

## ESF 05: Emergency Management

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### PRIMARY AGENCIES:

City Mayors  
Walla Walla County Commissioners  
Walla Walla County Emergency Management

### SUPPORT AGENCIES:

Amateur Radio Emergency Services  
American Red Cross serving Southeastern and Central Washington  
Blue Mountain Humane Society  
Fire Services  
HAZMAT Team/Walla Walla Fire Department  
Law Enforcement  
Public Works Departments  
The Salvation Army  
Walla Walla County Agriculturist/WSU Extension Office  
Walla Walla County Assessor  
Walla Walla County Auditor  
Walla Walla County Community Development  
Walla Walla County Coroner  
Walla Walla County Emergency Medical Services  
Walla Walla County Emergency Public Information Officer  
Walla Walla County Health Department  
Walla Walla County Prosecuting Attorney  
Walla Walla County Technology Services  
Walla Walla County Treasurer  
Walla Walla Emergency Services Communications Center

### DIRECTION AND CONTROL

#### I. INTRODUCTION.

##### A. Purpose

The purpose of this portion of the Emergency Support Function (ESF) is to provide for the effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

#### II. POLICIES.

A. If an emergency or disaster is beyond the normal capabilities of local government, a local declaration of emergency is made by the legislative heads of the involved governments in accordance with Revised Code of Washington (RCW) 36.40.180 for counties and RCW 35.33.081 for cities. This declaration is usually prepared by Walla Walla County Emergency Management Department (WWEM), and is approved and signed by the legislative heads of government as an ordinance or

resolution. This declaration is a prerequisite for state and federal assistance.

- B. The elected executive officials, department heads and other key officials may operate from the Emergency Operations Center (EOC) or an alternative Command Post during emergency or disaster situations. Information regarding the situation will be coordinated at the EOC and the elected and/or senior government officials will make the policy decisions.
- C. All emergency operations in Walla Walla County will be conducted utilizing the accepted concepts and principals of the Incident Command System (ICS).
- D. WWEM coordinates local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, WWEM also provides the necessary liaison for state and federal assistance.
- E. Emergency operations in Walla Walla County will follow the concepts and principles of ICS to assure functional and cooperative management of emergency operations.

### **III. SITUATION.**

Authority. The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from Chapter 38.52 RCW and other applicable state statutes and regulations; Walla Walla County Emergency Management Interlocal agreement dated December 2009 and policies promulgated under the authority of this Plan.

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

- A. Legislative Authority.
  - 1. Board of County Commissioners.
    - a. The legislative authority of Walla Walla County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
    - b. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.
  - 2. Mayors and City and Town Councils.
    - a. The legislative authority of each city is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
    - b. In the event a majority of the City Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.
- B. Designation of Successors. Decision-making succession authority will occur if the senior elected or appointed official is not available to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.
  - 1. County Government.
    - a. If the entire Board of Commissioners is not available, then this

authority is assumed in this order.

- (1) Sheriff
- (2) Director of Public Works
- (3) Assessor
- (4) Auditor

b. In the event no elected officials are available, emergency authority will fall to the Senior Sheriff's Department Commander.

2. City Government. City government must designate a line of succession for times that senior elected officials are not available.

C. Emergency Management responsibilities of successors acting as the legislative authority.

1. Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political sub-division.

2. Shall make only those decisions necessary to protect life, property and the environment.

3. Shall commit funds to the emergency or disaster operations as provided in the Revised Code of Washington.

## **V. INCIDENT COMMAND SYSTEM**

A. Homeland Security Presidential Directive (HSPD)-5 - Management of Domestic Incidents. This directive provides direction enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).

B. Washington Administrative Code (WAC) 296-305-05001. Emergency fire ground operations – Structural. The fire department shall establish an ICS with written guidelines applying to all members involved in emergency operations.

C. WAC 296-824-50010. Labor and Industries. Employers must implement and maintain an ICS. They must: Make sure a single individual, acting as the Incident Commander (IC), is in charge of the site-specific ICS and acts within their designated role and training level.

D. Incident Command System. All emergency operations in Walla Walla County will be conducted utilizing the accepted concepts and principals of ICS. The following outline generally describes the WWEM system operational concept for direction and control during emergencies and disasters.

1. Level 1 Response – Day to day emergencies.

a. Command –IC is in charge of the incident.

b. Coordination – IC will coordinate all incident activities and operations.

c. Direction and Control – Will utilize department procedures for regular response.

2. Level 2 Response – Usually multiple agencies, jurisdiction or situation based incidents that are of the magnitude to be potential major emergencies.

- a. Command – IC or Unified Command will manage the incident and establish an Incident Command Organization meeting the demands of the incident.
  - b. Coordination – The Incident Command General Staff, with necessary liaisons or agency representatives, will coordinate incident activities and operations; and coordinate their operation with WWEM either by a representative of WWEM or the EOC, if activated.
  - c. Direction and Control – The IC will receive direction and control from the appropriate legislative authority of the jurisdiction, if necessary, and other agency administrators as appropriate. This may be direct to the IC or through the WWEM EOC if activated. See Appendix B for EOC activation levels and descriptions.
3. Level 3 Response – Major emergency or disaster.
- a. Command – Each IC or Unified Command, if implemented, will manage the incident(s) and establish an Incident Command Organization meeting the demands of the incident(s). The magnitude and scope of the situation may require multiple Incident Command Organizations to be established.
4. For hazardous material incidents in Walla Walla County, if the local jurisdiction does not designate an Incident Command agency, the Washington State Patrol assumes Incident Command for that jurisdiction. (RCW 70.136.030). Incident command responsibility by jurisdiction is as follows:

<b>JURISDICTION</b>	<b>INCIDENT COMMAND</b>
<b>FPD 1</b>	<b>WSP</b>
<b>FPD 2</b>	<b>WSP</b>
<b>FPD 3</b>	<b>WSP</b>
<b>FPD 4</b>	<b>FPD 4</b>
<b>FPD 5</b>	<b>FD 5 and WSP (Unified Command)</b>
<b>FPD 6</b>	<b>WSP</b>
<b>FPD 7</b>	<b>WSP</b>
<b>FPD 8</b>	<b>FPD 8</b>
<b>College Place</b>	<b>College Place FD</b>
<b>Port of Walla Walla</b>	<b>WSP</b>
<b>Prescott</b>	<b>WSP</b>
<b>Waitsburg</b>	<b>WSP</b>
<b>Walla Walla</b>	<b>Walla Walla Fire Dept.</b>

- a. Coordination – Each Incident Command Organization, with necessary liaisons or agency representatives, will coordinate individual incident activities and operations; and coordinate their operation with WWEM through the WWEM EOC. During this level of response, resource management and the establishment of priorities is essential.
    - b. Direction and Control – The IC will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through the WWEM EOC Policy Group. Emergency actions will need to be coordinated and prioritized countywide.
  5. If during an incident, fire mobilization is declared and if a Mobilization Incident Commander (MIC) is assigned to the incident, incident command may pass from the local IC to the MIC or Unified Command may be established. When this occurs, a formal written delegation of authority is required.
- E. Emergency Operations Center
1. EOC Activation.  
The Walla Walla Emergency Management Director will advise the chief elected official of the impacted jurisdiction, during an emergency, as to the status of the emergency and recommend the activation of the EOC as appropriate.
  2. The primary EOC for Walla Walla County is located at 27 N 2nd Ave, in Walla Walla, and is co-located with Walla Walla Emergency Services Communications (WESCOM). Alternate EOCs are the Walla Walla Fire Station 1 located at 200 South 12th in Walla Walla and the Walla Walla County Public Health and Legislative Building 2<sup>nd</sup> Floor Training Room located at 314 W. Main St. in Walla Walla. Any public agency’s facilities and equipment may be called upon and utilized during a declared emergency.
  3. The organization of the EOC and procedures for operations is established and published in a Standard Operational Procedures (SOP). Details on organization, operation and supervision are contained in the EOC SOP. The EOC is organized as shown on Appendix A.
  4. EOC Personnel and Staffing
    - a. The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase. Staff alert and activation procedures are outlined in the EOC SOP.
    - b. During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide personnel to support the EOC.

- c. Persons assigned EOC duties must be prepared to respond during emergencies. They should also attend one EOC orientation each year and participate in scheduled exercises and training events.
5. Equipment
- a. VHF radios – The representatives from respective response agencies should bring hand-held radios to the EOC for communication with their agency.
  - b. Comprehensive Emergency Management Net (CEMNET) Radio – The Washington State Military Department, Emergency Management Division (WAEMD) operates a statewide, very high frequency (VHF) low-band radio system, as the primary backup communication link between the WAEMD/ State Emergency Operations Center (SEOC) and local EOCs throughout the state.
  - c. Amateur radios – The EOC has VHF voice and data and UHF voice amateur radio capability.
  - d. Telephones – The EOC has telephones to be used in the event the center is opened. The incoming number is (509) 524-2900 incoming calls are automatically forwarded to two other lines should the primary number be busy. There are four outgoing telephone lines, one of which may be used as an incoming line dedicated to an incident commander. The EOC also has fax capability at (509) 524-2910 and (509) 524-2916.
  - e. Alert Notification System. The EOC can access the Emergency Notification System (ENS) to provide geographical warning to Walla Walla County residents and businesses. The system has white page phone numbers. Citizens can ‘opt-in’ and provide additional contact information: unlisted phone numbers, cell phone numbers, email, text messaging (SMS) and Telecommunication Device for the Deaf (TTY). The ENS can also provide notification of contacts that are manually entered in the system.
  - f. Computers – The EOC has two desktop computers and three laptop computers with E-mail and Internet capability. Staff members may bring additional laptop computers to the EOC. County and City of Walla Walla LAN ports are available.
  - g. Backup-up emergency generator power – The EOC location at 27 N. 2<sup>nd</sup> Avenue in Walla Walla has back up emergency generator power for the entire facility.
  - h. The Emergency Alert System (EAS) –WWEM activates EAS via a web portal, AlertSense. EAS equipment is located in the EOC as a backup.
6. Coordination
- a. The use and allocation of regional and state resources to support an emergency operation need to be coordinated through the EOC.
  - b. Requests for Washington State and Federal resources must be

made through the EOC.

- F. Continuity of Government
  - 1. Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions. (RCW 42.14.070)
  - 2. Executive heads of all departments and agencies of county and city to assure continuity of leadership and operation in the event they are not available during the time of an emergency. An alternate operations office should also be designated in the event the normal office is unusable. The successors are to be made aware of their emergency responsibilities and receive appropriate training.
  - 3. All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

## **VI. RESPONSIBILITIES**

- A. General. Operations of the emergency management organization within Walla Walla County are established by the inter-local agreement between the County of Walla Walla and the Cities of College Place, Prescott, Waitsburg, and Walla Walla.
- B. The Walla Walla County Commissioners
  - 1. Establishment of an Emergency Management Department and appointing a director to manage that department.
  - 2. Designate a primary EOC and provide for its operational readiness.
  - 3. During an emergency or disaster situation the Board of County Commissioners should have at least one of their members on duty in the EOC.
- C. Emergency Management Executive Board (EMEB)
  - 1. The EMEB has the overall responsibility for the emergency preparedness of the county and its political sub-divisions.
  - 2. Ensure that the County's Comprehensive Emergency Management Plan (CEMP) is maintained.
  - 3. The chief elected official of each jurisdiction is responsible for the emergency preparedness of their jurisdiction.
- D. Emergency Management Department (WWEM). The Emergency Management Director is responsible for keeping the EMEB advised on the status of emergency preparedness of the county.
- E. County and City Public Works (PW) Organizations
  - 1. Each jurisdiction needs to establish an SOP for their organization's use in time of an emergency operation to include a continuity of command.
  - 2. Organize a Public Works Response Center to coordinate public works actions.
  - 3. If an emergency operation is impacting their jurisdiction they must assign

- a representative to the EOC.
- 4. County PW has the responsibility of collecting all damage assessment estimates, making appropriate claims to the State and Federal Governments, and monitoring any grants or other assistance received by the County.
- F. County Assessor and Building Inspectors
  - 1. These personnel will normally become involved in the later stages of the response phase or at the beginning of the recovery phase with the mission of determining the extent and cost of the damage.
  - 2. The building inspectors may be part of damage assessment teams, which will be organized by the EOC and assigned to specific areas.
- G. Volunteer Groups
  - 1. Organizations such as Red Cross and Salvation Army may be called upon to assist with feeding and sheltering citizens.
  - 2. Groups such as radio operators and search and rescue may be called upon to assist by participating on disaster assessment teams.
  - 3. Emergency Worker Volunteers may be called upon to assist in disaster response and recovery activities.

## **INFORMATION ANALYSIS AND PLANNING**

### **I. INTRODUCTION**

- A. Purpose.

The purpose of this portion of the Emergency Support Function (ESF) is to provide guidelines for collecting, analyzing, and sharing information about a potential or actual emergency or disaster in Walla Walla County; to enhance response and recovery activities.
- B. Scope
  - 1. This portion of the ESF applies to agencies and jurisdictions that are expected to coordinate with, or receive assistance from WWEM or EOC during an emergency or disaster.
    - a. It is essential that all available emergency information is collected, processed and disseminated appropriately to provide for efficient and effective planning and reporting.
    - b. It is critical to facilitate warning, public information, emergency response, disaster analysis, resource management, damage assessment and recovery operations and efforts.
    - c. It is especially important in escalating incidents such as wildfires, severe weather and flooding where forecasting plays a critical part in the response plan of action.
    - d. The analysis and planning for every type of emergency or disaster is beyond the scope of this ESF.



## **II. POLICIES**

WWEM will disseminate current and accurate information and request the same from county agencies and volunteer organizations during times of EOC activations.

1. WWEM will only request information that is necessary to support response and recovery activities.
2. The analysis of this information, planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

## **III. SITUATION**

### **A. Planning Assumptions**

1. Urgent response requirements during an emergency or disaster, or the threat of one, and to plan for continuing response and recovery activities, necessitates the immediate and continuing collection processing, and dissemination of situational information.
2. Information, especially during the early phases of the event, may be inaccurate, ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
3. The WWEM EOC, command post or other designated location will be used as the point of contact for all information coordination.
4. Individual jurisdictions and agencies will be very busy with the event and information and updates provided to the EOC will be delayed or overlooked.
5. Citizens and/or the media may be unknowingly or purposefully spreading speculation and rumors.
6. Information and reports to the EOC will improve as the situation/event progresses.
7. Information collection may be hampered due to many factors including, but not limited to: damage to communication systems; communication systems overload; damage to the transportation infrastructure; and effects of weather, smoke, and other environmental factors.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. Information will be coordinated from the WWEM EOC or other designated point, as appropriate to the incident.
2. Information will be used for planning purposes and to inform all involved agencies on the situation and actions.
3. The IC is responsible for providing situation reports and periodic updates.
4. Jurisdiction, agency, and volunteer organization representatives in the EOC will assist with meeting the information requirements of the EMEB, WWEM and EOC staff. This will include maintaining contact with their field representatives for reports and updates. Additionally, the WWEM EOC may need to request information from other local jurisdictions or agencies, as well as other governmental entities.

5. The Information Analysis and Planning Section of ICS in the WWEM EOC are responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze report and display the current information. From this information, action plans will be developed as needed.
6. Individual jurisdiction and agency representatives in the WWEM EOC will share information they receive from their field representatives by posting on boards, making announcements, routing messages to other EOC staff, or preparing periodic situation reports.
7. WWEM, or designated point, shall provide situation reports to the Washington State Military Department, Emergency Management Division (WAEMD)/ State Emergency Operations Center (SEOC) as appropriate. This includes transmission of local declarations of emergencies. This will be done by the best means available.

**B. Organization**

1. WWEM is the primary agency for the coordination, collection, and dissemination of information during EOC activations.
2. The WWEM EOC is organized under the basic concepts of ICS, and consists of several functional areas, including: Policy/Decision Section which includes the WWEM Director and PIO, the Administration/Finance, the Operations Section, the Communication Section and the Support Section. Other sections or sub-sections may be added as needed. The various agency and jurisdiction representatives within the WWEM EOC function in, or are components of one or more of these sections or sub-sections.

**C. Procedures**

1. The WWEM EOC functions under a variety of laws and rules contained in the Revised Code of Washington, Washington Administrative Code and Public Laws (see Basic Plan). Within the WWEM EOC, actions are guided by EOC SOPs, maintained as a separate document.
2. WWEM will activate the WWEM EOC or alternate site for the information analysis and planning functions. WWEM shall maintain the EOC or other alternate site and the necessary equipment to serve as a point of contact for information collection, coordination and distribution.
3. Incident Commanders and support agencies will coordinate information with WWEM. This will be accomplished by periodic situation reports that should include:
  - a. Time and date of report.
  - b. Contact person and call back number, etc.
  - c. Incident status and projected plan of action.
  - d. Area affected.
  - e. Resource status and needs.
  - f. Public information news releases.

- D. Mitigation Activities
  - 1. Primary Agency – WWEM
    - a. Develop and maintain the Walla Walla County Multi-jurisdictional Hazard Mitigation Plan that is based on the Walla Walla County Hazard Identification and Vulnerability Analysis (HIVA). Ensure the plan is approved by WAEMD and FEMA Region X.
    - b. Maintain the Mill Creek Community Wildfire Protection Plan.
    - c. Coordinate with support agencies to develop projects to reduce the effects of hazards.
    - d. Provide public information on family, home and business mitigation efforts.
  - 2. Support Agencies.
    - a. Seek opportunities to implement projects identified in the hazard mitigation plan and wildfire protection plan.
    - b. Recommend changes to these plans to WWEM.
    - c. Provide public information on family, home and business mitigation efforts.
- E. Preparedness Activities
  - 1. Primary Agency – WWEM
    - a. Develop and maintain liaison with support agencies. Encourage preparedness activities including training, drills and exercises.
    - b. Assist support agencies with training, drills and exercises.
    - c. Develop and maintain the process for information coordination during an emergency or disaster.
    - d. Develop and distribute reporting formats and systems.
    - e. Utilizes: various types and styles of maps and map boards, status and display boards and charts, providing standardized reporting formats, message forms, templates, and other resources to assist in displaying and sharing information.
    - f. Maintain the readiness of the WWEM EOC to support field incident commanders. Ensure communication systems such as the fax, modem, phone lines, and CEMNET radio and functional, and provide coordination with Amateur Radio Emergency Services (ARES) for their communication assets.
    - g. Provide training to designated EOC staff.
  - 2. Support Agencies
    - a. Develop and maintain procedures for information coordination during an emergency or disaster.
    - b. Maintain readiness to respond, recover or support community incidences. Conduct training, exercises and drills.
- F. Response Activities

1. Primary Agency - WWEM
    - a. Implement the information analysis and planning process.
    - b. Analyze provided information and distribute to appropriate agencies.
    - c. Coordinate and prepare periodic situation reports and other necessary information for local officials and the WAEMD SEOC.
    - d. Request special information from local agencies and volunteer organizations, as necessary.
  2. Support Agencies
    - a. Provide information to WWEM/EOC.
    - b. Keep WWEM/EOC apprised of agency status.
    - c. Collect information from their field representatives, and share that information with the Planning Section coordinator and other EOC staff as appropriate.
    - d. Analyze the information specific to their jurisdiction, agency, or organization, and make recommendations to the Planning Section coordinator or WWEM EOC on actions to be taken.
    - e. Provide information on the status of their facilities and programs to WWEM/EOC, as necessary.
    - f. WWEM EOC Planning Section (in coordination with other ICS sections)
      - (1) Collects and displays the information provided to the WWEM EOC staff
      - (2) Analyzes the information provided, and shares it with the appropriate WWEM EOC representative(s).
      - (3) Analyzes information provided, and develops and recommends action strategies.
      - (4) Coordinates and prepares periodic Situation Reports.
      - (5) Requests special information from local jurisdictions, agencies, and volunteer organizations, as necessary.
      - (6) Assists the Policy/Decision Section and/or the Administration/Finance Section with preparing a County declaration of emergency or disaster, as needed.
- G. Recovery Activities
1. Primary Agency - WWEM
    - a. Prepares, maintain and finalize situation reports and information displays, as required.
    - b. Continues to gather and post information, as necessary.
    - c. Continues to analyze information, assist with developing recovery plans, and maintains written records and documents for the event.

- d. Implement Damage Assessment process per ESF 14 – Long Term Community Recovery.
  - e. Assists the EMEB with preparing a written termination of the declaration of emergency or disaster, when appropriate.
  - f. Coordinates after-action reports, and provides updates to the WAEMD SEOC as necessary.
2. Support Agencies
- a. Continue to collect and analyze information from field representatives regarding recovery, share that information with other WWEM EOC staff, and make appropriate recommendations.
  - b. Prepare Situation reports, and after-action reports as requested.
  - c. Assist in collection of damage assessment information and coordinate activities with WWEM/EOC.
  - d. Coordinate with field representatives and staff regarding demobilization/deactivation procedures and actions.

**V. RESPONSIBILITIES**

A. Primary Agency - WWEM

- 1. Coordinate the collection, analysis, planning and sharing of information about potential or actual emergencies or disasters that could affect Walla Walla County. Assures that action plans are developed and implemented, as appropriate.
- 2. Provide timely and complete reports and updates to WAEMD and other necessary agencies.

B. Support Agencies

- 1. Support the WWEM/EOC in the collection, analysis and sharing of information about potential or actual emergencies. Contributes to the development of action plans, and assists with their implementation, as appropriate.
- 2. Provide all necessary incident information to WWEM/EOC.
- 3. Participate in the analysis and planning functions.
- 4. Provide requested maps, property descriptions, forecasts, predictions, display information and other tools to WWEM/EOC.
- 5. ICs will establish and maintain a planning section function for each incident and coordinate information with WWEM/EOC.

**VI. RESOURCE REQUIREMENTS**

- A. Standard office machines, computer, printer, facsimile machine, charts, boards, maps, and other communication equipment.
- B. Jurisdiction, Agency, and Organization representatives or liaison personnel to support the WWEM EOC.
- C. Communication links between WWEM/EOC, support agencies not physically present in the WWEM EOC, and between the WWEM EOC and the WAEMD SEOC.

## **VII. REFERENCES**

- A. Comprehensive Emergency Management Plan, Emergency Support Function (ESF) 15 – Public Affairs
- B. ESF 14 – Long Term Community Recovery and Mitigation
- C. Washington State Disaster Assistance Guide for Local Government

## **ADMINISTRATION AND FINANCES**

### **I. INTRODUCTION**

Purpose. This portion of ESF 5 provides guidance to jurisdictions, agencies, and organizations on administrative matters necessary to support emergency or disaster operations.

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

- A. Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.
- B. All county, city, and town services and facilities may be utilized during a declared disaster or emergency. (RCW 38.52.110)
- C. Immediate reports of damage losses, and requests for assistance, must be sent, or called in, to WWEM EOC in order for the chief elected official of the impacted jurisdiction to have a basis for declaring an emergency. WWEM needs to forward damage reports to the WAEMD SEOC in order for the Governor to have a basis for proclaiming a state of emergency. The state needs to proclaim an emergency before requests for federal assistance and a Presidential Declaration can be made. In other words, requests for assistance must start at the lowest level and work their way up. If there is a delay in requesting assistance there could also be a delay in receiving any outside assistance that might be available.
- D. An Emergency Worker is defined in RCW 38.52.010(4) and rules and regulations concerning workers are established by RCW 38.52.310. Chapter 118.04 of the WAC covers the Emergency Worker Program in detail. It is expected that many persons will volunteer as emergency workers. Their advance registration will reduce the administration required during an actual event.
- E. Liability coverage
  - 1. WAEMD SEOC will assign a mission number to a local jurisdiction any time they declare a disaster. If the state proclaims a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When a mission number has been obtained there is some coverage for injuries and loss of equipment of registered “Emergency Workers”.
  - 2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

- F. Replacement, repair, and restoration of damaged facilities may require environmental review or a permit prior to final project approval for state and/or federal funding. Statutes and regulations that apply include, but are not limited to the following:
  - 1. Chapter 75.20 RCW, Construction Projects in State Waters.
  - 2. Chapter 76.09 RCW, Forest Practices.
  - 3. Chapter 86.16 RCW, Flood Plain Management.
  - 4. Chapter 173.14 WAC, Permits for Substantial Developments on Shorelines of the State.
  - 5. Chapter 197.11 WAC, State Environmental Policy Act.
  - 6. Chapter 75.20.100-160 RCW, Hydraulic Permit.
- G. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be exempted by the agency with jurisdiction. Details can be found in the same statutes and regulations listed in Paragraph E above.
- H. Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
- I. The state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 Code of Federal Regulations (CFR), Section 205.16. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.
  - 1. Federal financial assistance to the state and local political jurisdictions will be conditional on full compliance with Title 44 CFR, Part 205.
  - 2. 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, or national origin.
  - 3. As a condition of participation in the distribution of assistance or supplies under Public Law 93-288, 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 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.
  - 4. The provisions of Title 44 CFR, Section 205.16 concerning non-discrimination in disaster assistance are included in this document by reference.
  - 5. The provisions of Chapter 49.60 RCW, "Discrimination - Human Rights

Commission,” shall be included in this document by reference.

### **III. EMERGENCY FINANCIAL MANAGEMENT OPERATIONS**

- A. Emergency expenditures are not normally integrated into the budgeting process. However, events may occur requiring substantial and necessary unanticipated obligations and expenditures. Local jurisdictions enter into contracts and incur obligations and expenditures to combat disasters, protect the health and safety of persons and property, and provide emergency assistance to victims under provisions of RCW 38.52.070(2). The following statutes also apply:
  - 1. Cities under 300,000 population - Chapter 35.33 RCW.
  - 2. Optional Municipal Code - Chapter 35A RCW.
  - 3. Counties - Chapter 36.40 RCW.
- B. Records will be kept in such a manner as to separately identify event related expenditures and obligations from general programs and activities of the jurisdiction, agency, or organization. Records are necessary:
  - 1. To document requests for assistance.
  - 2. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
  - 3. For audit reports. Records need to include:
    - a. Work that is performed by force account. (Local Agency)
      - (1) Appropriate extracts from payrolls, with any cross-reference needed to locate original documents.
      - (2) A schedule of equipment used on the job.
      - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
    - b. There are two types of contract work:
      - (1) Time and material contracts. This type needs a schedule of equipment, labor rates, and material prices.
      - (2) Small works or advertised contracts. This type requires plan specification, engineer estimate, bid tabulations, possibly proof of advertisement, and concurrence from FEMA in award, certified payrolls, and ledger of payments to contractor.
- C. Disaster-related expenditures and obligations may be reimbursed under a number of federal and state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- D. Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.



**IV. PLAN CHANGES, MAINTENANCE, AND REVIEW PROCESS**

- A. Proposed changes to this plan will be accepted at any time, especially after a major emergency, disaster, exercise or anytime a key element changes.
- B. Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the Record of Revisions form.
- C. The normal review period will be every four years. It is the intent to conduct an informal review of the plan each year and publish the appropriate changes annually. It is the responsibility of the WWEM Director to schedule and coordinate the reviews and to publish any changes that may be necessary.
- D. Changes to the Appendices and Emergency Support Functions (ESFs) will be coordinated with the agencies and organization impacted by the particular Appendix or ESF. It is not necessary to have Appendices and ESFs, or changes to them, approved by the EMEB.
- E. The Basic Plan, and any changes to it, will be coordinated by WWEM in cooperation with the Local Emergency Planning Committee (LEPC). and approval by the EMEB.

**V. APPENDIXES**

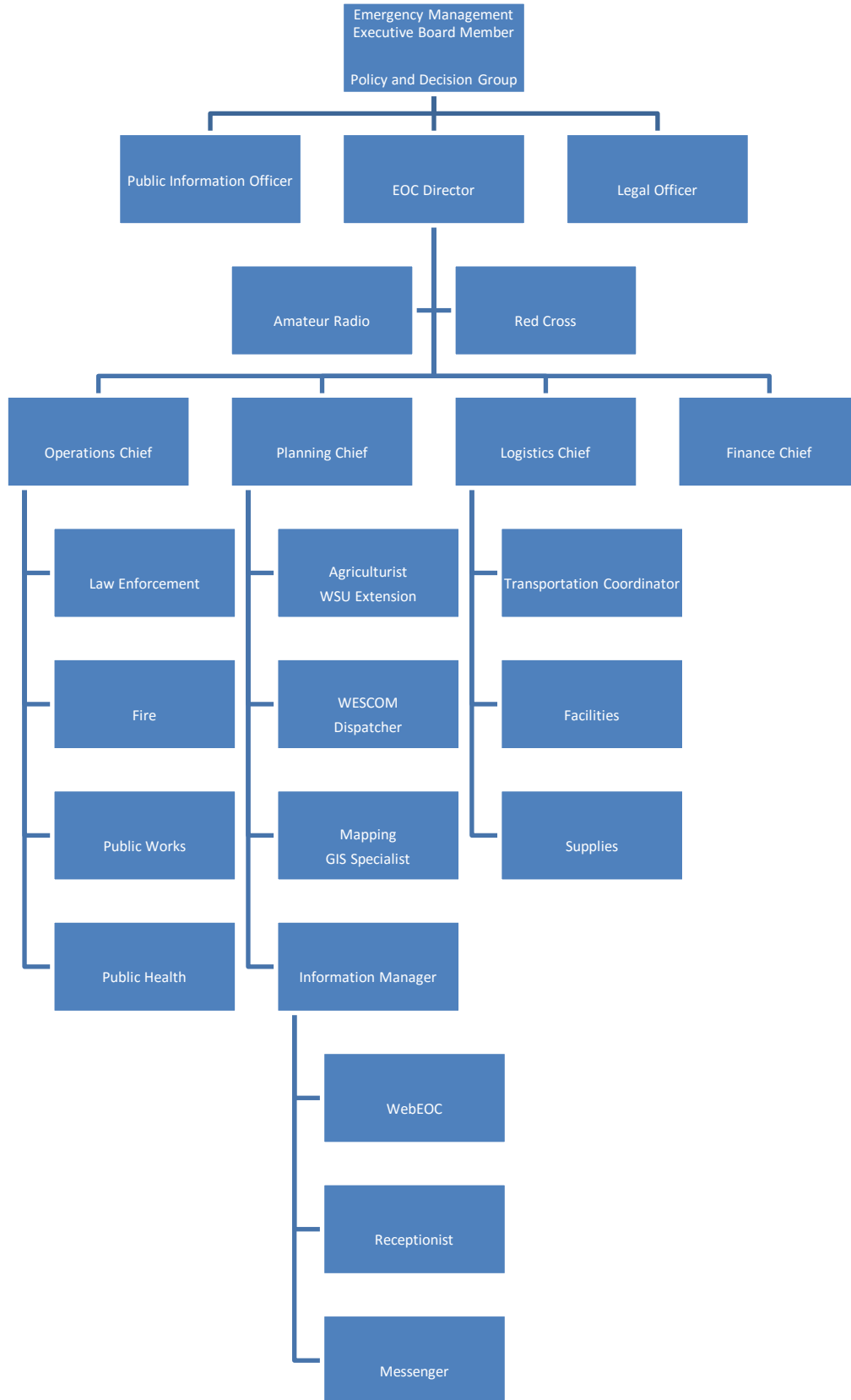
- A. Appendix A – EOC Organizational Chart
- B. Appendix B – Levels of Emergency Operations Center Activations
- C. Appendix C – Authority References for Emergency Situations

**VI. REFERENCES**

- A. CEMP Basic Plan, Appendix 1 – Definitions
- B. CEMP Basic Plan, Appendix 2 – Acronyms
- C. CEMP Basic Plan, Appendix 3 – References and Authorities
- D. CEMP Basic Plan, Appendix 4 – Training, Exercises and Drills
- E. CEMP Basic Plan, Appendix 5 – Distribution List

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## APPENDIX A: EOC Organizational Chart



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## **APPENDIX B: Levels of Emergency Operations Center (EOC) Activations**

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Activation of levels will occur only after recommendation of the WWEM Director, and with approval from the chief elected official of the impacted jurisdiction.

If the incident is single incident but affects more than one jurisdiction, a Unified Command will be established in the EOC. If there are multiple incidents affecting multiple jurisdictions, a Multi-Agency Coordination (MAC) group may be established.

### **Level 4: Day to Day Operations**

Conditions pose no imminent threat to life, property or the environment. WWEM staff conduct routine monitoring and daily operations.

### **Level 3: Stand-By**

Level 3 activations are typical responses to situations of threats that do not merit a higher level of activation. Conditions are forecast which may pose a potential threat to life, property or the environment. In addition to their normal duties, WWEM staff conduct enhanced monitoring of a potential incident which may require extended working hours. EMEB members from the appropriate jurisdictions and EOC staff will be contacted, advised that the EOC level of activation has been raised to level 3, and briefed on the current status of the incident. Some EOC staff augmentation and a commitment of standard local resources may be required.

### **Level 2: Limited Operational**

This level represents partial activation of the EOC when conditions pose a significant threat to life, property, or the environment; or minor damage is imminent or occurring. Extended working hours, including weekends are probable. Selected EOC staff are present on at least a part time basis; other primary staff and second-shift personnel will remain on stand-by. Liaisons from required agencies may be providing support in the EOC. Disaster declaration may be declared. Standard local resources are engaged. Mutual aid, state or federal agencies are contacted and advised that their assistance may be required.

### **Level 1: Full Operational**

This level represents full activation of the EOC when conditions exist of such a magnitude as pose an extreme threat to life, property or the environment; or wide spread damage is imminent or is occurring. All primary and second shift EOC staff are present in the EOC as scheduled. Applicable Liaison positions are activated. A disaster declaration will be declared. Local resources are fully engaged. Assistance from mutual aid, state or federal agencies will, almost certainly, be required.

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## APPENDIX C: Authority References for Emergency Situations

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<u>Type of Action</u>	<u>Authorities</u>
Emergency expenditures for cities under 300,000	RCW 35.33.081 and RCW 35.33.101
Emergency expenditures for counties	RCW 36.40.180 and RCW 36.40.190
Contract for construction work	RCW 38.52.390
Use emergency service workers	RCW 38.52.010(5) and RCW 38.52.310 and WAC 118-04
Use of public facilities	RCW 38.52.110(1)
Impressment of citizenry	RCW 38.52.110(2)

In emergency situations the requirements for environmental reviews and permits may be waived or orally approved per the following statutes and regulations:

State Environmental Policy Act (Environmental Review)	RCW 43.21C.110
Hydraulics Act (Permits)	RCW 77.55.100
Shorelines Management Act (Permits)	WAC 173-26 RCW 90.58.140
Flood Control Zones by State (Permits)	RCW 86.16

SEE ALSO APPENDIX 3 – REFERENCES AND AUTHORITIES

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