records, equipment, and office supply needs.
  - Essential office space requirements.
  - Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
  - Logistics transportation requirements for an emergency or disaster.

### *Response*

Provide information on how and where to obtain goods and services to emergency management staff. Coordinate and fill resource requests.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.

### *Responsibilities*

- Parks, Recreation, and Facilities at the EOC
- Analyze incident resource requirements and establish of resource priorities.
- Identify available resources and develop agreements for acquisition and use.
- Establish an inventory control and material delivery capability.
- Potentially be tasked to manage donated goods.
- Establish a volunteer registration and coordination capability.

## Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## References

- City of Puyallup EOC Manual
- City of Puyallup Emergency Shelter Manual
- EPIC COOP/COG

## Volunteer and Donations Management

### Introduction

#### *Purpose*

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

#### *Scope*

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

### Preparedness

- There are many varying levels of preparedness among the different public and private organizations located within and around the City of Puyallup. Some ways to prepare for spontaneous volunteers and unsolicited donations include:
  - Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
  - Appoint a lead agency to coordinate with local volunteer groups.
  - Develop a Spontaneous Volunteer Management Plan.
  - Develop a Donations Management Plan.
  - Develop a public education plan specifically targeted at potential volunteers and donors.
  - Engage the business community in planning efforts.
  - Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
- 2. It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management.

### Coordination Committee

- Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:
  - Current location of Volunteer Reception Centers.

- The status of processing.
- Capacity to share spontaneous volunteers and unsolicited donations across the region.
- Future projections or trends.
- Assignment of donations coordinators and volunteer coordinators and their roles.

### Spontaneous Volunteers

- Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Puyallup Emergency Management Department will work to establish a VRC. The following should be used as a guide when deploying VRCs:
    - a. Small, limited, localized disaster.
      - Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
      - No need for a VRC.
      - Medium to large disaster.
      - Significant media attention.
      - Establish a VRC outside the impact area.
      - Very large or catastrophic disaster.
      - Volunteer activity will overwhelm the local capacity.
      - Consolidate VRCs to operate more efficiently.
3. Preregistering Volunteers:
    1. Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
    2. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Center.
    3. The Puyallup EOC will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
    4. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
    5. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
    6. Volunteer Reception Center (VRC):
      - A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a

receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.

- VRC Activities include:
  - Formal registration.
  - Interview & Assignment.
  - Safety & Cultural Trainings.
  - Public Information.
  - Phone Bank.
  - Demobilization.
- Forms include:
  - VRC Arrival Sign In.
  - Volunteer Instructions Checklist.
  - Sample Disaster Volunteer Registration Form.
  - Sample Volunteer Liability Release Form.
  - Emergency Worker Registration Card.
  - Safety Training.
  - Sample VRC Floor Plan.

### Donations Management

- If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.
  - During a disaster, the public, including major corporations, give generously to those in need. Often this outpouring of goodwill can overwhelm local government and social agencies.
  - In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
  - Donated Goods:
    - City of Puyallup government will coordinate all nationally donated goods with the State EOC.
    - The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Puyallup.
      - Donated goods are categorized into the following sections:
        - Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, Salvation Army, or other agency providing major relief efforts to the affected community.
        - Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Puyallup Food Bank will coordinate sorting, storing and distribution of unsolicited food stuffs.
3. The level of donations that may accompany each level of disaster.
- Small to medium disaster.

- Few and sporadic donations.
- Medium to large disaster.
- Donation activity is significant.
- Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
- Donations Management Branch or Unit will be established.
- **Public Messaging:**
  - Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
  - A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
  - Valuable Public Messages may include:
    - “Don’t call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies.”
  - Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

#### Demobilization

- Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
- Demobilization:
  - Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
  - Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.

#### Recovery

##### *Volunteer Management:*

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

##### *Donations Management:*

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

#### **General Operations during Response and Recovery**

In addition to opening shelters as necessary, Parks, Recreation, and Facilities personnel will do the following activities during an incident response:

- Close parks and trails prior to severe weather and post information on relevant websites and

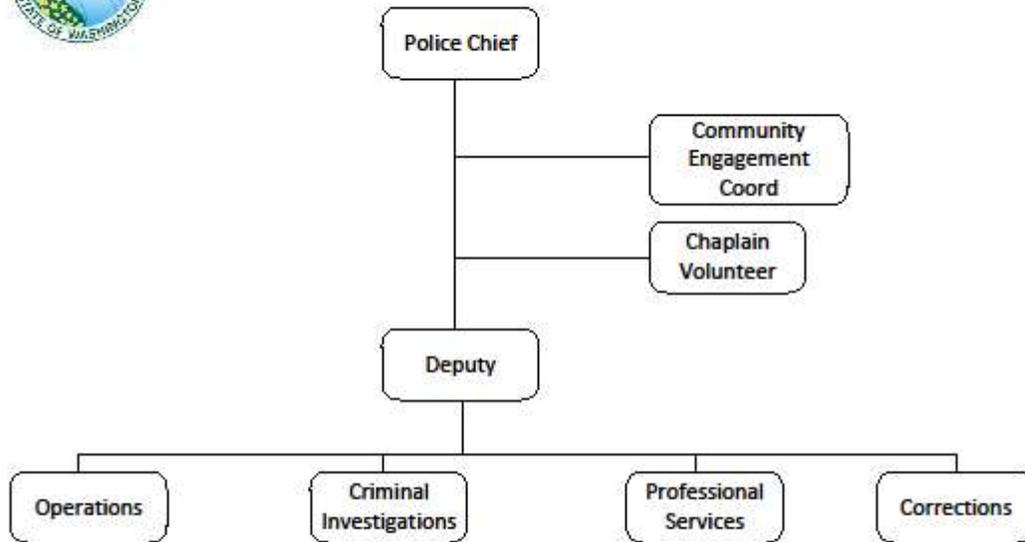
social media.

- Inspect and clear damage prior to re-opening parks and trails. Use relevant websites and social media to announce re-opening.
- Inspect city facilities after severe weather, earthquakes, or other incidents for damage and report findings to the EOC.
- Repair minor damage to city facilities as able.
- Coordinate with other city departments and manage repair projects to city facilities.
- Report to the EOC for assignment as needed.

# Police



## Puyallup Police Department



### Summary

The Puyallup Police Department consists of Administrative Services and Operations. Administrative Services includes Corrections, Information Technology, Outreach Services, Policy and Finance, and Support Services. Operations includes Community Policing, Detectives, Patrol, and Professional Standards.

### Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

#### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

#### Prevention and Protection

- Intelligence and information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics and Attribution
- Risk Management for protection programs and activities

## Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESF-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Search and Rescue

### Introduction

#### *Purpose*

Procedures to be used for coordination of search and rescue.

#### *Scope*

Urban search and rescue operations including ground, air, and water.

### Policies

#### *Search and Rescue*

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the Central Pierce Fire & Rescue are assigned technical rescue responsibilities. Pierce County Sheriff's Department are assigned landmass and still water search and rescue responsibilities.

#### *Search and Rescue (SAR) resources*

Pierce County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Pierce County Emergency Management.

## Situation

### *Emergency/Disaster Conditions and Hazards*

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment. These types of rescues will be assigned to Central Pierce Fire & Rescue.

### *Planning Assumptions*

- Search and Rescue (SAR) means the act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.
- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.
- Citizen assistance with SAR operations may be appropriate under some circumstances.

## Concept of Operations

### *General*

- The Police Department will assume coordination of all search and rescue operations in the city.
- Fire District resources are trained in urban search and rescue operations, including confined space.
- The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.
- Additional assistance is available from the Pierce County Sheriff's Department. Coordination with this resource should be through the Incident Commander and/or Puyallup EOC.

### *Organization*

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

### *Procedures*

- The Police Department will determine the need for search and rescue operations, in concert with Central Pierce Fire & Rescue where appropriate.
- Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be searched, or have been searched, will be used.
- Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers or CERT teams where appropriate or outside SAR resources as needed, will be organized, and deployed by the SAR Coordinator.

### *Prevention and Mitigation*

- Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.

- Develop and present preventive SAR programs through public awareness and school education programs.

#### *Preparedness*

Plan to support SAR operations with available resources, when requested.

#### *Response*

Provide resources including personnel and equipment for SAR operations, when available.

#### *Recovery*

Assist in returning all SAR organizations and personnel to a state of preparedness.

### Responsibilities

#### *Police Department*

- Staff the SAR Coordinator position at the EOC or Incident Command Post, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.

#### *Central Pierce Fire & Rescue*

Provide urban rescue trained personnel to carry out special SAR operations. Additional fire personnel can be requested through SouthSound 911 (SOUTHSOUND911).

#### *Department of Public Works*

Support rescue operations with heavy equipment where necessary.

#### *Pierce County Sheriff's Department*

Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

#### *Puyallup EOC*

Coordinate acquisition of external SAR resources upon request.

Coordinate acquisition of Washington Task Force 1 (WATF1) for additional urban search and rescue resources.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

Refer to the Police Department's emergency response processes and policies.

## Public Safety

### Introduction

#### *Purpose*

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

#### *Scope*

Coordination of all incidents related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

### Policies

- Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Puyallup Police Department.
- Military personnel, requested to augment or support the Puyallup Police Department, will remain under command of their parent agency but will operate only at the direction of the Puyallup Police Department.

### Situation

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

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.

#### *Planning Assumptions*

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.
- Radio communications from distant agencies will need to have local communication channels “patched” to local channels for clear and safe communications.

### Concept of Operations

#### *General*

- The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal Police Department procedures.
- Where additional assistance is required, the Police Chief or designee will request specific types of

outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.

- Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.

### *Organization*

A Law Enforcement Unit will be established in the EOC to coordinate all the identified actions.

### *Procedures*

- Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft (fixed, rotor, or drone) are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations Sub-Unit will:
  - Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.
  - Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Pierce County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
  - Identify, mark, secure, and manage landing zones where needed.
  - Request the acquisition of air resources through the Logistics Section.
  - Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

### *Prevention and Mitigation*

Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

### *Preparedness*

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.
- Plan and exercise with the Puyallup EOC.
- Attend additional ICS course when available (ICS-300, ICS 400, position-specific training).

### *Response*

The Puyallup Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.

### *Recovery*

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available. This may include local, county, state, or national guard resources.
- Prepare after action reports.
- Assist with fire investigations where fatalities, large property losses, or suspicious circumstances exist.

## Responsibilities

### *Police Department*

- Prioritize law enforcement response consistent with the Incident Action Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Provide personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provide personnel to assist with the dissemination of warning and emergency public information.
- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

### *Pierce County Sheriff's Department*

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available Pierce County search and rescue units if requested.
- Provide warning and communication support if requested.

### *Mutual aid law enforcement agencies*

Provide law enforcement support in accordance with mutual aid agreements.

### *Washington State Patrol:*

- Provide law enforcement support to the Police Department if requested.
- Assume unified incident command for hazardous materials incidents on SR 512 and SR 167.
- Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

### *Resource requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### *References*

- Refer to the Police Department's emergency response processes and policies.
- City of Puyallup Emergency Operations Center Manual
- EPIC COOP/COG

## Evacuation

### Introduction

#### *Purpose*

To assist the City of Puyallup, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

#### *Scope*

Evacuations may result from naturally occurring incidents such as earthquakes, lahars, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.

#### Planning Assumptions

- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.
- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.
- Planning for evacuations must include Americans with Disabilities/Access and Functional Needs, pets, service animals, and livestock.

### Concept of Operations

#### *General*

1. Local response
  - The type of incident, the geographic scope of the incident, and the resources available will determine local response.
  - Any agency listed may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from Incident Command or EOC Manager.
  - If the incident is small and local in nature, Central Pierce Fire & Rescue, Police, or Public Works may recommend a limited evacuation and request resources directly through SOUTHSOUND911.
  - Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC/ECCs) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC/ECC.
  - In the event of a healthcare facility evacuation the Health and Medical Area Command, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the public.
2. State Response: Where city and county resources are exhausted, the State of Washington

may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.

2. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.
  - Americans with Disabilities/Access and Functional Needs.
  - Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.
  - The City of Puyallup will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.
3. LEP and PETS
  - Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

#### *Organization*

The Puyallup Police Department and Puyallup Central Pierce Fire & Rescue are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

#### *Procedures*

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

#### *Response Actions*

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

- Shelter-in-Place:
  - a. Most commonly used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.
- Evacuations:
  - a. An EOC Manager makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager requests activation of EOC to support the evacuation and notifies appropriate elected officials.
    - The EOC Manager initiates the warning of affected populations by appropriate methods

- available. This is typically PuyallupAlerts, a warning and notification software to send voice messages, text, and email through various languages.
- At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
    - The selection of a safe area to move impacted populations.
    - Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
    - Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
    - Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
  - The Public Works Department supports road closures and evacuation routes.
  - The American Red Cross and other non-governmental organizations may provide shelters as needed. The initial setup will be through Puyallup’s Parks, Recreation, and Facilities staff using shelter trailer(s) stored at Public Works.
  - Salvation Army and American Red Cross support local responders, shelters, evacuees, etc.
  - PPD supports area security, road closures, and shelters.
  - Sheltered populations are accounted for and are reunited with loved ones if possible.
  - Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
  - Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
  - Evacuated populations may require transportation to return.
  - All agencies are responsible for their own facility evacuation procedures.

### Responsibilities

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Puyallup EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.

#### *Puyallup Police Department*

- Ensure that PPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
- Act as the Field Incident Commander when appropriate and at suspected or determined crime scenes.
- Provide, direct or command search and rescuer resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

### *Puyallup Emergency Management*

- Activate the EOC when notified by PPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the PPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations using all communication modalities.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

### *Puyallup Public Works*

- Provide transportation if resources are available, for evacuees to designated public shelters when requested.
- Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.
- Coordinate and notify the EOC of the resources used, destination, and number of people transported.
- Coordinate the identification of safe evacuation routes with the EOC.
- Maintain evacuation plans for Public Works facilities.
- Provide a representative to the EOC as requested.

### *Development & Permitting Services*

- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Coordinate security of affected areas with the EOC.

### *Parks, Recreation, and Facilities*

- Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Puyallup shelters.
- Make available prescribed facilities, equipment, and personnel for general population emergency shelters in coordination with the American Red Cross and EOC. Prepare service, cooling and warming centers (daytime use) when necessary.
- Provide personnel and equipment to support emergency operations of other city departments.
- Aid in dissemination of public information.
- Maintain evacuation plans for Parks, Recreation, and Facilities sites.

#### *Central Pierce Fire & Rescue*

- Initiate evacuations or shelter-in-place, when necessary, in coordination with PPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.
- Coordinate with EMS personnel.
- Request transportation as need for evacuees.
- Request the opening of a shelter for displaced persons.

#### *SouthSound911*

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

#### *State Emergency Operations Center*

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

#### *Puyallup School District*

- Provide transportation resources for evacuation if available.
- Provide facilities for shelters if available.

#### *Pierce Transit and Sound Transit*

- Provide transportation resources for evacuation if available.

#### *The American Red Cross*

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

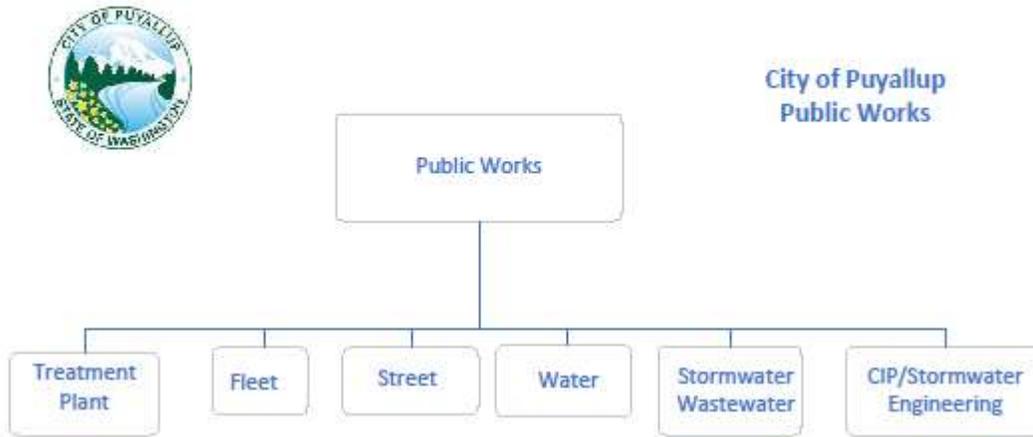
#### Resource Requirements

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

#### References

- East Pierce Lahar Rapid Action Plan
- City of Puyallup Emergency Operations Center Manual
- City of Puyallup Shelter Manual
- EPIC COOP/COG

# Public Works



## Summary

The Public Works department consists of General Services, Engineering, Transportation, Water Resources, and Waste Resources.

## Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment

## Recovery

- Economic Recovery
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Manager's Office:

- ESF-1: Transportation
- ESF-2: Communications (supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Transportation

### Introduction

#### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

#### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

### Policies

- Pierce Transit, Sound Transit, and access to busses will be coordinated directly through the Puyallup EOC or Pierce County Emergency Management.
- In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

### Situation

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

#### *Planning Assumptions*

- All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available

vehicles.

- Because Pierce Transit and Sound Transit are “shared” multi-jurisdiction transportation resources, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of public transit activities in support of ESF-01.

## Concept of Operations

### *General*

- A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
- When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

### *Organization*

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

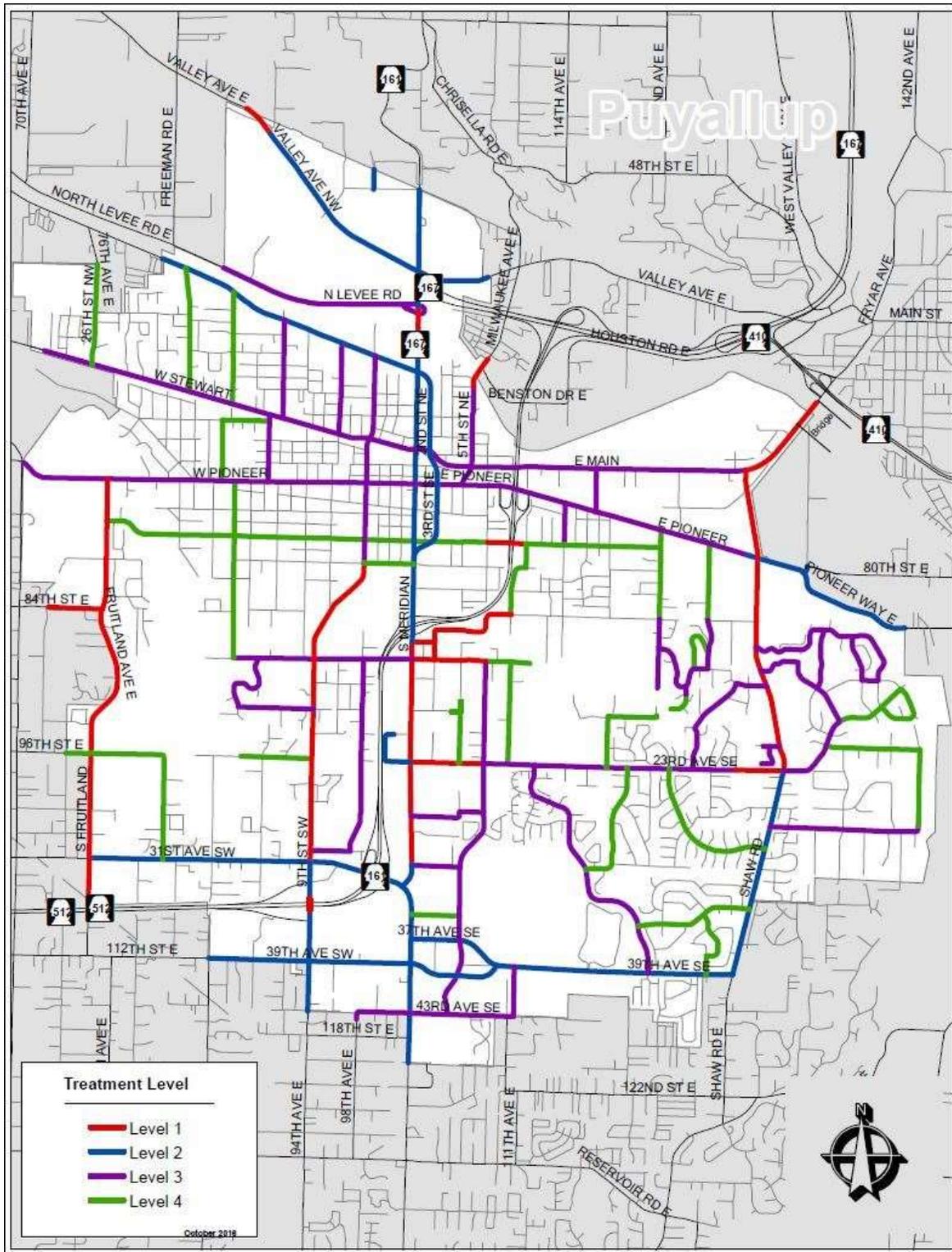
### *Procedures*

1. Evacuation/Shelter-in-Place:
  - Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the Incident Command or Emergency Management Manager.
  - The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place. All media sources will be used including social media and PuyallupAlerts.
  - Evacuations that have multi-jurisdictional impact will be coordinated with jurisdictional EOC’s and the Pierce County EOC to ensure consistent instructions to the public.
  - Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
  - Population protection methods may include “shelter-in-place” depending upon circumstances.
  - Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
  - Agency Responsibilities for Evacuation/Shelter-in-Place:
    - i. Emergency Management Department:
2. Recommend evacuation/shelter-in-place where appropriate.
3. Monitor evacuation activities.
4. Coordinate with the Public Information Officer regarding evacuation routes, conditions and other essential information.
5. Establish an Evacuation sub-Unit if necessary.
  - Police Department:
    - Recommend evacuation/shelter-in-place decision.

- Crowd and traffic control operations.
- Identify and establish evacuation routes.
- Assist in the removal of stalled vehicles and equipment from evacuation routes.
- Assist the EOC in identifying critical evacuation problems.
- Assist in dissemination of evacuation/shelter-in-place instructions to the population.
- Department of Public Works:
  - Assist in traffic control operations by providing signs and barricades.
  - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
  - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.
- Central Pierce Fire & Rescue
  - Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
  - Assist in the dissemination of evacuation/shelter-in-place instructions to the public.

Priority Lifelines Routes/Snow Removal Routes

Shown below is the map for route priority. These routes are designed to facilitate keeping critical infrastructure locations available by road access.



### *Prevention and Mitigation*

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.
- Participate in city and EOC exercises and training.

### *Response*

- Staff the City EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the city transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the city's transportation system and facilities.

## Responsibilities

### *Department of Public Works*

- Coordinate all transportation resources in support of the incident.
- Coordinate with the Puyallup EOC in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Provide traffic control signs and barricades for road closures and detours.
- Repair and/or replace damaged traffic lights and road signage.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Pierce County EOC if local emergency transportation capabilities are exceeded.

### *Washington State Department of Transportation:*

- Provide support when state highways are impacted by the incident.

### *Pierce and Sound Transit:*

- Upon request send a representative to the city EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

#### *Puyallup School District and Private Schools in Puyallup*

- Coordinate with the Transportation sub-Unit for the provision of School District transportation assets.

#### *Pierce County Emergency Management*

- Coordinate transportation with other local emergency management programs.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

Based on incident type, Public Works may operate a Department Operating Center (DOC) separate from or in coordination with the EOC.

#### References

- Public Works Debris Management Plan
- City of Puyallup Shelter Plan
- City of Puyallup Emergency Operations Center Manual
- EPIC COOP/COG
- Puyallup Water Emergency Response Plan and Risk and Resilience Assessment

## **Engineering**

### Introduction

#### *Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

#### *Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

#### Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Puyallup will provide public works services, including emergency debris clearance and demolition, to lands and facilities under city jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

## Situation

### *Emergency/Disaster Conditions and Hazards*

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

### *Planning Assumptions*

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - A Debris Management Plan has been developed by the Public Works Department.
  - Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Development & Permitting Services and the Legal Department as needed.
2. The City will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of city qualified staff including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

## Concept of Operations

### *General*

- The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
- The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
- Public and private utilities operating in the city will coordinate the prioritization of restoration of essential services with the Public Works Unit at the Puyallup EOC. A Liaison Officer may be appointed to support this coordination when necessary.

### *Organization*

A Public Works Unit may be established in the EOC to coordinate these activities.

### *Procedures*

- External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services. This is accomplished through WAMAS as established in RCW 38.56.
- Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination and communication of work plans will be done through the EOC. Each utility will manage its

resources from its own department operations center or at the EOC. A liaison may be assigned to the city EOC as needed.

#### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

#### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in city EOC drills and exercises.

#### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the city EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

#### *Recovery*

- Continue with response and recovery activities until completed.

### Responsibilities

#### *Department of Public Works*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist Central Pierce Fire & Rescue in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to city property and facilities.
- Provide for the inspection of city bridges and all other public works facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section at the EOC.

- Coordinate temporary and permanent repairs with the Facilities department to city facilities and structures, including water service, streets and roads, bridges, etc.
- Perform, or contract, major recovery work to restore damaged public facilities.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate city flood fighting activities.
- Coordinate and perform all snow/ice removal from city streets using the priority street map.
- Coordinate and perform road clearing activities after weather related incidents.
- Provide all additional private sector engineering assistance needed via the City's on call consultant roster or accessing MRSC.
- Coordinate emergency equipment rental or replacement with the Logistics Section at the EOC.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

#### *Parks, Recreation, and Facilities Department*

- Provide personnel, facilities, and equipment as necessary to fulfill the Incident Action Plan as developed.
- Work with other city departments for the repair or replacement of city facilities.

#### *Development and Permitting Services, and Engineering*

- Provide Engineering and Building inspection personnel and services as needed.
- Provide personnel to the EOC as assigned.
  - May request statewide mutual assistance through the WA. Association of Building Officials and RCW 24.60 which provides for mutual assistance among member jurisdictions in the case of a building safety emergency.

#### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

#### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

#### *Other Non-City Utilities Providers*

Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## References

- City of Puyallup Emergency Center Manual
- Debris Management Emergency Response Plan
- EPIC COOP/COG

## Energy

### Introduction

#### *Purpose*

To provide for the effective utilization of available electric power, internet, cellular service, natural gas, and petroleum products to meet essential energy needs in the City of Puyallup during an emergency or disaster, and to provide for the restoration of energy utilities affected by the emergency or disaster.

Puget Sound Energy provides electrical and natural gas services to Puyallup. See their emergency plans for restoration services and communication with the Puyallup EOC. There are multiple communications utilities that provide services to the city. See their emergency plans for restoration services.

#### *Scope*

Energy systems and utilities services may be damaged or interrupted by a disaster event. This includes assisting energy suppliers and utilities in the acquisition of equipment, specialized labor, and transportation to repair or restore energy systems as well as obtaining fuel for transportation, communications, emergency operations, and other critical facilities.

#### *Policies*

The City of Puyallup priorities are to protect lives, public property including critical energy and utility systems, and the environment.

### Situation

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

The transportation and use of a wide range of energy resources in the community poses a threat to life and the environment if those systems are damaged or inoperable. Disruptions to energy sources may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as damaged power lines and relay stations or ruptured natural gas lines.

#### *Planning Assumptions*

- A disaster can sever or constrain supply to key energy and utility lifelines, including firefighting, transportation, communication, and others, needed for public health and safety.
- There may be widespread and/or prolonged electric power failure. Without electric power, communications may be affected, and traffic signals may not operate, which could lead to transportation gridlock.
- There may be extensive pipeline failure in gas and petroleum utilities. These may take days, weeks, months, and even years to repair.
- There may be panic hoarding of fuel in areas with severed pipelines, or from neighboring jurisdictions where shortages have occurred.

- Natural gas or petroleum lines may break and may erupt in fire.
- City departments may need to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

## Concept of Operations

### *General*

- The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.
  - The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances. All utilities, whether publicly or privately owned, will be expected to manage and operate their utility, providing emergency service repairs, and restoration based on their requirements and capabilities.
  - Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
  - The Washington State Department of Transportation can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.
- 2. Each Utility has its own mutual aid agreements and contractor lists to facilitate repairs in a timely fashion.
  - Support resources may be requested for road clearance and debris removal or other government services.

### *Organization*

The designated incident command agency will determine the appropriate response organization for handling an energy incident.

### *Procedures*

- To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
- Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.
- Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
  - As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to the EOC.
  - The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public

health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. RCW 43.21G.040.

#### *Prevention and Mitigation*

- Train staff on the Incident Command System and basic EOC operations.

#### *Preparedness*

- Prepare and update contingency plans and supporting documents.
- Maintain credentials and contact with all responding government agencies, energy companies, and energy associations.
- Maintain general data, information and knowledge regarding energy systems and system infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
- Conduct or participate in energy emergency exercises.

#### *Response*

- Liaison with applicable entities in the energy sector.
- Contact energy companies for situation reports to address:
  - Infrastructure damage.
  - Assessment of system and customer impacts.
  - Infrastructure repair requirements and restoration estimates.
  - Energy demand and supply estimates.
  - Need or potential need for state coordination or assistance.
  - Estimates of price or other market impacts.

#### *Recovery*

- Continue all response efforts as necessary during any recovery period, including:
  - Maintain damage assessments and restoration profiles.
  - Provide restoration assistance to energy companies.
  - Coordinate with appropriate federal, state, and local agencies.

### Responsibilities

#### *Puget Sound Energy*

- Identify and coordinate restoration priorities for electricity and natural gas.
- Liaison with EOC when requested.
- Provide timely and accurate information to end-users.
- Perform life safety and property preservation operations when indicated.
- Determine location, extent, and restoration of electricity supply and outages or disruptions.
- Determine status of shortages or supply disruptions for natural gas.
- Comply with energy allocations and curtailment programs as determined by the governor.
- Coordinate out-of-area private and public energy assistance.

### *Emergency Management Department*

- Maintain a liaison with local utilities and the ability to communicate on a 24-hour basis.
- Coordinate assistance to support local utility and energy providers, as requested.

### *Public Works: Fleet Services*

- Manage city fuel supplies and provide petroleum products for city vehicles and generators.

### *Other Utility Providers*

- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Provide information necessary for compiling damage and operational capability reports.

### *Public Works*

- Use traffic control devices to maintain safe working locations.

### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### *References*

- City of Puyallup Emergency Operations Manual
- EPIC COOP/COG

## **Debris Management**

Refer to the Public Works All Hazards Plan for concepts and procedures related to Debris Management.

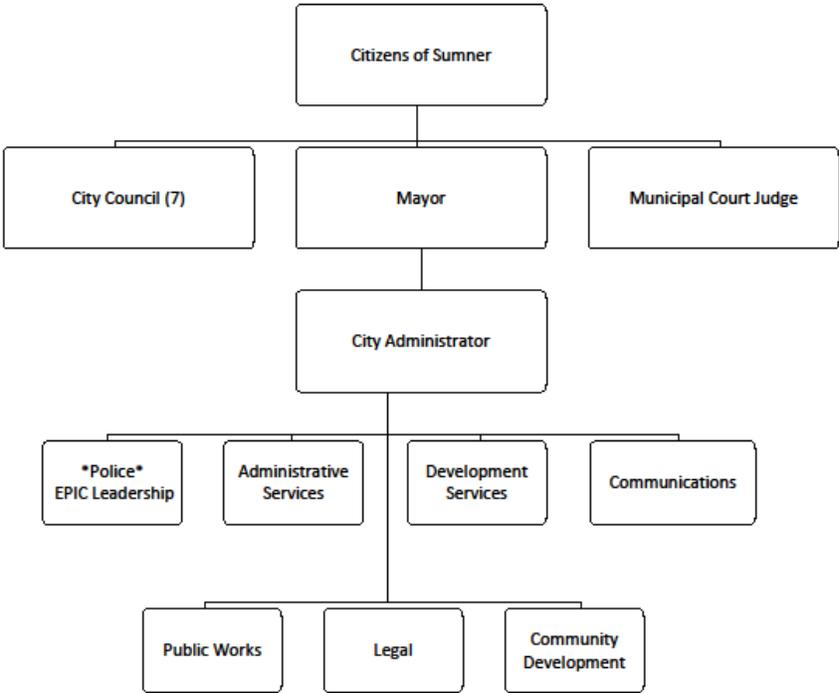
## **Water and Wastewater**

Refer to the Public Works All Hazards Plan for concepts and procedures related to Water and Wastewater Management.

Puyallup is a member of the Washington Water/Wastewater Agency Response Network created to provide mutual aid assistance for water related emergencies due to natural or man-made disasters.

# City of Sumner Departmental Annex

## City of Sumner Organization Chart



Sumner’s government is divided into three branches:

The Mayor is elected directly by the people, oversees the executive branch of government. Sumner has a part-time mayor who employs a City Administrator to run day-to-day operations. Although the Mayor leads City Council meetings, she does not vote on policy, except in very specific instances to break a tie.

The City Council is the legislative, or policy branch of government. Seven members are elected at-large to represent Sumner citizens and set broad policy decisions.

Municipal Court is the judicial branch of government and oversees Sumner’s court of limited jurisdiction.

Based on the magnitude of incidents that can occur in Sumner, additional personnel will need to be requested to accommodate the activities needed to fulfill the mission.

# Municipal Court

## Summary

The Municipal Court consists of court services, probation services, and community court.

## Core Capabilities

The following core capabilities align with the responsibilities of the Municipal Court:

### Response

Provide translator services when requested.

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the municipal court:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Administrator Services

## Summary

The City Administrator's Office consists of Administrative Services, Communications, Human, Resources, Finance, City Clerk, IT, and Emergency Management. The City Administrator has responsibility for the daily operation of city services and reports to the Mayor.

The following core capabilities align with the responsibilities of the City Administrator's office:

## Communications

### All Phases

- Planning
- Public Information and Warning

### Protection

- Cybersecurity
- Risk Management for protection programs and activities

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

## Public Information and Communications Systems

### Introduction

#### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times

of emergency; and to establish a communications system for effective flow of information during an emergency.

### *Scope*

The communication and warning assets of all City organizations including radio, voice, and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for City of Sumner, City officials, employees, the media, and the public. Sumner uses Sumner Alerts, a CodeRed product that allows for emergency and community-based alert and warning via text, voice, email, and TDD. Sumner Alerts has multiple translation services available and is an opt-in system. Warning notifications will also be placed on the city website to provide information and direction, as well as social media.

### *Policies*

The city relies on the warning capabilities of city, county, federal and state government, and the news media for dissemination of warning information. Sumner has policies in place for timing and use of Sumner Alerts for alert and warning.

Pierce County Division of Emergency Management is responsible for maintenance of the outdoor warning system for this region, a component of the National Warning System activated by both Pierce County DEM and SouthSound 911 911, the county-wide first responder communications system.

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC or city Public Information Officer.

### *Situation*

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

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

#### *Planning Assumptions*

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.
2. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
3. Sufficient support personnel will be available to coordinate public information and

interface with the media and other agencies.

4. Demands for information from media outside the city will be significantly increased in a disaster.
5. Sufficient communications will be established to support public information efforts.
6. During and following a disaster, the Emergency Alert System (EAS) will be available to the City of Sumner.
7. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.

### Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### Public Information Objectives

1. To warn the public of hazardous situations and impacts.
2. To instruct the public on protective measures that can be taken.
3. To coordinate the City's release of public information to the media.
4. To control rumors and reassure the public.
5. To provide ongoing information about emergency operations and emergency services.
6. To instruct the public on disaster assistance and recovery services and procedures.

### Communications Systems Objectives

1. Identify all existing communications assets and capabilities.
2. Plan for the best use of those resources under emergency conditions.
3. Provide for augmenting existing communications with outside resources as needed.

### Special Populations including LEP

- In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups. The city website has translations and accessibility links available (where local information and instructions will be provided) as well as translations available through Sumner Alerts.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development.
- Sumner uses Insight interpreters and Language Line Solutions for interpretation services, as well multiple languages on their city website.

### National Warning System

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within

Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day.

#### *Emergency Alert System*

Designated officials will activate the EAS through station KGY. All other local participating stations will monitor and repeat official information according to their procedures. Details for the activation of the Emergency Alert System for the Pierce County area are published separately.

#### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

#### *Communications Coordinator*

- Emergency Management will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. For Sumner, the Sumner Police Department Support Services Manager fills this role. Communications Coordinator duties may include:
- Maintaining equipment inventories.
- Maintaining current radio frequencies in use in the Sumner area.
- Scheduling tests and exercises to ensure communications readiness.
- Identifying support communications resources and establish agreements and procedures for their use in time of need.
- Assuming operational control of supporting communications systems, in cooperation with SouthSound 911 and Pierce County Emergency Management, this includes allocation of communications resources.
- Coordinating the restoration of communications capabilities in the city following a disaster.

#### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, other EPIC EOC's, and public works.

#### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911. SouthSound 911 is the 24-hour direction and control point for routine communications.

#### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio and Citizens Band radio systems. Amateur Radio resources will be coordinated through the Sumner EOC.

### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SouthSound 911 during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. Administrative Services will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

### *Shelter Communications*

- The Sumner EOC will determine the methods for communication between mass care shelters and the EOC. Communications resources will be provided to the American Red Cross through EPIC or Pierce County Emergency Management.
- Communication with the State EOC will be via the following systems:
- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.
- National Warning System Hotline (NAWAS) via Pierce County Emergency Management and/or SouthSound 911.
- Runner to the state EOC.

### *Organization:*

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- City Communications will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Sumner EOC to coordinate communications for city operations.

### *Procedures*

#### *Dissemination*

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
- Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public. Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
- Notices may include information for:
  - Evacuation, sheltering, and shelter-in-place
  - General survivor assistance (i.e., medical care, shelter locations, etc.)
  - Food and water

- Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The City Communications Manager will maintain up-to-date distribution lists.

### *Warning*

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

### *Primary Warning Point*

SouthSound 911 is the primary receiving and reaction point for warning information. All warning information received, which impacts the city will be forwarded to Emergency Management or designee at the earliest possible opportunity.

### *Automatic Activation*

The warning system may be activated by SouthSound 911 or Pierce County Emergency Management, without prior authorization based on the nature of the incident. Policies and procedures will be in place to define the parameters for automatic activation of the warning system.

### *Prevention and Mitigation:*

Provide information about hazards that may influence siting of facilities and deployment of resources. Develop and implement Public Education campaigns.

### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- In coordination with City Council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

### Responsibilities

#### *Public Information Officer (PIO)*

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response, and recovery. Assume coordination of news media covering the disaster impact in the city.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management where appropriate.
- Support the Mayor, Council, City Administrator and department directors in their public information and public confidence roles.

#### *Emergency Management*

- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management.
- Determine which warnings are significant to the City of Sumner.
- Attempt to provide warning and emergency information to Sumner Bonney Lake School District.

#### *SouthSound 911*

- Develop and maintain procedures for providing disaster information with the city EOC and Pierce County Emergency Management when appropriate.

- Assist with the dissemination of information and warnings as requested.

#### *Police Department*

Assist with the dissemination of warnings.

#### *Public Works*

Provide support communications through department communications resources.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.

# Emergency Management

## Introduction

### *Purpose*

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Sumner Emergency Operations Center (EOC).

### *Scope*

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Sumner. These processes are coordinated through the Sumner EOC.

### *Organization*

The Sumner EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Sumner EOC will staff the following ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.

### *Policies*

1. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington 38.52.010.
2. The Sumner EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the Pierce County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Sumner to return to normal operations faster and more efficiently.
4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports, using the spot report format.
5. Requirements for Incident Records:
  - Situation Report (SITREP): A compilation of data from the Operations Section and activated Units.

- Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.
  - Incident Related Expenditures: Separate records, which identify incident related expenditures and obligations maintained by each department.
  - Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
  - Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
  - Maps: Maps and graphics used to display or depict incident related activities.
  - Other Documents: Other incident related documentation necessary for accurate response and recovery records.
6. Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
  7. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
    8. The Operations and Planning Section Chiefs brief on situation and resource status.
    9. The Safety Officer discusses safety issues.
    10. The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
    11. If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
    12. The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.
    13. The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
    14. The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
    15. The Logistics Section Chief develops resource orders.
    16. The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
    17. The Finance and Administration Section Chief provides a financial update.
    18. The Liaison Officer discusses interagency liaison issues.
    19. The Public Information Officer discusses information issues.
    20. The EOC Manager finalizes, approves, and implements the IAP.
    21. All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics.

## Situation

### *Emergency/Disaster Conditions and Hazards*

The City of Sumner is exposed to multiple hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, drought, lahars, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to impact directly or indirectly the city. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The city can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food. Below is a table compiled by using data from the 2020-2025 Region 5 All Hazard Plan:

# City of Sumner

## 2020-2025 Region 5 All Hazard Plan

THREAT <sup>2</sup>		POPULATION		
		Total	% Base	Threat Rating
<b>BASE</b>		<b>9,451</b>	<b>100%</b>	
<i>Ge</i>	Avalanche	NA	NA	NA
	Liquefaction Susceptibility	9,444	99.9%	Very High
	Landslide-Deep	135	1.4%	Very Low
	Landslide-Shallow	73	.8%	Very Low
	Tsunami	NA	NA	NA
	Volcanic	9,446	99.9%	Very High
<i>Meteorological</i>	Drought	9,451	100%	Very High
	Flood	859	9.1%	Very Low
	Severe Weather	9,451	100%	Very High
	WUI Fire	NA	NA	Insufficient data to draw numbers from at this time or map susceptible areas.
<i>Tec</i>	Abandoned Mines	NA	NA	NA
	Civil Disturbance	9,451	100%	Very High
	Dam Failure	9,446	99.9%	Very High
	Energy Emergency	9,451	100%	Very High
	Epidemic	9,451	100%	Very High
	Hazardous Material	8,897	94.1%	Very High
	Pipeline Hazard	2,534	27%	Low
	Terrorism / Active Threat	9,451	100%	Very High
	Transportation Accidents	8,897	94.1%	Very High

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity is not listed in the table, although a vast majority of residents and cities can be affected by cybersecurity issues.

### *Planning Assumptions*

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
  - What is the problem?
  - How big is the problem?
  - Is the problem getting better or worse?
  - What is the plan?
3. It is essential that the City of Sumner EOC and the Pierce County EOC share information and coordinate its dissemination.

### Concept of Operations

#### *General*

Emergency Management will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

#### *Organization and Procedures*

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

#### *Policy/Executive Group*

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Administrator make up the Policy/Executive group and are advised by the City Attorney.

1. City Council:
  - Ratifies emergency proclamations.
  - Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
  - Fills the vacancies of elected officials, if any, to maintain governmental continuity in times of crisis. (RCW 42.14)
  - Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)

- Provides policy direction to the emergency management organization. (RCW 38.52)
  - Enacts legislation, which commands the services and equipment of private citizens as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)
  - Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
  - Provides continuing oversight and legislative support during the recovery phase and directs citizen's requests for assistance to appropriate governmental channels. (PL93-288)
  - Instills public confidence, and relays public information, as provided by the Public Information Officer.
2. Mayor:
- Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35.33 & 38.52)
  - Issues a Proclamation of Disaster when necessary to initiate state and/or federal assistance. (RCW 38.52 & 43.06)
  - Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
  - Instills public confidence, and relays public information, as provided by the Public Information Officer.
3. City Administrator:
- Provides overall direction and control of disaster activities under the provisions of this plan.
  - Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
  - Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
  - Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
  - Instills public confidence, and relays public information, as provided by the Public Information Officer.
4. City Attorney:
- Provides emergency legal advice to the Mayor and City Council, City Administrator, and the Emergency Management Committee.
  - Reviews emergency agreements, contracts, and disaster-related documents.
  - Drafts a Declaration of Emergency when necessary.
  - Assists in drafting a Declaration of Disaster when necessary.
  - Drafts other emergency ordinances as needed.

*Command Staff:*

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.

- Tasks: The EOC Manager is charged with the duties associated with the EOC until otherwise delegated.
  - Open the EOC, obtain the EOC Manager's vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.
  - Answer the following questions to gain situational awareness:
    - What is the problem?
    - How big is the problem?
    - Is the problem getting better or worse?
    - What are the downstream effects on the city?
    - What effects is this disaster or our action having outside the city?
    - What is the plan?
  - Appoint staff to positions as they arrive and in the following order for the initial activation needs:
    - Logistics Section Chief: to assume staffing responsibilities.
    - Planning Section Chief: to assume situational awareness responsibilities.
    - Public Information Officer: to address inquiries from the media and assume public information responsibilities.
      - The State, the County, neighboring cities, the City Administrator, the Assistant City Administrator, department directors, and the public should all be notified when the EOC is open and addressing an incident.
    - Finance and Administration Section Chief: to assume notification responsibilities.
    - Operations Section Chief: to coordinate interdisciplinary response to the incident.
    - Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.
  - If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
  - Determine incident objectives, strategies, and priorities.
  - Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
  - Create an organization chart for publication.
  - Provide an overview of the situation, followed by regular updates.
  - Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
  - Oversee the development of an Incident Action Plan.
  - Support staff as they establish their respective Sections and begin accomplishing assigned tasks.

- Remind Section Chiefs to use section books.
  - Remind staff to retrieve the appropriate vest for the section they are assigned to.
  - Remind staff to work within and reinforce the organization chart.
  - Establish contact with Pierce County, and Washington State EOCs.
    - If necessary, establish a liaison with Pierce County Emergency Management.
  - Prepare a briefing for the City Administrator and elected officials that includes:
    - Scope of the event.
    - Actions being taken.
    - Future expectations and concerns.
    - Policy support needs.
2. Deputy EOC Commander: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
3. Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Administrator, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. Tasks may include:
- Obtain a briefing from the EOC Manager.
  - Initiate contact with the City Administrator and/or City Council, and appropriate local and state support agencies/representatives, and provide an initial briefing of the incident.
  - Identify primary contacts including the communications link and location.
  - Work with the PIO to keep City Hall informed so the City Administrator and City Council do not come to EOC for information.
  - Monitor incident operations to identify current or potential inter-organizational conflicts.
  - Attend planning meetings as required.
  - Provide input on the coordination with City Hall and outside agency resources.
  - Oversee the well-being and safety of personnel in the EOC.
  - Advise on any City Hall or assisting agency special needs or requirements.
  - Determine if any special reports or documents are required.
  - Ensure that all outside agency personnel and/or equipment is properly recorded.
  - Ensure that all required outside agency forms, reports, and documents are completed.
  - Identify representatives from each responding agency, their location, and the appropriate communications and coordination link.
  - Respond to requests from incident personnel for inter-organizational contacts and possibly serve as the primary liaison with the Pierce County EOC.
  - Act as a "trouble shooter" for the purpose of maintaining effective, appropriate inter-organizational cooperation.
  - Monitor spontaneous response of resources not requested and integrate those

resources into the emergency management system as appropriate or otherwise as required.

- Act as the primary contact point for military assistance to local government.
4. **Safety Officer:** Ensures safety messages and briefings are made, exercises emergency authority to stop and prevent unsafe acts, reviews the Incident Action Plan for safety implications, assigns assistants qualified to evaluate special hazards, initiates preliminary investigation of accidents within the incident area, reviews and approve the Medical Plan and ensures adequate sanitation and safety in food preparation.
  5. **Public Information Officer (PIO):** The City Communications Manager will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the PIO vest from the EOC storage locker.
    - Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.
    - Identify additional staff to support the emergency Public Information function.
    - Assign responsibilities such as media contacts, citizen contacts, website updates, and employee contacts to PIO support staff.
    - Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
    - Contact the Pierce County EOC and determine what level of cooperation is needed for messaging.
    - Contact local media and inform them of the statement and release schedule.
    - Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
    - Establish and coordinate emergency public information prior to, during, and after an emergency.
    - Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
    - Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
    - Respond to media and public inquires.
    - Provide information to city elected officials and to employees, as necessary.
    - Monitor news media coverage of the incident.
    - Establish a rumor control capability.
  6. **Operations Section:** The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city resources from Police, Parks, and Public Works, etc. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.

- Operations Section Chief: Oversees coordination of the Operations Section. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Operations vest from the EOC storage locker.
  - Ensure that the Operations Section Office is open, and that the Operations sign is posted.
  - Staff the section, assign workstations, and supervise.
  - Ensure that the mission number and FEMA number are being used.
  - Consider appointing a scribe for the section to maintain constant situational awareness.
  - Post the following information in the Operations Section area:
    - EOC Org Chart including positions names.
    - Incoming and outgoing phone numbers.
    - Road closures.
  - Establish contact with the departments that are/or will be involved in field operations. After contact is established:
    - Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
    - Communicate that the Operations Section Chief phone number or Microsoft Teams will be the direct link to the EOC for support and two-way information sharing.
    - Ensure that the response departments involved in field response are using the State mission number and FEMA number on all relevant documents. The EOC should have this information posted.
    - Coordinate the interaction of multiple response departments using the Incident Command System.
    - Ensure that proper documentation is occurring.
  - Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
  - Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, additional workers, etc.
    - Ensure the Logistics Section is filling logistic requests from the field with the highest priority.
  - Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
  - Assembles and disassembles strike teams assigned to the Operations Section.
  - Law Enforcement Unit:
    - Prioritizes law enforcement response consistent with the Incident Acton Plan.
    - Coordinates traffic and crowd control.
    - Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.

- Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
- Maintains law and order by sustaining normal law enforcement operations wherever possible.
- Coordinates Search and Rescue.
- Provides for incident related criminal investigation.
- Provides personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provides personnel to assist with the dissemination of warning and emergency public information.
- Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
- Provides security to the EOC.
- Fire Services Unit staffed by East Pierce Fire & Rescue:
  - Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
  - Prioritizes fire service response that is consistent with the Incident Action Plan.
  - Coordinates light and heavy rescue and extrication.
  - Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
  - Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
  - Provides lighting for night incidents.
- Emergency Medical Services Unit staffed by East Pierce Fire & Rescue:
  - Prioritizes Emergency Medical Services response consistent with the Incident Acton Plan.
  - Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
  - Provides for on-scene triage and treatment of injured persons.
  - Coordinates the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
  - Coordinates all requests for additional EMS personnel and equipment.
  - Coordinates requests for supplies with the hospitals.
  - Assists in coordinating private ambulance resources.
  - Assists in coordination of mass casualty response.
  - Provides casualty and damage information to the EOC.
  - Coordinates with staff for acquisition of additional supplies.
- Public Works Unit:
  - Prioritizes Public Works response that is consistent with the Incident Acton Plan.

- Provides assistance to the East Pierce Fire & Rescue in light rescue by providing heavy equipment and other support as needed.
  - Provides for clearance of debris.
  - Coordinates performance of emergency protective measures relating to City property and facilities.
  - Coordinates the inspection of City bridges and other public works facilities.
  - Coordinates collection of information regarding the condition of public works facilities and forwards that information to the Planning Section.
  - Coordinates temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
  - Performs or contracts major recovery work to restore damaged public facilities.
  - Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
  - Coordinates City flood fighting activities.
  - Coordinates all additional private sector engineering assistance as needed.
  - Coordinates emergency equipment rental or replacement with the Logistics Section.
  - Coordinates the disposal of residential and commercial solid wastes and debris.
  - Mass Care Unit (when necessary and using the most appropriate person or agency):
    - Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
    - Coordinates with the American Red Cross (ARC) or other appropriate group, the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
    - Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
    - Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
    - Coordinates long-term individual and family disaster recovery programs in collaboration with the assigned provider(s) and various governmental agencies.
    - Coordinates with the Disaster Recovery Group when activated.
    - Shelter volunteers or CERT staffs the Mass Care Unit. Additional personnel will need to be assigned, whether from the city, Pierce County, or other trained shelter providers.
7. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.

- Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Planning Section vest from the EOC storage locker.
  - Staff and supervise the Planning Section.
  - Develop and file Sit Reps in the incident activation file and send copies to the county EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
  - Develop incident logs and forecasting.
  - Establish an information gathering and organization system to meet the needs of the Incident.
  - Coordinate the development of Incident Action Plans by Operational Period.
  - Anticipate incident needs and prepare the EOC to stay ahead of the event.
  - Produce, update, and send copies of incident maps to SOUTHSOUND 911 911, Operations Units, and Dispatch.
  - Produce and update status boards.
  - Log all messages coming into the EOC.
  - Provide reports to other sections and the county and other EOC's as necessary.
  - Produce the final report on the EOC activation.
- Situation Unit:
  - Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.
  - Predicts the probable course of events and prepares alternative strategies that direct operations.
  - Coordinates the collection and organization of incident status and situation intelligence.
  - Collects spot reports from the field as needed.
  - Assembles situation and spot reports and prepares required reports to be forwarded to the County.
  - Assists the Planning Section Chief in the preparation of the Incident Action Plan.
  - Makes use of field forces for the collection of essential information.
  - Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
- Documentation Unit:
  - Coordinates the maintenance of complete incident files as a part of the

- information management system.
  - Provides status display and internal communications in the EOC.
  - Establishes and maintains an incident chronology and master log.
  - Establishes and organizes incident files.
  - Prepares incident documentation for the Planning Section Chief when requested.
  - Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
  - Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
  - Assists with clerical and duplication services in the EOC.
- Damage Assessment Unit (when necessary and assigned):
  - Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
  - Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
  - Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Development Services with this process.
  - Prioritizes the inspection of critical facilities.
  - Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies.
    - Private Property Damage may include damage to:
      - Homes.
      - Mobile homes.
      - Farm homes.
      - Multiple family homes.
      - Businesses.
      - Agricultural losses including loss of crops, livestock, and farm facilities.
    - Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
      - Non-federal road systems including the need for debris clearance.
      - Water and sewer systems.
      - Flood control systems.
      - Public buildings and equipment.
      - Public facilities under construction.
      - Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
      - Parks, public recreation facilities, etc.

- Damage Assessment Phases:
    - Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
    - Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
  - Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
    - Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
    - Spontaneous reports: Information received from the public.
    - Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
    - Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
    - Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.
8. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.
- Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:
    - Obtain a briefing from the EOC Manager.
    - Obtain the Logistics Section vest from the EOC storage locker.
    - Staff and supervise the section as dictated by the needs of the incident.
      - Recruit clerical support for the EOC. Two clerical persons will be needed immediately. Assign one to the EOC Manager.
    - Ensure that the entrance to the EOC is secured. The Police Department can assign a cadet for this job.
    - Set up additional EOC and front office phones as needed. Instructions are in

- the EOC folders.
  - Order food for the first expected meal break.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures, etc. may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
  - Contribute to the Logistics portion of the Incident Action Plan.
  - Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
  - Develop processes for rotating EOC staff through 12-hour shifts.
- Food Unit:
  - Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
  - Coordinates acquisition and distribution of potable water.
  - Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establishes food distribution centers.
  - Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
  - Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
- Supply Unit:
  - Coordinates the acquisition of equipment and supplies requested by the incident staff.
  - Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintains an inventory of supplies.
  - Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provides for the coordination of service or repair of non-expendable supplies and equipment.
  - Coordinates transportation resources.
  - Coordinates transportation needs (consider the use of Pierce Transit and Sumner Bonney Lake School District busses).
  - Coordinates allocation of fuel resources.
- Facilities Unit:
  - Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provides for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
- Human Resources Unit:
  - Coordinates the acquisition, registration, assignment, and management of

- spontaneous volunteers.
  - Establishes a volunteer management center and augments staff with qualified volunteers.
  - Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
  - Coordinates with Pierce County Emergency Management in the establishment of a donated goods facility as needed.
  - Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
  - Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
9. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal requirements for disaster relief for our citizens. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.
- Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Administrator may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension, or modification of working hours, or other measures necessary to provide full response of city resources to the emergency.
  - Coordination of Expenditures:
    - Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The City Council and the City Administrator will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
    - Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment, and material in support of the emergency response will be carded out by the appropriate Unit of the Logistics Section.
      - Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures that provide for expedient purchasing while maintaining essential fiscal control.
    - Financial Records: The city will establish procedures for keeping records

necessary to separately identify incident related expenditures and obligations. Such records are necessary to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:

- Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
  - Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
  - Any other incident related expenditures associated with response to the incident.
- Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Sumner accepts full responsibility for the cost of requested resources.
- Essential Records: The Director of Administrative Services will coordinate identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
  - City Business Resumption Plan: Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. A City Business Resumption Plan should be prepared to assist in sustaining or restoring critical functions and business as usual. These factors may be used to identify vital city services, and develop strategies for recovery:
    - How will the service interruption impact city customers?
    - How long can the process or service be interrupted before the consequences severely impact business?
    - Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
    - What resources including personnel are needed to sustain the process or service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?

- What system documentation is available? Can services be provided manually for a short period of time?
- What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc.?
- Emergency Worker Compensation: Liability Coverage for Emergency Workers: Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
- Finance and Administration Section Chief: The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
  - Obtain a briefing from the EOC Manager.
  - Obtain the Finance and Administration vest from the EOC storage.
  - Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
  - Establish a fiscal control capability.
  - Provide input in planning on all financial and cost analysis matters.
  - Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.
  - Ensure on-going contact and information dissemination to the City Administrator and City Council occurs. Remember to stress what information is public and what is not yet being released.
  - Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
  - Ensure all Sections are using ICS 214, Unit Logs.
  - Consider raising credit card limits for EOC cardholders.
  - Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
  - Be ready to consult with the City Attorney as needed on legal matters.
- Procurement Unit: The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
  - Provides for allocation of city financial resources in support of the needs of the incident.
  - Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
  - Maintains records of financial obligations relating to the incident.
  - Coordinate all contractual matters regarding vendor contracts and rental

agreements and ensures that all obligation documents are properly prepared and executed.

- Cost Tracking Unit: The Cost Unit:
  - Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
  - Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- Telecommunications Unit: Staffed by Administrative Services augmented where necessary by other departments. The Telecommunications Unit:
  - Provides personnel to the EOC to assist with telecommunications.
  - Provides for duplication services in the EOC.
- Information Services Unit: Staffed by Administrative Services augmented where necessary by other departments. The Information Services Unit:
  - Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
  - Provides for duplication services in the EOC.
- Employee Welfare Unit: The Employee Welfare Unit (local sources to be requested include the Tacoma Pierce County Chaplaincy, Pierce County Peer Support Team, and the American Red Cross):
  - Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
  - Provides a childcare system for employee families as needed.
  - Coordinates employee disaster relief as needed.
  - Coordinates Post Traumatic Stress debriefings for employees and their families.

### *Prevention and Mitigation*

Promote safety and prevention programs.

### *Preparedness*

- Develop and maintain the City CEMP.
- Coordinate and maintain a method of identifying available resources.
- Provide preparedness activities including plans, procedures, training, drills, exercises, etc.

### *Response*

- Coordinate the City's emergency response with federal, tribal, public, and private organizations.
- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information, and identify jurisdictional and tribal needs and requirements.
- Staff the EOC as dictated by the emergency or disaster and the resource needs.
- Develop EOC Action Plans, as required.

### *Recovery*

- Deploy appropriate resources as needed in support of recovery operations.
- Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
- Develop EOC Action Plans and SITREPs as appropriate.
- Distribute recovery information, plans and reports to EOC staff.
- Recommend the activation of the Recovery Task Force (RTF).
- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

### Responsibilities

#### *All City Departments:*

Develop procedures that detail the departments expected role in emergency response.

#### *Pierce County Emergency Management:*

Provides support when requested to the City of Sumner in all aspects of emergency response and recovery.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Mass Care**

### Introduction

#### *Purpose*

Coordinate mass care and sheltering efforts for the population following a major emergency or disaster. Coordinate comfort, warming, and cooling centers during severe weather events or following a disaster or emergency.

#### *Scope*

- Address sheltering needs for persons unable to provide for themselves, and define coordination of shelters, feeding stations, and other special services to persons in need following an emergency.
- The management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the city of Sumner during a major emergency or disaster to be coordinated with Pierce County.

## Policies

- The needs of the impacted population will be met whenever possible with combined public and private resources, including city personnel and facilities where appropriate, private disaster relief agencies, churches, civic and fraternal organizations, non-profit charitable organizations, and any other appropriate service or facility.
- Mass care services will be provided without regard for race, color, religion, national origin, age, sex, financial status, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability.

## Situation

### *Emergency/Disaster Conditions and Hazards*

- Disaster conditions may be of such severity as to prevent the habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.
- Food and water sources as well as other essential supplies may be exhausted or compromised, requiring special procedures for acquiring additional resources.

### *Planning Assumptions*

- Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
- Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self-sufficient means may reduce the overall load on public shelter capabilities.
- Under emergency/disaster conditions the American Red Cross and the Salvation Army are the primary agencies that have the ability to coordinate feeding.
- Emergency Management will work with all community, humanitarian, and social service organizations on the coordination of this activity.
- The distribution of food, water, and donated goods needs to be a community wide effort to include City of Sumner and Pierce County government.
- Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- City of Sumner and Pierce County have limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic event.
- Water supplies may be severely impacted both during flooding, severe winter storms, due to frozen then ruptured pipes, and earthquakes because of total disruption, cracks, pipeline failures, etc.
- Most water purveyors are not prepared to deal with severely impacted water systems after a major emergency/disaster.
- Tacoma Pierce County Health Department personnel will be responsible for ensuring safe and proper food handling and sanitary testing conditions during incidents.

## Concept of Operations

### *General*

- Mass care provides for the immediate survival needs of disaster victims through group services and facilities coordinated by assigned personnel, volunteers and CERT members when requested. The EOC Manager will direct oversight of shelter operations.
- As soon as possible, outside resources will be contacted to open and operate shelter facility(ies) when deemed necessary.
- The American Red Cross (ARC) or local resources will be the primary resource for opening and operating public shelters. Where possible, the ARC or local resource will assist in the acquisition and coordination of additional private sector relief resources.
- When the incident impacts more than one jurisdiction, coordination with the American Red Cross will be through the Pierce County ECC.
- Emergency Management will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and appropriate purveyors for the management of food, water, and donated goods.

### *Organization*

- Incident Command may establish a Mass Care Unit for coordination of emergency sheltering and feeding.
- An American Red Cross or local representative may be requested to assist the Mass Care Unit in coordination of private sector care resources.

### *Procedures*

1. Mass Care Centers: To provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide immediate relief for emergency personnel by meeting the needs of displaced disaster victims. Disaster victims will be assisted in one of the following ways:
  - No Shelter Needed/Will Seek Shelter Elsewhere: Disaster victim check-in will be encouraged at mass care centers. Collected information including names, address, destination, and other details will be forwarded to the Disaster Welfare Information Center.
  - Shelter Needed/No Alternative Resource: Processed and sheltered or routed to a special needs shelter facility.
  - Feeding Only: Provisions will be made for feeding stations in or near the impact area that allow for drop-ins.
2. Post Incident Disaster Assistance Centers: Emergency Management will assist in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
3. Service Centers: Service, cooling, and warming centers may be made available during severe weather events or following a disaster or emergency.
  - The American Red Cross is the preferred provider of supervision.
  - Police support may be necessary to maintain a secure, safe, and peaceful facility.

- Drinking water and cups will be made available at the facility.
  - Food needs will have to be provided and managed by another agency and must meet health department regulations.
4. Disaster Assistance to Individuals: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations, e.g., American Red Cross, Salvation Army, Tacoma Pierce County Health Department, without a local, state, or federal declaration/proclamation of disaster. Services may include:
    - Distribution of food supplies.
    - Distribution of clothing, bedding, and personal comfort items.
    - Establishment of temporary feeding stations.
    - Public shelter or temporary housing.
    - Limited nursing services for seniors and persons with disabilities.
  5. Coordination with the American Red Cross (ARC): American Red Cross will establish central direction and control of ARC resources. Depending upon the level of involvement by ARC in disaster response and recovery in the city of Sumner, a direct liaison for ARC may be established at the EOC to ensure close coordination and cooperation.
  6. Coordinate and support sheltering resources in Sumner by helping ensure the shelters are open.
  7. State and Federal Disaster Relief and Individual Assistance Programs: In the event of an emergency or disaster proclamation by the President of the United States, certain federal disaster assistance programs will be available to the impacted population. The State Emergency Operations Center and the Federal Emergency Management Agency coordinate disaster assistance to individuals, upon proclamation of a disaster. In addition, certain aid is available from private disaster assistance and social service agencies.
  8. Community Mental Health Services: Emergency Management will coordinate with Pierce County Emergency Management in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.
  9. Disaster Welfare Information (DWI) System: American Red Cross has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The DWI system will not include a confirmed casualty list. Information available through the DWI System will include:
    - Information about persons injured as provided by local hospitals.
    - Information on casualties evacuated to hospitals outside of the disaster area as provided.
    - Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
  10. Casualty List: A single casualty list of known confirmed dead will be maintained by the Pierce County Medical Examiner and will be accessible through Pierce County Emergency Management when activated. The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Pierce County Medical Examiner will determine the appropriate means of

dissemination of information on deceased persons.

11. Release of Information: American Red Cross procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
12. Provisions for Special Populations: A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-English speaking persons are met to the extent possible. The Special Populations Coordinator should:
  - Identify the special population needs.
  - Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.
  - Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
  - Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
  - Contact the Pierce County Functional Assessment Service Team (FAST) and request the team to the shelter site.
13. Evacuation and Sheltering of Pets: The City of Sumner will attempt to co-shelter the affected population with their pets. The EOC may contact Metro Animal Services, WASART (Washington State Animal Rescue Team), or Pierce County Emergency Management for assistance.
14. Food:
  - The cooperation of the commercial food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
  - The EOC will attempt to coordinate city food resources.
  - Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070.
  - Coordination of food stocks may be made in cooperation with the Pierce County Food Bank.
15. Water:
  - Sumner's primary drinking water source is local springs and wells.
  - The EOC will coordinate city water resources.
  - Following an earthquake, water may be evaluated for contamination.

#### *Prevention and Mitigation*

- Refer to City hazard mitigation plans. Emergency Management or a designee with assistance from other city staff are responsible for hazard mitigation planning and coordination.
- Protect potable water supplies including the use of fencing and surveillance of reservoirs and wellheads as well as treatment and testing of water supplies before entering pipeline delivery systems.

#### *Preparedness*

- Share information and lessons learned, develop processes and plans, coordinate response activities, and conduct annual exercises with regional partners.

- Refer to individual water utilities, food producers and distributors, health, and agricultural organizations, etc. for plans.

#### *Response*

- Track the status of all mass care activities in the city.
- Submit, monitor, and coordinate resource requests for mass feeding and sheltering.
- Coordinate the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Inform assigned agencies of the need to coordinate food, water, and donated goods.
- Ensure food and water is safe for use and consumption.

#### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Revise procedures based on lessons learned from the emergency or disaster.
- Demobilize resources when appropriate.

#### Responsibilities

##### *Assigned city staff or contracted designee*

- Understanding that city staff and resources are limited, the following activities and/or responsibilities MAY be assigned to city staff, contracted personnel, or other personnel as assigned (IMT, SME...).
- Responsible for providing for direct services to the individuals impacted by a disaster, including feeding, temporary shelter, disaster victim registration, and disaster relief to individuals and businesses. Staffs the Mass Care Unit, in cooperation with the American Red Cross or other agencies and non-profit agencies, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:
  - Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
  - Coordinate with the American Red Cross or other NPO's as assigned, the transfer of mass care and shelter needs to the ARC/NPO as soon as their capabilities are fully activated.
  - Coordinate, locate, staff, and equip relocation centers and emergency shelters as needed.
  - Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
  - Coordinate long term individual and family disaster recovery programs in collaboration with the American Red Cross, other NPO's, and various governmental agencies.
  - Coordinate with the Disaster Recovery Group when activated.

##### *American Red Cross or other Non-Profit Organization*

- Provides disaster victims with food, clothing, shelter, first aid, and supplementary

medical/nursing care as well as other urgent needs.

- Opens shelters and feeding stations upon request.
- Maintains agreements with facility owners and operators for their emergency use as shelters.
- Coordinates their activities through the Pierce County EOC when activated for a multi-jurisdictional incident.

#### *Salvation Army/NPO's*

Provides personnel, facilities, and services to assist city staff in meeting emergency care needs.

#### *Emergency Management Division*

- Coordinates the activities of those local agencies charged in local plans for the provision of food, water, and donated goods.
- Informs assigned agencies of the need to coordinate food, water, and donated goods.
- Coordinates and maintains a liaison with private providers of mass care resources and services.
- Coordinates with all appropriate departments/agencies to ensure operational readiness.
- Maintains an operational EOC and emergency operating procedures.
- Coordinates with Pierce County and State Emergency Management in the development of local programs that will manage the logistics of food, water, and donated goods.

#### *Food Bank*

- Coordinates distribution of unsolicited goods.
- Coordinates with the Volunteer Center for additional staffing needs.
- Provides emergency food to individuals and organizations.
- Maintains a resource listing of city and countywide food bank facilities and their equipment, supplies, and facilities and their availability.

#### *Salvation Army/NPO's*

- Provides mobile canteen services.
- Provides emergency feeding services.
- Collects and distributes food, clothing, and other supplies.
- Maintains a resource listing of equipment, supplies, and facilities and their availability.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

- Hazard Mitigation Plan.
- Refer to the City's EOC Activation Plan emergency response processes.

## Logistics

### Introduction

#### *Purpose*

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

#### *Scope*

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

### Policies

#### *Disaster Response and Recovery Resources*

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

#### *Logistics Support*

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

#### *Control of Local Private Resources*

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:

1. Unlimited Access: Routine point of sale distribution through existing local wholesale and retail outlets.
2. Voluntary Limitations: Enacted by local merchants on a voluntary basis as requested by Emergency Management. Requests for voluntary limitations will be made by official action of the City Council.
3. Mandatory Limitations: Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti--hoarding, and construction regulations.
4. Seizure of Essential Goods: Accomplished under the emergency powers activated by a Governor's proclamation of a state of emergency.

### *Coordination with Pierce County*

Because of the multi-jurisdictional impact of controls on private resources, coordination with the Pierce County Councilmembers and the City Council is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Pierce County Emergency Management.

### Situation

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

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

#### *Planning Assumptions*

1. Resources beyond the capacity of City departments will be coordinated through the EOC.
2. Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.
3. Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

### Concept of Operations

#### *General:*

1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
2. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
3. The City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.
4. Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
5. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
6. During the preparedness phase, Emergency Management will identify local industries and other public and private resources that may be needed in a disaster.
7. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with Pierce County Emergency Management, for use of volunteer groups under their direction.

Volunteer organizations may include:

- Amateur radio HAM organizations: communications support.
  - Salvation Army: supports the American Red Cross in disaster victim care and assistance.
  - American Red Cross volunteers: accessed through the ARC headquarters, volunteer section.
  - Spontaneous volunteers
8. Military Support to Civil Government: Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.
9. Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
- Assistance with mass feeding.
  - Civil disturbance operations/area security patrol.
  - Roadblocks and traffic control.
  - Limited military engineering.
  - Mobile and fixed communications support.
  - Delivery of critical supplies and equipment.
  - Emergency evacuation/transportation by land, sea, and air.
  - Limited emergency electrical power.
  - Limited emergency medical aid.
  - Limited potable water.
  - Aerial reconnaissance/damage assessment.
  - Search and rescue.
10. Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through Pierce County Emergency Management. CAP assistance includes, but is not limited to:
- Courier and messenger services.
  - Aerial surveillance.
  - Light transportation flights for emergency personnel and supplies.
  - Aerial photographic and reconnaissance flights.
  - Communications support.
  - Search and rescue.

### *Organization*

1. The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
2. Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
  - Supply Unit.
  - Facilities Unit.
  - Food Unit.
  - Human Resources Unit.

3. Emergency Assistance from Local Religious Groups: The Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations. Based on size, consider designating a Liaison or Volunteer Branch.

### *Procedures*

1. Logistics Section Chief:
  - Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
  - Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
  - Contribute to the Logistics portion of the Incident Action Plan.
2. Supply Unit:
  - Coordinate the acquisition of equipment and supplies requested by the incident staff.
  - Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
  - Maintain an inventory of supplies.
  - Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
  - Provide for coordination of service or repair of non-expendable supplies and equipment.
  - Coordinate transportation resources. Coordinate with Pierce County Emergency Management as needed for use of Pierce Transit and Sumner Bonney Lake School District busses in support of regional transportation needs.
  - Coordinate allocation of fuel resources.
3. Facilities Unit:
  - Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.
  - Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. Food Unit:
  - Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
  - Coordinate acquisition and distribution of potable water.
  - Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - Establish food stocks distribution centers.
5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants to provide emergency food.
6. Human Resources Unit:
  - Coordinate the acquisition, registration, assignment, and management of spontaneous volunteers.

- Establish a volunteer management center. Augment staff with qualified volunteers.
  - In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Pierce County Emergency Management in the joint establishment of a donated goods facility as needed.
  - Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
  - Coordinate with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
  - Coordinate with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
7. Volunteer Registration Requirements: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38.52. To qualify for benefits, the following information is needed during the registration process:
- Name.
  - Address.
  - Social Security number.
  - Qualifications or training.
  - Actual duties assigned/emergency worker classification.
  - Applicable dates and times.
8. Regional Resource Marshaling Center: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established based on the incident location.
9. Staging Areas: The central in-city distribution point for incoming supplies and equipment will be at a designated City of Sumner site based on the emergency. Staging of equipment and supplies may be established in each Operational Zone when appropriate.

### *Prevention and Mitigation*

All primary and support agencies will ensure that personnel and equipment are protected from the effects of disasters by complying with the Basic Plan, and that appropriate emergency procedures and operating plans address and comply with City response and recovery guidelines.

### *Preparedness*

- Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.
- Maintain an inventory of City owned and leased facilities.
- Identify resources for the response and recovery phases of an emergency or disaster.
- Develop a needs assessment of internal and external resources to identify including:
  - Essential personnel and staffing for internal and external support requirements.
  - Emergency supplies needed for personnel.
  - Essential records, equipment, and office supply needs.
  - Essential office space requirements.
  - Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
  - Logistics transportation requirements for an emergency or disaster.

### *Response*

Provide information on how and where to obtain goods and services to emergency management staff. Coordinate and fill resource requests.

### *Recovery*

- Support the transition to recovery activities, as required.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.

### *Responsibilities*

- Assigned city staff.
- Analyze incident resource requirements and establish of resource priorities.
- Identify available resources and develop agreements for acquisition and use.
- Establish an inventory control and material delivery capability.
- Manage donated goods.
- Establish a volunteer registration and coordination capability.

### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Volunteer and Donations Management**

### *Introduction*

#### *Purpose*

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

#### *Scope*

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

#### *Preparedness*

1. There are many varying levels of preparedness among the different public and private organizations located within and around the City of Sumner. Some ways to prepare for spontaneous volunteers and unsolicited donations include:
  - Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.

- Appoint a lead agency to coordinate with local volunteer groups.
  - Develop a Spontaneous Volunteer Management Plan.
  - Develop a Donations Management Plan.
  - Develop a public education plan specifically targeted at potential volunteers and donors.
  - Engage the business community in planning efforts.
  - Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
2. It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management.

### Coordination Committee

Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city.

Topics for discussion may include:

Current location of Volunteer Reception Centers.

The status of processing.

Capacity to share spontaneous volunteers and unsolicited donations across the region.

Future projections or trends.

Assignment of donations coordinators and volunteer coordinators and their roles.

### Spontaneous Volunteers

1. Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Sumner Emergency Management will coordinate with Pierce County Emergency Management the establishment of a VRC. The following should be used as a guide when deploying VRCs.
  - Small, limited, localized disaster.
    - Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
    - No need for a VRC.
  - Medium to large disaster.
    - Significant media attention.
    - Establish a VRC outside the impact area.
  - Very large or catastrophic disaster.
    - Volunteer activity will overwhelm the local capacity.
    - Consolidate VRCs to operate more efficiently.
2. Preregistering Volunteers:

- Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
3. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Centers.
  4. The United Way of Pierce County will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
  5. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
  6. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
  7. Volunteer Reception Center (VRC):  
 A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.
    - VRC Activities include:
      - Formal registration.
      - Interview & Assignment.
      - Safety & Cultural Trainings.
      - Public Information.
      - Phone Bank.
      - Demobilization.
    - Forms include:
      - VRC Arrival Sign In.
      - Volunteer Instructions Checklist.
      - Sample Disaster Volunteer Registration Form.
      - Sample Volunteer Liability Release Form.
      - Emergency Worker Registration Card.
      - Safety Training.
      - Sample VRC Floor Plan.

## Donations Management

1. If not properly managed, donations can become the disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.

2. During a disaster, the public, including major corporations, give generously to those in need. Often this outpouring of goodwill can overwhelm local government and social agencies.
3. In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
4. Donated Goods:
  - City of Sumner government will coordinate all nationally donated goods with the State EOC.
  - The EOC will assure all donated goods are safely distributed based on need to the neighborhoods of Sumner.
  - Donated goods are categorized into the following sections:
    - Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is for cash donations to be made to the American Red Cross, Salvation Army, or other agency providing major relief efforts to the affected community. The EOC will work with Finance to locate a local bank or outlet to accept donations.
    - Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated good to the impacted area whether it is needed or not. The Sumner Community Food Bank will coordinate sorting, storing and distribution of unsolicited goods.
5. The level of donations that may accompany each level of disaster.
  - Small to medium disaster.
    - Few and sporadic donations.
  - Medium to large disaster.
    - Donations activity is significant.
  - Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
    - Donations Management Branch or Unit will be established.
6. Public Messaging:
  - Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
  - A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
  - Valuable Public Messages may include:
    - “Don’t call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies.”
  - Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

## Demobilization

7. Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
8. Demobilization:
  - Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
  - Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.

## Recovery

### *Volunteer Management:*

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

### *Donations Management:*

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

# Finance

## Summary

The Finance Department consists of Fiscal Services which includes Accounting and Financial Reporting, Billing and collections, and Payables.

## Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Response

Logistics and Supply Chain Management

Recovery

Economic Recovery

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Fire

## **Summary**

East Pierce Fire & Rescue provides fire suppression, Emergency Medical Services and patient transportation, hazardous materials response, and other response needs for the City of Sumner.

# Community Development and Development Services

## Summary

Community planning and Development consist of Budget and Administrative services, Customer Service and Downtown Operations, Development Permit Services, Planning and Engineering, and Strategic projects.

## Core Capabilities

The following core capabilities align with the responsibilities of the Community Development and Development Services:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

## Recovery Planning

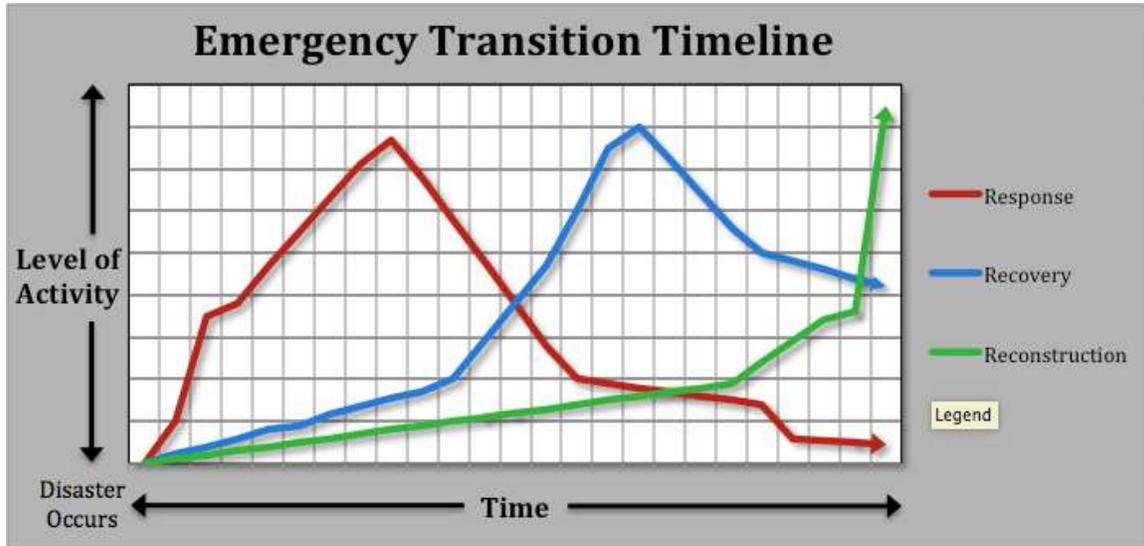
### Introduction

#### *Purpose:*

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. Additional personnel outside of Sumner will need to be requested to fill these roles.

### Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



### Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

### Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

1. Repair/rebuild with no significant changes to infrastructure or city/ community design to restore needed services as quickly as possible.
2. Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
3. Don't rebuild and relocate the facility or abandon it.

### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end, both phases should be monitored closely in case deployment changes are needed.

## Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

### Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Officer as well. The Recovery Manager should not be confused with the Recovery Task Force Leader.

### Recovery Officer

- The Recovery Officer stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Officer looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Officer needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens and City Council, and liaison with the other agencies and entities involved in recovery.

### Recovery Task Force:

- The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:
- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.
- Human Resources representative.
- Attorney/Legal representative.
- Finance and Administration representative.

- EOC Manager.
- Chamber of Commerce representative.
- Housing and Urban Development representative.
- Community Development representative.
- Sumner Downtown Association representative.
- Sumner-Bonney Lake School District representative.
- Recognized Neighborhood Association representatives.

#### Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Community Development staff member.

#### Short-term Recovery

- Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:
  - Safety.
  - Create clear boundaries between safe areas and restricted areas.
  - Determine the extent of damage to the city.
  - Identify and notify citizens of the undamaged or least damaged areas of City where they can find resources.
  - Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

- EOC staff.
- Subject matter experts.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies/Departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the City government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.
- **Mid-term Recovery**
- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
  - Return to pre-incident pattern of activity as much as possible.
  - Restore traffic flow and utilities throughout the city.
  - Publish information that supports the community's efforts to recover as individuals, families,

businesses, etc.

- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

*Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Businesses.
- Key demographics.
- The Building and Development Community.
- State Insurance Commission representative.
- Other Stakeholders.

*Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

*Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

*Long-term Recovery*

- Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
  - Rebuild critical infrastructure to equal or superior pre-event conditions.
  - Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
  - Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

#### *Staff:*

- Mid-term Recovery staff.
- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

#### *Key Concepts:*

- Adopt a Long-term Recovery plan with Community Development as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

#### *Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- Pierce County Emergency Management.

#### *Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

#### *Re-development:*

- Develop a specific plan for use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

#### *Educate the Community:*

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Legal

## Summary

The Legal Department consists of general counsel and prosecution. They will work with the Policy Group assisting with proclamations and guidance.

## Core Capabilities

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

## Emergency Support Functions

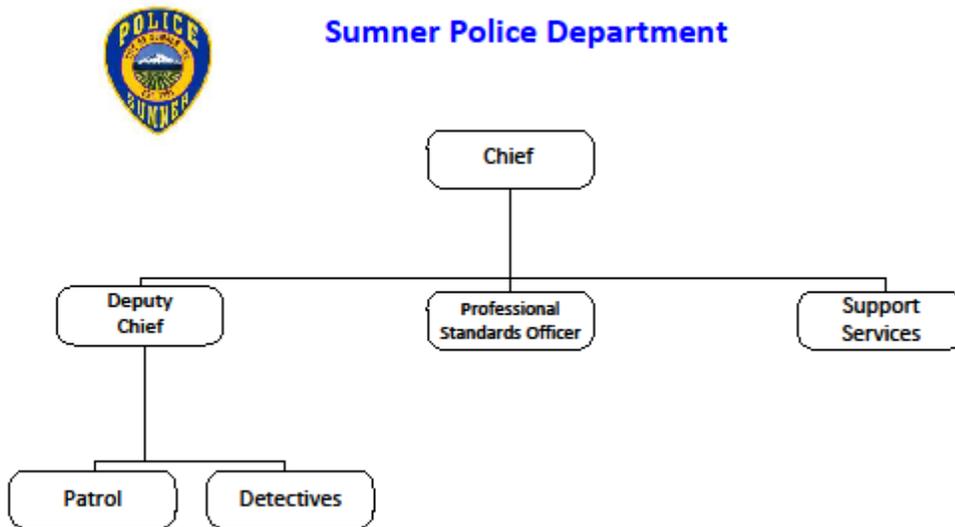
The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Police

## Summary

The Police Department consists of Patrol, Investigations, Records, Evidence Collection and Retention, Training, and Professional Standards. The Police Department also has oversight of Metro Animal Services who is responsible for animal welfare for the cities of Sumner, Algona, Bonney Lake, Edgewood, Milton, Pacific, and Puyallup.



## Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Prevention and Protection

- Intelligence and information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection
- Forensics and Attribution
- Risk Management for protection programs and activities

### Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement

- Operational Communications
- Situational Assessment

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESF-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Search and Rescue

### Introduction

#### *Purpose*

Procedures to be used for coordination of search and rescue.

#### *Scope*

Urban search and rescue operations including ground, air, and water.

### Policies

#### *Search and Rescue*

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the East Pierce Fire & Rescue and the Pierce County Sheriff's Office are assigned technical rescue responsibilities.

#### *Search and Rescue (SAR) resources*

Pierce County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through Pierce County Emergency Management.

### Situation

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

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.

#### *Planning Assumptions*

- Search and Rescue (SAR) means the act of searching for, rescuing, or recovering by means of

ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.

- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.
- Citizen assistance with SAR operations may be appropriate under some circumstances.

## Concept of Operations

### *General*

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. East Pierce Fire & Rescue resources are trained in urban search and rescue operations, including confined space.
3. The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.
4. Additional assistance is available from the Pierce County Sheriff's Department and neighboring East Pierce Fire & Rescues available through mutual and automatic aid. Coordination with this resource should be through Pierce County Emergency Management.

### *Organization*

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

### *Procedures*

1. The Police Department will determine the need for search and rescue operations, in concert with the East Pierce Fire & Rescue where appropriate.
2. Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be search, or have been searched, will be used.
3. Urban search and rescue task forces made up of qualified city personnel, augmented by citizen volunteers where appropriate or outside SAR resources as needed, will be organized, and deployed by the SAR Coordinator.

### *Prevention and Mitigation*

- Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.
- Develop and present preventive SAR programs through public awareness and school education programs.

### *Preparedness*

Plan to support SAR operations with available resources, when requested.

### *Response*

Provide resources including personnel and equipment for SAR operations, when available.

### *Recovery*

Assist in returning all SAR organizations and personnel to a state of preparedness.

### Responsibilities

#### *Police Department*

- Staff the SAR Coordinator position at the EOC, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.

#### *East Pierce Fire & Rescue*

Provide urban rescue trained personnel to carry out special SAR operations.

#### *Department of Public Works*

Support rescue operations with heavy equipment where necessary.

#### *Pierce County Sheriff's Department*

Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

#### *Pierce County Emergency Management*

Coordinate acquisition of external SAR resources upon request.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

Refer to the Police Department's emergency response processes.

## **Public Safety**

### Introduction

#### *Purpose*

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

#### *Scope*

Coordination of all incidents related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

## Policies

- Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Sumner Police Department.
- Military personnel, requested to augment or support the Sumner Police Department, will remain under command of their parent agency but will operate only at the direction of the Sumner Police Department.

## Situation

### *Emergency/Disaster Conditions and Hazards*

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communications overload, etc.

### *Planning Assumptions*

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.

## Concept of Operations

### *General*

1. The Police Department will initially respond to emergency needs with on duty personnel. Provisions for call back of off duty personnel are defined in the internal procedures of the Police Department.
2. Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
3. Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.

### *Organization*

A Law Enforcement Unit will be established in the EOC to coordinate all the identified actions.

### *Procedures*

- Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations Sub-Unit will:
  - Establish and maintain operational control over all aircraft resources used by the city in

connection with the incident.

- Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with Pierce County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
- Identify, mark, secure, and manage landing zones where needed.
- Request the acquisition of air resources through the Logistics Section.
- Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

#### *Prevention and Mitigation*

Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

#### *Preparedness*

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.

#### *Response*

The Sumner Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, force protection, etc.

#### *Recovery*

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available.
- Prepare after action reports.
- Investigate fires where fatalities, large property losses, or suspicious circumstances exist.

#### *Responsibilities*

##### *Police Department*

- Prioritize law enforcement response consistent with the Incident Action Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Provide personnel to assist the Pierce County Medical Examiner with the disposition of human remains.
- Provide personnel to assist with the dissemination of warning and emergency public information.

- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

#### *Pierce County Sheriff's Department*

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available Pierce County search and rescue units if requested.
- Provide warning and communication support if requested.

#### *Mutual aid law enforcement agencies*

Provide law enforcement support in accordance with mutual aid agreements.

#### *Washington State Patrol:*

- Provide law enforcement support to the Police Department if requested.
- Assume incident command for hazardous materials incidents.
- Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

#### *Resource requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

Refer to the Police Department's emergency response processes.

## **Evacuation**

### *Introduction*

#### *Purpose*

To assist the City of Sumner, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

#### *Scope*

Evacuations may result from naturally occurring incidents such as earthquakes, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.

#### *Planning Assumptions*

- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.

- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.
- Planning for evacuations must include Americans with disabilities/Access and function needs, pets, service animals, and livestock.

## Concept of Operations

### *General*

1. Local response
  - The type of incident, the geographic scope of the incident, and the resources available will determine local response.
  - Any agency listed may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from EOC Manager.
  - If the incident is small and local in nature, Sumner Fire, Police, or Public Works may recommend a limited evacuation and request resources directly through Southsound 911.
  - Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC/ECCs) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC/ECC.
  - In the event of a healthcare facility evacuation, the Health, and Medical Area Command, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the public.
2. State Response: Where city and county resources are exhausted, the State of Washington may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.
3. Federal Response: Except for the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.
4. Americans with Disabilities/Access and Functional Needs.
  - Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.
  - The City of Sumner will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.
5. LEP and PETS
  - Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

### *Organization*

The Sumner Police Department and East Pierce Fire & Rescue are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC or the main police station. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

### *Procedures*

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

### *Response Actions*

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

#### 1. Shelter-in-Place:

- Most used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.

#### 2. Evacuations:

- An EOC Manager makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager requests activation of EOC to support the evacuation and notifies appropriate elected officials.
- The EOC Manager initiates the warning of affected populations by appropriate methods available.
- At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
  - The selection of a safe area to move impacted populations.
  - Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
  - Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
  - Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, Utilities, etc.
  - The Public Works Department supports road closures and evacuation routes.
  - The American Red Cross and other non-governmental organizations may provide shelters as needed.
  - Salvation Army and American Red Cross support local responders, shelters, evacuees, etc.
  - SPD supports area security, road closures, and shelters.
  - Sheltered populations are accounted for and are reunited with loved ones if possible.
  - Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.

- Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.
- Evacuated populations may require transportation to return.
- All agencies are responsible for their own facility evacuation procedures.
- The East Pierce Lahar Rapid Action Plan may be used as a template for emergency evacuations other than lahars.

## Responsibilities

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Sumner EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendation for return to the area.

### *Sumner Police Department*

- Ensure that SPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
- Act as the Field Incident Commander or in Unified Command when appropriate and at suspected or determined crime scenes.
- Provide, direct or command search and rescuer resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

### *Sumner Emergency Management*

- Activate the EOC when notified by SPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the SPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

### *Sumner Public Works*

- Provide transportation if resources are available, for evacuees to designated public shelters when requested.

- Provide transportation if resources are available to shelter occupants returning to the evacuated area once that area is deemed safe.
- Coordinate and notify the EOC of the resources used, destination, and number of people transported.
- Coordinate the identification of safe evacuation routes with the EOC.
- Maintain evacuation plans for Public Works facilities.
- Provide a representative to the EOC as requested.

#### *Community Planning and Development*

- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Coordinate security of affected areas with the EOC.
- Maintain evacuation plans for Community Planning and Development facilities.

#### *Assigned city staff*

- Assist in providing for the mass care and food and water needs of people displaced from their homes and living in Sumner shelters.
- Make available city staff for general population emergency shelters in coordination with the American Red Cross and EOC.
- Provide personnel and equipment to support emergency operations of other City Departments.
- Aid in dissemination of public information.
- Maintain evacuation plans for Parks and Recreation facilities.

#### *East Pierce Fire & Rescue*

- Initiate evacuations or shelter-in-place, when necessary, in coordination with SPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.
- Coordinate with EMS personnel.
- Request transportation as need for evacuees.
- Request the opening of a shelter for displaced persons.

#### *SouthSound 911*

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

#### *State Emergency Operations Center*

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

#### *Sumner-Bonney Lake School District*

- Provide transportation resources for evacuation if available.

- Provide facilities for shelters if available.

*The American Red Cross or other NPO's*

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

*Resource Requirements*

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

# Public Works

## Summary

The Public Works department consists of City Engineering, Streets, Fleet Services, Water Systems, and Waste Water Treatment.



## Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment

### Recovery

- Economic Recovery
- Natural and Cultural Resources

## Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of City Administrator's Office:

- ESF-1: Transportation
- ESF-2: Communications (supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Transportation

### Introduction

#### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

#### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

#### *Policies*

- Pierce Transit and Sound Transit will be coordinated directly through the Sumner EOC when activated, or Pierce County Emergency Management.
- In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

### Situation

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

#### *Planning Assumptions*

1. All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are a "shared" multi-jurisdiction transportation resource, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of Pierce Transit activities in support of ESF-01.

## Concept of Operations

### *General*

1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

### *Organization*

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

### *Procedures*

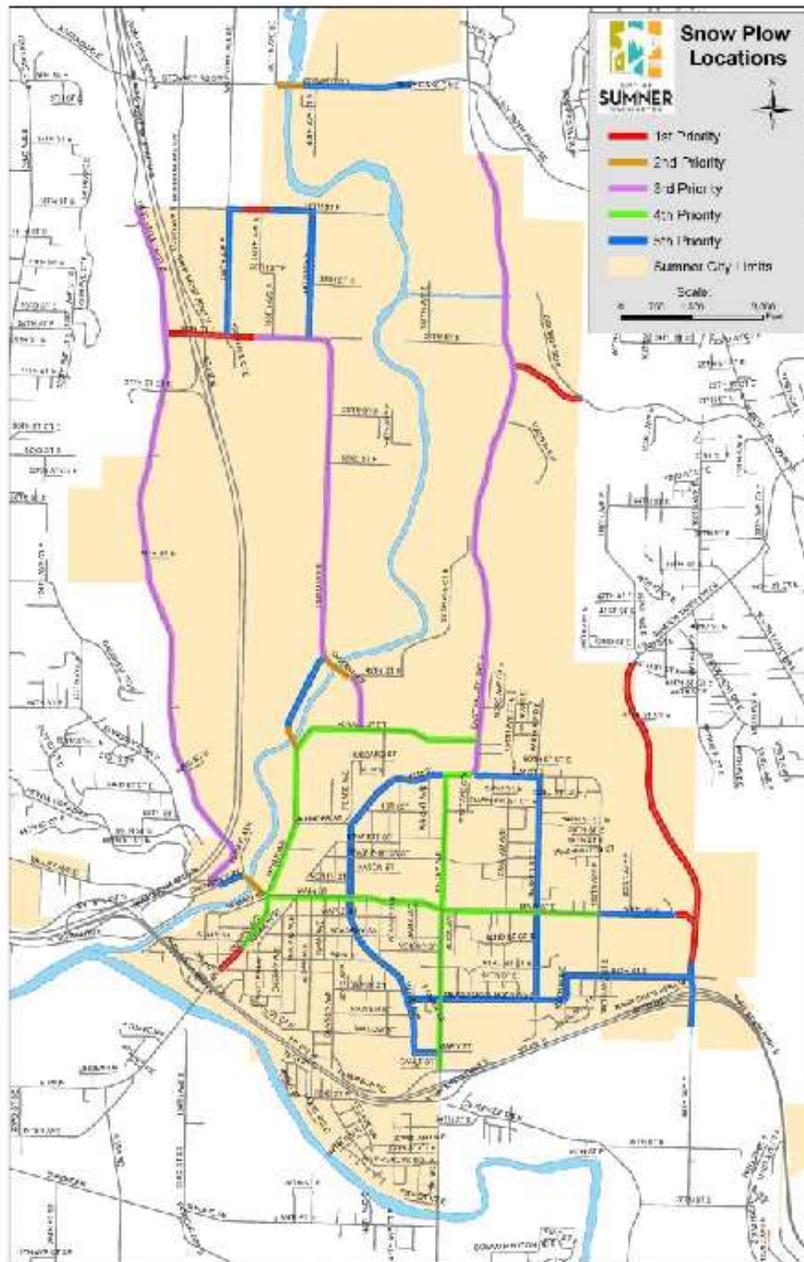
1. Evacuation/Shelter-in-Place:
  - Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the City Council, the Chief of Police, or the City Administrator when necessary.
  - The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
  - Evacuations that have multi-jurisdictional impact will be coordinated with the Pierce County EOC to ensure consistent instructions to the public.
  - Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door and electronic alerting methods utilizing local emergency agencies.
  - Population protection methods may include “shelter-in-place” depending upon circumstances.
  - Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
  - Agency Responsibilities for Evacuation/Shelter-in-Place:
    - Emergency Management Division:
      - Recommend evacuation/shelter-in-place where appropriate.
      - Monitor evacuation activities.
      - Coordinate with the Public Information Officer regarding evacuation routes, conditions and other essential information.
      - Establish an Evacuation sub-Unit if necessary.
    - Police Department:
      - Crowd and traffic control operations.
      - Identify and establish evacuation routes.
      - Assist in the removal of stalled vehicles and equipment from evacuation routes.
      - Assist the EOC in identifying critical evacuation problems.

- Assist in dissemination of evacuation/shelter-in-place instructions to the population.
- Department of Public Works:
  - Assist in traffic control operations by providing signs and barricades.
  - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
  - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering.
- East Pierce Fire & Rescue:
  - Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
  - Assist in the dissemination of evacuation/shelter-in-place instructions to the public.

#### *Priority Lifelines Routes*

Routes that must be kept open and accessible at all times but especially during emergencies. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions.

City of Sumner: Shown is the snowplow routes for Sumner. These are the critical routes/roads with the highest priority.



### *Prevention and Mitigation*

Ensure deployed personnel are briefed on the known hazards and incident assignments.

Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

### *Response*

- Staff the City EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the City transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the City's transportation system and facilities.

## Responsibilities

### *Department of Public Works*

- Coordinate all transportation resources in support of the incident.
- Coordinate with Pierce County Emergency Management in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Pierce County EOC if local emergency transportation capabilities are exceeded.

### *Washington State Department of Transportation:*

Provide support when state highways are impacted by the incident.

### *Pierce Transit and Sound Transit:*

- Upon request send a representative to the city EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

### *Sumner-Bonney Lake School District*

Coordinate with the Transportation sub-Unit for the provision of District transportation assets.

### *Pierce County Emergency Management*

Coordinate transportation with other local emergency management programs through the Pierce County Emergency Management.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

### References

- City of Sumner Evacuation Route map
- East Pierce Lahar Rapid Action Plan

## **Engineering**

### Introduction

#### *Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

#### *Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

### Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Sumner will provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

### Situation

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

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

### *Planning Assumptions*

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - A Debris Management Plan has been developed by the Public Works Department.
  - Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Community Planning and Development and the Legal Department as needed.
2. The city will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

### *Concept of Operations*

#### *General*

1. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. The Department of Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the City will coordinate the prioritization of restoration of essential services with the Public Works Unit at the City EOC. A Liaison Officer may be appointed to support this coordination when necessary.

#### *Organization*

A Public Works Unit may be established in the EOC to coordinate these activities.

#### *Procedures*

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with Pierce County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the City EOC as needed.

#### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an

event.

### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
  - Request ATC-20 trained personnel to respond mutual aid as designated through the Washington Association of Building Officials and RCW 24.60. This RCW provides for mutual assistance among member jurisdictions in the case of a building safety emergency.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in City drills and exercises.

### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the City EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

### *Recovery*

Continue with response and recovery activities until completed.

## Responsibilities

### *Department of Public Works*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist the East Pierce Fire & Rescue in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to City property and facilities.
- Provide for the inspection of City bridges and other public works facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
- Perform, on contract, major recovery work to restore damaged public facilities.
- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.

- Coordinate City flood fighting activities.
- Provide all additional private sector engineering assistance needed via the City's on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

#### *Community Planning and Development Services*

Provide Engineering and Building inspection personnel and services as needed.

#### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities including both power and natural gas.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

#### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

#### *Other Non-City Utilities Providers*

Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

Debris Management Emergency Response Plan.

## **Energy**

### *Introduction*

Puget Sound Energy provides both electrical and natural gas service to Sumner. See ESF #12, Energy in the Pierce County CEMP for Puget Sound Energy's actions and response. The Sumner EOC will work and coordinate with PSE for assistance in restoration of services.

### **Debris Management**

Refer to the Public Works All Hazards Plan for concepts and procedures related to Debris Management.

### **Water and Wastewater**

Refer to the Public Works All Hazards Plan for concepts and procedures related to Water and Wastewater Management.

Sumner is a member of the Washington Water/Wastewater Agency Response Network created to provide mutual aid assistance for water related emergencies due to natural or man-made disasters.

# Town of Carbonado Departmental Annex

# Town Clerk/Treasurer

## Summary

The Town of Carbonado has a Mayor/Council form of government. The town employees consist of a Town Clerk/Treasurer and several Public Works employees who are responsible for Public Works and Water and Wastewater treatment. The Town Clerk/Treasurer has overall responsibility for communications for the town.

**The positions and activities listed in this Annex may be accomplished either by town staff or external personnel specifically requested to fulfill this role/position/activity.**

## Core Capabilities

The following core capabilities align with the responsibilities of the Town Clerk/Treasurer's office:

### All Phases

- Planning
- Public Information and Warning

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Town Administrator's Office:

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

## Public Information and Communications Systems

### Introduction

#### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times

of emergency; and to establish a communications system for effective flow of information during an emergency.

### *Scope*

The communication and warning assets of town organizations including town website, radio, voice, and data links, telephone and cellular systems, amateur radio when requested, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for Town of Carbonado, Town officials, employees, the media, and the public.

### *Policies*

The town relies on the warning capabilities of federal, state, county, and local government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the town may supplement those systems.

Carbonado operates CarbonadoAlerts, an opt-in alerting system that includes voice, text, email messages that are sent to residents and participants for emergency and community event messaging. CarbonadoAlerts can be delivered in multiple languages as necessary. Carbonado follows operating policies as set forth in EPIC alerting policies. CarbonadoAlerts will typically be activated by the Buckley Fire Department, as they have a contract for coverage and response.

Pierce County Division of Emergency Management maintains an Outdoor Warning System of multiple sirens that can be set off for local emergencies.

All relevant agencies will work in close cooperation to ensure that warning and emergency public information impacting the town and county are consistent and coordinated.

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. Town departments will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer or the assigned personnel.

### *Situation*

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

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

#### *Planning Assumptions*

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, and conditions within the hazard area. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.

2. Sufficient support personnel will eventually be available to coordinate public information and interface with the media and other agencies.
3. Demands for information from media outside the town will be significantly increased in a disaster.
4. Sufficient communications will be established to support public information efforts.
5. Following a disaster, the Emergency Alert System (EAS) will be available to the Town of Carbonado. WEA (Wireless Emergency Alerting) is already available through Pierce County Department of Emergency Management.
6. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.
7. The Town Clerk/Treasurer will typically communicate to the public through the town website and word of mouth.
8. Buckley Fire Department staff are trained in CarbonadoAlerts, an opt-in alert and warning service that provides messages in text, email, and voice messages in English and foreign languages as necessary.

### *Concept of Operations*

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### *Public Information Objectives*

1. To warn the public of hazardous situations and impacts.
  1. To instruct the public on protective measures that can be taken.
  2. To coordinate the Town's release of public information to the media.
  3. To control rumors and reassure the public.
  4. To provide ongoing information about emergency operations and emergency services.
  5. To instruct the public on disaster assistance and recovery services and procedures.

### *Communications Systems Objectives*

1. Identify all existing communications assets and capabilities.
  1. Plan for the best use of those resources under emergency conditions.
  2. Provide for augmenting existing communications with outside resources as needed.

### *Special Populations including LEP*

- In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for adult family homes, schools, or other groups.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development within EPIC jurisdictions. Carbonado may use translation services through the Buckley Municipal Court

system as necessary (Carbonado contracts with Buckley for Municipal Court, Police, and Fire administrative services.) Additionally, Pierce County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities.

- **National Warning System**

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Pierce County NAWAS receiving point is SouthSound 911 (SOUTHSOUND911). Information received via NAWAS that impacts the town is forwarded to SOUTHSOUND911 on a 24-hour basis. SouthSound 911 will then notify the Buckley Police and Fire Department.

#### *Emergency Alert System*

Details for the activation of the Emergency Alert System for the Pierce County area are published separately. Carbonado uses an alerting and warning system called CarbonadoAlerts, an opt-in system that sends phone calls, voice mail, and text to opt-in signees. This system allows for both emergency and community-based information.

#### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the town EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

#### *Communications Coordinator*

- The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of town operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
  - Maintaining equipment inventories.
  - Maintaining current radio frequencies in use in the Carbonado area.
  - Scheduling tests and exercises to ensure communications readiness.
  - Identifying support communications resources and establish agreements and procedures for their use in time of need.
  - Assuming operational control of supporting communications systems, in cooperation with SOUTHSOUND911 and Pierce County Emergency Management, this includes allocation of communications resources.
  - Coordinating the restoration of communications capabilities in the town following a disaster.

#### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.

### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911. SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, and Citizens Band radio systems. Amateur Radio resources will be coordinated through the Carbonado EOC or Pierce County Emergency Management.

### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The EOC will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

### *Shelter Communications*

- The Shelter Manager will determine the methods for communication between mass care shelters and the EOC. Communications resources will be provided requested through Pierce County Emergency Management.
- Communication with the State EOC will be via the following systems:
- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.
- National Warning System Hotline (NAWAS) via Pierce County Emergency Management and/or SOUTHSOUND911.
- Runner to the state EOC.

### Organization:

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Police Department will function as the 24-hour warning point for receipt of warning information impacting the town.
- A Communications Team may be established at the Carbonado EOC to coordinate communications for town operations.

### Procedures

#### *Dissemination*

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
- Information will also be disseminated to the mayor and town council, emergency personnel in the field, and other town employees so they know what information and guidance is being

released to the public. Dissemination of public information regarding town activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.

- Notices may include information for:
  - Evacuation, sheltering, and shelter-in-place.
  - General survivor assistance (i.e., medical care, shelter locations, etc.)
  - Food and water
  - Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The Town Communications Manager will maintain up-to-date distribution lists.

#### *Warning*

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

#### *Primary Warning Point*

SOUTHSOUND911 is the primary receiving and reaction point for warning information. All warning information received, which impacts the town will be forwarded to the Buckley Police and Fire Departments.

#### *Automatic Activation*

The warning system may be activated by SOUTHSOUND911, in consultation with Pierce County Emergency Management. Policies and procedures will be in place to define the parameters for automatic activation of the warning system. Pierce County Emergency Management also has the authority to activate the Outdoor Warning Sirens for a variety of emergencies. This system may also activate in the Carbonado area without notification.

#### *Prevention and Mitigation:*

Provide information about hazards that may influence siting of facilities and deployment of resources. Develop and implement Public Education campaigns.

#### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- In coordination with the mayor and town council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard town communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

## Responsibilities

### *Public Information Officer (PIO)*

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the town.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with county, state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management, the Carbonado Historic School District, and other agencies where appropriate.
- Support the mayor, town council, and town staff in their public information and public confidence roles.
- Develop EOC procedures for coordination of town communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key town personnel.

- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management when able.
- Determine which warnings are significant to the Town of Carbonado.
- Attempt to provide warning and emergency information to the Carbonado Historic School District.

#### *Southsound911*

- Develop and maintain procedures for providing disaster information with the town EOC and Pierce County Emergency Management when appropriate.
- Assist with the dissemination of information and warnings as requested.

#### *Police and Fire Department*

- Assist with the dissemination of warnings.
- Receive warning information from diverse sources and forward that information to the Emergency Management Coordinator.
- Assist with the dissemination of information and warnings.

#### *Department of Public Works:*

Provide support communications through department communications resources.

#### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### References

Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.

# Planning and Development

## Summary

The Planning function in Carbonado is contracted to a local company. All or part of the functions listed may be provided by outside resources based on the incident size, duration, and magnitude. **The positions and activities listed in this Annex may be accomplished either by town staff or external personnel specifically requested to fulfill this role/position/activity.**

## Core Capabilities

The following core capabilities align with the responsibilities of the Community Planning and Development:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

## Recovery Planning

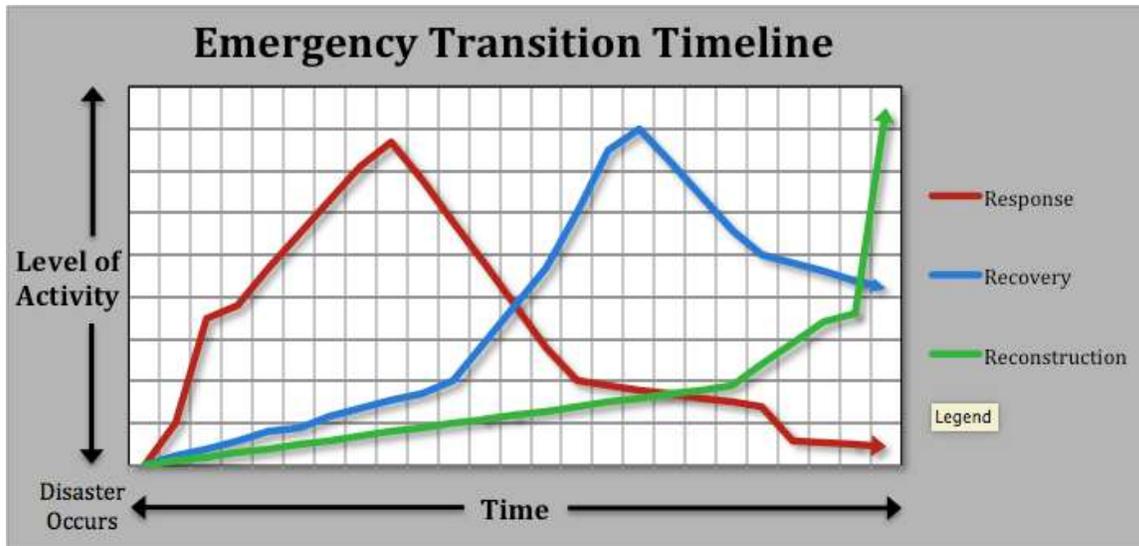
### Introduction

#### *Purpose:*

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery.

### Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



### Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

### Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

2. Repair/rebuild with no significant changes to infrastructure or town/ community design to restore needed services as quickly as possible.
2. Repair/rebuild with upgrades to infrastructure and town/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
3. Don't rebuild and relocate the facility or abandon it.

### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.

## Recovery Plan

The Recovery Plan should identify town staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

### Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Officer as well. The Recovery Manager should not be confused with the Recovery Task Force Leader. This position may be contracted from outside resources based on staffing and experience.

### Recovery Officer

- The Recovery Officer stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Officer looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and town departments will come and go throughout the process.
- The Recovery Officer needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens, mayor and town council, and liaison with the other agencies and entities involved in recovery.
- This position may be contracted from outside resources based on staffing and experience.

### Recovery Task Force:

- The RTF is advisory in nature and may be staffed by several positions as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:
- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the mayor and town council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.

- Public Information Officer.
- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.
- Community Planning and Development representative.
- Carbonado Historic School District representative.
- Recognized Neighborhood Association representatives.

#### Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Planning and Development staff member.

#### Short-term Recovery

- Short-term Recovery typically focuses on securing the town so that unsafe areas are not in use. The Primary goals of short-term recovery are:
  - Safety.
  - Create clear boundaries between safe areas and restricted areas.
  - Determine the extent of damage to the Town.
  - Identify and notify citizens of the undamaged or least damaged areas of Town where they can find resources.
  - Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

- EOC staff.
- Carbonado staff with specialized technical expertise as needed.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies and town departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the Town government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

#### Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
  - Return to pre-incident pattern of activity as much as possible.

- Restore traffic flow and utilities throughout the town.
- Publish information that supports the community’s efforts to recover as individuals, families, businesses, etc.
- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

*Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Selected members of the Short-Term Recovery team.
- Businesses.
- Key demographics.
- The Building and Development Community.
- Other Stakeholders.

*Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major businesses can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

*Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

*Long-term Recovery*

- Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
  - Rebuild critical infrastructure to equal or superior pre-event conditions.
  - Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
  - Require when able and encourage when not more advanced building practices during the

permitting and inspection processes.

*Staff:*

- Mid-term Recovery staff.
- Special Interests Groups.

*Key Concepts:*

- Adopt a Long-term Recovery plan with Building/Planning as the lead and Town council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

*Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- Carbonado Historic School District representatives.
- Pierce County Emergency Management.

*Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

*Re-development:*

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

*Educate the Community:*

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Town Treasurer

## Summary

The Town Treasurer provides payroll, budgeting, and utility collections.

## Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Recovery

Economic Recovery

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

## Fire – see City of Buckley Fire

### **Summary**

The Fire Department consists of Fire Administration, Fire and Emergency medical Service Operations, and Hazardous Materials response. Emergency Management functions are also provided by the Buckley Fire Department. See the City of Buckley Fire Department CEMP Annex for descriptions and actions. Concepts mentioned include Firefighting, Emergency Medical Services, Hazardous Materials Response, Emergency Management, Mass Care, and Volunteer and Donations Management.

# Legal

## **Summary**

The Legal Department consists of a contracted general counsel. Legal will work in the Policy group providing legal documents and opinions.

## **Core Capabilities**

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

## **Emergency Support Functions**

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

# Police

## **Summary**

Carbonado contracts with the Buckley Police Department for law enforcement services. See the City of Buckley Annex.

# Public Works

## Summary

The Public Works Department develops, maintains, and repairs all town infrastructure – municipal water system, municipal sanitary system, storm water facility, public streets, town sidewalks, irrigation, town parks, trails, buildings, and other town facilities.

## Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment

### Recovery

- Economic Recovery
- Natural and Cultural Resources

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Town Administrator's Office:

- ESF-1: Transportation
- ESF-2: Communications (supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Transportation

### Introduction

#### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

#### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

### Policies

- Pierce Transit, Sound Transit, Carbonado Historic School District will be coordinated directly through the Carbonado EOC or Pierce County Emergency Management.
- In accordance with RCW 38.52.110, in responding to a disaster, the Town council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

### Situation

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

#### *Planning Assumptions*

1. All Town owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are “shared” multi-jurisdiction transportation resource, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of Pierce Transit and Sound Transit activities in support of ESF-01.

### Concept of Operations

#### *General*

1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

## Organization

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

## Procedures

### 1. Evacuation/Shelter-in-Place:

- Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the mayor and town council, the Chief of Police, or the Fire Chief when necessary.
- The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
- Evacuations that have multi-jurisdictional impact will be coordinated with the Buckley and/or Pierce County EOC to ensure consistent instructions to the public.
- Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
- Population protection methods may include “shelter-in-place” depending upon circumstances.
- Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
- Agency Responsibilities for Evacuation/Shelter-in-Place:
  - Fire Department:
    - Recommend evacuation/shelter-in-place where appropriate.
    - Monitor evacuation activities.
    - Coordinate with the Public Information Officer regarding evacuation routes, conditions, and other essential information.
    - Establish an Evacuation sub-Unit if necessary.
  - Police Department:
    - Crowd and traffic control operations.
    - Identify and establish evacuation routes.
    - Assist in the removal of stalled vehicles and equipment from evacuation routes.
    - Assist the EOC in identifying critical evacuation problems.
    - Assist in dissemination of evacuation/shelter-in-place instructions to the population.
  - Department of Public Works:
    - Assist in traffic control operations by providing signs and barricades.
    - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
    - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open.

### *Priority Lifelines Routes*

Routes must be kept open and accessible at all times but especially during emergencies. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions. Public Works staff is aware of the main travel and Carbonado Historic School District bus routes. WA State Route 165 will be maintained by Washington Department of Transportation, however in rare cases, town staff and Pierce County Public Works may be requested to assist with road opening work.

### *Prevention and Mitigation*

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the Town CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

### *Response*

- Staff the Town EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the town transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the Town's transportation system and facilities.

## Responsibilities

### *Department of Public Works*

- Coordinate all transportation resources in support of the incident.
- Coordinate with Pierce County Emergency Management in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Pierce County EOC if local emergency transportation capabilities are exceeded.

### *Washington State Department of Transportation:*

Provide support when state highway SR165 is impacted by the incident.

### *Pierce and Sound Transit*

- Upon request send a representative to the town EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

### *Carbonado Historic School District*

Coordinate with the Transportation sub-Unit for the provision of District transportation assets.

### *Pierce County Emergency Management*

Coordinate transportation with other local emergency management programs.

### Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Engineering**

### Introduction

#### *Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

#### *Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

#### Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The Town of Carbonado will provide public works services, including emergency debris clearance and demolition, to lands and facilities under Town jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

### Situation

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

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

### *Planning Assumptions*

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Building/Planning and the Legal Department as needed.
2. The town will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

### *Concept of Operations*

#### *General*

1. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the town will coordinate the prioritization of restoration of essential services with the Public Works Unit at the Town EOC. A Liaison Officer may be appointed to support this coordination when necessary.

#### *Organization*

A Public Works Unit may be established in the EOC to coordinate these activities.

#### *Procedures*

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with Pierce County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the Town EOC as needed.
3. In the absence of utility providers Public Works will:
  - Determine the extent of electrical outages and disruptions.
  - Determine the extent of natural gas disruptions.
  - Coordinate out of area private and public energy assistance.

### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in Town drills and exercises.

### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the Town EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

### *Recovery*

Continue with response and recovery activities until completed.

## Responsibilities

### *Public Works*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist the Fire Department in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to Town property and facilities.
- Provide for the inspection of all town facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to town facilities and structures, including water service, streets and roads, etc.

- Perform, on contract, major recovery work to restore damaged public facilities.
- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate town flood fighting activities.
- Provide all additional private sector engineering assistance needed via the towns on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

#### *Land Use Administrator and contracted Engineering*

Provide Engineering and Building inspection personnel and services as needed.

#### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities.
- Report the status of power distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted power facilities.

#### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

#### *Other Non-Town Utilities Providers*

Coordinate with the EOC in the prioritization and restoration of effected non-town utility services as needed.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Energy**

### *Introduction*

Electricity is provided by Puget Sound Energy (which provides these services for all the EPIC jurisdictions) to Carbonado. See ESF #12 “Energy” in the Pierce County CEMP for Puget Sound Energy’s actions and activities. Public Works will assist and coordinate actions with PSE upon request.

## **Water and Wastewater**

### **Introduction**

Carbonado has both water distribution and wastewater treatment facilities for the town. See their internal documents for operation.

Carbonado is a member of the Washington Water/Wastewater Agency Response Network created to provide mutual aid assistance for water related emergencies due to natural or man-made disasters.

Listed below are the hazards for Carbonado based on the 2020-2025 Region 5 All Hazard Plan

### Town of Carbonado Vulnerability Chart

2020-2025 Region 5 All Hazard Plan

THREAT <sup>2</sup>		POPULATION		
		Total	% Base	Threat Rating
<b>BASE</b>		<b>643</b>	<b>100%</b>	
<i>Geological</i>	Avalanche	NA	NA	NA
	Liquefaction	NA	NA	NA
	Landslide Deep	381	59.3%	Moderate
	Landslide Shallow	378	58.8%	Moderate
	Tsunami	NA	NA	NA
	Volcanic	643	100%	Very High
<i>Meteorological</i>	Drought	643	100%	Very High
	Flood	NA	NA	NA
	Severe Weather	643	100%	Very High
	WUI Fire	Insufficient GIS data to draw numbers from at this time or map susceptible areas.		
<i>Technological</i>	Abandoned Mines	643	100%	Very High
	Civil Disturbance	643	100%	Very High
	Dam Failure	NA	NA	NA
	Energy Emergency	643	100%	Very High
	Epidemic	643	100%	Very High
	Hazardous Material	588	91.4%	Very High
	Pipeline Hazard	NA	NA	NA
	Terrorism	643	100%	Very High

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

# Town of Wilkeson Departmental Annex

# Town Clerk/Treasurer

## Summary

The Town of Wilkeson has a Mayor/Council form of government. The town employees consist of a Town Clerk/Treasurer and several Public Works employees who are responsible for Public Works and Water and Wastewater treatment. The Town Clerk/Treasurer has overall responsibility for communications for the town.

**The positions and activities listed in this Annex may be accomplished either by town staff or external personnel specifically requested to fulfill this role/position/activity.**

## Core Capabilities

The following core capabilities align with the responsibilities of the Town Clerk/Treasurer's office:

### All Phases

- Planning
- Public Information and Warning

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Town Administrator's Office:

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs

## Public Information and Communications Systems

### Introduction

#### *Purpose*

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times

of emergency; and to establish a communications system for effective flow of information during an emergency.

### *Scope*

The communication and warning assets of town organizations including town website, radio, voice, and data links, telephone and cellular systems, amateur radio when requested, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for Town of Wilkeson, Town officials, employees, the media, and the public.

### *Policies*

- The town relies on the warning capabilities of federal, state, county, and local government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the town may supplement those systems.
- Wilkeson operates WilkesonAlerts, an opt-in alerting system that includes voice, text, email messages that are sent to residents and participants for emergency and community event messaging. WilkesonAlerts can be delivered in multiple languages as necessary. Wilkeson follows operating policies as set forth in EPIC alerting policies. WilkesonAlerts will typically be activated by the Buckley Fire Department, as they have a contract for coverage and response.
- Pierce County Division of Emergency Management maintains an Outdoor Warning System of multiple sirens that can be set off for local emergencies.
- All relevant agencies will work in close cooperation to ensure that warning and emergency public information impacting the town and county are consistent and coordinated.
- It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. Town departments will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer or the assigned personnel.

### *Situation*

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

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors, and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

#### *Planning Assumptions*

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, and conditions within the hazard area. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.

2. Sufficient support personnel will eventually be available to coordinate public information and interface with the media and other agencies.
3. Demands for information from media outside the town will be significantly increased in a disaster.
4. Sufficient communications will be established to support public information efforts.
5. Following a disaster, the Emergency Alert System (EAS) will be available to the Town of Wilkeson. WEA (Wireless Emergency Alerting) is already available through Pierce County Department of Emergency Management.
6. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.
7. The Town Clerk/Treasurer will typically communicate to the public through the town website and word of mouth.
8. Buckley Fire Department staff are trained in WilkesonAlerts, an opt-in alert and warning service that provides messages in text, email, and voice messages in English and foreign languages as necessary.

### Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the Pierce County Joint information Center.

### Public Information Objectives

1. To warn the public of hazardous situations and impacts.
2. To instruct the public on protective measures that can be taken.
3. To coordinate the Town's release of public information to the media.
4. To control rumors and reassure the public.
5. To provide ongoing information about emergency operations and emergency services.
6. To instruct the public on disaster assistance and recovery services and procedures.

### Communications Systems Objectives

1. Identify all existing communications assets and capabilities.
2. Plan for the best use of those resources under emergency conditions.
3. Provide for augmenting existing communications with outside resources as needed.

### Special Populations including LEP

- In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for adult family homes, schools, or other groups.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development within EPIC jurisdictions. Wilkeson may use translation services through their Municipal Court system

as necessary (Wilkeson contracts with Buckley for Police, and Fire services.) Additionally, Pierce County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities.

- **National Warning System**

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The Pierce County NAWAS receiving point is SouthSound 911 (SOUTHSOUND911). Information received via NAWAS that impacts the town is forwarded to SOUTHSOUND911 on a 24-hour basis. SouthSound 911 will then notify the Buckley Police and Fire Department.

### *Emergency Alert System*

Details for the activation of the Emergency Alert System for the Pierce County area are published separately. Wilkeson uses an alerting and warning system called WilkesonAlerts, an opt-in system that sends phone calls, voice mail, and text to opt-in signees. This system allows for both emergency and community-based information.

### *Communications Coordination*

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the town EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

### *Communications Coordinator*

- The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of town operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:
  - Maintaining equipment inventories.
  - Maintaining current radio frequencies in use in the Wilkeson area.
  - Scheduling tests and exercises to ensure communications readiness.
  - Identifying support communications resources and establish agreements and procedures for their use in time of need.
  - Assuming operational control of supporting communications systems, in cooperation with SOUTHSOUND911 and Pierce County Emergency Management, this includes allocation of communications resources.
  - Coordinating the restoration of communications capabilities in the town following a disaster.

### *Capabilities*

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.

### *Regional Communications*

Overall coordination of public safety communications services is the responsibility of SouthSound 911. SOUTHSOUND911 is the 24-hour direction and control point for routine communications.

### *Support Communications*

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, and Citizens Band radio systems. Amateur Radio resources will be coordinated through the Wilkeson EOC or Pierce County Emergency Management.

### *Telecommunications*

Emergency 9-1-1 access will remain the responsibility of SOUTHSOUND911 during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The EOC will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

### *Shelter Communications*

- The Shelter Manager will determine the methods for communication between mass care shelters and the EOC. Communications resources will be provided requested through Pierce County Emergency Management.
- Communication with the State EOC will be via the following systems:
- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.
- National Warning System Hotline (NAWAS) via Pierce County Emergency Management and/or SOUTHSOUND911.
- Runner to the state EOC.

### *Organization:*

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Police Department will function as the 24-hour warning point for receipt of warning information impacting the town.
- A Communications Team may be established at the Wilkeson EOC to coordinate communications for town operations.

### *Procedures*

#### *Dissemination*

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
- Information will also be disseminated to the mayor and town council, emergency personnel in the field, and other town employees so they know what information and guidance is being

released to the public. Dissemination of public information regarding town activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.

- Notices may include information for:
  - Evacuation, sheltering, and shelter-in-place.
  - General survivor assistance (i.e., medical care, shelter locations, etc.)
  - Food and water
  - Public health protection
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The Town Communications Manager will maintain up-to-date distribution lists.

#### *Warning*

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

#### *Primary Warning Point*

SOUTHSOUND911 is the primary receiving and reaction point for warning information. All warning information received, which impacts the town will be forwarded to the Buckley Police and Fire Departments.

#### *Automatic Activation*

The warning system may be activated by SOUTHSOUND911, in consultation with Pierce County Emergency Management. Policies and procedures will be in place to define the parameters for automatic activation of the warning system. Pierce County Emergency Management also has the authority to activate the Outdoor Warning Sirens for a variety of emergencies. This system may also activate in the Wilkeson area without notification.

#### *Prevention and Mitigation:*

- Provide information about hazards that may influence siting of facilities and deployment of resources.
- Develop and implement Public Education campaigns.

#### *Preparedness*

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

### *Response*

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- In coordination with the mayor and town council, policy decisions will facilitate the reestablishment of communication systems for essential government services.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

### *Recovery*

- The recovery process for communications is dispersed amongst the different agency needs and requirements. Recovery information will be disseminated through standard town communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

## Responsibilities

### *Public Information Officer (PIO)*

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response, and recovery. Assume coordination of news media covering the disaster impact in the town.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with county, state, federal and private sector public information systems.
- Establish a rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.
- Monitor news media coverage of the incident.
- Coordinate the release of public information with Pierce County Department of Emergency Management, the White River School District, and other agencies where appropriate.
- Support the mayor, town council, and town staff in their public information and public confidence roles.
- Develop EOC procedures for coordination of town communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key town personnel.

- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with Pierce County Emergency Management.
- Coordinate all warning dissemination with Pierce County Emergency Management when able.
- Determine which warnings are significant to the Town of Wilkeson.
- Attempt to provide warning and emergency information to the White River School District.

#### *SouthSound911*

- Develop and maintain procedures for providing disaster information with the town EOC and Pierce County Emergency Management when appropriate.
- Assist with the dissemination of information and warnings as requested.

#### *Police and Fire Department*

- Assist with the dissemination of warnings.
- Receive warning information from diverse sources and forward that information to the Emergency Management Coordinator.
- Assist with the dissemination of information and warnings.

#### *Department of Public Works:*

Provide support communications through department communications resources.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

#### *References*

Pierce County CEMP: ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.

# Planning and Development

## Summary

The Planning function in Wilkeson is contracted to a local company. All or part of the functions listed may be provided by outside resources based on the incident size, duration, and magnitude. **The positions and activities listed in this Annex may be accomplished either by town staff or external personnel specifically requested to fulfill this role/position/activity.**

## Core Capabilities

The following core capabilities align with the responsibilities of the Community Planning and Development:

### All Phases

- Planning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

### Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Planning and Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

## Recovery Planning

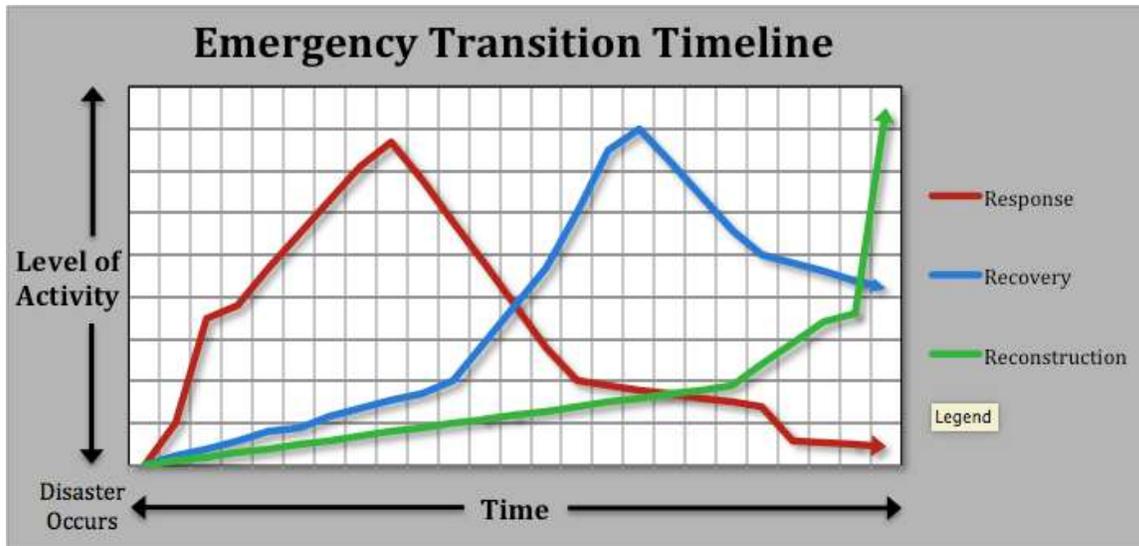
### Introduction

#### *Purpose:*

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery.

### Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



### Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

### Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

1. Repair/rebuild with no significant changes to infrastructure or town/ community design to restore needed services as quickly as possible.
2. Repair/rebuild with upgrades to infrastructure and town/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
3. Don't rebuild and relocate the facility or abandon it.

### Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for citizens to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.

## Recovery Plan

The Recovery Plan should identify town staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

### Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Officer as well. The Recovery Manager should not be confused with the Recovery Task Force Leader. This position may be contracted from outside resources based on staffing and experience.

### Recovery Officer

- The Recovery Officer stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:
- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e., FEMA, FHWA, etc.
- Multiple phases may be involved in recovery.
- The Recovery Officer looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and town departments will come and go throughout the process.
- The Recovery Officer needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the citizens, mayor and town council, and liaison with the other agencies and entities involved in recovery.
- This position may be contracted from outside resources based on staffing and experience.

### Recovery Task Force:

- The RTF is advisory in nature and may be staffed by several positions as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:
- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, Fire, etc.
- Plans including Land-Water, Sewer, Transportation, Economic Development, etc.
- Policies including Comprehensive Plan Policies but not Council Policies.
- Re-build Priorities i.e., Historical v. Re-Development.

In addition, the RTF will:

- Request the mayor and town council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary.
- Analyse Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.

- Public Information Officer.
- Attorney/Legal representative.
- Finance and Administration representative.
- EOC Manager.
- Community Planning and Development representative.
- White River School District representative.
- Recognized Neighborhood Association representatives.

#### Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Planning and Development staff member.

#### Short-term Recovery

- Short-term Recovery typically focuses on securing the town so that unsafe areas are not in use. The Primary goals of short-term recovery are:
  - Safety.
  - Create clear boundaries between safe areas and restricted areas.
  - Determine the extent of damage to the Town.
  - Identify and notify citizens of the undamaged or least damaged areas of Town where they can find resources.
  - Support assisting agencies, non-profits, etc., that are providing relief services to the citizens.

#### *Short-term Recovery Staff includes:*

- EOC staff.
- Wilkeson staff with specialized technical expertise as needed.

#### *Key concepts*

- Assure safety of citizens.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas.

#### *Significant collaboration should occur with:*

- Responding agencies and town departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the citizens in ways the Town government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

#### Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
  - Return to pre-incident pattern of activity as much as possible.
  - Restore traffic flow and utilities throughout the town.
  - Publish information that supports the community's efforts to recover as individuals, families,

businesses, etc.

- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

*Mid-term Recovery Staff includes:*

- Short-term Recovery staff.
- Selected members of the Short-Term Recovery team.
- Businesses.
- Key demographics.
- The Building and Development Community.
- Other Stakeholders.

*Key Concepts:*

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help citizens relocate from shelters to more permanent housing.
- Ensure major businesses can open to provide citizens with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of citizens as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

*Key Collaborations:*

- FEMA.
- Business Community.
- The Building and Development Community.
- Citizens.
- Pierce County Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

*Long-term Recovery*

- Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how should it function. The primary goals of Long-term Recovery are:
  - Rebuild critical infrastructure to equal or superior pre-event conditions.
  - Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
  - Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

#### *Staff:*

- Mid-term Recovery staff.
- Special Interests Groups.

#### *Key Concepts:*

- Adopt a Long-term Recovery plan with Building/Planning as the lead and Town council as the Policy group.
- Assign staff to search for funding opportunities. FEMA's process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

#### *Key Collaborations:*

- FEMA.
- Business Community.
- Citizens.
- White River School District representatives.
- Pierce County Emergency Management.

#### *Long-Term Recovery Steps:*

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore citizen confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

#### *Re-development:*

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

#### *Educate the Community:*

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

# Town Treasurer

## Summary

The Town Treasurer provides payroll, budgeting, and utility collections.

## Core Capabilities

The following core capabilities align with the responsibilities of the Finance Department:

All Phases

Planning

Recovery

Economic Recovery

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

## Fire – see City of Buckley Fire

### **Summary**

The Fire Department consists of Fire Administration, Fire and Emergency medical Service Operations, and Hazardous Materials response. Emergency Management functions are also provided by the Buckley Fire Department. See the City of Buckley Fire Department CEMP Annex for descriptions and actions. Concepts mentioned include Firefighting, Emergency Medical Services, Hazardous Materials Response, Emergency Management, Mass Care, and Volunteer and Donations Management.

# Legal

## **Summary**

The Legal Department consists of a contracted general counsel. Legal will work in the Policy group providing legal documents and opinions.

## **Core Capabilities**

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

## **Emergency Support Functions**

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

## Municipal Court

Wilkeson contracts with the City of Enumclaw for staff.

# Police

## **Summary**

Wilkeson contracts with the Buckley Police Department for law enforcement services. See the City of Buckley Annex.

# Public Works

## Summary

The Public Works Department develops, maintains, and repairs all town infrastructure – municipal water system, municipal sanitary system, storm water facility, public streets, town sidewalks, irrigation, town parks, trails, buildings, and other town facilities.

## Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

### All Phases

- Planning
- Public Information and Warning
- Operational Coordination

### Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

### Response

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment

### Recovery

- Economic Recovery
- Natural and Cultural Resources

## Emergency Support Functions

The town doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Town Administrator's Office:

- ESF-1: Transportation
- ESF-2: Communications (supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

## Transportation

### Introduction

#### *Purpose*

To describe the methods for coordination of transportation resources during a disaster.

#### *Scope*

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

### Policies

- Pierce Transit, Sound Transit, White River School District will be coordinated directly through the Wilkeson EOC or Pierce County Emergency Management.
- In accordance with RCW 38.52.110, in responding to a disaster, the Town council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

### Situation

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

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

#### *Planning Assumptions*

1. All Town owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
2. Because Pierce Transit and Sound Transit are “shared” multi-jurisdiction transportation resource, this plan recognizes Pierce County Emergency Management as the appropriate coordinator of Pierce Transit and Sound Transit activities in support of ESF-01.

### Concept of Operations

#### *General*

1. A qualified designee from the Department of Public Works may serve as Transportation Coordinator if requested.
2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

## Organization

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

## Procedures

### 1. Evacuation/Shelter-in-Place:

- Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the mayor and town council, the Chief of Police, or the Fire Chief when necessary.
- The Public Information Officer and public media will coordinate on the dissemination of information and instructions for evacuation and/or shelter-in-place.
- Evacuations that have multi-jurisdictional impact will be coordinated with the Buckley and/or Pierce County EOC to ensure consistent instructions to the public.
- Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
- Population protection methods may include “shelter-in-place” depending upon circumstances.
- Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
- Agency Responsibilities for Evacuation/Shelter-in-Place:
  - Fire Department:
    - Recommend evacuation/shelter-in-place where appropriate.
    - Monitor evacuation activities.
    - Coordinate with the Public Information Officer regarding evacuation routes, conditions, and other essential information.
    - Establish an Evacuation sub-Unit if necessary.
  - Police Department:
    - Crowd and traffic control operations.
    - Identify and establish evacuation routes.
    - Assist in the removal of stalled vehicles and equipment from evacuation routes.
    - Assist the EOC in identifying critical evacuation problems.
    - Assist in dissemination of evacuation/shelter-in-place instructions to the population.
  - Department of Public Works:
    - Assist in traffic control operations by providing signs and barricades.
    - Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
    - Provide for debris clearance or other maintenance services necessary to keep evacuation routes open.

### *Priority Lifelines Routes*

Routes must be kept open and accessible at all times but especially during emergencies. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions. Public Works staff is aware of the main travel and White River School District bus routes. WA State Route 165 will be maintained by Washington Department of Transportation, however in rare cases, town staff and Pierce County Public Works may be requested to assist with road opening work.

### *Prevention and Mitigation*

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence siting of facilities and deployment of resources.

### *Preparedness*

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the Town CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

### *Response*

- Staff the Town EOC for coordinating transportation related activities.
- Coordinate the mobilization of personnel and equipment.

### *Recovery*

- Coordinate the reconstruction and repairs of the town transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the Town's transportation system and facilities.

## Responsibilities

### *Department of Public Works*

- Coordinate all transportation resources in support of the incident.
- Coordinate with Pierce County Emergency Management in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the Pierce County EOC if local emergency transportation capabilities are exceeded.

*Washington State Department of Transportation:*

Provide support when state highway SR165 is impacted by the incident.

*Pierce and Sound Transit*

- Upon request send a representative to the town EOC to assist the Transportation Coordinator.
- Provide available public transportation resources in support of emergency operations.

*White River School District*

Coordinate with the Transportation sub-Unit for the provision of District transportation assets.

*Pierce County Emergency Management*

Coordinate transportation with other local emergency management programs.

**Resource Requirements**

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Engineering**

Introduction

*Purpose*

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

*Scope*

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The Town of Wilkeson will provide public works services, including emergency debris clearance and demolition, to lands and facilities under Town jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

## Situation

### *Emergency/Disaster Conditions and Hazards*

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

### *Planning Assumptions*

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Building/Planning and the Legal Department as needed.
2. The town will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

## Concept of Operations

### *General*

1. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the town will coordinate the prioritization of restoration of essential services with the Public Works Unit at the Town EOC. A Liaison Officer may be appointed to support this coordination when necessary.

### *Organization*

A Public Works Unit may be established in the EOC to coordinate these activities.

### *Procedures*

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with Pierce

County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the Town EOC as needed.

3. In the absence of utility providers Public Works will:
  - Determine the extent of electrical outages and disruptions.
  - Determine the extent of natural gas disruptions.
  - Coordinate out of area private and public energy assistance.

#### *Prevention and Mitigation*

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

#### *Preparedness*

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in Town drills and exercises.

#### *Response*

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the Town EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

#### *Recovery*

Continue with response and recovery activities until completed.

#### *Responsibilities*

##### *Public Works*

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist the Fire Department in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to Town property and

facilities.

- Provide for the inspection of all town facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to town facilities and structures, including water service, streets and roads, etc.
- Perform, on contract, major recovery work to restore damaged public facilities.
- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate town flood fighting activities.
- Provide all additional private sector engineering assistance needed via the towns on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

#### *Land Use Administrator and contracted Engineering*

Provide Engineering and Building inspection personnel and services as needed.

#### *Puget Sound Energy*

- Assess the impact of the emergency on public energy facilities.
- Report the status of power distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted power facilities.

#### *Telecommunications Providers*

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

#### *Other Non-Town Utilities Providers*

Coordinate with the EOC in the prioritization and restoration of effected non-town utility services as needed.

#### *Resource Requirements*

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

## **Energy**

### *Introduction*

Electricity is provided by Puget Sound Energy (which provides these services for all the EPIC jurisdictions) to Wilkeson. See ESF #12 “Energy” in the Pierce County CEMP for Puget Sound Energy’s actions and activities. Public Works will assist and coordinate actions with PSE upon request.

## **Water and Wastewater**

### **Introduction**

Wilkeson has both water distribution and wastewater treatment facilities for the town. See their internal documents for operation.

Wilkeson is a member of the Washington Water/Wastewater Agency Response Network created to provide mutual aid assistance for water related emergencies due to natural or man-made disasters.

**Listed below is the Town of Wilkeson Hazard Vulnerability chart from the 2020-2025 Region 5 All Hazard Plan.**

## Town of Wilkeson

### 2020-2025 Region 5 All Hazard Plan

THREAT <sup>2</sup>		POPULATION		
		Total	% Base	Vulnerability Rating
<b>BASE</b>		<b>432</b>	<b>100%</b>	
<i>Geological</i>	<b>Avalanche</b>	NA	NA	NA
	<b>Liquefaction</b>	9	2.1%	Very Low
	<b>Landslide-Deep</b>	235	54.4%	Moderate
	<b>Landslide Shallow</b>	351	81.3%	Very High
	<b>Tsunami</b>	NA	NA	NA
	<b>Volcanic</b>	432	100%	Very High
<i>Meteorological</i>	<b>Drought</b>	432	100%	Very High
	<b>Flood</b>	153	35.4%	Low
	<b>Severe Weather</b>	432	100%	Very High
	<b>WUI Fire</b>	Insufficient GIS data to draw numbers from at this time or map susceptibility		
<i>Technological</i>	<b>Abandoned Mines</b>	432	100%	Very High
	<b>Civil Disturbance</b>	432	100%	Very High
	<b>Dam Failure</b>	NA	NA	NA
	<b>Energy Emergency</b>	432	100%	Very High
	<b>Epidemic</b>	432	100%	Very High
	<b>Hazardous Material</b>	432	100%	Very High
	<b>Pipeline Hazard</b>	NA	NA	NA
	<b>Terrorism</b>	432	100%	Very High
	<b>Transportation Accidents</b>	432	100%	Very High

Note: Technological and human-caused hazards must be considered in addition to natural hazards. These include the following:

- Health hazards (epidemic, pandemic, and bioterrorism)
- Cybersecurity

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