



Memorandum

Date: May 24th, 2017

To: City of Sammamish - Public Safety Committee

From: Andrew Stevens, CEM – Emergency Manager

Re: Update Regarding City of Sammamish, Emergency Management Programs

Purpose

The purpose of this memo is to update the City of Sammamish Public Safety Committee on the current status of the City's emergency management programs, as well as to provide the committee with insight into the strategic plan to develop said program in the near and long-term future.

Background

In July of 2016, the City of Sammamish hired a consultant to conduct a thorough gap analysis of the City's emergency management programs, and how the City met, exceeded, or fell short of complying with Washington State law, RCW 38.52.070. The finding of this audit highlighted many shortcomings within the City's emergency management program, including the lack of state and federally required plans, the absence of a training and exercise program for those personnel assigned to critical emergency response functions, an overall shortage of community involvement into the disaster preparedness process, and a failure of the City to involve itself in the multi-jurisdiction planning efforts supported by King County Office of Emergency Management.

It was from this audit and the recognition of these shortfalls, that moved the City to create the new position of Emergency Manager within the Office of the City Manager. On April 17th, 2017, I assumed that full time role. Over the past 5 weeks, I have conducted my own analysis of the City's emergency management initiatives, identified priority targets to be addressed in the near future, as well as identified long term strategic goals that will allow the City of Sammamish to fully embrace a culture of disaster resiliency and stand out among other jurisdictions as a best case example of emergency and disaster preparedness.

Program Update

Over the past 5 weeks, I have made much progress in establishing a plan of action for the City of Sammamish's emergency management programs and initiatives. Highlights of this progress include:

- The development of an Emergency Management Five Year Strategic Plan that highlights specific goals, objectives, and responsible parties/timelines for all phases of the disaster management cycle.
- Inclusion of the City of Sammamish into King County's regional collaborative emergency management process. The City is now committed to the 2018 revision of the multi-jurisdictional hazard mitigation

plan, Sammamish is now participating in the King County Office of Emergency Management Training and Exercise Workgroup, and we are actively engaged with the Homeland Security Emergency Management (HSEM) Center for Excellence to develop an emergency management college internship programs with Cascadia College.

- A thorough review of City personnel assigned to the Emergency Operations Center has been conducted and positions/staff have been adjusted to best meet the concept of operations of the City during times of crisis, as well as ensure continuity of essential governmental services.
- Key stakeholders have been identified for inclusion in the newly created Emergency Management Coordination Committee that will ensure whole community planning and strengthen overall disaster resiliency. Committee meetings are expected to begin in late summer/early fall of 2017.
- A Training and Exercise program has been developed to ensure the preparedness of City personnel. The program will include a robust position-specific credentialing program for City staff assigned to key roles in the Emergency Operations Center or departmental operations centers.
- The City has identified an experienced consultant who will work alongside the Emergency manager to create a Continuity of Operations Plan (COOP), ensuring that essential personnel, services, and resources are identified to provide Sammamish residents with critical governmental services throughout any crisis.
- The Office of Emergency Management has been meeting with City departments and external agencies involved in the Fourth of July celebration. An overall incident action plan will be developed to ensure all stakeholders have a common operating picture.
- City is currently on track to pursue state and federal 2017-18 emergency management grants distributed through King County Office of Emergency Management. These resources can be support to support planning, training, or exercise effort, as well as the purchase of the technical equipment to strengthen the capability of the City's Emergency Operations Center (EOC).
- We are currently working with State Emergency Management personnel to ensure the City's newly drafted Comprehensive Emergency Management Plan (CEMP) meets State standards. Once the audit is complete, the plan will be provide to City Council for adoption.
- Recently, King County was added to the list of eligible recipients for FEMA Public Assistance for the presidentially declared disaster of the January 30 through February 22, 2017 Severe Winter Storms. The City of Sammamish will be seeking reimbursement towards the \$108,000 spent in emergency protective measures during those storms.

These highlights hopefully provide this committee with a greater understanding of the tasks at hand. While there is considerable work yet to be accomplished, be assured that the City is taking measurable steps towards strengthening our overall community resiliency. I will be providing the committee with a more robust program update in June; however, if you have any questions regarding any of the above mentioned initiatives, please do not hesitate to contact my office directly at 425-295-0549 or astevens@sammamish.us