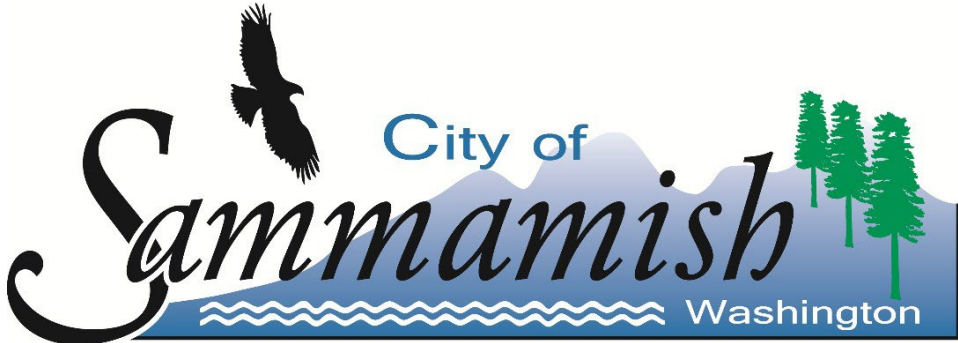


**CITY OF SAMMAMISH**  
**COMPREHENSIVE EMERGENCY**  
**MANAGEMENT PLAN**



**UPDATED 2023**

## Approval and Implementation

To All Recipients:

With this notice, we are pleased to officially approve and implement the *2023 City of Sammamish Comprehensive Emergency Management Plan* (CEMP). It is intended to provide a structure for standardized plans and procedures throughout the city and to facilitate interoperability between local, county, state, and federal governments.

Every effort has been made to ensure that the CEMP is compatible with the King County and Washington State CEMPs, the National Response Framework, the National Incident Management System, the Revised Code of Washington, and other local, county, state, and federal regulations. It will be tested, revised, and updated as emergency management evolves, and we learn from exercises and actual events.

The format of the CEMP supports that of the National Response Framework (NRF) and the Washington State CEMP. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between City departments, and local, county, state, federal, volunteer, public, non-profit, and private sector organizations. It also contains detailed information on participant Emergency Support Functions. The CEMP will help minimize the impacts of disasters and other emergencies in the City of Sammamish by ensuring responder safety and accountability, saving lives, protecting property, preserving the environment, and sustaining the economy.

Finally, the CEMP is a reminder to department directors, agencies, commissions, and council of their two primary goals in emergency management: to support the City of Sammamish through the Emergency Operations Center and to establish and maintain a comprehensive internal process for conducting daily business before, during and after an emergency or disaster event.

*Scott MacColl*

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Scott MacColl, City Manager

City of Sammamish



### Record of Distribution

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## **BASIC PLAN**

### **INTRODUCTION**

#### **Purpose**

The purpose of this Comprehensive Emergency Management Plan (CEMP) is to establish the structure for an organized and effective response to emergencies and disasters that threaten the City of Sammamish. This plan defines common assumptions and policies, establishes a shared concept of operations and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

#### **Scope and Applicability**

This CEMP is a local level emergency management plan designed to describe the City's all-hazards approach to emergency incident management. It is applicable to the government organization of the City, including those services provided by contract. This plan establishes a mutual understanding of authority, responsibilities and functions of City departments, private sector partners, community-based organizations, and other governmental and non-governmental agencies.

This plan supports and is compatible with the Regional Coordination Framework for Disasters and Planned Events, the King County CEMP, the State of Washington's CEMP, and the National Response Framework.

#### **Statement of NIMS Compliance**

The City, through Ordinance O2017 and Chapter 2.70 of the Sammamish Municipal Code, has adopted the polices established by the National Incident Management Systems (NIMS) and organizing response efforts using the Incident Command System (ICS) in its all-hazard approach to incident management. Under the guidance of NIMS, this plan addresses the full spectrum of activities related to local incident management and will be used in combination with a suite of other City and external agency plans.

## I. Authorities and References

### A. Authorities

This CEMP has been developed to support implementation and/or compliance with City codes and policies, including:

- Sammamish Municipal Code Chapter 2.70
- Sammamish City Ordinance No. O2017
- Sammamish Comprehensive Plan
- Sammamish Purchasing Manual
- Any other relevant policies

In addition, the CEMP supports the implementation of and compliance with applicable federal, state, and county legislation, including:

- King County Code (KCC)
  - Chapter 15.52, Emergency Powers
- State Revised Code of Washington (RCW) chapters:
  - 35.33, Budgets in Second and Third-Class Cities, Towns, and First-Class Cities Under Three Hundred Thousand
  - 35.35.140, Emergency Expenditures – Nondebatable Emergencies
  - 38.52, Emergency Management, including Limited English Proficiency (LEP) requirements
  - 38.56, Intrastate Mutual Aid System
  - 39.34, Interlocal Cooperation Act
  - 40.10, Essential Records
  - 42.30, Open Public Meetings Act
  - 42.56, Public Records Act
  - 49.60.400, Discrimination, Preferential Treatment Prohibited
  - 70.136, Hazardous Materials Incident
- Washington Administrative Code (WAC) chapters:
  - 118-04, Emergency Worker Program
  - 118.30, Local Emergency Management/Services Organizations, Plans and Programs
  - 296-62, General Occupational Health Standards
  - 296-824, Emergency Response
- Federal Public Law (PL)
  - PL 92-318, Title IX of the Education Amendments of 1972
  - PL 93-342, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
  - PL 96-342, Improved Civil Defense Act of 1980, as amended.



- PL 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986
- PL 920, Federal Civil Defense Act of 1950, as amended.
- PL 101-336, Americans with Disabilities Act (ADA) of 1990
- PL 113-2, Sandy Recovery Improvement Act (SRIA) of 2013

## II. SITUATION

### A. Community Profile

The City of Sammamish is located west of the Cascade Mountains in the Puget Sound region, about 20 miles east of Seattle. The city takes its name from Lake Sammamish, a picturesque body of water that forms the city’s western border. To the south, Sammamish is bordered by Issaquah, to the north by Redmond, and to the east, by rural King County. Sammamish covers 24 square miles, measures almost seven miles north to south, and six miles east to west. In 2021, Sammamish had an estimated population of roughly 67,500 residents. The City’s population and housing stock is oriented to families with children; with roughly one-third of the population under the age of 18. Comparatively, the numbers of young adults under the age of 30, and older adults over the age of 65, are relatively small. Sammamish is largely a low-density residential city, with about 60 percent of its land area developed in single-family residences. Commercial and multi-family uses occupy about three percent of the land area. About 11 percent of the city is vacant land.

**City of Sammamish**

**Incorporated:** 1999

**Population:** 67,455

**Location:** 47.6163° N,  
122.0356° W

**Area:** 24 sq. miles



	2010 Pop. (Incl. Klahanie)	% of Total	2020 Pop.	% of Total	Percent Change
<b>Total</b>	<b>56,454</b>		<b>67,455</b>		<b>+19%</b>
White alone	41,559	74%	35,490	53%	-15%
Asian alone	11,405	20%	24,164	36%	+112%
Black or African American	575	1%	863	1%	+50%
Some other race alone	532	1%	972	1%	+83%
American Indian and Alaska Native alone	152	0%	141	0%	-7%
Native Hawaiian and Other Pacific Islander alone	59	0%	65	0%	+10%
Two or more races	2,172	4%	5,760	9%	+165%
Persons Not of Hispanic or Latino Origins	54,100	96%	63,840	95%	+18%
Persons of Hispanic or Latino Origins	2,354	4%	3,615	5%	+54%

Community Profile Source: US Census Bureau

Since incorporation in August 1999, Sammamish has continued to be largely a low-density residential city, with about 60 percent of its land area developed in single-family residences. Commercial and multi-family uses occupy about three percent of the land area. About 11 percent of the city is vacant land. The proposed Town Center is the only significant area in Sammamish for future commercial and employment growth. Due in part to the recession, Sammamish development activity from 2006 to 2012 was limited. No major commercial construction took place. Residential construction consisted of single family and townhouse development. The pace of construction slowed during 2008 and 2009 but picked up substantially in 2010 and 2011. This increased pace of construction continued through 2017. On April 28, 2015, the residents of Klahanie and several adjacent neighborhoods voted to annex to Sammamish. The annexation became official on Jan. 1, 2016, raising the city's total population to approximately 61,000.

## **B. Environmental Profile**

**Geology** - Sammamish is in the Puget Sound Lowland, known for its complex geology shaped by glacial deposits, volcanic rocks, fault lines, valleys, and unique lake features. The area's landscape is influenced by the Seattle Fault, a significant geologic feature that runs through the region and is associated with earthquake activity. In addition, Sammamish is characterized by the presence of Lake Sammamish, a large freshwater lake formed by glacial action during the last Ice Age, as well as valleys and basins formed by glacial erosion and sedimentation. The geology of Sammamish is shaped by the interplay of these natural features, creating a dynamic and diverse geological setting.

**Environmentally Sensitive Areas** - Sammamish has identified several environmentally sensitive areas that are protected due to their unique ecological characteristics and conservation value. These areas include critical areas such as wetlands, streams, steep slopes, and habitats for endangered or threatened species.

- Ebright Creek, a salmon-bearing stream that provides an important habitat for fish spawning and rearing.
- Inglewood Hill Wetland Complex, a complex of wetlands and streams that supports diverse plant and animal species.
- Beaver Lake and Pine Lake, two large lakes that provide important habitats for fish, birds, and other wildlife.
- Sammamish River, a designated critical salmon habitat that supports several species of fish during their spawning and migration periods.

- Big Rock, a prominent geological feature that serves as a critical habitat for several plant and animal species. These areas are protected by various regulations to ensure their conservation and preservation for future generations.

**Weather** - Sammamish, Washington has a maritime-influenced Mediterranean climate, which is influenced by its proximity to the Pacific Ocean and the Cascade Mountains. The cool, wet winters are due to the prevailing westerly winds from the ocean bringing moisture, while the warm, dry summers are a result of the rain shadow effect caused by the mountains blocking the moisture and creating a drier climate on the eastern side. Weather temperatures for winters (average highs: mid-40s to low 50s°F, average lows: mid-30s to low 40s°F) and warm, dry summers (average highs: mid-70s to low 80s°F, average lows: mid-50s to low 60s°F). Precipitation is high in winter (December being the wettest month with 6-7 inches of rainfall) and moderate in spring and fall. Precipitation patterns are also affected by the seasonal shifts in air masses, with winter storms coming in from the Pacific Ocean and summer high-pressure systems bringing dry and sunny weather. Snowfall in winter is influenced by the elevation, with higher elevations experiencing more frequent snow events.

**C. Hazard Assessment**

This section presents additional information regarding the hazards of concern (detailed below) as hazard profiles. Hazard profiles are designed to assist communities in evaluating and comparing the hazards that can impact their community by comparing several hazard factors. Each type of hazard has unique characteristics and the impact associated with a specific hazard can vary depending on the magnitude and location of each event (a hazard event is a specific, uninterrupted occurrence of a particular type of hazard). Furthermore, the probability of occurrence of a hazard impacts the priority assigned to that hazard.

Each hazard profile also includes a ranking of the hazard (ranging from low hazard to high hazard). The following Table 1 illustrates the matrix for how each hazard was ranked according to all the previously mentioned factors. Table 2 provides the value determinations for each ranking. The City determined this initial profile ranking based on the hazard identification, profile research, group discussion, and evaluation of the data.

Hazard Rank	Score
<b>High Hazard</b>	
None	
<b>Moderately High Hazard</b>	
Human Caused Adversarial	45
Wildfire	32

Severe Weather	27
Cyber Attack	27
Earthquake	25
<b>Moderate Hazard</b>	
Landslide	24
Pandemic	24
Tsunami/Seiche	16
<b>Moderately Low Hazard</b>	
Flood	12
Volcano	9
Extreme Heat	8
Dam Failure	6
<b>Low Hazard</b>	
None	

**Table 1. City of Sammamish - Hazard Ranking Summary**

Risk Factor	Description	Descriptors	Value
Probability/ Frequency	Prediction of how often a hazard will occur in the future	Infeasible event - not applicable due to geographic location characteristics	0
		Rare event - occurs less than once every 50 years	1
		Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	2
		Regular event - occurs between once a year and once every 7 years	3
		Frequent event - occurs more than once a year	4
Consequence/ Severity	Physical Damage - structures and lifelines Economic Impact – loss of function for power, water, sanitation, roads, etc., as applicable	No damage	1
		Minor/slight damage to buildings and structures, no loss of lifelines	2
		Moderate building damage, minor loss of lifelines (less than 12 hours)	3
		Moderate building damage, lifeline loss (less than 24 hours)	4
		Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5
Vulnerability	Impact Area - area impacted by a hazard event Secondary Impacts - Capability of triggering additional hazards Onset - Period of time between initial recognition of an approaching hazard and when the hazard begins to impact the community	No physical damage, no secondary impacts	1
		Localized damage area	2
		Localized damage area, minor secondary impacts, delayed hazard onset	3
		Moderate damage area, moderate secondary impacts, moderate warning time	4
		Widespread damage area, significant secondary impacts, no warning time	5

**Table 2. Risk Factor for Hazard Identification**

### Risk Ranking Matrix

Probability/Frequency Description		Risk Ranking Matrix					
<b>Rare Event:</b> Occurs less than once every 50 years	Probability/Frequency	Consequence/Severity					
	Value	1	1	2	3	4	5
	Vulnerability	1	1	2	3	4	5
		2	2	4	6	8	10
		3	3	6	9	12	15
		4	4	8	12	16	20
5		5	10	15	20	25	
<b>Infrequent Event:</b> Occurs between once every 8 years and once every 50 years (inclusive)	Probability/Frequency	Consequence/Severity					
	Value	2	1	2	3	4	5
	Vulnerability	1	2	4	6	8	10
		2	4	8	12	16	20
		3	6	12	18	24	30
		4	8	16	24	32	40
5		10	20	30	40	50	
<b>Regular Event:</b> Occurs between once a year and once every 7 years	Probability/Frequency	Consequence/Severity					
	Value	3	1	2	3	4	5
	Vulnerability	1	3	6	9	12	15
		2	6	12	18	24	30
		3	9	18	27	36	45
		4	12	24	36	48	60
5		15	30	45	60	75	
<b>Frequent Event:</b> Occurs more than once a year	Probability/Frequency	Consequence/Severity					
	Value	4	1	2	3	4	5
	Vulnerability	1	4	8	12	16	20
		2	8	16	24	32	40
		3	12	24	36	48	60
		4	16	32	48	64	80
5		20	40	60	80	100	

## **D. Planning Assumptions**

- The City has the primary responsibility for disaster mitigation, preparedness, response, and recovery activities within its jurisdiction. The City will plan for disasters, direct operations, mobilize resources, and mitigate the impact of disasters within the limits of available resources and capabilities.
- The information and procedures presented within the CEMP are the best available at the time of documentation.
- Emergency situations may result in significant property damage, injury, loss of life, and disruption of essential services. These situations may also create financial, psychological, and sociological impacts on citizens and the local government organization.
- In the event of a widespread disaster, it may likely take up to two weeks to receive assistance from nearby communities, county, state, or federal agencies. In this situation, the City may need to rely upon the resources of private organizations, businesses, and residents for initial response operations. The City will respond to the extent possible given the situation, available information, and resources.
- It is assumed that most of the external resource support in regional, catastrophic incidents will be focusing their response on areas of higher population density, such as the City of Seattle and Bellevue.
- The role of individual citizens is very important during disaster response and recovery. The immediate availability of resources will be limited, and response activities will need to be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore, Sammamish residents and businesses will need to utilize their own resources and be self-sufficient following a disaster event for a minimum of seven to fourteen days.
- Most City of Sammamish personnel do not reside within or near the city. During non-emergency situations, many personnel also work remotely and not within the jurisdiction. Therefore, limited or no notice incidents may severely impact city personnel's ability to rapidly return to the city.
- The City may not be able to recall staff during emergency incidents due to not having a recall provision within their current collective bargaining agreement with represented city personnel.

### **III. Concept of Operations**

#### **A. Plan Activation**

Once the City is aware of a threat or potential threat, the City Manager, or designee, will determine the need to activate components of this CEMP to conduct further assessment of the situation, initiate activation of the Emergency Operations Center (EOC) and/or coordinate information with regional agencies. Additionally, the City Manager, or designee, will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency.

If the EOC is activated, designated staff will report to the EOC primary or alternate locations, or virtually, to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

#### **B. Proclamation of Emergency**

If a circumstance necessitates the utilization of emergency powers granted by applicable State and local legislation (Chapter 2.70.050 of the Sammamish Municipal Code), the City Manager may issue a proclamation of emergency.

Upon issuance of a proclamation pursuant to this subsection, the City may take necessary measures to combat a disaster; protect persons, property, and natural resources; provide emergency assistance to victims of the disaster; and exercise all other powers authorized by RCW 38.52.070, without regard to time-consuming procedures and formalities (excepting mandatory constitutional requirements). Such a proclamation must be approved by the City Council at the next regular meeting.

#### **C. Whole Community Involvement**

The City of Sammamish is committed to being a safe, welcoming, and inclusive community for all people. Sammamish's commitment to be inclusive of the whole community is evidenced, in part, through Resolution No. R2022-963, a resolution of the City of Sammamish committing and establishing a process to move forward with a diversity, equity, inclusion, and belonging (DEIB) program. The City does not discriminate in any of the services it provides and complies with all applicable laws and regulations related to non-discrimination. In addition, the city strives to remain on the leading edge of community topics, including the concerns of BIPOC, the LGBTQIA+ community, people with access and functional needs, people with limited English proficiency, and those who face discrimination or lack equitable access to services for any reason.

The city extends its commitment of inclusion to all-hazards incident management and describes the concept as "whole community involvement". This refers to a strategy where



community members, civic leaders, and the local government purposely consider the unique needs of the community and work together to mitigate and plan for, respond to, and recover from incidents. In doing so, the city complies with all laws related to fair, equitable, and nondiscriminatory treatment and access to all services for all members of the community, regardless of race, ethnicity, national origin, religion, sex, gender expression or orientation, sexual orientation, economic status, age, ability, functional needs, or English proficiency status.

Successful implementation of this approach requires meaningful and ongoing engagement with the City's public, private, and non-profit partners. These partners include a wide spectrum of organizations and populations, such as volunteer groups, private businesses, faith and community-based organizations, and the public.

**Identification of the Physical, Programmatic, Communications Needs for Individuals with Disabilities and Access / Functional Needs (AFN), and Limited English Proficiency (LEP) populations.**

The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms. AFN is a broad term that describes individuals who may be especially vulnerable to or have additional needs during incidents; the determination of access and functional needs may vary depending on the nature and scope of an incident. In general, this grouping includes individuals with disabilities, living in congregate housing or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with LEP. The city recognizes that various populations may require specialized support during an incident; therefore, the City's approach to incident support assesses the wholistic Sammamish population to identify needs, and based on finding for a given incident, creating plans to support the whole community, as resources allow.

The city will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members during incidents. Additional information about strategies to support whole community messaging can be found in ESF 2: Communications, Information Systems, and Warning.

**Identification of the Essential Needs of Children**

Special considerations and accommodation may be necessary to address the essential needs of children during an incident. Areas of specialized support may include but are not limited to, reunification efforts for children that are or become separated from their parents or guardians, sheltering services or medical care for unaccompanied minors, mental/emotional health concerns, limited communication capabilities, educational sustainment, appropriate

nutritional needs, and/or other identified unique aspects of supporting children during an incident.

### **Identification of the Essential Needs of Household Pets and Service Animals**

City incident management objectives and mass care services incorporate the needs of individuals with trained service animals and/or household pets, as appropriate. Trained service animals, per the ADA, are defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability, the task(s) performed by the dog must be directly related to the person's disability. Trained service animals will be allowed to accompany their handler, consistent with daily ADA compliance. Accommodation for trained serviced animals and pets can be found in ESF 6: Mass Care, Housing, and Human Services.

## **D. Operational Objectives**

Operational objectives are based on the following priorities:

- **Life Safety.**
- **Incident Stabilization.**
- **Protection of Property.**
- **Protection of the Environment.**

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.

*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.

*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.

*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.

## **IV. Direction, Control, and Coordination**

### **A. Multi-jurisdictional Coordination**

During routine operations, the City of Sammamish coordinates emergency management programs with other jurisdictions through peer interaction, cooperative agreements, and joint efforts. In addition, the city, and contracted emergency services partners, participate in meetings, workgroups, and projects facilitated by the King County Office of Emergency Management, and the Washington State Emergency Management Division.

During an incident, the City of Sammamish coordinates incident management efforts, and requests with neighboring jurisdictions and/or partner agencies through mutual aid agreements, the use of Unified Command, direct verbal or written contact, and/or sharing of situation reports. The City participates in multi-agency coordination groups, at the incident command and/or EOC levels, and regional stakeholder conference calls, often facilitated by the King County Office of Emergency Management and/or the Washington State EMD.

### **B. Horizontal Planning Integration**

The CEMP is designed to be utilized in combination with numerous other jurisdictional plans, to include the Emergency Operations Center (EOC) Manual, Continuity of Operations Plan (COOP), Local Hazard Mitigation Plan, hazard specific plans, functional plans, job aids, and position specific checklists.

### **C. Vertical Planning Integration**

The CEMP is designed to integrate vertically with higher level jurisdictional plans that include the City of Sammamish Comprehensive Plan, King County and WA State CEMPs, the National Response Plan (NRP), the National Disaster Recovery Framework, and more.

### **D. Mission Area and Core Capabilities Integration**

The Emergency Support Function (ESF) annexes contained within this CEMP are designed to link the functional aspects of how the city prepares, mitigates, responds, and recovers from emergencies to the Mission Areas and Core Capabilities outlines within the National Preparedness Goal. The core capabilities contained in the National Preparedness Goal are the distinct critical elements necessary for operational success. They are highly interdependent and require the use existing preparedness networks and activities, coordinate and unify efforts, 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.

## V. Organization Responsibilities

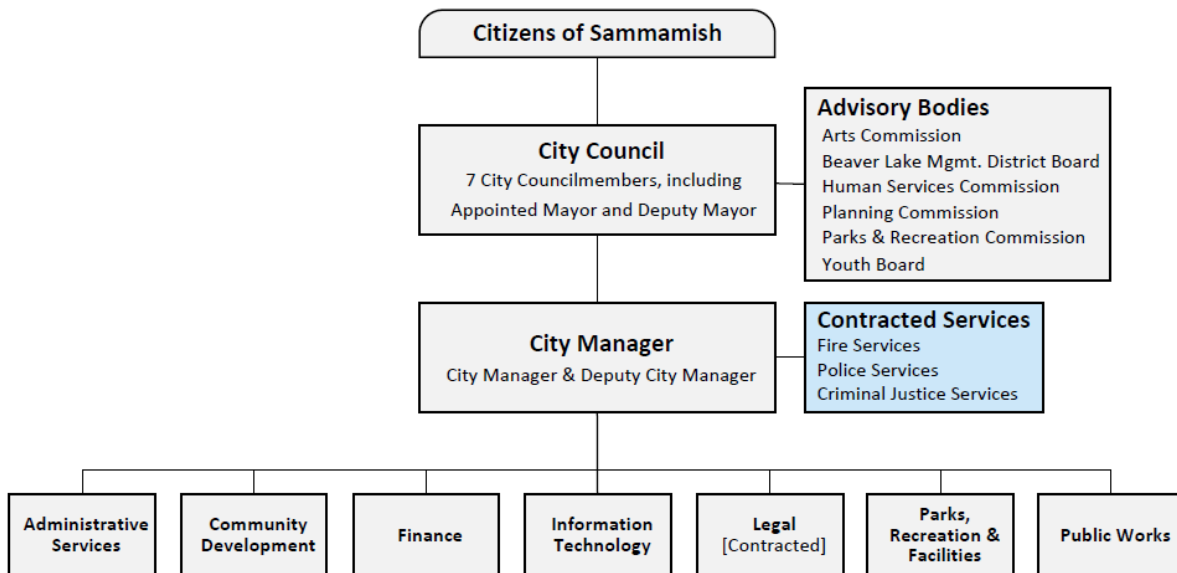
### A. City Organization

The city operates under a Council/City Manager form of government. City Council members establish policies and laws, adopt an annual budget, contract for services and grant franchises. The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting of the new year following an election. The mayor presides over Council meetings and represents the city at ceremonial functions and other meetings. The Deputy Mayor presides in the mayor’s absence.

The City Council hires a professional manager to oversee the delivery of public services. The City Manager is the only employee hired directly by the City Council. The City Manager implements the City Council’s policies and oversees all City departments.

The Continuity of Government Act, Chapter 42.14 RCW, establishes provisions for the continuation of government in the event its leadership is incapacitated.

Sammamish Municipal Code Chapter 2.70 established the City’s emergency management organization. The City Manager serves as the appointed Director of Emergency Management and is tasked with coordinating emergency preparedness and management activities within the city.



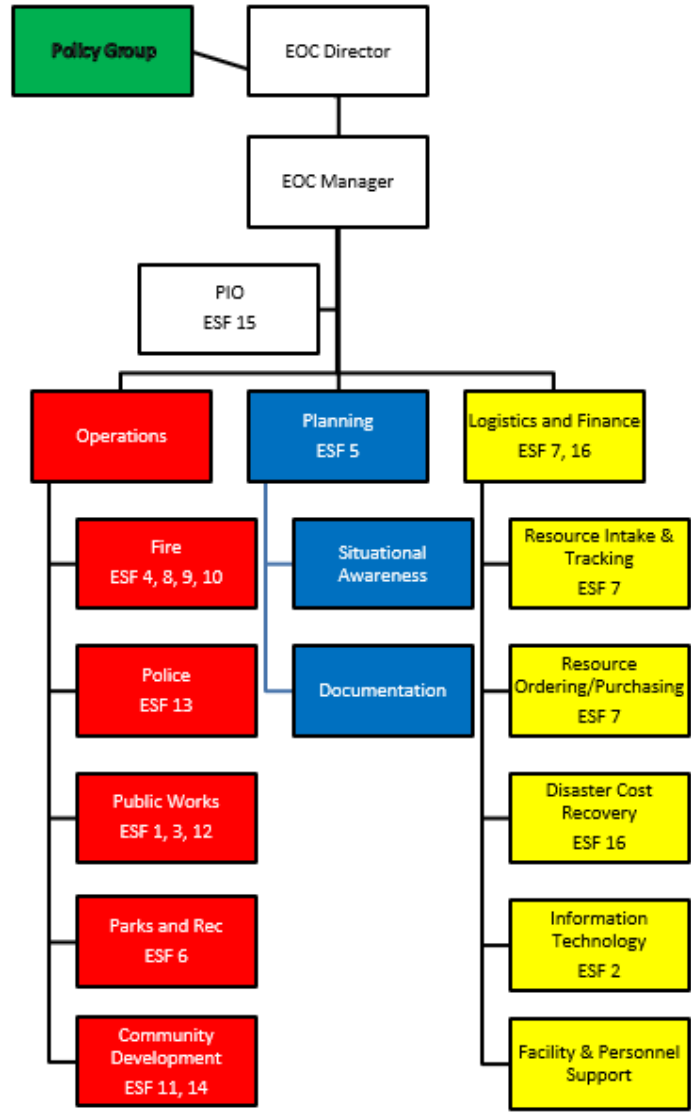
Updated April 20, 2023

The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private organizations, school districts and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan.

The Emergency Management Organization is compatible with the City's existing organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff into emergency response roles and other support roles.

## **B. Emergency Organization**

Traditional ICS-based organizations have five major functional areas, referred to as Management and General Staff: Management, Operations, Planning, Logistics, and Finance/Administration. The Management section consists of the EOC Director, EOC Manager, and Public Information Officer (PIO).



The City of Sammamish EOC utilizes a blend of ICS-based and Incident Support organizational models whose responsibility is for coordinating and supporting incident management activities throughout the jurisdiction. The primary functions of the organizational structure within the EOC are to:

- Support incident management policies and priorities.
- Facilitate logistics support and resource tracking.
- Inform resource allocation decisions using incident management priorities.
- Coordinate incident related information.
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

### **C. EOC Facilities**

The City of Sammamish has established one primary EOC located in City Hall. The Maintenance Operations Center (MOC) has been identified as a possible alternative to the primary EOC; however, there is no formal plan for such contingencies.

#### **Primary EOC Characteristics:**

- The Primary EOC is located within Conference Room 111 of Sammamish City Hall at 801 228<sup>th</sup> Ave SE, Sammamish WA 98075. City Hall includes an operations area, kitchen, conference rooms, bathrooms, and additional office areas.
- Emergency power is provided by a diesel generator. Back-up power is supplied through the entirety of the building and not limited to certain electrical runs.
- City Hall has the capability to house and feed staff for a minimum of 72 consecutive hours. On-site services include kitchen, bathrooms, food supply and sleeping cots/bags.
- The Primary EOC is equipped, and technical capabilities are maintained to support an immediate full activation of City personnel during an emergency event.

#### **Primary EOC Limitations:**

- Colocation: The main room of the EOC also serves as the conference room for various city functions. Since the EOC is a “cold” EOC, this requires additional time and personnel to set-up the EOC once activated.
- Access: At times, traffic congestion in Sammamish could hinder access to the EOC. During a time of crisis, these conditions will be exacerbated. When travelling to and from the Primary EOC, additional travel time or method (walking, biking, etc.) considerations need to be considered.
- Parking: Parking in and near City Hall is limited during the normal workday. During an emergency event, parking for EOC Staff and emergency responders may prove to be a challenge and sections of street parking may need to be secured to accommodate EOC personnel.

### **D. EOC Activation**

Emergency operations span two separate but contiguous phases: emergency response and recovery. For the purpose of this plan, EOC operations will focus on emergency response efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency. Activation of the EOC assumes the

following:

- The activation of the EOC occurs when an authorized official determines that operations in the field require assistance or direction for their response due to the scope or magnitude of the emergency.
- As emergency situations threaten to occur, the authorized City personnel may initiate the activation of the EOC to facilitate evaluation and incident planning and possible activation and implementation of ESFs and resources. Certain near-instantaneous events may trigger an immediate, full EOC activation.

### **Activation Criteria**

The EOC may be activated as required for exercises or for impending or actual emergencies or planned events.

### **Activation Levels**

The City of Sammamish EOC will function at one of three levels, based upon the complexity of the incident and the requirements of field personnel. Specific actions to be taken during each level are addressed in Annex 2.

- **Level 3—Monitoring:** Level 3 Activation of the City of Sammamish EOC is a monitoring phase. Notification will be made by the EOC Manager to those local agencies and Emergency Support Functions who may need to act as part of their everyday responsibilities. The purpose of a Level 3 Activation is to:
  - Prepare for an imminent event or manage an ongoing incident to ensure a coordinated City response.
  - Ensure appropriate staff, appropriate City agencies, and local elected officials are brought to a state of readiness.
  - Provide an efficient means of managing and disseminating emergency information and implementing operational decisions.
- **Level 2 – Partial Activation:** A Level 2 Activation of the EOC is initiated by the EOC Director or Designee. Level 2 is initiated when support for local response operations exceeds the day-to-day responsibilities of local departments or when assistance required by local departments though resource or technical support continues for extended periods. Primary ESF Agencies are notified when the EOC activates to a Level 2 and those ESFs involved in response operations are directed to staff the EOC during defined operational periods. The purpose of a Level 2 Activation is to:
  - Provide enhanced coordination during an on-going incident.



- Ensure appropriate agencies are prepared to respond should events escalate.
- Efficiently manage information flow between responders on scene, local, Operational Area, Region State, and Federal agencies, the media, and the public.
- **Level 1—Full Activation:** A Level 1 Activation of the EOC is initiated by the EOC Director or Designee and involves representation in the EOC by a majority of local ESFs. At this level, significant impacts over large geographic areas are expected and resource support from a majority of local and State agencies may be required. The purpose of a Level 1 Activation is to:
  - Ensure the EOC is fully staffed and ready to meet the needs of local responders.
  - Ensure necessary local resources are efficiently deployed to address impacts.
  - Maximize the level of coordination for decisions, resource support, financial management, and public information between local, County, State, and Federal agencies, as applicable.

## **E. EOC Demobilization and Shut Down**

**EOC activities** may be terminated (deactivated) at any time designated by the EOC Director, EOC Manager. Sections, Branches, or Units may also be deactivated in stages according to need and function within the EOC. The entire EOC does not have to be in operation throughout an event.

Any Section, Branch, or Unit requiring the use of the EOC may remain until their work is completed. A member of the EOC Command or General Staff will maintain an EOC management role until EOC work is completed or handed off to field operations for completion. Sections, Branches and Units will not operate the EOC without an EOC Management component to assist and/or shut down EOC operations.

Upon deactivation of any Section, Branch, or Unit in the EOC; the Section, Branch, or Unit will ensure supplies are replenished, broken items repaired or replaced, and their area and equipment is clean before leaving. This ensures the facility is immediately returned to a State of readiness.

The EOC Director is ultimately responsible for making key decisions on behalf of the EOC. Decisions are made through consultation with the EOC Management Team, Incident Commander(s) and the Command Policy Group. EOC Section Chiefs may make or receive recommendations for partial deactivations based on the incident scenario, but final approval for any deactivation must be reviewed by and received from the EOC Director.

The EOC Director must carefully assess and evaluate requests to deactivate any Section,

Branch, or Unit of the EOC, up to and including a full EOC deactivation. Once made, the decision must be documented on the decision/approval log, assigned to applicable functions/positions for implementation and communicated to appropriate EOC staff and levels.

Once demobilization procedures are in place; the Policy Group shall be notified. The Planning Section is responsible for termination preparedness through the development of a Demobilization Plan. The Demobilization Plan details specific responsibilities, release priorities and procedures based on status reports, resource needs, and report/briefing results as they relate to the response and recovery of an incident.

As part of demobilization process, documents must be completed, submitted, and properly filed with the Planning Section Documentation Unit for an After-Action Review and development of the AAR. Any data captured on erasable surface (white boards, etc.) must be transferred to a permanent document before boards are cleaned. This information, along with reports and forms (either handwritten or electronic), must be submitted to the appropriate Planning Section Unit for filing.

Once documentation is collected and secure, the EOC is ready for termination. The EOC Director will make the final decision on an EOC deactivation. The decision must be documented on the decision/approval log and communicated to appropriate EOC staff and levels.

## **VI. Responsibilities**

### **A. Responsibilities by Department**

#### **City Council**

- Provide policy decisions relating to all phases of emergency management through the City Manager.
- Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules, and regulations as are necessary to implement emergency plans and programs.
- Approve, at the earliest practical time after issuance, rules and regulations reasonably related to the protection of life and property.
- Provide visible leadership to the community.
- Appropriate funds to provide emergency preparedness programs and mitigation activities within the City and to meet emergency needs.

- Maintain continuity of government.
- Upon recommendation of the City Manager, ratify a proclamation of emergency.

### **City Manager's Office (CMO)**

- Serve as the Director of Emergency Management and manage City staff in their emergency management duties.
- Prepare and issue Proclamations of Local Emergency.
- Enforce and administer provisions, laws, and ordinances governing the City.
- Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to, and recover from a disaster.
- Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.
- Advise the City Council regarding emergency policies for the City.
- Oversee the development, implementation, and maintenance of continuity of government plans.
- Interact with Mayors/City Managers to make joint decisions on issues that impact the region.
- The CMO is responsible for internal and external public information related to City operations and in coordination with the Incident PIO and/or JIC.
- Serve as the custodian of official records and perform official certifications.
- Supervise the records management program for the city.
- Identify critical documents and essential records.
- Assist departments in identifying, managing, and storing essential records.
- Develop and implement a disaster recovery program for essential records.
- Oversee the preparation and publishing of official legal notices.
- Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.

### **Administrative Services Department**

- Oversee internal emergency management programs and coordinate the assigned preparedness, mitigation, response, and recovery activities of other city departments.
- Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
- Maintain personnel files, to include current employee emergency notification information, while ensuring confidentiality of materials in accordance with applicable laws.
- Assist with reviewing and registering all spontaneous unaffiliated emergency management volunteers as emergency workers.
- Oversee grant and contract management.

#### **Eastside Fire & Rescue**

- Serve as lead agency on ESF 4 – Firefighting and ESF 10 – Hazardous Materials.
- Maintain and update emergency management plans for the City of Sammamish.
- Provide training and exercise support to City of Sammamish personnel relating to ICS and EOC operations.
- Support EOC operations during activations.
- Assist in the coordination between the City of Sammamish and external partners involved in disaster response and recovery efforts within the jurisdiction.
- Manage operations in the EOC during a disaster.
- Coordinate with FEMA, the Washington State Emergency Management Division, King County and neighboring jurisdictions regarding emergency management and planning.
- Chair the City’s Emergency Management Coordinating Committee.
- Coordinate King County regional planning efforts and Zone 1 activities on behalf of the city.

#### **Finance Department**

- Serve as lead agency on ESF 7 – Resource Support and Logistics and ESF 16 – Disaster Cost Recovery.

- Oversee the central financial management system of the City.
- Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures.
- Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
- Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
- Establish a unique budget code for each disaster for all disaster-related expenses, as needed.
- Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
- Gather, interpret, and report information on emergency costs and expenditures.
- Prepare and report data for recovery of disaster relief funds.
- Project the costs of various disaster-recovery options; prepare fiscal plans and projected budgets for disaster recovery.

#### **Information Technology Department**

- Serve as lead agency on ESF 2 – Communications
- Provide support to other departments with computer network coordination, including hardware and software support.
- Oversee data security as defined in City policies.
- Provide computer assistance to City staff, network backup and maintenance of the local area network.
- Oversee and support the City's voice, wireless, telephone and audio-visual systems for emergency operations.
- Support and ensure operational readiness of all technologies that support the activation of the EOC.
- Provide GIS support for emergency operations.

### **Sammamish Police Department**

- Serve as lead agency on ESF 9 – Search and Rescue and ESF 13 – Public Safety and Security.
- Conducts law enforcement operations related to the incident, including but not limited to, responding to crimes in progress, traffic control/enforcement, investigations, intelligence gathering, crowd control/management, security assessments, and other incident-specific tasks, as able based on resource availability and the nature of the incident.

### **Community Development Department**

- Serve as lead agency on ESF 5 – Information and Planning, ESF 11 – Natural, Historic, and Cultural Resources, and ESF 14 – Long-Term Community Recovery
- Organize and carry out both short-term and long-range planning during emergency operations and recovery.
- Manage the gathering, analyzing, interpreting, and reporting of disaster-related information, including disaster damage, response capabilities, regional disaster conditions, etc.
- Ensure that City ordinances, codes and regulations are followed to the extent possible in disaster response and recovery; recommend necessary and appropriate revisions to meet disaster conditions.
- Ensure compliance with the Growth Management Act, zoning requirements, State Environmental Policy Act and State Emergency Management requirements.
- Maintain and manage planning and development assets.
- Coordinate and compile initial damage assessment information, post disaster damage assessments, and reports.
- Coordinate recovery efforts and mitigation planning.
- Provide for the initial damage assessment and safety evaluation of essential public and private buildings.
- Provide support to the EOC in safety evaluation of structures during rescue operations.
- Coordinate building and structural inspections for safety and habitability following a disaster. Close facilities or restrict occupancy/use as required.

- Establish a list of priority inspections to be completed during a disaster and manage ongoing priorities throughout the EOC operation.
- Document losses of City and other public facilities.
- Coordinate inspections and recommendations with utility districts, the Federal Housing Administration (FHA) and other government entities. Provide enforcement of codes, occupancy policies and other site safety and demolition as appropriate.
- Assist in damage assessment and reporting.
- Review building plans for code compliance and manage the inspection of construction activities.
- Provide expertise and recommendations for reconstruction, demolition, and structural mitigation during the recovery period.

#### **Parks, Recreation, and Facilities Department**

- Serve as lead agency on ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services.
- Coordinate and manage the use of the parks and recreation buildings and other appropriate facilities as emergency shelters as necessary.
- Oversee the sheltering and mass care functions during an emergency.
- Identify parks and other open areas that could be used for emergency debris deposit sites, staging areas, and points of distribution (PODs).
- Maintain and manage park assets.
- Coordinate with external agencies and non-profit organizations involved in mass care operations.
- Maintain liaison with organizations that outreach to at-risk populations, the elderly, people with disabilities and others to identify ways to meet their needs during an emergency.
- Oversees the fleet management of city vehicles and equipment, including maintenance and insurance of city owned vehicles.
- Provides maintenance of city facilities and parks including debris and snow removal, repairs, and restoration of affected physical assets during and after emergency incidents.

### **Public Works Department**

- Serve as lead agency on ESF 1 – Transportation, ESF 3 – Public Works and Engineering, and ESF 12 – Energy.
- Maintain and manage Public Works assets.
- Provide situational awareness of city transportation infrastructure and movement restrictions.
- Oversee debris management operations and critical infrastructure restoration.
- Oversee the operations of contractors, service providers and emergency response agencies regarding Public Works projects and assets.
- Act as the primary liaison between the City of Sammamish and energy utility owner/operators.
- Maintain files of Public Works projects, development records, street operations and maintenance and other relevant documents.
- Advise the Director of Emergency Management regarding codes, policies and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
- Provide oversight for Public Works crews and other support agencies engaged in emergency response and recovery activities.
- Assist in damage assessment and reporting.
- Provide periodic response and recovery work progress reports to the EOC.
- Oversees the contracted waste management services for the city.
- Maintain city owned stormwater facilities.
- Act as the liaison between utilities within the City of Sammamish, including telecommunication, power/energy, and water and sewage critical infrastructure owner/operators.

### **B. Responsibilities by EOC Section**

#### **EOC Management Staff**

The EOC's Management function operates independently from an on-scene Incident



Commander (IC). The IC or Unified Command leads the on-scene command structure, while the EOC Management Staff makes decisions which establish the overall strategy of the response and recovery from the EOC. Besides providing the overall incident leadership, the Management Staff is assigned to carry out functions which are not specifically identified in the General Staff functional elements but are needed to support the emergency operations. These functions may include incident safety and public information.

- **EOC Director:** The EOC Director has overall responsibility and authority for the operation of the EOC. The EOC Director will ensure that the EOC is staffed and operated at a level commensurate with the emergency incident response or major pre-planned event. The EOC Director's reporting relationship to higher authority will vary depending upon the level of activation and follows the agency Emergency Operations, Continuity of Operations and Continuity of Government Plans, and policy. This position is most often held by the City Manager and Deputy City Manager.
- **EOC Manager:** The EOC Manager is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Manager may be the Emergency Manager, Emergency Coordinator, or similar title, and often is the person who is most familiar with emergency services for the jurisdiction. The EOC Manager, because of his/her working knowledge of the EOC facility, communications, support services, and the jurisdiction's emergency plan can be an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.
- **Public Information Officer:** The Public Information Officer (PIO) serves as the primary point of contact between the EOC, the media, and the public. The PIO will prepare information releases, brief media representatives, and make preparations for press conferences. Normally, the PIO function will also oversee rumor control activity. A Joint Information Center (JIC) or Media Center may be established to coordinate PIO activity and information. A primary source of information for the PIO function will be from the Situation Unit in the Planning Section. While not all information in the Unit may be appropriate for the public, the information in the Situation Unit should be the best available and will be verified for accuracy. The PIO will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

### **EOC General Staff**

The General Staff represents and is responsible for the functional aspects of the incident command structure. General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections. General guidelines related to General Staff positions:

- Only one person per operational period will be designated to lead each General Staff

position.

- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Section Chiefs report directly to the EOC Director.
- Deputy positions may be established for each General Staff position. Deputies are individuals fully qualified to fill the primary position, and can be designated from other jurisdictions or agencies, as appropriate.
- General Staff members may exchange information with any person within the organization. However, tasks and directions will only be relayed through the established chain of command.

### **Planning Section**

The Planning function serves the same purpose as at the incident scene—gathering and analyzing information and keeping decision makers informed. Technical Specialists may be assigned to the Planning function or may be assigned elsewhere, as needed. The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays. Responsibilities include:

- Coordinate development of the Incident Action Plan (IAP).
- Conduct check in activities and maintain records.
- Establish information requirements and reporting schedules.
- Collect and analyze information, damage assessment reports, and prepare situation reports.
- Develop maps and other situational awareness visual aids.
- Maintain and archive incident related documentation.
- Coordinate planning meetings and briefings.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident or weather status.

- Conduct long range and/or contingency planning.
- Develop plans for demobilization.

### **Operations Section**

The Operations function has responsibility for coordinating the tactical Emergency Support Functions (ESFs) used to carry out the priorities identified in the Incident Action Plan and supporting on-scene responders. Branches, Divisions, and Groups assigned to the Operations function can be organized as necessary to support the incident(s). The Operations Section Chief is responsible for the coordination and tracking of incident tactical activities and assists in the formulation of the Incident Action Plan. The Operations Section Chief is responsible for the coordination of operational functions directly applicable to identified operational period priorities. The need to expand the Operations Section is dictated by the number of tactical resources involved and is influenced by span of control considerations. Responsibilities include:

- In conjunction with the EOC Manager and Planning Section Chief, establish the operational objectives of the EOC through the incident action planning process.
- Coordinate priority missions with Operations Section Branch Directors and coordinate prioritization of resource deployments consistent with the operational objectives.
- Coordinate with the Operations Section Branch Directors to identify resource requirements beyond County agency inventories; communicate resource needs to the Logistics/Finance Section.
- Coordinate with field staff to ensure EOC operational objectives are appropriate to meet the needs of the incident.
- Participate in action planning meetings providing an operational perspective.
- Conduct operational meetings with Branch Directors and ESFs, as appropriate, to resolve response issues.
- Maintain close coordination with Planning and Logistics/Finance Section Chiefs.
- Keep the EOC Manager and Planning Section informed of Operations Section activities and the status of the overall response effort.

### **Logistics & Finance Section**

The Logistics & Finance Section serves as the single resource management entity for the incident(s). The Logistics Section is responsible for obtaining and delivering resources requested from Operations as well as providing service and support functions for the incident. The Logistics & Finance Section holds responsibility for the provision of logistical management

and resource support, providing facilities, communications and IT support, and services and materials in support of incident personnel. The Logistics & Finance Section is also responsible for providing EOC accounting functions, to include maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services coordinated through the EOC during incident activities. Responsibilities include:

- Identify service and support requirements for planned and expected operations.
- Coordinate and process requests for additional resources.
- Advise on current service and support capabilities.
- Track incident resources
- Manage EOC coordinated financial aspects of the incident.
- Ensure personnel time records are accurately completed and transmitted to home departments as required.
- Provide financial input to mobilization and demobilization planning.
- Ensure obligated documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on incident-related financial issues needing attention or follow up prior to leaving the incident.
- Ensure incident cost tracking mechanisms are in place for IA & PA disaster cost recovery.

### **C. Responsibilities by Emergency Management Phase**

All City of Sammamish departments share common responsibilities aligned with emergency management phases as part of the implementation of NIMS and incident management.

Emergency Management is organized into four phases to facilitate an overall incident management capability. The phases include:

- Mitigation: Mitigate risk by reducing or eliminating hazards, damage, or disruption.
- Preparedness: Prepare for hazards that cannot be prevented or mitigated.
- Response: Respond to incidents.
- Recovery: Recover from incidents to establish a new normal

The sections below highlight some of the citywide emergency management responsibilities defined by each phase of disaster management.

### **Mitigation Phase**

Mitigation consists of actions taken prior to a disaster to eliminate or reduce the degree of long-term risk to life, property, and the environment. Mitigation activities taken by the City may include, but are not limited to:

- Developing a hazard mitigation plan that complies with Federal and State regulations.
- Pursuing risk management and insurance programs.
- Conducting structural and non-structural mitigation programs, as appropriate.
- Reviewing hazard and risk analyses and developing capabilities to enhance the City's ability to respond to disasters.
- Enforcing and strengthening building and development/land use codes.

### **Preparedness Phase**

Preparedness activities are necessary to the extent that mitigation measures cannot fully prevent disasters or eliminate their effects. Organizations develop plans and procedures to save lives and minimize damage by enhancing disaster response actions. Preparedness actions taken by the city may include, but are not limited to:

- Developing and maintaining the City's CEMP.
- Developing appropriate contingency plans and standard operating guidelines in support of the CEMP.
- Facilitating inter-local agreements, mutual aid agreements and contracts for emergency management assistance, as appropriate.
- Coordinating with other local, county, state, and federal agencies to ensure cohesive working relationships and compatible emergency plans.
- Obtaining, typing, and maintaining City resources and equipment.
- Coordinating with volunteer organizations to ensure cohesive working relationships and coordinated response.
- Conducting training and exercise activities to enhance response capabilities.
- Conducting public education to inform of possible hazards and enhance citizen self-sufficiency.

### **Response Phase**

Response activities following a disaster include protecting life, seeking to reduce the

occurrence of secondary damage, and enhancing the speed of recovery operations. Response actions taken by the city may include, but are not limited to:

- Activate and staff the EOC as required for the situation.
- Disseminating emergency warnings as appropriate.
- Initiating actions necessary to preserve life, the environment and property.
- Utilizing the Incident Command System as established in the National Incident Management System.
- Carrying out initial damage assessment and evaluating overall situations.
- Restoring essential services and facilities.
- Coordinating response and support functions with outside agencies and volunteer organizations.
- Coordinating operations, logistics, and planning functions.
- Compiling event status information and reporting to appropriate agencies.
- Preparing and maintaining detailed documentation.
- Preparing a Proclamation of Local Emergency as appropriate.

### **Recovery Phase**

Recovery actions are taken to return vital life support systems to minimum operating standards and to return life to normal or improved levels, including some form of economic viability. Recovery actions taken by the City may include, but are not limited to:

- Establishing a Recovery Task Force of community stakeholders to establish community priorities.
- Carrying out damage assessment functions and assessing community needs
- Prioritizing recovery projects and assigning functions accordingly.
- Coordinating recovery efforts and logistical needs with supporting agencies and organizations.
- Preparing documentation of the event, including an event log, cost analysis and an estimated cost for recovery.
- Assessing special community needs and providing information and assistance where appropriate.

- If needed, facilitating the establishment of Federal and State disaster assistance offices to assist private business and citizens with individual recovery.
- Evaluating and modifying, as needed, local zoning and building codes, development standards, permit requirements, etc.
- Reviewing and updating all plans and documents associated with emergency preparedness and response in accordance with information obtained from the disaster.

## **VII. Information Collection, Analysis, and Dissemination**

Information management develops timely, effective communication channels to gather, process, and disseminate information relevant to incident response and the recovery of the affected areas. Information management is a key function of disaster/emergency management. The types of information managed in the emergency operations fall into two categories:

**Emergency Operating Records:** These include records, regardless of media, essential to EOC operations and response support. These records include items such as:

- Emergency Operations Plans
- Standard Operating Procedures
- Maps, Charts, Graphs
- Orders of Succession
- Delegations of Authority
- Notification Rosters
- Resource Assignments

**Legal and Financial Records:** These include records, regardless of media, critical to carrying out the legal and financial responsibilities for the response. These records include items such as:

- Contracts
- Timesheets
- Accounting Records
- Property Management Records

- **Maintenance Records**

Success of the recovery process is dependent upon how well information is managed. Information Management is not only concerned with dissemination of information, but also the gathering of information from authorities, disaster management agencies, and the affected community. Provision of information in disaster recovery not only provides the City of Sammamish with information about the availability of recovery services and plans, but also is the basis for important social processes such as bonding between individuals, groups, and the community. It creates a sense of control and predictability of events. The effective management of information following a disaster can be used to promote and hasten community recovery.

### **Situation Reporting (SITREP)**

Producing Situation Reports is a function assigned to the Planning Section. Personnel must forward incident situation information to the Situation Unit through the Plans Section. Collecting situation data may involve several sources, including the Operations Section, Logistics/Finance Section, and the Public Information Officer at a given level. Situation information is also received from lower and higher levels. Following analysis, the Planning section supports operational decisions and summarizes situation information for the EOC Manager's approval. Once approved, the SITREP is distributed to EOC Section Chiefs. Section Chiefs are responsible for providing the Planning Section with periodic written updates to the SITREP. The Planning Section Chief should then take steps to brief staff on the collective situation.

### **General Information**

General information may be exchanged among members of a response organization at any level. Lateral information flow between functions is encouraged. In addition, a representative of a function at one level may wish to exchange information with a similar function one level above or below them. Verifying general information is an important step before acting.

### **EOC Action Planning**

ICS and NIMS emphasize orderly and systematic planning. The EOC Action Plan (or Incident Action Plan) is the central tool for planning actions during a response to an emergency. The EOC Action Plan is prepared by the Planning Section Chief with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually during the response as the situation changes. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. A written plan may not be necessary in an initial response for an incident which is readily controlled. Larger, more complex incidents will require a written Action Plan to coordinate



activities. The level of detail required in an Action Plan will vary according to the size and complexity of the response. The plan must be clear, accurate, and completely communicate the information generated during the planning process. The EOC Action Plan must be prepared and distributed prior to the Operations Shift Briefing and for each operational period. A planning process known as the Incident Cycle or Planning P has been developed as part of the Incident Command System to facilitate the development of an EOC Action Plan in an orderly and systematic manner. Annex 15 explains the incident action planning process describes how the City of Sammamish applies it on all disaster incidents, defines the specific roles and the responsibility of the various personnel assigned to the EOC and establishes standards for incident action planning.

## **VIII. Communications**

### **A. Interoperable Communications Plans**

The City of Sammamish relies on a variety of communication systems to facilitate incident response and recovery, including, but not limited to, phones (cell and Voice over Internet Protocol (VoIP)), radios, e-mail including pre-determined distribution lists, and digital media. The city uses a cloud-based system to store and back up files and communications information. The city intends to use routine communications technology to the extent possible during an incident.

The city uses an 800 MHz public safety radio system that is compatible with partner response agencies and public safety answering points, including NORCOM, in King County. The regional public safety radio network is supported by PSERN, the King County Radio Shop, and NORCOM is the direct provider of incident radio traffic coordination for Sammamish PD and Eastside Fire & Rescue personnel. NORCOM facilitates regional public safety radio transmissions and can “patch” talk groups or individual radios as needed to allow for interoperable communications across agencies.

During an incident, or when routine communications methods are not in service, amateur radio operators may be leveraged as a backup form of communications for City operations. Eastside Fire & Rescue’s Fire Corps maintains an affiliated volunteer team of licensed amateur radio operators, who provide emergency communications support if requested by the city. Mobile amateur radio equipment is staged at the EOC/City Hall and Fire Stations for use at a location of need based on the incident. The EOC can also request a variety of amateur radio users including partner jurisdictions and stakeholders, King County OEM, and WA. State EMD as needed.

The primary EOC is equipped with redundant communication resources, including telephones, amateur radio, computers for e-mail, digital media access, and discipline-specific software capabilities. The city also owns a satellite phone which is assigned to the City Manager.

## **B. Community Communications Plans**

The City endeavors to provide accurate, timely, and actionable information to the Sammamish community before, during, and after an incident for life-safety and incident stabilization purposes. The city may provide public information in a variety of ways including, but not limited to, the City's website, digital media, newsletters, email, flyers or mailers, reader boards, signs, public safety vehicle public address (PA) systems, CodeRed, and in-person communication. The City Communications Manager and the JIC/PIO will coordinate the distribution of City and incident communications and work with King County Emergency Coordination Center to support the distribution of emergency alerts and warnings.

The city will work with King County OEM and the Trusted Partner Network to ensure that emergency communications can be translated and distributed to Limited English-Speaking Populations (LEP). In Sammamish. This includes, but is not limited to, populations primarily speaking in Indo-European and Asian/Islander languages at home. The City of Sammamish will ensure that all life safety information is translated and distributed to all significant population segments of limited English speaking members of the community.

Following an incident, the effectiveness of the city's life safety communication to all residents, including LEP populations, will be evaluated in a formal After-Action Reporting process.

## **IX. Documentation and Administration, Finance, and Logistics**

### **A. Documentation and Administration**

Documentation is a critical facet of emergency operations. The City of Sammamish will ensure that documentation will be maintained and archived for at least 10 years in compliance with RCW 40.10.010 regarding the protection of essential records. Information is gathered to develop the EOC Action Plan, determine effectiveness of tasks, track resources, and support finance.

Documented information will be used for After-Action Reports, recovery planning and operations, and disaster cost recovery. EOC-created incident-related information will be gathered on the approved forms listed in this section. Information delivered to the EOC from outside sources will be submitted to the Planning Section for appropriate filing.

Job Aids and Forms have been proven to be an effective tool during emergencies. They help staff track events and keep information in order through electronic means or with a good paper trail. It is important paperwork be accurate starting with the dates and times of every transaction.

As emergencies and exercises are reviewed, the applicability of the Job Aids and Forms will be reviewed and revised as needed. The responsibility for this review lies with the EOC

Management and City leadership.

**ICS Forms:** Operation of an EOC varies from standard ICS practices. Where possible, ICS forms have been mirrored and modified to represent EOC actions. These forms contain much of the same content; however, format may be modified to account for EOC actions versus field actions. In most situations, the EOC form number corresponds to its similar ICS Form number. EOC/ICS Forms are one of several tools available to support personnel managing a response to an incident and in completing IAP.

**EOC Forms:** EOC Forms are utilized to ensure clear communication and information tracking during EOC activations. Situational information, resource needs, operational effectiveness, and financial obligations must be recorded, tracked, and communicated within the EOC and out to the Policy Groups. This information is utilized to develop strategies, assess goals, and determine needs. Using the EOC forms will ensure consistent collection and routing of critical information, provide the necessary tools to successfully manage an incident, and expedite the response and recovery operations.

**After Action Reports:** AARs are formal documents intended to serve as aids to performance evaluation and improvement. They are built from data and reports developed in the EOC and serve as a guide in reviewing situation-response interactions, analyzing critical procedures, determining effectiveness and efficiency, and proposing adjustments and recommendations to future EOC activations. AARs are not intended to serve as a report card of pass or fail activities during EOC activation, but rather as a resource for improvement and understanding for future activations.

The assignment of the AAR should be initiated as early as possible during the response phase of any emergency which will require an AAR. Ideally, the person assigned should have a background in the planning function, be familiar with emergency organization functions, and understand the emergency management system. The responsibility for initiating the AAR process should be assigned to the Planning Section.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the AAR process should be assigned to City of Sammamish staff members for completion.

## **B. Finance**

The City will follow routine financial practices whenever possible during incident management; however, approval procedures for expenditures may be modified based on incident needs. Incident-related obligations and expenditures may be incurred in accordance with RCW 38.52.070, RCW 35.33.080, RCW 35.34.140, and 2 CFR part 200 which outline emergency expenditures. Financial records are kept in a manner that distinguishes between

day-to-day operations and incident expenses and alternate methods of payment/payroll processing may be established if necessary.

The EOC Logistics/Finance coordinates the documentation and reporting of citywide incident financial records, leveraging an established resource management process to document incident-related expenses. Pre-incident, the Logistics/Finance sections would establish one or more budget project codes for tracking EOC and department incident-related expenses to facilitate the delivery of actual and projected incident costs to the City Manager as requested.

Incident-related expenditures may be reimbursed through local, county, state, and/or federal programs. Depending on the nature and scope of an incident, the city may qualify for federal disaster relief. There most common FEMA relief grant programs are Public and Individual assistance. Eligibility for these programs is contingent upon having a Presidential Declared Disaster:

- **Public Assistance:** Provides funds to aid communities who are responding to and recovering from an incident that has resulted in a Presidential Disaster Declaration. The program provides temporary emergency assistance to help save lives and protect property, as well as to help restore community infrastructure that may have been damaged or otherwise disrupted by the federally declared incident.
- **Individual Assistance:** Federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants' needs, which may include disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs assistance including medical, funeral, clean-up, moving, and other expenses.

In addition to Public and Individual Assistance, the federal government offers Other Needs Assistance, through FEMA, to support individuals and facilitates the Small Business Administration program for businesses impacted by an incident. The City may chose to establish a community assistance center to provide affected populations with the resources available to them to assist in their recovery.

During response and recovery efforts, City departments are responsible for tracking potentially reimbursable incident costs related to emergency actions and damages incurred to public facilities and infrastructure as a result of the incident. If incident impacts are perceived to potentially be eligible for support, the King County OEM sends instructions to the City for completing an official preliminary damage assessment (PDA) worksheet. The PDA is compiled by the Finance Department, acting as the Applicant Agent, with coordination and support from CMO and affected City departments.

## C. Resource Management

When disaster threatens or strikes the community, it is imperative the City use its own resources for a prompt and effective response and recovery effort. These efforts may require personnel, equipment and supplies exceeding the local supply or expertise. City officials may find it necessary to use their resources in extraordinary ways, and call upon businesses, industries, neighboring jurisdictions, and County, State or Federal agencies to assist in emergency operations. The role of the EOC is to provide effective and efficient management of resources to help ensure responses are supported.

**Resource Requests:** Resource requests for support to the response are twofold. They are (1) internal requests supporting the EOC Operations and the EOC Staff and (2) external requests supporting the Incident Commander(s) in the field. In either case, proper requesting and tracking of request documents is paramount to ensure resources are requested and ordered in a timely manner.

Resource requests must be made on the Resource Request Form (EOC Form 213 RR) through the proper ESF representative. After validation by the Operation Section Chief, the request will be sent to the Logistics Section for processing, to the Planning Section Chief for deconflicting and awareness, and the Finance Section Chief for awareness of costs which may be incurred. The exceptions to this process are internal requests for expendable supplies (pencils, pens, staples, paper clips, etc.) by EOC staff to support the EOC. Expendable supply requests can be submitted on an EOC message form directly to the Logistics Section for filling from bench-stocks on hand. The Logistics Section will maintain a working bench-stock of expendable supplies to support the EOC.

**Resource Priority Levels:** Resource requests will have an ordering priority assigned. The priority levels are:

Life-Saving

Property Preservation

Incident Stabilization

These levels will determine when and how the request may be filled. Requests assigned to Life Safety will be filled by the most expeditious means possible and from the most readily available source. The individual filling this request will immediately cease other duties and process this request. Life Safety requests, generally, will not be used for internal EOC support. Property Preservation requests should be processed within one hour after receipt at the Logistics Section. Incident Stabilization requests should be filled during the normal ordering period.

**Resource Status:** The Logistics/Finance section will maintain a status board of assigned resources. This board will show the status of resources managed by the responders or by the

ESF representatives at the various field positions, staging areas, or Base Camp(s). The board will reflect the Type and Kind of resource, and will display the following:

- ✓ Deployed
- ✓ Available
- ✓ Out of Service

It is the responsibility of the agency or entity utilizing the resource to keep the Logistics/Finance section informed of the status of their assigned resources. Information should be validated each operational period and confirmed through the appropriate ESF representative at the EOC. The Logistics/Finance section will also maintain a status of resources ordered or scheduled for demobilization.

**Critical Resource Designation:** Resources may be deemed critical by the Incident Commander, EOC Director, or the Command Policy Group. Critical Resources are those absolutely necessary for an effective response.

Once a resource has been identified as critical, the Logistics/Finance section shall include it on a separate tracking list for Critical Resources and these items will be a part of the Logistics Section Sitrep. These items are closely tracked in the field and any incident involving the loss of any critical item due to maintenance or consumption will be reported to the appropriate ESF representative for immediate notification to the Operations Section. Upon notification to the Logistics Section of the loss of a critical resource, the Logistics Section will immediately process a request for a replacement item.

As the response changes, the Critical Resource tracking list will also change. This requires regular updating to the list. The update of this list will be part of the Logistics Sitrep and will be part of each EOC briefing.

Specialized resources required for the successful completion of incident objectives will also be deemed critical to prioritize the City's ability to obtain them during a disaster.

**Resource Tracking:** The tracking of resources is paramount to ensure proper documentation for possible reimbursement of expenses - post disaster. The Logistics/Finance section will implement a resource tracking system utilizing the Resource Tracking Form. Resources used for the response, including those on hand at the start of the response, will be closely tracked to ensure proper accountability of resources. This form will be consolidated into a master tracking spread to ensure financial accountability is maintained. This form and spreadsheet will also be used to track resources as they demobilize.

**Resource Gaps:** The City of Sammamish utilizes numerous contracted services to achieve many of the core governmental functions city residents may expect to continue following an

emergency. The continuity of certain services may be impacted or limited due to resource limitations of city owned and operated resources.

## **X. Training and Exercise Program**

Training and exercising aids in ensuring effective disaster operations. A properly trained staff provides the framework for functionality within the city and expedites operational tactics during the response phase of an incident. Each EOC staff member should meet minimum training criteria as established in the Appendices and Tabs of this document. Each EOC position has specific training requirements to effectively operate within the EOC.

Basic ICS/NIMS and local EOC training are absolute minimums for anyone who works in the EOC or in incident response. Those minimum requirements, along with any position-specific training, are outlined in the task book for the specific position. Specific training requirements as outlined by the City's Training and Exercise plan are as follows.

### **All Personnel**

- IS 100, IS 700

### **All Personnel Assigned to EOC**

- All training identified for full-time staff.
- IS-800: National Response Framework
- G191 – ICS/EOC Interface Workshop
- IS-2200: Basic Emergency Operations Center Functions

### **All Personnel Assigned to a Command Staff or Section Coordinator Position within the EOC**

- ICS 300 and all prerequisite NIMS Courses
- G775 or G2300: Intermediate Emergency Operations Center Functions
- Possible position specific training and O-305 as identified or warranted.

### **Policy Group (recommended)**

- NIMS Senior Leader Training

Incident response and EOC plans and activities should be exercised in accordance with the concept of operations and functional annexes of the CEMP. Modifications to the CEMP, or any part within, requires exercises to practice/test those modifications. The exercise may only test the specific modified section of the CEMP, or it may test the entire operational

plan. The CEMP should be tested annually through an exercise if no incident resulted in its utilization that calendar year.

Furthermore, exercises should be performed whenever significant changes in key staffing occur. The exercise scenario should determine the operational readiness of the staff and their equipment and provide a record of activities for improvement planning. The After-Action Reviews/Reports should outline the needs for inclusion in the Improvement Plan. The Improvement Plan should then be implemented and tracked to ensure any changes are incorporated and exercised to meet the intent of the CEMP. Identified improvements, after being exercised and validated, will be incorporated into the existing plan.

## **XI. Ongoing Plan Management and Maintenance**

**The CEMP** will be reviewed annually and updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the document.

**Types of Changes:** Changes include additions of new or supplementary material and deletions. No proposed change should contradict, or override authorities or other plans contained in statute, order, or regulation.

**Coordination and Approval:** Any department or agency with assigned responsibilities within the CEMP may propose a change to the plan. The Director of Administration, or designee, is responsible for coordinating proposed modifications to the manual with primary and support agencies and other stakeholders, as required.

**Notice of Change:** After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, the city will issue an official Notice of Change to city personnel and contracted agencies. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages replacing the modified pages in the document. Once published, the modifications will be considered part of the manual for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.

**Distribution:** The City of Sammamish will distribute the Notice of Change to participating departments and staff. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual annexes or the CEMP will take place as required. Working toward continuous improvement, the City of Sammamish is responsible for an annual review and update of the CEMP to include related annexes, and a complete revision and resubmittal to the State of WA EMD every five years (or more frequently if the City



Manager or City Council deem necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events and incorporate new information technologies.

**Availability to the Public:** The CEMP will be posted online on the City’s website once approved and adopted by the Sammamish City Council.

## XII. Emergency Support Functions

Emergency Support Functions (ESFs) provide structure for coordinating incident management based on a function and groups departments and/or agencies together to support specific incident actions.

ESFs are staffed based on the nature, size, needs, and complexity of an incident as determined by the EOC Director or EOC Manager.

ESFs have a Lead Agency and multiple Support Agencies. The Lead Agency is the City Department that is primarily responsible for coordinating the ESF mission area. Support Agencies possess specific capabilities and/or resources that provide support to the mission of the ESF.

ESF	Lead Agency
ESF 1: Transportation	Public Works Department
ESF 2: Communications	City Manager’s Office
ESF 3: Public Works and Engineering	Public Works Department
ESF 4: Fire Protection	Eastside Fire & Rescue
ESF 5: Emergency Management	Admin Services Department
ESF 6: Mass Care	Parks and Recreation Department
ESF 7: Logistics and Resource Management	Finance Department

### XIII. Emergency Support Function Scope

The below table provides the ESF scope of responsibilities aligned with the 32 Core Capabilities identified in the FEMA National Preparedness Goal.

ESF	Scope of Responsibilities	Key Response and Core Capability
ESF 1: Transportation	<ul style="list-style-type: none"> <li>• Situational awareness for City right-of-way, aviation, and marine systems</li> <li>• Transportation safety</li> <li>• Damage and impact assessment/restoration/recovery of City transportation infrastructure</li> <li>• Movement restrictions</li> </ul>	Critical Transportation
ESF 2: Communications, Information Systems, and Warning	<ul style="list-style-type: none"> <li>• Coordination with telecommunications and information technology</li> <li>• Coordination with cyber systems</li> <li>• Restoration and repair of communications infrastructure</li> <li>• Protection, restoration, and sustainment of cyber systems and information technology resources</li> <li>• Oversight of communications within the incident management and response structures</li> </ul>	Operational Communication
ESF 3: Public Works and Engineering	<ul style="list-style-type: none"> <li>• Infrastructure protection and emergency repair</li> <li>• Infrastructure restoration</li> <li>• Engineering services and construction management</li> <li>• Debris removal and disposal</li> </ul>	Infrastructure Systems

	coordination	
ESF 4: Fire Protection	<ul style="list-style-type: none"> <li>• Coordination of firefighting activities</li> <li>• Fire mobilization</li> </ul>	Fire Management and Suppression
ESF 5: Emergency Management	<ul style="list-style-type: none"> <li>• Coordination of incident management and response efforts</li> <li>• Incident action planning</li> <li>• Operation of the EOC</li> </ul>	Operational Coordination Situational Assessment Planning
ESF 6: Mass Care, Housing, and Human Services	<ul style="list-style-type: none"> <li>• Mass care</li> <li>• Emergency assistance</li> <li>• Temporary sheltering and intermediate disaster housing</li> <li>• Human services</li> <li>• Behavioral health services</li> <li>• Service animals and pets</li> <li>• LEP services</li> </ul>	Mass Care Services
ESF 7: Logistics Management and Resource Support	<ul style="list-style-type: none"> <li>• Comprehensive incident logistics planning, management, and sustainment capability</li> <li>• Resource support (facility space, office equipment, supplies, contracting services, etc.)</li> </ul>	Logistics and Supply Chain Management Operational Communications

## **EMERGENCY SUPPORT FUNCTION 1**

### **Transportation**

**LEAD AGENCIES/ESF COORDINATOR: Public Works Department**

**SUPPORTING AGENCIES: Parks and Recreation**

**Department(s): Sammamish Police Department**

#### **I. INTRODUCTION**

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

This document has been developed to provide for the mitigation, preparedness, recovery, restoration, safety and security of the transportation system within the City of Sammamish (City) in the event of an emergency or disaster. The City's transportation systems are critical lifelines of the community. This Emergency Support Function (ESF) will guide the City to the timely restoration of those lifelines during and after an emergency or disaster.

##### **B. Scope**

This ESF addresses the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the County, State and Federal governments; coordinating alternate transportation services; and coordinating the restoration and recovery of the City's transportation infrastructure. The transportation network refers to the multimodal system within the City that includes, but is not limited to, surface, transit, maritime, aviation, and pipeline assets.

##### **C. Situation**

By nature, a transportation network is an extremely fragile system. Local transportation activities can be hampered due to damaged infrastructure, a surge in use and/or a loss in capacity. Most public emergencies will create a demand for local transportation resources to support the response, recovery, and restoration of the transportation system.

Several hazards threatening the city could pose significant risk to the transportation infrastructure within the community. These include, but are not limited to earthquakes, landslides, wildfire, severe weather including winter storms and high wind, and human-caused adversarial based hazards.

Surface – Damage to the City's surface infrastructure is the most likely risk to the City's transportation system. The city has an extended network of surface transportation infrastructure with limited ingress/egress routes on and off the Sammamish plateau. Disruption to part or all this system may pose a risk to loss of life, and/or the ability to effectively transport supplies or personnel in the city. An earthquake or other land movement incident poses significant threats of damage to surface transportation infrastructure. Severe weather incidents may cause direct damage to surface transportation infrastructure, unsafe travel conditions, or the accumulation of debris.

Aviation – The City of Sammamish has limited aviation risk. There are no land-based airplane runways in the city limits; however, Lake Sammamish is frequently utilized by personal float planes and some residents do own private helicopters. This situation poses the risk for a small aviation crash, which could include damage to structures, fire, loss of life, property damage, hazardous materials spills, or environmental damage or destruction.

Maritime – Sammamish borders Lake Sammamish, which creates risk for water transportation incidents, including but not limited to hazardous materials spill, craft fires, crashes, sinking, or environmental incidents.

Pipeline – A high pressure natural gas pipeline, owned and operated by Williams Pipeline, bisects the City of Sammamish. A break or explosion of that pipeline could have catastrophic effects to the city and result in cascading incidents such as wildfire and long-term displacement of residents. A leak without explosion or fire would still result in the forced evacuation of a considerable portion of the jurisdiction and pose significant life safety risk.

Railroad – The City does not include a railroad system; thus, this is not a risk.

#### **D. Assumptions**

1. A public emergency occurring within the region will have a negative impact on the transportation network.
2. During a public emergency, the transportation infrastructure will be impacted, which could limit access to and from the incident area.

3. A public emergency within or adjacent to the City has the potential to cause loss of life, property and/or disruption of normal life support.
4. The city may be heavily dependent on outside agency assistance to repair significant damage to transportation systems to coordinate transportation during the immediate and post-disaster period. The city is dependent on SR 202, I-90, and roads maintained by the City of Issaquah for ingress and egress off the plateau.
5. The city has limited resources and heavy equipment necessary to conduct debris management operations or emergency repair of transportation infrastructure. These operational capacities would be dependent on external assistance and resources.
6. Infrastructure damage and communications disruptions will inhibit efficient coordination of transportation support during the immediate and post-disaster period.
7. Regional emergency transportation coordination and planning is critical to ensure regional transportation stability.
8. The City is heavily dependent on King County and Washington State transportation infrastructure to support transportation needs, especially transporting patients to hospitals. This plan depends on the ability for that infrastructure to be operational or quickly restored to an operational status.
9. Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to transportation infrastructure.
10. Bridge failures, traffic, landslides, damaged road systems, and other issues, may limit access, making conventional travel extremely difficult or impossible.

#### **E. Policies**

1. The City of Sammamish has adopted ICS and NIMS for management of all incidents, including the functions outlined within this annex.
2. Primary emergency transportation responsibilities will be coordinated by the Public Works Department.
3. In accordance with RCW 38.52.110 (1), in responding to a disaster, the City Manager is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions and all other municipal corporations thereof including, but not limited to, districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
4. All City-owned vehicles (not otherwise involved in emergency response) will be made available for use by the ESF lead coordinating agency.
5. As a signatory of the King County Regional Coordination Framework (RCF) for Disasters

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and Planned Events, and through local mutual aid agreements, the city will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator (Z1 EC) and King County Emergency Coordination Center (KC ECC), whenever possible.

## **II. Concept of Operations**

### **A. General**

1. All operations conducted within the scope of ESF 1 - Transportation, will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).
2. The City will coordinate, as appropriate, with neighboring jurisdictions directly or through the Zone 1 Emergency Coordinator as needed; King County Emergency Coordination Center, and the Washington State Emergency Operations Center as needed, to ensure expeditious resolutions to transportation issues resulting from an emergency or disaster.
3. The Public Works Department is responsible for the assessment, repair, and operation of City-owned infrastructure. In the event all City and mutual aid resources have been expended, the Public Works Department will notify the City's Emergency Operations Center (EOC) that additional assistance is needed. The EOC will request outside assistance through the Z1 EC or the KC ECC. Every effort will be made to make initial requests through the KC ECC Duty Officer or WebEOC. In the event the Z1 EC and KC ECC are not available, the EOC will submit requests for assistance directly to the state.
4. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the EOC.
5. During a disaster, the Public Works Department will identify the most efficient and effective method of operating the transportation system within the City to appropriately respond to the emergency and will coordinate operations through the EOC with King County Department of Transportation (KCDOT), the Washington Department of Transportation (WSDOT), Washington State Patrol (WSP) and with the Public Works Departments of adjacent cities to provide an effective integrated transportation response within the region.
6. As the extent and transportation needs of an emergency are identified, the Public Works Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency, focusing on pre-establish priority of roads (primary, secondary, tertiary, and neighborhood).
7. In locations where local ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis, whenever possible.

8. The Public Works Department will notify all appropriate agencies, departments and affected individuals through the EOC at the earliest time possible by providing early warning of system changes and roadway conditions.

## **B. Organization**

1. The Public Works Department is the lead agency for the coordination of emergency management activities associated with ESF 1 - Transportation within the City. The Public Works Department has pre-designated individuals to be assigned to the EOC to facilitate the coordination of ESF 1 operations (see ESF 5 - EOC Lines of Succession).

## **C. Actions**

### **1. Preparedness:**

- a. Conduct planning with other agencies and other emergency support functions to refine transportation operations.
- b. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- c. Manage inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups.
- d. Maintain a list of City assets that can be deployed during an emergency; refer to the National Incident Management System (NIMS) Resource Typing when organizing these resources.
- e. Assign and schedule sufficient personnel to implement transportation tasks for an extended period of time.
- f. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and transportation strategies.
- h. Develop and present training courses for personnel assigned to support transportation needs.
- i. Maintain liaison with support agencies.
- j. Conduct All Hazards exercises involving the ESF 1 – Transportation.

### **2. Response:**

- a. Coordinate operations at the EOC and/or at other locations as required.
- b. Coordinate needs and response actions with each transportation agency.



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- c. Establish and maintain a system to support on-scene direction/control and coordination with the EOC, KC ECC, and the State EOC, or other coordination entities as appropriate.
  - d. Utilize evacuation, deployment or demobilization routes to the extent possible.
  - e. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests. Eastside Fire & Rescue's Emergency Medical Services (EMS) will provide or coordinate all transportation for ambulatory, non-ambulatory, medically critical and other special needs persons.
  - f. Establish communications with appropriate field personnel to ensure readiness for timely response.
  - g. Monitor and direct transportation resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation.
  - h. Participate in EOC briefings, development of Incident Action Plans, Situation Reports and meetings.
  - i. Coordinate with support agencies, as needed, to support emergency activities.
  - j. Obtain other resources through the King County RCF or by accessing the Washington State Mutual Aid System, (WAMAS).
  - k. Coordinate all resources into the affected areas from designated staging areas.
  - l. Relay all emergency traffic conditions/regulations to all affected personnel.
  - m. Coordinate with other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies.
  - n. Report to the EOC any traffic control signs/signals needed at locations for general navigation through and around the disaster area.
  - o. Coordinate equipment and staffing required to clear roads.
  - p. Coordinate with Eastside Fire & Rescue for emergency medical air transportation.
  - q. Coordinate with Eastside Fire & Rescue and the Sammamish Police Department for transportation services, including evacuation and transportation of the medically fragile, by non-emergent Transport providers. This includes ensuring that providers have access, as needed, through checkpoint and restricted areas. (See ESF 16 Evacuation Plan).
  - r. Activate the Debris Management Plan as needed to ensure effective and efficient clearance and removal of debris from transportation corridors.

### **3. Recovery:**

The City Manager may appoint a Recovery Coordinator to manage the City's recovery process and a Recovery Task Force made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. Recovery activities for transportation systems in the City will be coordinated by the Public Works department and will include the appropriate agency that has legal responsibility for the roadway if not a city roadway, i.e. King County or Washington State Departments of Transportation.

### **4. Mitigation:**

Mitigation activities for this ESF are covered in the City of Sammamish Annex to the King County Regional Hazard Mitigation Plan.

## **III. RESPONSIBILITIES**

### **A. Lead Agency**

#### **Public Works Department**

- a. Coordinate ESF 1 - Transportation activities with appropriate agencies and jurisdictions.
- b. Facilitate the initial assessment of all transportation routes and report information to the EOC.
- c. Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
- d. Coordinate with the City's Police Department to provide temporary traffic control measures/devices and operational control of traffic signals.
- e. Immediately notify Metro Transit, School Districts, police, fire and other agencies of routes affected by partial or total road closures and detours.
- f. Whenever possible, make temporary emergency repairs, bypasses or alterations to critical transportation routes to ensure movement of emergency responders.
- g. Provide for the safe and effective operation of streets and walkways through the removal of debris per the Debris Management Plan.
- h. Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the

case of an emergency. To the extent possible, deliver this equipment to the site in a timely manner.

- i. Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required in accomplishing this task.
- j. Conduct minor street and structure repair after the decision to perform such services in-house has been made or whenever immediate restoration is critical and possible.
- k. Coordinate the use of alternative transportation routes and assist with the restoration and recovery of the transportation infrastructure.
- l. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- m. Assist with coordinating/identifying evacuation routes during emergency incidents.

## **B. Support Agencies**

### **1. Parks and Recreation Department**

- a. Oversee fleet management of City-owned vehicles.
- b. Coordinate and assist the PW Dept in debris management operations per the debris management plan.
- c. Support emergency repair, recovery, and restoration of affected transportation infrastructure.
- d. Provide a location for debris staging if required in City parks.

### **2. Emergency Operations Center**

- a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b. Notify neighboring jurisdictions, KC ECC, and private owner/operators of transportation infrastructure regarding the status of transportation routes and services within the city once the Public Works Department has conducted the initial assessments.
- c. Coordinate information between various departments within the City to ensure efficient and accurate communication.
- d. Submit requests for additional resources to the Z1 EC, KC ECC or WA EMD.
- e. Provide information on emergency services including evacuation information and routes, staging areas, and transitional shelters.

**3. Sammamish Police Department**

- a. Notify the EOC and Public Works Department of system deficiencies as soon as possible and make recommendations to reduce the impact of impacts on emergency responders and residents.
- b. Provide support for traffic control and damage assessment operations.
- c. Control key transportation intersections as needed to support resident ingress/egress during incidents.
- d. Work with the Public Works Department to identify and resolve high hazard vehicle accident locations and other safety concerns.
- e. Coordinate with the Public Works Department on the movement of equipment, personnel and additional assets to ensure the arrivals for these assets in a timely manner.
- f. Provide security for critical transportation routes.
- g. Assist with the dissemination of transportation information to the public, as appropriate.
- h. Coordinate the towing of private vehicles abandoned or blocking the right of way.

**4. Eastside Fire & Rescue**

- a. Notify the EOC of any damage to transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.
- b. Provide support for hazardous material incidents.
- c. Whenever possible, assist the PW Department in the initial assessment of transportation routes.

**5. Finance**

- a. Track incident expenditures and facilitate the completion and submission of appropriate forms required for State and Federal assistance relating to the reimbursement of expenses incurred by the City during a disaster.

**6. King County**

- a. Provide assistance in accordance with the King County CEMP

**7. Washington State**

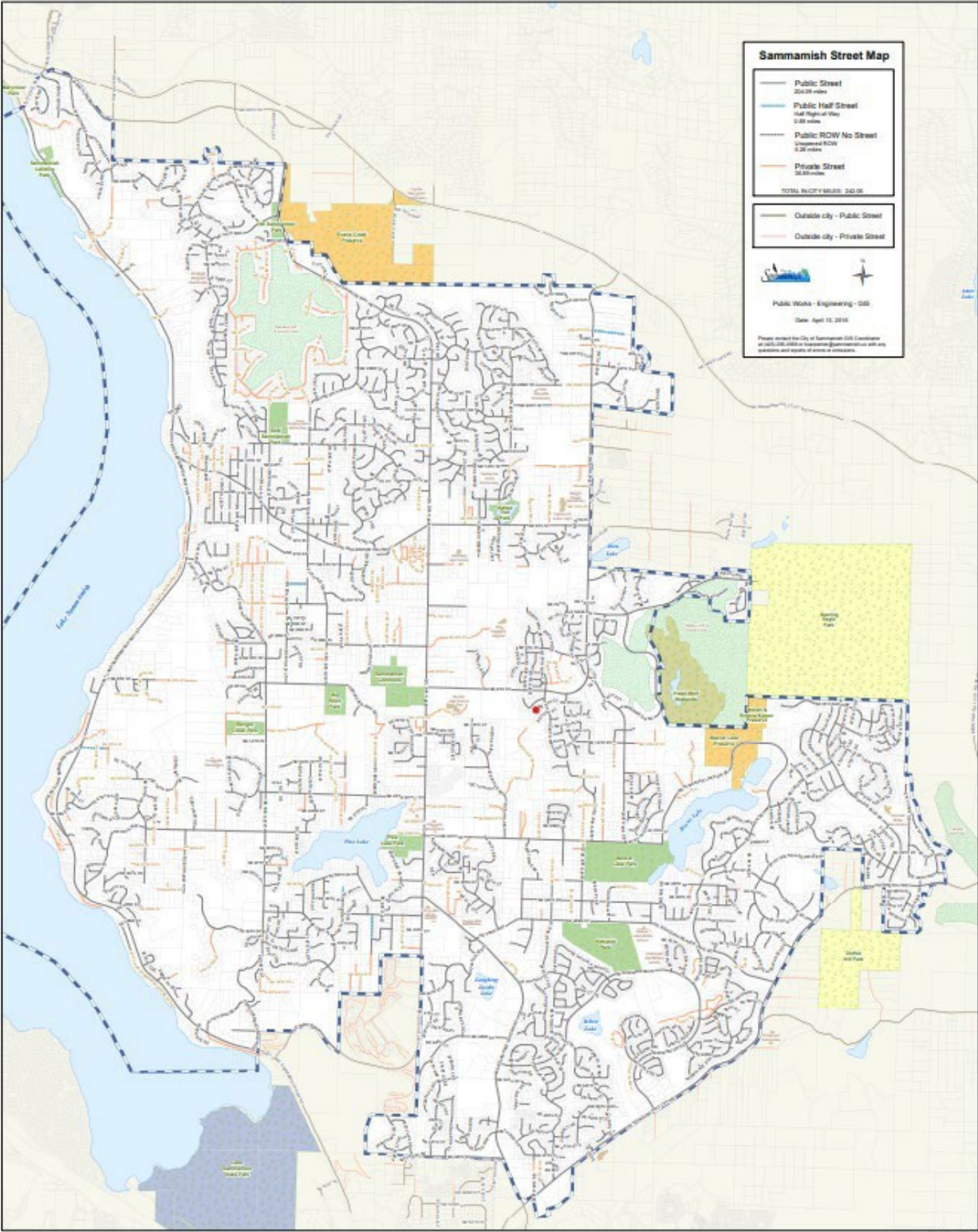
- a. Provide assistance in accordance with the State of Washington CEMP

#### **IV. Resource Requirements**

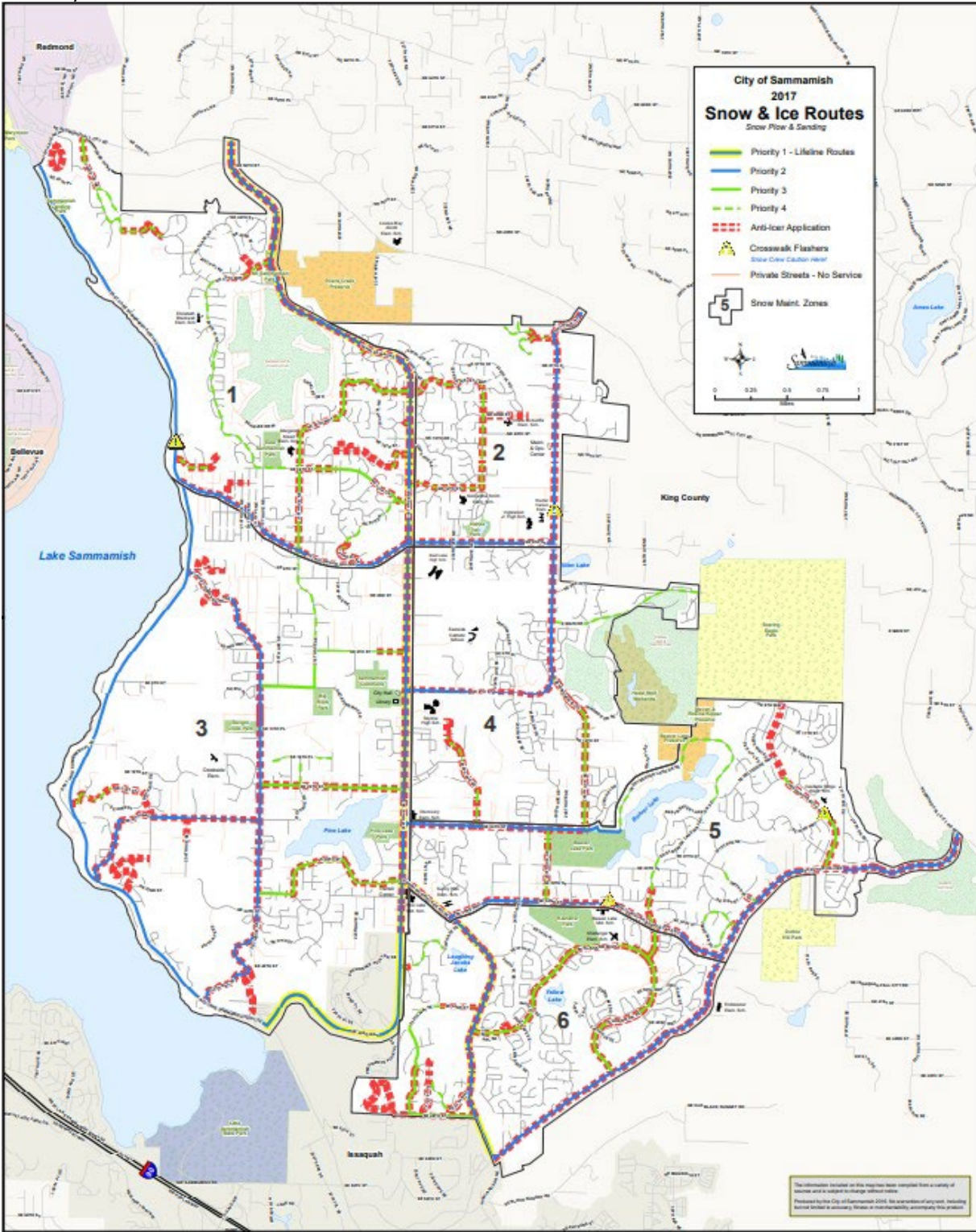
- A.** Resource needs may include vehicles for moving the public and/or resources as well as equipment, supplies, or operators to support incident management operations.

#### **V. References and Policies**

- A.** City of Sammamish Transportation Improvement Plan 2024-2029
- B.** City of Sammamish Snow and Ice Response Plan, updated annually.
- C.** WSDOT City Streets as Part of State Highways Guidelines (2013)
- D.** RCW Chapters 35.68 through 35.73
- E.** Title 47 RCW – Public Highways and Transportation
- F.** WAC 468-18 – City/County Project Coordination







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## **EMERGENCY SUPPORT FUNCTION 2**

### **Communications, Information Systems, and Warning**

**LEAD AGENCY:** City Manager’s Office

**SUPPORT AGENCIES:** IT Department  
Sammamish Police Department  
Eastside Fire & Rescue  
Northeast King County Regional Public Safety Communications Agency  
King County Emergency Coordination Center  
WA State Emergency Management Division  
Telecommunication Providers  
Internet Providers  
WA State Fusion Center  
National Weather Service

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of Emergency Support Function 2: Communications, Information Systems, and Warnings is to describe the coordination of communications, information systems, and warnings particularly related to emergency messaging for the incidents in the City of Sammamish.

### **B. Scope**

This ESF addresses communication and warning assets available to the City, including, but not limited to, voice and data links, telephone and cellular systems, Emergency Radion Network (PSERN), municipal television channels, city owned AM 540 radio station, CodeRed, internet resources, or reader boards. This ESF describes the City’s communication infrastructure systems and operational coordination with communication service providers in order to establish and maintain communications and warning support in preparation for, response to, and recovery from an incident that affects community members and/or City operations. It also addresses the special considerations for communicating with segments of the population with Limited English Proficiency (LEP) and those with other access or function needs.

### **C. Situation**

Local communications, information systems, and warning activities can be hampered due to damaged infrastructure, a surge in use and/or a loss in capacity, or even cyberattack. Most public emergencies will create a demand for local communications and information

resources to support the response, recovery, and restoration of the communication system. Concurrently, commercial communications facilities may sustain widespread damage. Long-term power distribution may also impact the continuity of communications.

#### **D. Assumptions**

1. The EOC will activate resources at a level appropriate to the level of risk presented by a perceived or actual public emergency.
2. Initial communication efforts will focus on coordinating life safety activities.
3. A public emergency occurring within the region will have a negative impact on the communication network, potentially resulting in entire forms of communication being rendered inoperable for days or longer.
4. During a public emergency, the communications and information infrastructure may be impacted, which could limit access to communication resources.
5. A public emergency within or adjacent to the City has the potential to cause loss of life, property, and/or disruption of normal life support.
6. The City may be heavily dependent on outside agencies and vendor assistance to repair significant damage to communication and information systems in order to coordinate communications, information, and warnings during the immediate and post-disaster period.
7. Infrastructure damage and communication disruptions will inhibit efficient coordination of communications, warnings, and information support during the immediate and post-disaster period.
8. The City is heavily dependent on businesses and regional infrastructure to support communications and information needs. This plan depends on the ability for that infrastructure to be operational.
9. Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to communications facilities.
10. Working with the communications industry, assigned staff will restore and support the reconstruction of communications facilities as the situation permits.
11. Residents receiving alerts and warnings will comply with the recommended protective actions.

#### **E. Policies**

1. Section 19.2 of the City of Sammamish Employee Handbook, outlines procedures for interacting and sharing information with the media.

2. RCW 38.52 directs the requirements for LEP public notices regarding public health, safety, and welfare to be provided in languages identified as the primary spoken dialect by 5% of the City's population, or by 1,000 residents.

3. Presidential Executive Order 13166 directs requirements for access to services for persons with LEP to access in a meaningful way.

4. Per RCW 13.60, the Washington State Patrol (WSP) is responsible for issuing America's Missing Broadcast Emergency Response (AMBER) alerts, Endangered Missing Persons Advisories, and Silver Alerts.

5. The Americans with Disabilities Act (ADA) outlines policies for effective communications with people who have vision, hearing, or speech disabilities and use alternative ways to communicate.

## II. CONCEPT OF OPERATIONS

### F. General

1. The EOC may request assistance through the Z1 EC, KC ECC, or the State Emergency Operation Center (SEOC), as necessary.

2. Routine day-to-day modes of communication will continue to be fully utilized when possible. This utilization will depend on the survivability of the equipment and service during the disaster.

3. Since partial or total disruption or normal communications may occur during a disaster, the clear definition of primary and alternate modes of communications is vital to any emergency operations activity. The existing telephone service and cellular mobile phone service and Alert King County (CodeRed), along with the City's AM radio system will provide the basis for attempting to maintain effective communications to the public.

4. The City has access to King County's Alert and Warning system that can call, text, and email emergency information to community members and businesses.

5. Notification of residents regarding emergency information and instructions may also be done through the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the City-owned AM Broadcast system, the City's website or social media accounts, the City's cable channel, door-to-door by uniformed City personnel and mobile loudspeakers.

6. The EAS provides emergency information to the public via local radio and TV stations. The EAS may be activated by contacting the King County Sheriff's Office Communications Center (KCSO) or KC ECC. EAS information may be disseminated over TV and radio stations throughout the area. An Amber Alert is an example of the type of warning that is eligible for an EAS level

of alert and warning. These will be coordinated with the Sammamish PD through their dispatch procedures.

**7.** The federal National Warning System (NAWAS) is the primary means of receiving and disseminating warning(s) to state and local officials within WA. The WA State Warning Point is operation 24 hours per day by the WA EMD, with the WA State Patrol as an alternate warning point. The WA EMD will receive information through NAWAS and disseminate that information to the KCSO, which is a local primary warning point. The KCSO will provide that information to the City's EOC.

**8.** The City is subject to a variety of situations that require rapid dissemination of warning and/or other emergency information to local officials and/or the public. The City will reference the King County CEMP and will follow the procedures outlined in that plan as appropriate.

**9.** The City will utilize translation services to ensure LEP populations are receiving any emergency notifications produced by the City. This may be through services provided by KC ECC, the Trusted Partner Network, or private translation services.

**10.** Initially, the City's first responders will focus on coordinating lifesaving activities and re-establishing communications and control in the disaster area.

**11.** Tests of the warning system will be conducted periodically to familiarize the government and the public with various communication systems.

## **G. Organization**

**1.** The King County Dispatch Communication Center in Renton is a 24-hour facility, which provides a day-to-day 911 answering point and provides communications support for the Sammamish Police Department. Eastside Fire & Rescue is dispatched by the Northeast King County Regional Public Safety Communications Agency (NORCOM), located in Bellevue. The exchange of information during emergencies will be facilitated through both dispatch communication centers to the EOC.

**2.** Communication and coordination between all City departments, the EOC, field command post(s) and the communication centers are critical to the City's ability to effectively coordinate response to a disaster or emergency.

**3.** Additional volunteer radio nets may be activated as necessary to supplement the City's radio systems, such as local amateur radio operators. The city has installed and maintains amateur radio systems in City Hall at the EOC and in three fire stations. The city also has a satellite phone that it may use when cell phone networks are overloaded or damaged. The city will conduct drills and exercises to test these additional communication capabilities.

- 4.** The EOC is housed in the Sammamish City Hall and is also equipped with a generator to supply emergency power to the EOC. The City's backup EOC, located in the Maintenance and Operations Facility, also has a generator. Additionally, the fire stations have alternative power sources.
- 5.** The City's currently available communications capabilities include the following:

  - a. Two-way radios – 800 MHz & VHF (Police, Fire, Public Works)
  - b. Cellular phones for key staff
  - c. Commercial Telephone Systems
  - d. Satellite phone
  - e. Amateur radios
  - f. Computers (email, video call, chat).
  - g. Runners
- 6.** The Sammamish Police Department's radio frequencies are on the 800 MHz PSERN system. The city also has access to multiple mutual aid police frequencies (PSOPS) as well as City and state talk groups.
- 7.** Eastside Fire & Rescue's radio frequencies are on the 800 MHz PSERN radio system as well as mutual aid frequencies with neighboring fire agencies.
- 8.** The Public Works Department utilizes 800 MHz radios with established talk groups.
- 9.** The KCSO will serve as the primary warning point for the National Warning System throughout King County. Alternate originators include KC OEM, NORCOM, and the Seattle Office of Emergency Management.
- 10.** The National Warning Systems (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point, which in turn disseminates the warning to local warning points. These warnings are disseminated over the ACCESS (Teletype) system and received at the King County Communications Center which is monitored 24- hours a day. In addition, the SEOC will disseminate warning information to all authorized emergency management and first responders statewide.
- 11.** The city will generally take the following order of priority of systems for status and repair:

  - a. Telephone network
  - b. EOC
  - c. Public Safety (PD and FD)
  - d. Voicemail
  - e. Data communications network including fiber.

- f. E-mail and messaging
- g. City’s Internet connection
- h. 800 MHz Public Safety Radio network
- i. City-owned amateur radio system
- j. City’s website
- k. City’s data center
- l. Enterprise Computing
- m. Desktop computing
- n. Social Networking Sites (Facebook, Twitter, etc.)

**12. The City’s communications infrastructure has the following components:**

Component	Description	Primary Agency
Fiber	Point-to-Point fiber that facilitates the delivery of voice and data between city facilities	None
Radio – 800 MHz Public Safety and Emergency Management	The city owns several 800 MHz radios that are issued to operations staff, emergency management staff and mounted in key vehicles.	PSERN info@psern.org
Radio – TRIS	TRIS is the Tri-County Radio Interoperability System. TRIS was implemented in 2005 using a combination of federal funds and urban area security initiative funds. TRIS allows some public safety answering points (PSAPs) to patch talk groups between these radio networks in the urban area: PSERN, Snohomish Emergency Radio System (SERS), Tacoma 800 MHz radio, Port of Seattle 800 MHz radio,	King County Radio Communication Services (206) 263-8111
	Washington State Patrol and the Federal Integrated Wireless Network (IWN) which supports a number of DOJ and DHS agencies, including FEMA.	
Telephone Network	Internally maintained and externally connected to CenturyTel Company	CenturyTel Communications
Data Communications	Internal to City of Sammamish	City of Sammamish Information Technologies (IT) Department
Internet connection	King County Institutional Network (I-Net)	City of Sammamish Information Technologies (IT) Department
Intergovernmental network	King County Institutional Network (I-Net)	City of Sammamish Information Technologies (IT) Department

Wireless data network—Public Access	Internal via KC-I-Net	City of Sammamish Information Technologies (IT) Department
Wireless data network—Internal City wireless access points	Internal via KC-I-Net	City of Sammamish Information Technologies (IT) Department
Wireless data network for mobile computing network	Internal via Verizon	City of Sammamish Information Technologies (IT) Department
Cellular telephones	Verizon	City of Sammamish Information Technologies (IT) Department
Text Messaging	Verizon-limited usage to key personnel	City of Sammamish Information Technologies (IT) Department
Paging (Fire)	Via NORCOM	North East King County Regional Public Safety Communications Agency (NORCOM)
Paging (non- Fire)	King County Alert and Warning system accessed through King County Office of Emergency Management. Key staff in the city are trained to use the staff notification portion.	King County Office of Emergency Management
Phone-based Community Notification System	King County Alert and Warning system accessed through King County Office of Emergency Management. Key staff in the city are trained to use the staff notification portion.	Communications Manager
Electronic mail	Internal to the City of Sammamish	City of Sammamish Information Technologies (IT) Department
WebEOC	Key EOC staff have access to the WebEOC for assisting with managing information and resource requests during an activation of the EOC.	EOC and King County Office of Emergency Management
Sammamish's City Website	Provide public facing information for the city on the web and social media site.	Communications Manager

**13.** In general, communications with special needs and vulnerable populations will depend upon the specific needs and general functions of individual departments. The following communications

methods are available for department use:

<b>Communications Method</b>	<b>Description</b>	<b>Potential Applications</b>
City Telephone	Private telephone network internal to City government. Connections to public switched and cellular networks, including long distance.  The city operates a 24 hour, 7 days a week phone number to respond to after-hours incidents.	All applications to populations with landline or cellular telephones.
TTY Capability	The city also has a TTY line for the deaf and hard of hearing that can be accessed during business hours. After business hours, the city relies on the TTY line at the King County Sheriff's Office Dispatch Center to relay messages and requests for City services.	Ability to receive information from the deaf and hard of hearing.
Community Notification	Access to King County's Alert and Warning system through King County OEM.	CodeRed has translation capabilities and distribute emergency alerts in a variety of identified languages.
Trusted Partner Network	King County network of affiliated groups focused on aiding in communications to LEP populations.	Translation services and distribution of emergency communications.
Auxiliary Communications Services	Amateur radio operators (volunteers) who will be stationed at critical sites during a disaster.	Communication to community centers, info hubs and other assembly sites.
Internet: E-Mail	Communications to populations with computer and data networking capability.	Communication to populations whose e-mail address is known.
Internet: Web	Information – mostly one-way, passive communication.	Communication to any population with an Internet connection.
540 AM Radio	The city operates an AM radio frequency to alert the public of emergencies.	Populations who can hear AM radio broadcasts.
Cable TV Channel 21	If cable and electricity are available, the city can use this station to broadcast any relevant	Populations who have cable, electricity, and a TV to receive messages.



	information.	
Internet: social media	Provide notices of information on City Facebook and Twitter accounts. May also be used as two-way communication via comment threads and messaging.	Communication to any population with an Internet connection.
Runners	People can physically go and notify citizens 'in person'. Police, Fire and CERT Personnel may assist with this. This may include verbal and printed material.	Communicate "face-to-face"
Printed Mail	The city can provide emergency messaging to residents in a variety of printed and translated languages	Any resident with a physical address in Sammamish.

## A. Actions

### 1. Preparedness

- a. Conduct planning with partner agencies to refine communications, information systems, and warning operations.
- b. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of necessary communications equipment.
- c. Manage inventory of equipment and other pre-designated assets that are essential to meet communications of special-needs groups.
- d. Assign and schedule sufficient personnel to manage communication functions for an extended period.
- e. Ensure personnel are trained in their responsibilities and duties.
- f. Develop pre-scripted messaging for emergency communications, information systems, and warning strategies, especially for LEP populations who may require translated materials.
- g. Provide training courses for all personnel.
- h. Maintain liaison with supporting agencies and partners capable of assisting in

emergency communications.

i. Conduct All Hazards exercises involving communications, information systems and warning systems.

## **2. Response**

a. Coordinate emergency alerts and notifications in the EOC and/or at other locations as required.

b. Coordinate needs and response actions with all agencies who manage communication functions.

c. Establish and maintain a system to support on-scene direction/control and coordination with the EOC.

d. Coordinate with support agencies to develop, prioritize, and implement strategies for the initial response to EOC requests.

e. Establish communications with appropriate field personnel to ensure readiness for timely response.

f. Evaluate and task the communications, information systems, and warning support requests for threatened and/or impacted areas.

g. Implement disaster assessment teams to determine post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions.

h. Participate in EOC briefings, development of incident action plans and situation reports and meetings.

i. Coordinate with support agencies, as needed, to support emergency activities.

j. Obtain other resources through the King County Regional Coordination Framework for Disasters and Planned Events or by accessing the Washington State Mutual Aid System (WAMAS) and other mutual aid agreements.

k. Coordinate with the Z1-EC and the KC ECC to obtain resources and facilitate an effective emergency response among all participating agencies.

l. Monitor and direct communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency.

## **3. Recovery**

The City Manager may appoint a recovery coordinator to manage the City's recovery process. The City Manager may also appoint a recovery task force, made up of City staff and representatives from key organizations and community groups, to assist in the recovery process and advise on matters related to recovery. The recovery task force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of recovery coordinator may also be assigned to varying personnel as needed and appropriate. In addition, the City will work with all major communications providers to, as quickly and efficiently as possible, recover all the communications system back to their normal operating condition.

The city will ensure that an assessment of emergency communications, including the effectiveness and areas for improvement in how LEP populations received emergency notifications, warning, or other life-safety communications, is included within the after-action reporting process for all real-world incidents.

#### **4. Mitigation**

Mitigation activities for this ESF are covered in the City's Hazard Mitigation Plan.

## **II. RESPONSIBILITIES**

### **A. Lead Agencies**

#### **1. Sammamish Communications Manager**

- a. Develop and maintain communications procedures for the city.
- b. Disseminate warning information received through NWS or NAWAS to residents.
- c. Be prepared to move to a remote receiving and monitoring site should the City's communication systems fail.
- d. Arrange for additional or alternate communications capabilities as necessary.
- e. Activate JIC as needed.
- f. Establish communications capabilities with all City departments and outside agencies as necessary.
- g. Aid with dissemination of warning information through all available communication systems.
- h. Direct emergency communications support activities of the city.
- i. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- j. Assess the need for and obtain telecommunications industry support as required.
- k. Provide support for emergency communications to the public by preparing statements and updating the City's website and social media accounts.

### **B. Support Agencies**

#### **1. Sammamish Police**

- a. Develop and maintain procedures to support City

communications and warning services when requested by the EOC.

- b.** Make personnel available to the EOC to assist in the warning effort, if requested, as feasible and without jeopardizing their primary mission.
- c.** Assisting in public messaging through internal KCSO communications systems and outreach tools.

## **2. Eastside Fire and Rescue**

- a.** Develop and maintain procedures to support City communications and warning services when requested by the EOC.
- b.** Make personnel available to the EOC to assist in the warning effort, if requested, as feasible and without jeopardizing their primary mission.
- c.** Assisting in public messaging through internal EFR communications systems and outreach tools.
- d.** Provide Fire Corps amateur radio operators if requested to support continuity of communications.

## **3. Information Technology Department**

- a.** Maintain all available city communications equipment in serviceable and ready condition.
- b.** Ensure proper working order of all city communications equipment and frequencies through routine tests or normal day-to-day operations.
- c.** Develop and maintain an inventory of city communications capabilities and resources.
- d.** Provide communications support as requested.
- e.** Maintain all available EOC communication equipment in serviceable and ready condition.
- f.** Advise the EOC on the status and capabilities of emergency communications systems.

## **4. King County Emergency Coordination Center – KC ECC**

- a.** Activate the EAS network for public information and warning.

**b.** Activate the CodeRed emergency notifications as requested by the City of Sammamish.

**c.** Activate volunteer radio networks as necessary.

#### **5. Washington State Emergency Management Division**

**a.** Maintain overall responsibility for planning and coordinating the emergency communications program within the State as identified in the Washington State Comprehensive Emergency Management Plan.

**b.** May facilitate emergency communications through other state communications assets.

**c.** Operate the State Alert and Warning Center 24 hours a day as the primary warning point for the FEMA National Warning System (NAWAS), with operational assistance provided by the Washington State Patrol.

**d.** Activate the EAS to disseminate emergency information to the public as requested.

**e.** Provide coordination of State resources to provide support when all local, regional, and county resources have been expended.

**f.** Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).

**g.** Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

## **EMERGENCY SUPPORT FUNCTION 3**

### **Public Works and Engineering**

<b>LEAD AGENCY:</b>	<b>Public Works Department</b>
<b>SUPPORT AGENCIES:</b>	<b>Parks and Recreation Eastside Fire &amp; Rescue Community Development Sammamish PD Sammamish Plateau Water District Northeast Sammamish Sewer and Water District Republic Services King County Emergency Coordination Center WA State Emergency Management Division</b>

#### **INTRODUCTION**

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

The purpose of Emergency Support Function 3: Public Works and Engineering is to describe the coordination of City-maintained infrastructure including water, wastewater, surface water systems, and solid waste/debris disposal; to coordinate with non-City owned public utilities during incidents; and to address other incident-related issues such as technical advice and evaluations, engineering services, construction management and inspection, emergency repair, and debris management.

##### **B. Scope**

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

- 1.** Damage assessments
- 2.** Debris management
- 3.** Coordinating with local water and sewer service providers
- 4.** Coordination of water and wastewater services
- 5.** Temporary repair of essential facilities
- 6.** Inspection of facilities for structural condition and safety
- 7.** Emergency permitting and inspections
- 8.** Demolition of unsafe structures
- 9.** Emergency contracting to support public health and safety, such as providing for debris removal, potable water, ice and power
- 10.** Provision of basic sanitation support excluding portable sanitation facilities.

##### **C. Situation**

The City of Sammamish is dependent on outside providers for a variety of utility services and may not be able to fully restore such services until these providers are able to respond and restore their infrastructure.

The City's water infrastructure is primarily constructed from rigid, non-flexible pipes that may be susceptible to breaking during an earthquake or other land movement.

Disruption or damage from hazards may create a variety of debris including, but not limited to, trees and other vegetative organic matter, building and construction material, hazardous materials, appliances, personal property, mud, and sediment. The City contracts debris removal for garbage and recycling.

#### **D. Assumptions**

1. Disruption or damage to one utility system may cause disruption or damage to another utility system due to their interrelated nature and dependencies.
2. Equipment or facilities owned by the infrastructure owner/operators, such as pumps, lift stations, and vehicles may be damaged and be unavailable or non-functional during an incident.
3. City-based private utility assets may have a lower restoration and repair priority than regional assets.
4. Emergency response and recovery activities that rely on the use of utility infrastructure will likely be impacted and may be delayed without them. Residents with health vulnerabilities may face a greater impact from the loss of utility system service than others (e.g., individuals who depend on home dialysis).
5. The city is dependent on utility service providers for critical resources.
6. Potable water is a critical resource for response and recovery.
7. A disruption or damage to an element of the utility system has the potential to cause significant environmental damage.
8. The City does not control all of the utility services delivered to our community.
9. Individuals with access and functional needs are likely to be more dependent on utility systems than others.
10. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities in accordance with the debris management plan. A public emergency occurring within the region will have a negative impact on the transportation network.
11. The City will respond in accordance with its 2021 Debris Management Plan.

#### **E. Policies**

1. City of Sammamish Debris Management Plan 2021.

2. Revised Code of Washington (RCW) Title 80 – Public Utilities, outlines regulations for utility providers and services and regulates emergency operations and priorities for private utilities.
3. Washington Administrative Code (WAC) Title 480 – Utilities and Transportation Commission, establishes that emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission (WUTC).
4. America’s Water Infrastructure Act (AWIA) of 2020, requires water utility providers to establish a utility emergency response plan and conduct a risk and resilience assessment every 5 years.
5. Per the National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit, the City is required to implement an Illicit Discharge Detection and Elimination (IDDE) program to prevent contamination of surface water and groundwater. Surface Water Engineering Spill-IDDE Response Guidance Manual and Maintenance Spill-IDDE Response Guidance Document provide guidance to staff related to spills.
6. The Safe Drinking Water Act (SDWA) regulates standards for drinking water to protect against both naturally occurring and man-made contaminants.

## **II. Concept of Operations**

### **A. General**

1. Sammamish Public Works maintains on-call standby staff who are the primary point of after-hours contact for ESF 3 related incident response. Standby personnel assess situations and activate additional support or response, as needed.
2. PW SOPs contain detailed procedures for responding to a variety of potential incidents, including issues with water, wastewater, surface water, and sewage infrastructure, as well as call-out and communication procedures.
3. Special purpose districts maintain utility services including but not limited to supply and storage of potable water, collection and transmission of wastewater, collection, transmission, and release of surface water, and removal of solid waste/recycled material.
4. In the event of a water shortage, emergency water demand reduction measures are coordinated through water utility providers within the jurisdiction and supported by City resources if able.



5. The City's Capital Improvement Program (CIP) addresses construction, repair, maintenance, and acquisition of major capital facilities and equipment. The CIP helps guide mitigation activities and maintain service levels.

6. The PW Incident Commander (IC) will provide regular status reports to the Emergency Operations Center (EOC).

7. Access to the disaster areas may be dependent upon the re-establishment of ground routes. Debris clearance and removal will be conducted in accordance with the Debris Management Plan.

8. Water and sewer services are provided by two municipal corporations, the Northeast Sammamish Sewer and Water District and Sammamish Plateau Water. Recycling and solid waste collection and disposal are provided by the City through contracts with Republic Services. During an emergency or disaster, the reestablishment of these services will be the responsibility of the service provider. However, the City will assist with efforts within the City as resources allow.

**B. Organization**

1. The City's Public Works Department is the lead for coordination of activities within this ESF. The Building Official, within the Community Development Department, is the lead for the permitting and building safety activities with this ESF.
2. The City's staff will be mobilized on a case-by-case basis. This will normally be done by telephone through the department's notification procedures. As communication systems may fail in a major event, Public Works staff should report to work as soon as possible following obvious major disasters, regardless of whether they have been notified.
3. Communications between the Incident Commander and the EOC will be through established channels. (See ESF #2 - Communications)
4. The Director of Public Works and the Building Official, or their designees, will report to the EOC to provide direction and control for department resources and coordination with the EOC.
5. Department personnel will operate according to departmental standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
6. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
7. The City may utilize volunteer emergency workers to assist with response efforts in accordance with WAC 118-04, managed by the Emergency Management Department.

8. Assistance from the county, state and federal governments may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures and provide emergency water for human health needs and firefighting.
9. Resources or public works assistance may be available through existing mutual aid agreements and/or contracts through private businesses within the City.
10. Additional resources may be available from regional, county, state and federal agencies. When necessary, the EOC will submit requests for additional resources to KC ECC or directly to the WA EMD if the county is unavailable.
11. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.

## **C. Actions**

### **1. Preparedness**

- a. Coordination will be needed with Emergency Management (ESF 5) to assess potential damage, loss of functionality of essential facilities and volume of debris to scale mission requirements for each function under ESF 3.
- b. Conduct planning with other public works and utility agencies and other emergency support functions to refine public works and engineering operations,
- c. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- d. Manage inventory of equipment and other pre-designated assets that are essential to meeting the engineering and public works obligations.
- e. Maintain a list of public works assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable.
- f. Assign and schedule sufficient personnel to implement public works tasks for an extended period of time.
- g. Conduct vulnerability analyses at critical facilities and make recommendation to improve the physical security.
- h. Ensure lead agency personnel are trained in their responsibilities and duties.
- i. Develop and implement emergency response and transportation strategies.

- j. Develop and present training courses for personnel.
- k. Maintain liaison with support agencies.
- l. Conduct all-hazards exercises involving public works functions.
- m. Conduct joint training and exercises with City utility special purpose districts.
- n. Maintain a list of construction contractors and engineering firms that regularly assist the city.

## **2. Response**

- a. Coordinate operations at the EOC, Maintenance and Operations Center and/or at other locations, as required.
- b. Establish and maintain a system to support on-scene direction/control and coordination with the EOC, special purpose district, utility providers, KC ECC, State EOC or other coordination entities, as appropriate.
- c. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests.
- d. Establish communications with appropriate field personnel to ensure readiness for a timely response.
- e. Evaluate and task the public works and engineering requests for threatened and/or impacted areas, implement disaster assessment teams to determine the post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions.
- f. Participate in EOC briefings, development of Incident Action Plans, Situation Reports and meetings.
- g. Coordinate with support agencies to support emergency activities, as needed.
- h. Coordinate with other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies (this will be managed through the EOC if it is activated).
- i. Monitor and direct communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation.
- j. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment and supplies in areas affected by an emergency or disaster.

- k.** Contact the City's provider for debris and waste to coordinate the provision of collection bins at specified debris drop off points identified by the City.
- l.** Provide trained personnel/crews to restore services and/or repair assets.
- m.** Provide equipment and trained personnel to perform debris clearance.
- n.** Provide heavy equipment and trained operators to perform work.
- o.** Arrange for contracting with design or engineering professionals, contractors, and equipment suppliers to augment/replace critical goods and services.
- p.** Issue boil water notifications as needed.

### **3. Recovery**

- a.** Consolidate a list of damaged City-owned utility infrastructure including photos, estimated restoration requirements, and timelines.
- b.** Coordinate the restoration and/or repair of City-owned utility systems and private utility systems.
- c.** Document response operations and repair to ensure compliance with FEMA PA guidelines.

### **4. Mitigation**

Mitigation activities for this ESF are covered in the City of Sammamish Hazard Mitigation Plan and the mitigation plans of Sammamish Plateau Water and Northeast Sammamish Sewer and Water.

## **III. RESPONSIBILITIES**

### **A. Lead Agency**

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

- a.** Maintain operation of the public storm drain and street systems.
- b.** Coordinate with local water and sewer purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another. The Public Works Department will communicate health and environmental hazards to the EOC and other appropriate agencies.
- c.** Provide damage assessment of public works facilities, transportation routes and essential City-owned buildings. The Public Works Department will provide for emergency repair and restoration of City-owned facilities.

- d.** Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to:
  - Maintain passable vehicular circulation on priority routes;
  - Control flooding on public drainage ways or resulting from the failure of public drainage ways;
  - Mitigate damage to public utilities;
  - Mitigate damage to any facility, public or private, resulting from the failure of public utilities.
  
- e.** Coordinate with private utility companies and other private and public organizations responsible for drinking water, sanitary sewer, electricity, natural gas, telephone and solid waste collection services to ensure all response and recovery operations within the City are done in an efficient and effective manner.
- f.** Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots. Eastside Fire & Rescue will coordinate efforts that are determined to be of an emergency nature (i.e. hazards to life or property).
  
- g.** Perform and/or contract for major recovery work as appropriate for City-owned buildings and public works infrastructure.
  
- h.** Provide expertise and recommendations for stability of slopes and sensitive areas.
- i.** Coordinate all operations and resources in the field from the incident command post during response and recovery efforts.
  
- j.** Ensure the solid waste contract includes measures for the removal and disposal of all disaster debris.

## **B. Support Agencies**

### **1. Community Development Department**

- a.** Support initial inspection of structural conditions and safety, as requested.
  
- b.** Provide building inspections of public and private buildings, as requested.
  
- c.** Provide enforcement actions: closing buildings, limiting entry, etc.
  
- d.** Coordinate with the EOC and Public Information Officer on warnings, closures, and other public information.
  
- e.** Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including the stability of slopes and

sensitive areas.

- f. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.
- g. Assess and make recommendations for environmental damage to streams, bluffs, shorelines and riverbanks.
- h. Review repair, reconstruction and replacement of structures for compliance with building, land use and environmental regulations.
- i. Where necessary and appropriate, issue emergency permits to protect threatened public and private improvements.
- j. Document damages and costs.
- k. Maintain a listing of construction contractors and engineering consulting firms with active contracts who would be available to assist with infrastructure repairs.
- l. Maintain an alternate list of contractors and engineers who do not have active jurisdiction contracts, but who have expressed interest in assisting.

## **2. Parks and Recreation Department**

- a. Appropriate staff will be assigned to Public Works Maintenance Division to provide support when requested.
- b. Identify appropriate staging areas, as needed.
- c. Provide staffing to support debris management operations per the Debris Management plan.
- d. Coordinate shelter, food, and support for incoming resource teams.

## **3. Eastside Fire & Rescue**

- a. Provide support to Public Works for hazardous materials spills or leaks.
- b. Provide emergency building shoring.

## **4. Sammamish Police Department**

- a. Aid in implementing road closures, traffic control, and detours for roadways.
- b. Provide perimeter control due to unsafe conditions.

**5. King County Emergency Coordination Center**

- a. Facilitate the acquisition and coordination of additional resources through KC ECC and WA EMD.
- b. Assist in the coordination of private CIKR owner/operators as needed.

**6. Washington State Emergency Management Division**

- a. Provide coordination of state resources to provide support when all local, regional and county resources have been expended.
- b. Facilitate the requisition of resources from within the state using the Washington State Mutual Aid System (WAMAS) and from other states through the Emergency Management Assistance Compact (EMAC).
- c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

**7. Sammamish Plateau Water**

- a. Maintain operations of and make repairs to water system infrastructure.
- b. Notify PW of utility system disruptions or failures affecting the City's service area.

**8. Northeast Sammamish Sewer and Water**

- a. Maintain operations of and make repairs to water system infrastructure.
- b. Notify PW of utility system disruptions or failures affecting the City's service area.

**9. Republic Services**

- a. Currently provides trash, recycling, and compost services for the city as its vendor.
- b. Assist with debris management, removal, storage, and disposal.

**IV. REFERENCES**

- City of Sammamish Debris Management Plan
- Insert interlocal agreements between Sammamish and water district.
- Insert contract for waste management with Republic services.
- King County Comprehensive Emergency Management Plan

- Washington State Comprehensive Emergency Management Plan
- King County Regional Coordination Framework
- King County Comprehensive Solid Waste Management Plan
- Applied Technology Council - ATC-20-1, ACT-45
- RCW 38.52
- WAC 118



## **EMERGENCY SUPPORT FUNCTION 4**

### **Fire Protection**

<b>LEAD AGENCY:</b>	<b>Eastside Fire &amp; Rescue</b>
<b>SUPPORT AGENCIES:</b>	<b>Sammamish Public Works Department Sammamish PD Northeast King County Regional Public Safety Communication Agency King County Fire Departments King County Sheriff's Office – Fire Investigation Unit Sammamish Plateau Water and Sewer Northeast Sammamish Water and Sewer WA State Department of Natural Resources</b>

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of Emergency Support Function 4: Fire Protection is to describe the coordination of fire protection resources within the City of Sammamish.

### **B. Scope**

This ESF addresses the coordination of fire protection operations, including but not limited to fire suppression, wildfire mitigation, and fire prevention inspections. Specific aspects of this ESF may be leveraged at any time; however, this document is not intended to be used for daily fire operations, but rather for National Incident Management System (NIMS) Type 1-4 incidents when local resources may be overwhelmed. While ESF 4 focuses on fire suppression-related topics, there are several other fire services that are covered briefly here and in more detail in other ESFs, including hazardous materials response, specialized rescue operations, and emergency medical services. This annex's concept of operations will provide operational assumptions for two scenarios, the first being a localized incident involving primarily Sammamish and the second being a regional incident where EF&R and mutual aid resources from outside of the jurisdiction may be limited.

### **C. Situation**

Eastside Fire & Rescue provides service to roughly 221.5 square miles that is home to a variety of hazards which could pose a direct and indirect risk of structural and wildland fires.

Catastrophic disasters will impact lifeline infrastructure and limit the ability to conduct urban and wildland firefighting options. Damage to transportation, communication, and water infrastructure will further exacerbate these limitations.

EF&R's service area encompasses much of the Wildland Urban Interface areas found in King County. 44% of EF&R's total service area is classified as medium risk intermix areas and 12% is high-risk interface (see Attachment 1 - EF&R Wildland-Urban Interface/Intermix Area Map).

The presence of the Williams Pipeline poses significant fire risk in the event of a pipeline fire or explosion. The 40" high pressure natural gas pipeline and adjacent wildland interface/intermix could result in a significant wildfire if the pipeline failed.

#### **D. Assumptions**

1. Fire protection activities include an element of risk, and the city will take a measured approach to acceptable risk when conducting incident activities, as there is no way to remove all risk from first response actions.
2. There will be a lack of available resources from other EF&R partner cities and mutual aid in all regional emergencies and disasters.
3. The City may experience a shortage of qualified response personnel, including assistance and resources from other EF&R services areas and through mutual aid agreements as many EF&R employees do not reside in the service area and would have difficulties in returning to work if transportation infrastructure is impacted.
4. Operations may be restricted or altered based on the availability of qualified fire personnel, water supply, response apparatus, support agencies, damage to critical infrastructure, and/or risk to the community.
5. EF&R will be operating under resource emergency protocols and dispatching resources based on incident priority.
6. Fires may occur as cascading effects from other hazards within an incident.
7. NORCOM will provide dispatch and incident radio communications support.
8. Automatic aid will be impacted in large-scale incidents or regional
9. EF&R may not have enough personnel to physically staff positions within jurisdictional EOCs in a regional incident.

#### **E. Policies**

The Eastside Fire & Rescue Operations Policy and Procedures/Guidelines outlines internal departmental response and procedures.

The Eastside Fire & Rescue Interlocal Agreement establishes EF&R as the service provider of fire prevention, fire suppression, emergency medical, rescue, and hazardous materials

response for King County Fire District 10 & 38, the City of Sammamish, the City of Issaquah, and the City of North Bend.

The separate interlocal agreement for Fire and Emergency Medical Services, with Woodinville Fire & Rescue, establishes EF&R as the service provider of fire prevention, fire suppression, emergency medical, rescue, and hazardous materials response for the City of Woodinville and Fire Protection District 36.

The City of Sammamish [enter specific jurisdictional ordinance] adopts the International Fire Code (IFC) as part of the Sammamish Code.

The North East King County Regional Public Safety Communications Agency Interlocal Agreement establishes NORCOM as the emergency dispatch and emergency service communications provider for all EF&R assets.

The Washington State Fire Services Resources Mobilization Plan provides a mechanism for fire service resources to respond to fires, disasters, or other events that meet the intent of the Mobilization Plan Legislation (RCW 43.43.961).

Washington Administrative Code (WAC) 296-305 – Safety Standards for Firefighters, outlines safety requirements for all firefighting operations.

## II. Concept of Operations

### A. General

Eastside Fire and Rescue is the lead agency for fire protection as well as technical and heavy rescue activities within the communities of Carnation, Issaquah, May Valley, North Bend, Preston, Sammamish, Tiger Mountain, Wilderness Rim, and Woodinville. The agency works in coordination with other City, County, and State agencies. EF&R operates 12 staffed fire stations, 2 unstaffed stations, and a Headquarters office located within the City of Issaquah. Each station, location, and apparatus located at each are detailed below. Station Location Map for additional information:

- Station 71 - 190 East Sunset Way, Issaquah  
Aid Car  
Ladder/Tiller
- Station 72 - 1575 NW Maple Street, Issaquah  
Engine  
Battalion Chief
- Station 73 - 1280 NE Park Drive, Issaquah  
Engine  
Hazmat

Medic

- Station 78 - 20720 SE May Valley Road, Issaquah  
Aid Car  
Engine  
Brush Truck
- Station 81 – 2030 212th Ave SE, Sammamish  
Aid Car  
Battalion Chief (located in Fall City Fire Station 152)
- Station 82 – 1851 228th Ave NE, Sammamish  
Engine  
Brush Truck
- Station 83 – 3425 Issaquah Pine Lake Rd SE, Sammamish  
Engine  
Tender
- Station 85 – 3600 Tolt Avenue NE, Carnation  
Aid Car  
Boat  
Engine  
Tender
- Station 87 - 500 Maloney Grove Avenue SE, North Bend  
Aid Car  
Engine  
Medic  
Tender  
Brush Truck  
Rescue
- Station 31 – 17718 Woodinville-Snohomish Rd, Woodinville  
Aid Car  
Engine  
Ladder/Tiller  
Brush Truck  
Battalion Chief
- Station 33 – 19401 NE 133rd Street, Woodinville  
Engine  
Aid Car
- Station 35 – 17825 Avondale Road, Woodinville  
Aid Car  
Engine

## Medic

- Station 74 (unstaffed) – 8641 Preston Fall City Rd SE, Issaquah
- Station 86 (unstaffed) – 10644 East Lake Joy Dr. NE, Carnation

The Fire Chief, or designee, shall provide direction and control over agency resources. Eastside Fire & Rescue personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations occur, and command and policy guidance is not available.

Firefighting operations are often complex and routinely involve staff support and coordination resources from outside of an individual jurisdiction. During a regional emergency or disaster, the ability to conduct normal operations and provide firefighting assets from outside of the jurisdictions where those assets are located daily will be limited, so will the traditional mutual aid resources available for localized incidents.

During routine operations, Eastside Fire & Rescue has adopted turnout time standards (Turnout time equates to the time from the receipt of a dispatched alarm by the firefighting crew, until they indicate, either verbally or electronically, that they are enroute to the incident) of 75 seconds for daytime EMS incidents, 90 seconds for nighttime EMS incidents, 105 seconds for daytime Fire incidents, 150 seconds for nighttime Fire incidents.

Eastside Fire & Rescue has also adopted an urban response/travel time standard of seven minutes (7:00), a response/travel time standard of eight minutes (8:00) for suburban fire incident for the arrival of the first responding unit on a Fire incident, which the Agency should meet 90% of the time.

Per the King County Fire Resource Plan, EF&R will exhaust its own capabilities, and those identified by the King County Fire Chief's automatic aid agreement, prior to seeking assistance through the Washington State Fire Services Resources Mobilization Plan.

King County is divided into three (3) Fire Zones. [Enter Jurisdiction Name] is located within Fire Zone 1. The King County Fire Resources Plan (a separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.

Standard operating procedures will be implemented whenever possible; however, when the needs of the incident dictate, responders may need to develop creative or alternate methods of service delivery.

If the EF&R's response capabilities are overwhelmed, the on-duty Battalion Chief (BC) may request a Resource Emergency with NORCOM. Resource Emergency allows the Department to manually dispatch most non-emergency calls to manage available resources and focus on priority calls.

EF&R's Emergency Management Division will support EF&R operations as requested by the BC or other Chief, which may include requesting jurisdictional EOC activation; supporting logistics, planning, or situational awareness; and/or making contacts to City, partner, or regional agencies. If EF&R moves to Resource Emergency, {Enter jurisdiction name}'s EOC may activate to support response efforts. Field operations will share situation and damage assessment information with the EOC through the EOC Operations Section.

If an incident occurs that leverages fire as a weapon to intentionally cause harm, a joint command and response will be established between fire and police agencies.

## **B. Organization**

EF&R is comprised of organizational divisions that meet the operational, administrative, logistics, customer risk reduction, peer support and safety needs of the Department. The Fire Chief provides overall leadership and is responsible for effective management, and service delivery of all aspects of the agency. The Deputy Fire Chiefs and Deputy Directors oversee their respective divisions ensuring the overall day-to-day readiness of all aspects of the Agency.

The Operations Division of EF&R is responsible for emergency response and incident mitigation for fires, medical emergencies, hazardous materials, urban search, rescue, and other emergencies. The Operations division is charged with ensuring that personnel meet established training guidelines so that the Department can meet any emergency response challenge. The Special Operations teams represent personnel with additional training normally not required of a firefighter. With the diverse area the Agency serves, these teams were established to meet the challenges and dangers of specific rescue environments. The teams include Technical Rescue, Wildland Firefighting, and HazMat.

In addition to suppression personnel, line personnel assigned to day shift roles in EF&R maintain their operational status as first responders and may be temporarily reassigned in support of incident operations.

EF&R maintains an Emergency Management Division that can provide daily and incident support to EF&R personnel as requested. The EMD will support the EF&R Department

Operations Center (DOC) or jurisdictional Emergency Operations Center (EOC) in support of incident management as appropriate.

## **C. Communications**

Communications for firefighting operations will occur via 800 MHz public safety radio capability and/or face-to-face interactions. If public safety radio communications are not functional, alternate methods of communication such as cell phones, HAM radio (utilizing Fire Corps volunteers), and/or message runners may be leveraged.

NORCOM answers 911 calls and dispatches units following NORCOM Operational Policies. In addition, NORCOM provides incident support through incident documentation, calling utility partners when assistance is needed, notifying EF&R resources for on-scene assistance or move-ups for area coverage, and maintaining a timeline of each dispatched response through the Computer Aided Dispatch (CAD) system.

To mobilize off-duty personnel, the on-duty BC, or Operations BC, will use the agency provided paging system to contact staff.

During localized emergencies expanding beyond the city limits of (insert jurisdiction name), but within Zone 1, fire resources will be requested via NORCOM. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator facilitates zone-wide allocation of fire and rescue resources.

The King County Fire Service Coordinator shall coordinate the distribution of fire and rescue resources in incidents involving areas greater than a single fire zone. Coordination for Zone 1 activities shall be through the King County Zone 1 Coordinator and ESF 4 desk at the King County ECC if activated.

When a resource emergency is necessary to manage call volume, the on-duty BC will contact NORCOM via radio and/or phone and request an adjustment to operational status. Eastside Fire & Rescue will follow Standard Operating Procedures for Resource Emergency and staff appropriate personnel to track and prioritize incoming incidents. If there is any indication of criminal activity related to the cause or source of a fire, police will be notified by NORCOM, and appropriate investigative personnel will report to the scene. Through Unified Command and following standard procedures, EF&R and local law enforcement will work together to manage, investigate, and resolve the incident.

## **D. Actions**

### **1. Preparedness**

- a.** Lead regional efforts in Community Wildfire Protection Planning efforts.
- b.** Continually refine and revise operational plans, SOPs, and tactics.
- c.** Conduct drills and exercises to test equipment and refine fire protection standard operating procedures.
- d.** Ensure NIMS compliance and robust training and education in the Incident Command System (ICS).
- e.** Support community fire protection education efforts through station tours,

public engagement and outreach, and participation in community safety activities.

f. Participate in school and business fire drills, as resources allow.

## **2. Response**

a. Establish communication with and gather situational status from fire stations, departments, and partner agencies that support ESF 4.

b. Conduct fire suppression, rescue, and life safety activities within the EF&R's service area.

c. Prioritize and respond to incidents based on incident priorities.

d. Monitor and facilitate fire personnel accountability and safety.

e. Coordinate with supporting agencies.

f. Establish Departmental Operations Center (DOC) and/or provide personnel to jurisdictional EOCs.

## **3. Recovery**

a. Coordinates restocking, replacement, or restoration of EF&R facilities, apparatus, and equipment to at least pre-incident conditions.

b. Assist with damage assessment of jurisdictional facilities, and community assets as identified, able, and requested.

c. Assists in disaster cost recovery through the utilization of FEMA Public Assistance (PA) and Fire Management Assistance Grants (FMAG).

d. Support investigation and prosecution of criminal activity related to fire scenes.

## **4. Mitigation**

a. EF&R Fire Prevention personnel conduct fire and life safety inspections of business and residential structures.

b. Review plans prior to issuance of construction/building permits.

c. Maintain basic fire protection supplies and reserve apparatus for use to manage surge demands during an incident.

d. Maintain contact list, including phone numbers and residence address, of responders.



e. Maintain automatic aid, mutual aid, and Washington State Fire Mobilization agreements with jurisdictions for support when EF&R fire or rescue assets become overwhelmed.

f. Provide risk assessments and educational materials related to wildfire risk reduction.

### **III. RESPONSIBILITIES**

#### **A. Lead Agency**

##### **1. Eastside Fire & Rescue**

a. Provide fire protection and rescue operations.

b. Detect and suppress urban and wildland fires.

c. Coordinate and/or provide urban search and rescue and technical rescue services.

d. Implement the King County Fire Resources Plan and the Washington State Fire Services Resource Mobilization Plan.

e. Maintain departmental SOPs.

f. Maintain fire protection supplies and equipment.

g. Conduct new-construction plan review and inspection for compliance with the International Fire and Building Codes, applicable local codes, ordinances, standards, and regulations.

h. Inspect existing occupancy and operational permits.

i. Issue operational permits to types of use, storage, or activities that have extra potential to create risk in the community.

j. Manage annual occupancy fire and life safety inspections.

k. Provide fire protection assessment for mass care and/or temporary City operations facilities.

l. Provide logistical, planning, and/or situational awareness assistance to fire operations.

m. Activate and manage the DOC in support of fire operations and/or resource emergencies.

n. Coordinate EF&R operations with partner jurisdiction EOCs.

o. Make notifications to City, partner, and/or regional agencies affected or supporting fire operations as appropriate.

#### **B. Support Agencies**

##### **1. Sammamish Police Department**

a. Provide support for firefighting activities including security, traffic control and crime- scene support.

- b.** Provide evacuation coordination, assist in door-to-door notifications and provide security to evacuated property.

## **2. Public Works**

- a.** Coordinate with local water districts to ensure adequate water supply for fire suppression.
- b.** Assist with technical rescue, as appropriate.
- c.** Manage debris removal/clearance to assist in fire protection operations.

## **3. North East King County Regional Public Safety Communication Agency (NORCOM)**

- a.** Take 911 calls from the public where fire or emergency medical services may be needed.
  
- b.** Dispatch fire resources to calls for service.
  
- c.** Manage move-ups of apparatus from local fire departments to provide backfill coverage during a significant incident.

## **4. King County Fire Departments**

- a.** Support regional Memorandums of Understanding (MOUs) and response plans.
  
- b.** Provide automatic mutual aid as appropriate.
  
- c.** Support move-ups of apparatus from local fire departments to provide backfill coverage during a significant incident.

## **5. King County Sheriff's Office – Fire Investigation Unit**

- a.** Conducts comprehensive fire investigations to determine the origin and cause of fires and performs criminal investigation of those fires determined to be arson.
  
- b.** Investigates associated crimes that were perpetrated in the commission of an arson fire.
  
- c.** Participate in courtroom testimony and depositions rendering expert opinions.

## **6. WA State Department of Natural Resources**

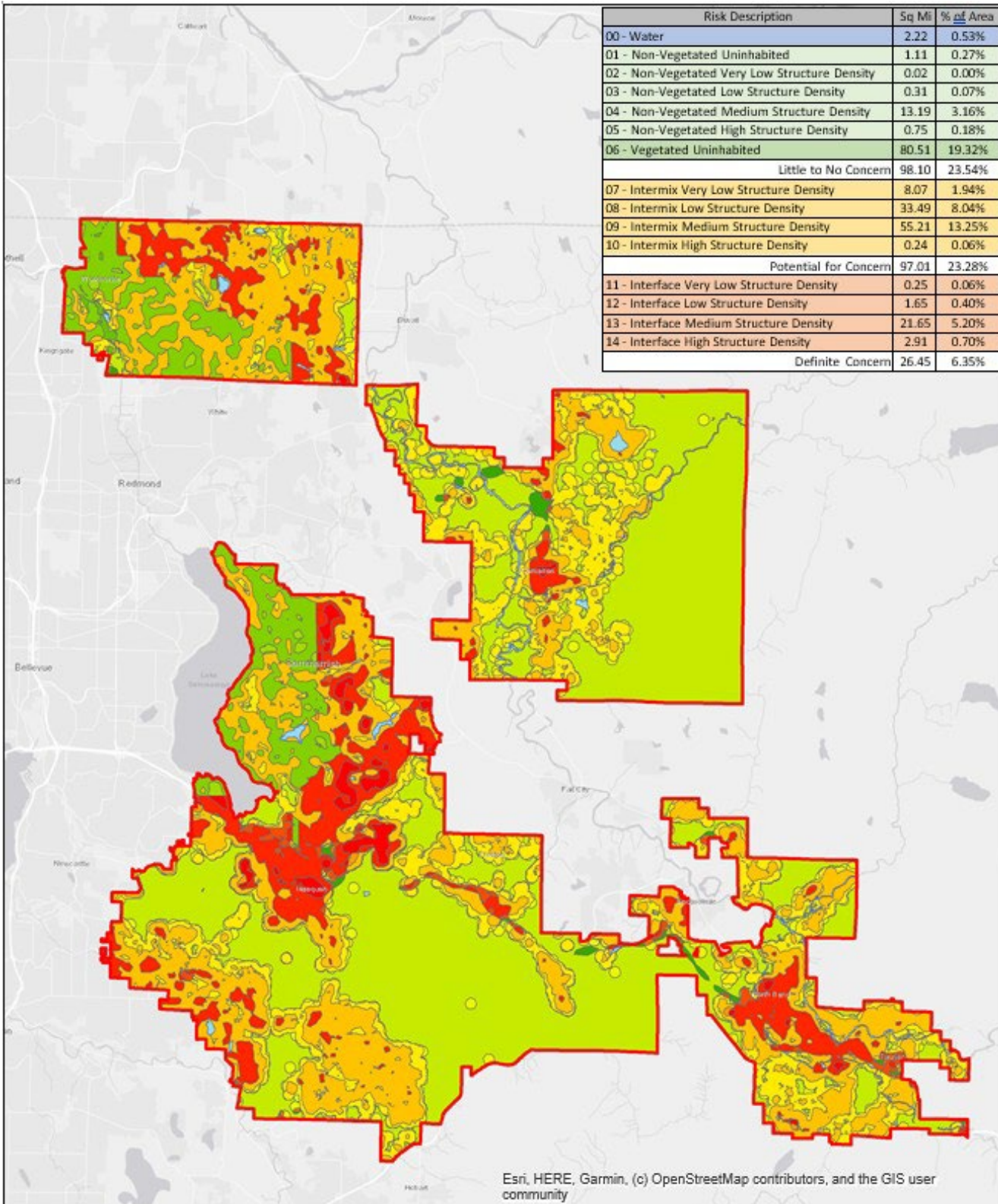
- a.** Provide suppression of wildfires across private, state, and tribal-owned forestlands.
  
- b.** Directly coordinate and assist local fire agencies when wildfires threaten homes

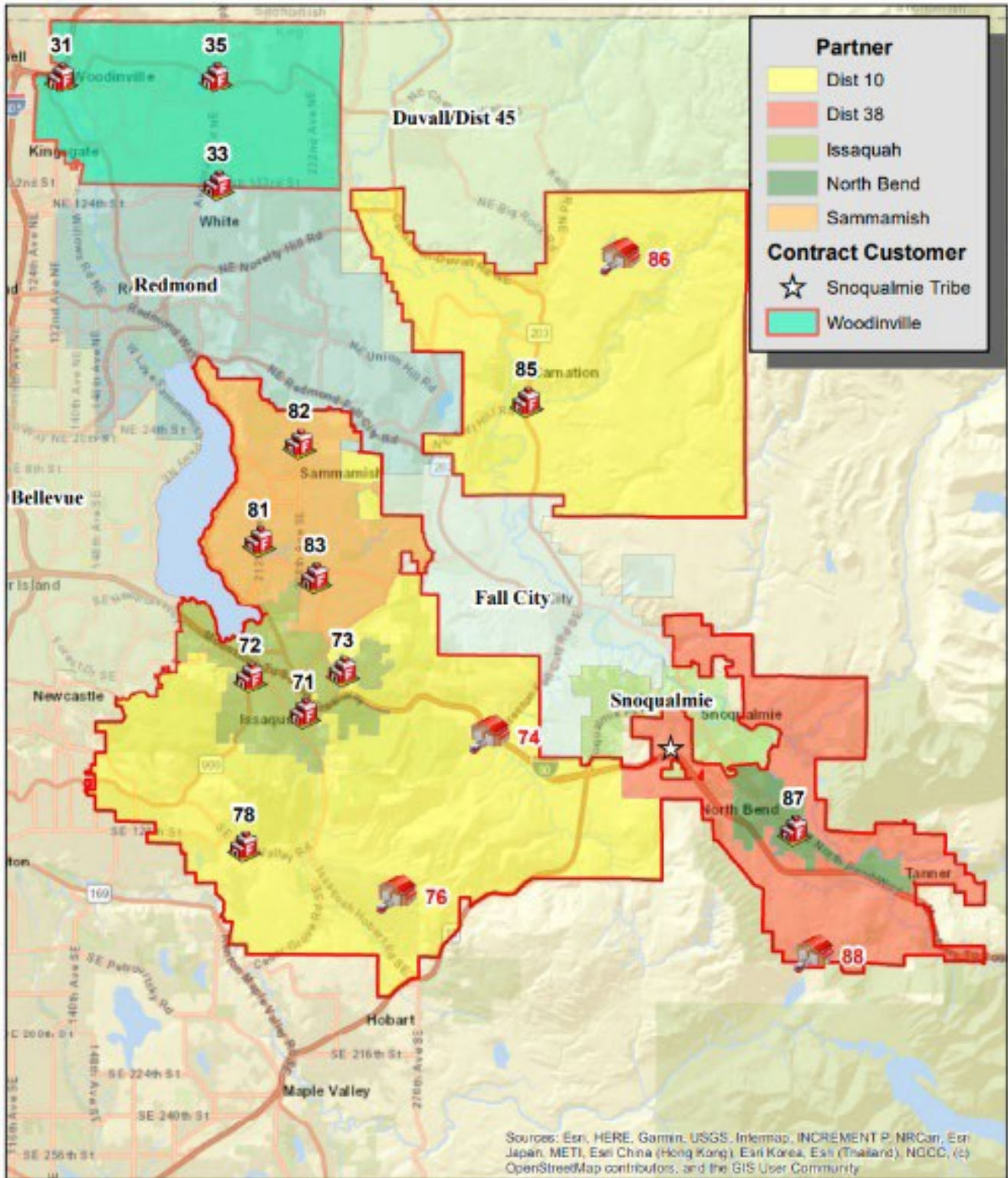
c. Participate in the Northwest Coordination Center to manage interagency firefighting resources.

#### **IV. REFERENCES**

- Eastside Fire & Rescue Interlocal Agreement, Articles of Incorporation, and Bylaws
- Eastside Fire & Rescue Standard of Cover 2022
- Revised Code of Washington, RCW 39.34.030, Chapter 38.54 RCW, Chapter 76.04 RCW, Chapter 43.63A RCW, Chapter 38.52 RCW, Title 52 RCW, and Title 35 RCW.
- Washington State Fire Services Resource Mobilization Procedures
- King County Fire Resource Plan
- King County Hazardous Materials Emergency Resource Plan
- King County Mass Casualty Incident Plan

Attachment 1: EF&R Wildland-Urban Interface/Intermix Area Map





Attachment 2: EF&R Station Location Map

## EMERGENCY SUPPORT FUNCTION 5 Emergency Management

LEAD AGENCY:

City Manager's Office

**SUPPORT AGENCIES:**      **Sammamish City Departments**  
                                 **Sammamish PD**  
                                 **Eastside Fire & Rescue**  
                                 **King County Emergency Coordination Center**  
                                 **WA State Emergency Management Division**

## **I. INTRODUCTION**

### **A. Purpose**

This Emergency Support Function (ESF) is responsible for supporting overall large-scale incident management activities of the City of Sammamish (City). The City's emergency management organization provides the core management and administrative functions in support of the Emergency Operations Center (EOC) and the City's Comprehensive Emergency Management Plan (CEMP).

### **B. Scope**

This ESF serves to support all City departments and the EOC across the spectrum of incident management from mitigation and preparedness to response and recovery.

### **C. Situation**

An incident that disrupts routine City operations or alters the community's ability to go about daily activities, and/or as described in the hazard assessment section of the base plan, may necessitate the City of Sammamish to support incident management, which may or may not include activation of the EOC.

### **D. Assumptions**

- 1.** No notice incident may delay the City's ability to rapidly activate an EOC.
- 2.** Incidents occurring outside of business hours, or when personnel are working remotely, would impact or delay the ability for personnel to respond to the EOC if infrastructure is damaged.
- 3.** City staff, including staff assigned to positions within the EOC, may be impacted by an incident and unable to respond.
- 4.** The city may be heavily dependent on external assistance to adequately respond to all the needs of affected populations during large-scale incidents.
- 5.** City leadership may not be immediately available or reachable during an incident.
- 6.** Early damage assessments will be general and incomplete and may be inaccurate.

Rapid assessment of the emergency area is required to determine critical needs and to estimate potential workload or requirements for federal assistance.

7. Regional emergency coordination and planning is critical to ensure regional transportation stability.

## **E. Policies**

1. Sammamish Municipal Code Chapter 2.70 – Emergency Management Organization, establishes the Emergency Management Organization and outlines its duties, including the creation of the CEMP, compliance and adoption of the National Incident Management System, and establishes the Emergency Management Coordinating Committee.

2. Revised Code of Washington (RCW) 38.52 – Emergency Management, outlines requirements for emergency management programs in the State.

3. RCW 42.14 – Continuity of Government Act, outlines requirements for continuity planning.

4. FEMA National Incident Management System (NIMS) Doctrine outlines operational systems that guide how personnel work together during incidents under the Incident Command System (ICS).

5. Homeland Security Presidential Directive-5, Management of Domestic Incidents

6. Homeland Security Presidential Directive-8, National Preparedness

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. Sammamish requires a trained and experienced staff to fill management positions in the command, operations, planning, logistics and finance and administration sections of the EOC.

2. The EOC staff identified in the Sammamish EOC Manual monitor potential or developing incidents and supports the response efforts within the City. In addition, the EOC coordinates operations and provides situations reports to the departmental DOCs, KC ECC, and WA EMD, as appropriate.

3. The City EOC supports the activation and deployment of first responders within the City during a disaster.

4. To identify urgent response requirements during a disaster, or the threat of one,

and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process and disseminate situational information.

5. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
6. Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; and the effects of weather, smoke and other environmental factors.
7. The EOC Manual outlines procedures, protocols, and position specific checklists for disaster response activities provide guidelines for operations at the EOC.

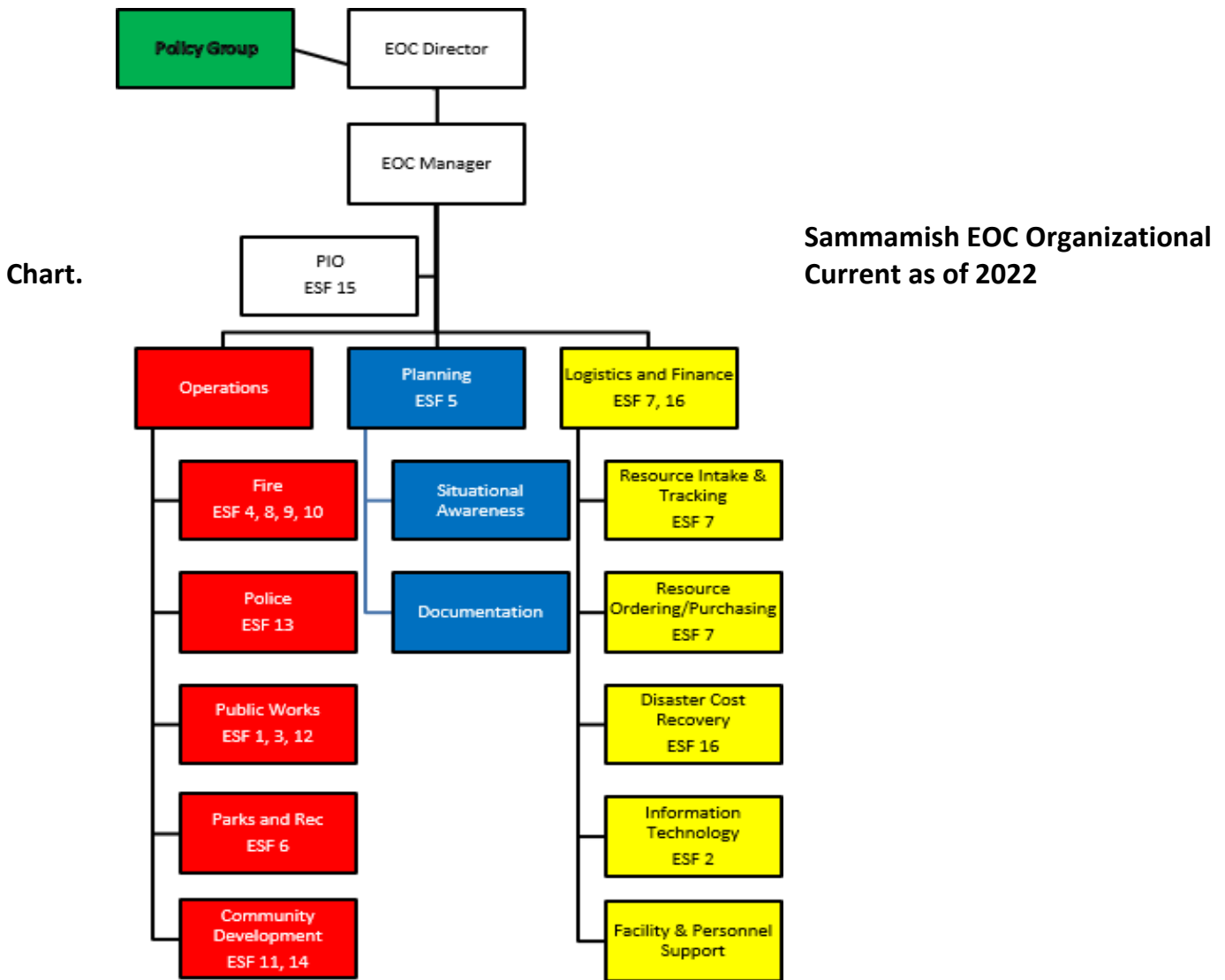
## **B. Organization**

1. Traditional ICS-based organizations have five major functional areas, referred to as Command and General Staff: Command, Operations, Planning, Logistics, and Finance/Administration. The Command section consists of the EOC Director, EOC Manager, and Public Information Officer (PIO).

The City of Sammamish EOC utilizes a blend of ICS-based and Emergency Support Function (ESF) organizational models whose responsibility is for coordinating and supporting incident management activities throughout the jurisdiction. The primary functions of the EOC are to:

- a. Support incident management policies and priorities.
- b. Facilitate logistics support and resource tracking.
- c. Inform resource allocation decisions using incident management priorities.
- d. Coordinate incident related information.
- e. Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.





## 2. Command Policy Group

The Command Policy Group (CPG) is comprised of the City Council, City Manager’s Office, and City Attorney. Other personnel may be asked to participate with the CPG on specific matters. The CPG focuses on the overall policy level decisions of the incident response. Policy decisions made by the CPG are implemented by Command and General Staff of the EOC.

### **3. Joint Information Center**

The Joint Information Center (JIC) is the central point for coordination of incident information, public affairs activities, and media access to incident-related information. For a potential or actual disaster, the JIC is activated to coordinate incident communications with the public. Major announcements, daily briefings, and incident updates from the EOC are coordinated through the EOC Director prior to release. Information releases must be closely assessed and agreed upon by those involved in incident public communications. The JIC is the physical or virtual location from which public affairs professionals from organizations involved in the response work together to provide critical emergency information, media response, and public affairs functions concerning incident prevention, preparedness, response, recovery, and mitigation.

### **4. EOC Command Staff**

The EOC's Command function operates independently from an on-scene Incident Commander (IC). The IC or Unified Command leads the on-scene command structure, while the EOC Command Staff makes decisions which establish the overall strategy of the response and recovery from the EOC. Besides providing the overall incident leadership, the Command Staff is assigned to carry out functions which are not specifically identified in the General Staff functional elements but are needed to support emergency operations. These functions may include incident safety and public information.

### **5. Planning Section**

The Planning function serves the same purpose as at the incident scene—gathering and analyzing information and keeping decision makers informed. Technical Specialists may be assigned to the Planning function or may be assigned elsewhere, as needed. The Planning Section Chief is responsible for providing planning services for the incident.

Under the direction of the Planning Section Chief, the Planning Section collects situation status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays.

### **6. Operations Section**

The Operations function has responsibility for coordinating the tactical Emergency Support Functions (ESFs) used to carry out the priorities identified in the EOC Action Plan and supporting on-scene responders. Branches, Divisions, and Groups assigned to the Operations function can be organized as necessary to support the incident(s). The Operations Section Chief is responsible for the coordination and tracking of incident tactical activities and assists in the formulation of the EOC Action Plan. The Operations Section Chief is responsible for the coordination of operational functions directly applicable to identified operational period priorities. The need to expand the Operations Section is dictated by the number of tactical resources involved and is influenced by span of control considerations.

### **7. Logistics & Finance Section**

The Logistics & Finance Section serves as the single resource management entity for the incident(s). The Logistics & Finance Section is responsible for obtaining and delivering resources requested from Operations as well as providing service and support functions for

the incident. The Logistics & Finance Section holds responsibility for the provision of logistical management and resource support, providing facilities, communications and I.T. support, and services and materials in support of incident personnel. The Logistics & Finance Section is also responsible for providing EOC accounting functions, to include maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services coordinated through the EOC during incident activities.

## **C. Actions**

### **1. General**

a. Emergency operations span two separate but contiguous phases: emergency response and recovery. To this plan, EOC operations will focus on emergency response efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency. Activation of the EOC assumes the following:

i. The activation of the EOC occurs when an authorized official determines that operations in the field require assistance or direction for their response due to the scope or magnitude of the emergency.

ii. As emergency situations threaten to occur, the authorized City personnel may initiate the activation of the EOC to facilitate evaluation and incident planning and possible activation and implementation of ESFs and resources. Certain near-instantaneous events may trigger an immediate, full EOC activation.

### **2. Proclamation of Emergency**

a. The Proclamation of Emergency is made by the City Manager and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with response and/or recovery to an incident. The Proclamation of Emergency is subject to ratification by the City Council as soon as feasible during or following the incident. The City Attorney, in coordination with the City Manager, prepares the Proclamation of Emergency using the approved template of proclamation. The CMO is responsible for notifying via email and/or phone, appropriate federal, state, and county agencies of a City Proclamation of Emergency. A request for the King County Executive to proclaim a State of Emergency in support of the City is made by the City Manager and/or City elected officials by phone, face to face, or email. The OEM facilitates the formal request for support by email and/or phone through the King County Office of Emergency Management (KCOEM). A request for the Washington State Governor to proclaim a State of Emergency in support of the City is made by the City Manager and/or City elected officials by phone, face to face, or email. The OEM facilitates the formal request for support by email and/or phone through the WAEMD in coordination with the KCOEM.

### **3. Preparedness**

a. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for

implementation responsibilities of the EOC.

**b.** Maintain a list of city resources that can be deployed during an emergency; refer to the NIMS resource typing in organizing these resources.

**c.** Assign and schedule sufficient personnel to implement EOC tasks for an extended period of time.

**d.** Conduct vulnerability analysis at critical facilities and make recommendations to improve physical security.

**e.** Ensure EOC and Incident Management Team personnel are trained in their responsibilities and duties.

**f.** Develop and implement emergency response strategies.

**g.** Develop and present training courses for City personnel, including ICS and EOC specific training.

**h.** Comply with EOC credentialing procedures and assign position specific task books to EOC personnel.

**i.** Maintain liaison with support agencies.

**j.** Acquire, analyze and disseminate information and intelligence on disasters and their impacts to establish operational and logistical objectives and priorities.

**k.** Coordinate appropriate exercises to test readiness of the CEMP, as appropriate.

#### **4. Response**

**a.** Manage all aspects of EOC activations and make notifications to City leadership and key staff, the county, and the state when the EOC is activated.

**b.** Coordinate incident management with federal, state, and county agencies, and/or local EOCs, as appropriate.

**c.** Maintain situational awareness and share information with City leadership, key staff, and response partners as appropriate.

**d.** Gather and document reports of damage and/or disruption to operations in the City and with interdependent partners.

**e.** Track incident financial information.

**f.** Establish the connection between the EOC and the City Manager and/or Policy Group.

- g.** Provide support for responders and/or field personnel.
- h.** Coordinate with response partners.
- i.** Request spot forecasts from the National Weather Service (NWS) as needed.
- j.** Provide on-scene support, coordination, and/or resource management when requested.
- k.** Participate in EOC briefings, development of incident action plans and situation reports and meetings.
- l.** Coordinate with support agencies, as needed, to support emergency activities.
- m.** Obtain other resources through the King County Regional Coordination Framework, WAMAS and/or regional mutual aid agreements.

## **5. Recovery**

- a.** Support the development of a prioritized list of damaged infrastructure, homes, businesses for repair and restoration.
- b.** Support preliminary damage assessment (PDA) information gathering. Submit PDA to King County as requested.
- c.** Track and report financial information for potential reimbursement opportunities.
- d.** Archive incident and/or EOC documentation.
- e.** Coordinate incident after-action reporting for activations and exercises and implement improvement plans.
- f.** Support replenishment of City resources that were consumed during an incident.
- g.** Assist with transition from response to recovery activities.

## **6. Mitigation**

Mitigation efforts for this ESF are covered in the City of Sammamish Hazard Mitigation Plan.

# **III. RESPONSIBILITIES**

## **A. Lead Agency**

### **1. City Manager's Office**

- a. Manage City staff in their emergency management duties.
- b. Ensure that the CEMP is amended, as needed.
- c. Oversee the administration of all emergency management programs.
- d. Plan, coordinate and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.

## **2. Administrative Services Department**

- a. In coordination with the City Manager's Office, approve the budget submission of the Emergency Management Performance Grant (EMPG) and other appropriate grants.
- b. Network with officials of all City departments and commissions, neighboring jurisdictions, state and federal governments and the city's community at-large.
- c. Oversee the administration of the Emergency Management Department budget and provide daily oversight and support of the emergency management program.
- d. Prepare mitigation and homeland security grant proposals.
- e. Work with other City departments to maintain their assigned ESF's and incident annexes, in addition to department emergency management plans.
- f. Oversee the daily operations of all City emergency management programs.
- g. Activate and convene City assets and capabilities to prevent and respond to a disaster.
- h. Coordinate with regional, county, state and federal emergency management organizations, as needed.
- i. Coordinates planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are to be developed in coordination with the City Manager.

## **B. Support Agencies**

### **1. All City Departments**

- a. The responsibilities and capabilities of support agencies are outlined in the CEMP Basic Plan and each of the ESF's. Each ESF has detailed responsibilities for the lead and support agencies.
- b. Support agencies provide personnel to the EOC, as requested, to assist with

operations as outlined in the CEMP. All City departments identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice and staff support for operations that fall within the domain of each department. Support capabilities of other departments may be used as required and available.

c. All City departments will provide support for emergency management operations, as directed by the City Manager's Office.

## **2. Eastside Fire & Rescue**

a. Maintain and update plan documents in accordance with state and federal requirements, as well as any other plans that are required pursuant to future state and federal regulations, including but not limited to the following:

i. Complete and maintain an up-to-date Comprehensive Emergency Management Plan.

ii. Complete and maintain an up-to-date Hazardous Materials Emergency Response Plan.

iii. Complete and maintain an up-to-date Local Hazard Mitigation Plan.

iv. Conduct a Hazardous Identification and Vulnerability Analysis; and

v. Establish and maintain a Homeland Security Exercise and Evaluation Program.

b. Identify public assistance grant program and Emergency Management Performance Grant opportunities and work with the Sammamish Finance staff with usage and application processes.

c. Develop, manage, and oversee the City of Sammamish Emergency Planning Committee.

d. Ensure that Sammamish staff are prepared for emergencies and emergency response through regular training and preparation.

e. Represent Sammamish by actively participating in local and regional groups, committees, and associations to further emergency preparedness and to keep current on emergency management issues facing Sammamish and the region.

f. Function as the Emergency Operations Center (EOC) Manager when a formal EOC is activated.

g. Set up agreements with local entities (e.g., YMCA, Boys & Girls Club, King County Library System (Sammamish branch), CWU, school districts) for emergency response for shelters, cooling/heating centers, rally points, etc.

## **3. King County Emergency Coordination Center**

a. Coordinate regional planning efforts.

- b.** Convene meetings of regional Emergency Management professionals.
- c.** Maintain the King County Regional Hazard Mitigation Plan and Comprehensive Emergency Management Plan.
  
- d.** Provide staff support to the EOC, as requested.
  
- e.** Provide a 24/7 on-call Emergency Management Duty Officer to assist with new or developing incidents.
  
- f.** Maintain regional emergency management and incident plans including the Recovery Framework and the Regional Coordination Framework.
  
- g.** Facilitate the Emergency Management Advisory Committee (EMAC) and workgroups.
  
- h.** Coordinate the King County Local Emergency Planning Committee (LEPC).
  
- i.** Serve as a liaison between the City of Sammamish and county departments, as needed.
  
- j.** Facilitate the ALERT King County program for non-life-threatening emergency notifications.
  
- k.** Provide training and exercise opportunities to the City of Sammamish.
  
- l.** Issue Emergency Alert System/Wireless Emergency Alerts for the City as requested.
- m.** Notify the City of National Response Coordination Center (NRCC) reports or National Weather Service (NWS) warnings.
- n.** Host the CodeRed notification system for City use.

#### **4. Washington State Emergency Management Division**

- a.** Provide coordination of State resources to support local jurisdictions when all local, regional and county resources have been expended. Assist with the coordination of resources requested under WAMAS.
  
- b.** Provide coordination of State resources to support incident operations.
- c.** Issue State Mission numbers to the City when requested.
  
- d.** Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
  
- e.** Request and coordinate federal resources through the Federal Emergency Management Agency (FEMA).



## **IV. Resource Requirements**

**A.** EOC staff will need to bring appropriate resources based on the location and type of EOC established, which may include computer capabilities, communications devices (such as mobile phones and/or radios), and appropriate support materials and documents to their role in the EOC.

**B.** There are informal provisions for sleeping at the EOC which include cots and sleeping bags, but in most incidents, EOC personnel should be able return to their normal homes at the end of their shift for sleeping. The city will provide meals, snacks, and assorted drinks during the activation. A small kitchen is located within City Hall which includes two refrigerators, stove, and microwave. If an individual requires respite time, some sleeping arrangements can be made either within City Hall or another city facility. Shower and hygiene facilities are available at both City Hall and the MOC.

## **V. REFERENCES**

- City of Sammamish EOC Manual 2022
- SMC 2.70 – Emergency Management
- King County CEMP
- RCW 38.52 – Emergency Management
- RCW 42.14 – Continuity of Government Act
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- HSPD-5
- HSPD-8

## **EMERGENCY SUPPORT FUNCTION 6**

### **Mass Care, Emergency Assistance, Temporary Housing, and Human Services**

- ESF COORDINATOR:** Parks and Recreation Director
- LEAD AGENCIES:** Parks and Recreation  
Community Development
- SUPPORT AGENCIES:** City Manager’s Office  
EOC  
Eastside Fire & Rescue  
Sammamish PD  
Finance  
Public Works  
American Red Cross  
Public Health – Seattle and King County  
Zone 1 Coordinator  
King County Emergency Coordination Center  
WA State Emergency Management Division  
WA State Public Health

## **I. INTRODUCTION**

### **A. Purpose**

To provide the City of Sammamish and other organizations the ability to address the mass care and sheltering needs of people impacted by emergencies or natural disasters.

### **B. Scope**

This functional annex applies to all agencies and any additional governmental and non-governmental entities, which may have significant roles in supporting Emergency Support Function (ESF) #6 (Mass Care, Emergency Assistance, Temporary Housing, and Human Services) during emergencies or major disasters within the City of Sammamish. This ESF promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by emergencies or major disasters in the following four functional areas: mass care, emergency assistance, temporary housing, and human services.

**1.** Mass Care- the provision of shelter, feeding, basic first aid, bulk distribution of needed items and related services (i.e., support for service animals) to persons affected by an emergency or natural disaster.

**2.** Housing- the provision of short-term emergency for persons displaced from their residence, who are seeking shelter assistance, due to an emergency or natural disaster. The housing and shelter may take various forms based on the severity of the emergency including: an

**3. Basic Health Services-** the provision of physical and behavioral health services to support the shelter population. This includes first aid, communicable disease monitoring and control, refill of prescription medications, and monitoring of people with chronic health conditions. It also includes coordination with neighborhood health clinics to address any potential local shortfalls.

**4. Human Services-** the provision of supplemental services that support the personal and/or immediate recovery needs of those persons affected by the emergency incident. This should be focused on those populations most vulnerable or at-risk. This can include those with Access and Functional Needs (AFN), which includes but is not limited to, people who because of age, disability, or language barriers may need additional assistance to benefit from the mass care services described above. Effective delivery of these services will require coordination with non-governmental organizations.

This plan seeks to illustrate a model for mass care and sheltering operations that is integrated and inclusive of the entire population of the city. To the extent feasible, people with AFN considerations will be sheltered with the general population, and shelter staff will make efforts to provide reasonable accommodations as defined under the Americans with Disabilities Act (ADA). Following a large-scale disaster event there is a transitional period from mass care policies and emergency services to longer term recovery services and programs. This recovery support will include both governmental assistance and the ongoing efforts that naturally evolve from work with neighboring jurisdictions as well as non-governmental entities (i.e., community and faith-based organizations).

### **C. Whole Community Approach**

The Whole Community concept refers to an approach in emergency management that reinforces that the organization developing the plan is only one part of the necessary team to properly respond. All resources must be leveraged to properly prepare for, protect against, respond to, and recover from potential emergencies, hazards, or natural disasters. To properly complete these tasks set out the needs of the entire community that need to be met in each of these areas. To do so the larger emergency management team will not only include the City of Sammamish staff, but also federal partners (i.e., FEMA), neighboring jurisdictions, tribal, state, and territorial partners; non-governmental organizations such as community-based organizations (CBOs), faith-based organizations, non-profit groups, and private sector industry partners; individuals, families, and communities, who are cited by FEMA as the most important informational assets for preparing and responding to an emergency. The whole community approach ensures that the individual needs of residents, including those with AFN considerations, are accounted for when planning and implementing strategies.

This ensures that the community is engaged in an “authentic dialogue” and is empowered to identify the existing resources that may be used to address community needs and what resource gaps need to be addressed. This collective discussion will allow the City of Sammamish to determine the best ways to organize and strengthen community assets and expand the reach of

services more efficiently and sustainably. It will also improve the City's capability to prepare for, protect against, respond to, recover from, and mitigate future emergencies.

## **D. Situation**

The City is subject to several threats and hazards, some of which could be expected to result in a decision to establish a shelter to care for the community, or other emergency assistance services. Table 1.0 outlines the threats and hazards for the City of Sammamish from the perspective of mass care and sheltering. Information on the hazards described below is excerpted from the City of Sammamish Plan Annex to the King County RHMP 2020 update.

Other potential threats and hazards that may result in the need for city-sponsored mass care, temporary housing, human services, or emergency assistance services may include the following:

### **1. ACTIVE SHOOTER EVENT**

The City of Sammamish has multiple primary and secondary education institutions, faith-based organizations, and public thoroughfares with potential risk for an active shooter event, which may prompt evacuation of these locations and the surrounding area. This may require use of family reunification centers, temporary evacuation centers, and/or emergency assistance services.

### **2. INFECTIOUS DISEASE EMERGENCY**

The City of Sammamish may be subject to future outbreaks of infectious diseases, such as the recent Measles outbreaks in 2019, with 13 cases in King County or the Coronavirus Disease 2019 (COVID-19) pandemic. Infectious disease emergencies may prompt evacuation of healthcare or residential care facilities or school closures. These evacuations or shutdowns may result in a need for mass care or emergency assistance services, such as mass feeding (e.g., for families reliant on school lunches), points of dispensing site activation (for personal protective equipment or for testing and vaccination services), or temporary evacuation centers for healthcare facilities.

### **3. ENVIRONMENTAL EMERGENCY**

Certain environmental hazards may prompt evacuations or the need for mass care and commodity distribution of supplies to the City's population, such as the Flint Water Crisis which required mass distribution of bottled water to the population of Flint, Michigan starting in 2014. Water contamination, air quality emergencies, or intentional exposure events may prompt the need for points of dispensing, mass feeding, or other types of emergency assistance.

### **4. POWER OUTAGES AND UTILITY FAILURES**

Large-scale and/or long-term power outages or other utility failures within the city may prompt the need for setup and activation of shelters or temporary assistance centers to allow residents access to power, heat, air conditioning, food, sanitation, clean water, and more.

### **5. EXTREME HEAT AND/OR COLD EMERGENCIES**

Extreme weather-related emergencies may also prompt activation of Warming or Cooling Centers within the City to provide services to residents who may be without resources or support for critical services, supplies, medical treatment, or housing.

Threat/Hazard	Description	Mass Care & Shelter Potential	Widespread Impact
<p><b>EARTHQUAKE</b></p>	<p>Sammamish ranked earthquakes as the greatest threat to the City of Sammamish as it is threatened by several fault lines capable of producing high magnitude earthquakes subjecting the community to violent shaking and ground movement. A seismic event could also produce secondary hazards, such as landslides, liquefaction, and a seiche of Lake Sammamish, which would further threaten the lives, property, and critical infrastructure of the community requiring temporary if not long-term sheltering.</p>	<p>High</p>	<p>High</p>
<p><b>LANDSLIDE</b></p>	<p>Sammamish is home to a variety of landslide hazards which include rockfalls, deep slope failure, and shallow debris flows. Located on a plateau of roughly 500 ft in elevation, nearly the entire western and northern perimeters of Sammamish is under threat of landslide. Gravity acting on a slope is the primary cause of landslides, but there are other important and dynamic factors that serve as triggers. Saturation of slopes by precipitation (rain or snowmelt) weakens soil and rock by reducing cohesion and increasing the pressure in pore spaces, pushing grains away from each other. Erosion and undercutting of slopes by streams or burst pipes, increase slope angle and decrease slope stability. Ground shaking from earthquakes can also create stresses that weaken slopes and physically cause slope movement. Sheltering is likely to occur, however, may take place outside of the jurisdiction based on severity.</p>	<p>High*</p>	<p>Low</p>

<p><b>TSUNAMI/SEICHE</b></p>	<p>According to a study by the Earthquake Engineering Research Institute and the Washington Emergency Management Division, the Seattle Fault, which bisects the southern half of Lake Sammamish, is capable of a 6.7 earthquake causing rise in the ground structure of the southern side of the fault approximately 6.5 feet. A sudden elevation rise of nearly 7 ft would displace an enormous volume of water resulting in a seiche of the water body threatening people and structures in the inundation area. Long- term sheltering and mass care may be required for safe and effective debris management and recovery operations.</p>	<p>Moderate</p>	<p>Moderate</p>
<p><b>WILDFIRE</b></p>	<p>The city encompasses 13,228 acres, 48% which is covered by tree canopy/woody shrubs and 23% which is grass and other vegetation. While wildfire risk west of the Cascade mountains has historically been low, rising global temperatures, stressed trees, and increasing frequencies of drought conditions have increased the likelihood of wildfire in the region. Mass Care and sheltering may be necessary for both residents, visitors, and City staff as conditions may make travel unsafe.</p>	<p>Moderate</p>	<p>Moderate</p>

<p><b>ACTUAL OR POTENTIAL DAM FAILURE</b></p>	<p>The City of Sammamish contains 7 earthen dams surrounding stormwater retention ponds and natural bodies of water (lakes and ponds). A failure of an earthen dam would normally be the result of overtopping or embankment failure due to an acute incident such as an earthquake or intentional act of sabotage, or a maintenance or design flaw.</p> <p>Mass care and sheltering capability may be provided by state and federal partners due to incident due to severity of incident.</p>	<p>Low*</p>	<p>Moderate</p>
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**E. Assumptions**

1. The plan for ESF 6 is modular and scalable; not all actions are appropriate for every response.
2. The City of Sammamish has limited ability to conduct sheltering/mass care operations without external assistance due to staffing limitations.
3. The EOC may request mutual aid if local response capabilities are inadequate.
4. Due to the geographic nature of the plateau where the City of Sammamish is located, certain partners and resources may not be available to activate during an emergency requiring mass care or sheltering activities. As such, the City of Sammamish will identify multiple potential sources of staffing and resource assistance for sheltering and mass care activities within this plan and make incident-informed decisions based on the time, location, and scope of the emergency.
5. During an event requiring sheltering activities, the City Manager, his/her delegee, or the Emergency Manager, will appoint a Care and Shelter Branch Director, in addition to other branches necessary to coordinate care and shelter activities in the City Emergency Operations Center (EOC), based on availability and expertise.
6. The city will appoint an internal lead who will follow ARC guidelines and serve as the principal for operating care and shelter facilities, in the event ARC is not able to initially

assist. The ARC will serve as a principal non-governmental organization responsible for operating care and shelter facilities in coordination with King County and the City of Sammamish, depending on availability of ARC personnel and accessibility of the plateau.

- 7.** ARC sheltering principles and practices are the standard for all shelter operations regardless of whether the shelter is operated by the ARC, County, or an incorporated city.
- 8.** If shelter operations exceed City and/or ARC capabilities, the City will request Mutual Aid and coordinate regional resources in accordance with the King County Omnibus Agreement in conjunction with the Regional Coordination Framework, and the Washington Interstate Mutual Aid System (WAMAS).
- 9.** WAC 388-76-10830-55, state licensed care facilities, including, but not limited to, Skilled Nursing Facilities (SNFs), Residential Care Facilities for the Elderly (RCFEs), and Adult Residential Facilities, must develop plans to relocate their clients to like-facilities that can provide a similar level care, however, additional support and coordination may be required from the city.
- 10.** Past incidents indicate that approximately 5-10% of an evacuated population may seek shelter at a mass care facility. Most evacuees will stay with friends/family, move out of the area, or stay in a hotel. This percentage of evacuees who may seek shelter may be even lower in the City of Sammamish, due to a high level of self-sufficiency and resources amongst residents and visitors.
- 11.** Evacuees in shelters will be provided with public information concerning the disaster through multiple modalities.
- 12.** A percentage of those seeking shelter may need transportation from impacted areas to care and shelter facilities.
- 13.** Medically fragile people are best sheltered at medical facilities that can support their individual needs and their caregivers. Nevertheless, medically fragile persons may be present at a general population shelter and will need care until they can be safely transferred to an appropriate facility.
- 14.** Service delivery sites (shelters, fixed feeding sites, warming and cooling centers, etc.) will meet ADA guidelines. Temporary modifications may be necessary to meet these guidelines.
- 15.** The City's shelter planning and procedures account for the unique needs of individuals with disabilities and others with access and functional needs.
- 16.** In many cases, temporary evacuation points, as opposed to shelters, will be sufficient. Temporary evacuation points may provide information and canteen services, but do not provide overnight accommodation, thus requiring significantly less staffing and resources.



- 17.** City residents may choose to camp-out, sleep in cars, or stay close to their property, rather than go to an emergency shelter. These individuals may still have needs and expectations for disaster assistance from the government.
- 18.** In the immediate days after a major disaster, neighborhood organizations and houses of worship may emerge to provide care and shelter support independently of local government. The challenge will be in coordinating and supporting their activities.
- 19.** In most emergencies, shelters will generally not operate for more than a week. However, in a catastrophic disaster, it is likely that long-term mass care and sheltering will be required until rental assistance and temporary housing resources become available. In that case, the EOC Care and Shelter Branch will work with local, state, and federal partners to transition from emergency sheltering to long-term sheltering.
- 20.** Shelters must accommodate Service Animals that accompany residents to shelters.
- 21.** People in the affected population will seek to bring their household pets. The City will seek to partner with available animal rescue organizations to establish co-located or auxiliary animal sheltering sites for both small and large animals and livestock depending on available staff and resources.
- 22.** The City will work to establish MOUs with multiple support organizations to provide resources such as mass feeding, staffing, supplies, and medical care which may be called upon during an event by the Care and Shelter Branch Coordinator if ARC or other shelter organizations are unable to provide these services.
- 23.** Mass care services for the city may include activities other than sheltering, such as family assistance centers, warming/cooling centers, mass feeding, commodity distribution, support for sheltering in place, and other types of emergency assistance services.

## **F. Policies**

- a.** Sammamish Municipal Code Chapter 2.70
- b.** King County Code 2.56 – Emergency Management
- c.** King County Code 12.44.200 – Restricted Areas
- d.** King County Code 12.52 – Emergency Powers
- e.** Regional Coordination Agreement (formerly the Omnibus Legal and Financial Agreement)
- f.** Revised Code of Washington 38.52 – Emergency Management
- g.** Revised Code of Washington 38.56 – Intrastate Mutual Aid System

- h.** Revised Code of Washington 52.26 – Regional Fire Protection Service Authorities
- i.** Washington Administrative Code 16 – Department of Agriculture
- j.** Washington Administrative Code 16-142 – Perishable packaged feed goods – Pull dating.
- k.** Washington Administrative Code 16-157 – Organic food standards and certification
- l.** Washington Administrative Code 16-165 – Food inspection viii. Washington Administrative Code 16-470 – Quarantine – Agricultural pests
- m.** Washington Administrative Code 16-59 – Avian Diseases in Washington State
- n.** Washington Administrative Code 16-604 – Public Livestock Markets – Health, Facilities and Sanitation
- o.** Washington Administrative Code 25-48 – Archaeological excavation and removal permit
- p.** Washington Administrative Code 118 – Military Department (Emergency Management)
- q.** Washington Administrative Code 118-30 – Local Emergency Management/Services Organizations, Plans, and Programs
- r.** Washington Administrative Code 246-100 – Communicable and certain other diseases
- s.** Washington Administrative Code 246-215 – Food service
- t.** National Pets Evacuation and Transportation Standards Act of 2006
- u.** Public Law 104-321 National Emergency Management Assistance Compact
- v.** Public Law 110-325 - Title 42 Chapter 126 Americans with Disabilities Act
- w.** Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act
- x.** Public Law 99-499 Superfund Amendments and Reauthorization Act - SARA Title III - Community Right to Know Act

## **II. Concept of Operations**

### **A. General**

A detailed explanation of the concept of operations for ESF 6 – Mass Care operations are contained within the Sammamish Mass Care and Shelter Plan. The Concept of Operations (CONOPs) section describes, in broad terms, the process and strategy involved in mitigating against, preparing for, responding to, and recovering from the impacts of hazards that threaten the city and require mass care and/or sheltering activities for the City’s population. In this section, the necessary actions to establish and fulfill mass care and sheltering operational objectives will be broken down into the following phases: 1) Preparedness, 2) Activation and Notification, 3) Mass Care Operations, and 4) Demobilization. To first contextualize these phases, a general overview is provided below for mass care planning in the City of Sammamish, followed by descriptions of relevant activities for all three phases.

## **B. Organization**

Sammamish Municipal Code Chapter 2.70 established the City’s emergency management organization. The City Manager serves as the appointed Director of Emergency Management and is tasked with coordinating emergency preparedness and management activities within the city.

The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private organizations, school districts and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan.

The Emergency Management Organization is compatible with the City’s existing organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff into emergency response roles and other support roles.

The Parks and Recreation Department is the lead agency for the coordination of ESF#6 activities within the city. The Director of Administrative Services will assist with this ESF by providing research on organizations that can assist those residents who require special accommodation.

## **C. Actions**

### **1. Preparedness**

**a.** Conduct planning with other mass care support agencies to refine mass care service operations.

**b.** Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities outlined with the Mass Care and Shelter Plan.

**c.** Assign and schedule sufficient personnel to implement mass care tasks for an extended period of time.

- d.** Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- e.** Ensure personnel are trained in their responsibilities and duties.
- f.** Develop and implement emergency response strategies relating to mass care, housing and human services.
- g.** Develop and present training courses for mass care personnel, and maintain liaison with support agencies.
- h.** Conduct all hazards exercises involving mass care.
- i.** Develop MOUs for the use of non-city owned facilities for use in mass care operations.
- j.** Conduct site surveys and establish site specific plans for mass care facilities/locations.
- k.** Provide public outreach education on emergency readiness and preparedness.

## **2. Response**

- a.** Provide mass care services.
- b.** Coordinate mass care services with partner agencies/organizations.

## **3. Recovery**

- a.** Provide mass care services during the transition to long-term recovery.
- b.** Coordinate long-term housing needs of the community during the transition to long-term recovery.
- c.** Conduct assessment of community mass care needs for planning transition to long-term recovery.
- d.** Demobilize shelters and mass care operations.
- e.** Return mass care locations to pre-incident status.
- f.** Restock or replace expended mass care supplies.
- g.** Support delivery of mental health programs for survivors and incident personnel.
- h.** Provide referrals for long-term services.

#### **4. Mitigation**

Mitigation efforts for this ESF are covered in the City's Hazard Mitigation Plan.

### **III. RESPONSIBILITIES**

#### **A. Lead Agency**

##### **1. Parks and Recreation Department**

- a. Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.
- b. Coordinate with ARC and other human services organizations in the development of plans and coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters. Provide staffing, as available.
- c. Provide coordination of agencies and activities to ensure adequate shelter needs are met. Use the ARC Shelter Operations Workbook (separately published document) as the standard operating procedure (SOP) to set up temporary emergency shelter until the ARC can take over if they are able.
- d. Coordinate with the EOC to determine mass care needs. Coordinate with Z1 EC and KCEOC for outside agency/organization support.
- e. Provide staff, supplies, equipment, and facilities to assist the ARC and other supporting organizations in providing emergency reception, sheltering, and feeding operations.
- f. Coordinate the resources of other providers, such as human service agencies, churches, schools, and private businesses, who can assist in relief efforts.
- g. Coordinate and research the availability of social services programs, as appropriate, during emergency operations.
- h. Coordinate with social service organizations, relief agencies, the ARC, etc. Coordinate with the Coordinated Assistance Network (CAN), as appropriate.
- i. Outreach to at-risk populations (e.g., the elderly, people with disabilities and/or those who do not speak English) to identify ways to meet their needs during an emergency.

#### **B. Support Agencies**

##### **1. City Manager's Office**

- a. Activate the EOC in response to an incident in the city.
- b. Make policy-level decisions related to mass care and shelter operations.
- c. Provide signature authority for legal documents, including mutual aid agreements with neighboring jurisdictions, inter-local agreements, and notices to proceed with contracted service providers.
- d. Coordinate with the Operational Area (OA) for support of mass care and shelter operations, including requests for assistance.
- e. Coordinate with the Mass Care and Shelter Manager, Parks and Recreation, and the EOC/Incident Commander to develop public information messages related to mass care and shelter operations.

## **2. Emergency Operations Center**

- a. Coordinate with KCEOC for activation of county, state and federal mass care and recovery services.
- b. Coordinate the collection of information regarding disaster damage and request activation of shelters.
- c. Coordinate with provider agencies and City departments, as appropriate.
- d. Coordinate public information to ensure that necessary information is disseminated to the public.
- e. Work in coordination with the Administrative Services Department and Parks and Recreation Department to provide shelter for City employees and their families, as necessary.
- f. Coordinate registrations and the use of City staff and temporary emergency workers at City-operated shelter facilities.
- g. Assist in locating suitable sites for disaster assistance centers, when requested.
- h. Provide support to the Parks and Recreation, Administrative Services and Community Development Departments for mass care, housing, and human services operations, as requested.
- i. Identify sites for collection, storage, and distribution of donated goods.

## **3. Eastside Fire & Rescue**

- a. Provide fire suppression and coordinate emergency medical services at shelters and

**4. Sammamish Police Department**

- a. Establish security, maintain law and order at shelters.
- b. Provide crowd and traffic control at public shelters.
- c. Assist in providing emergency communication between shelters and the EOC.
- d. Assist in identifying safe routes to shelters.
- e. Utilize registered volunteer emergency workers, when available and feasible, to assist with activities such as checking on vulnerable populations, staffing shelters and distribution of information into communities that are without power.

**5. Finance Department**

- a. Coordinate private donations and community offers of assistance.
- b. Develop a system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
- c. Provide support to the Parks and Recreation Department in mass care, housing and human services operations, as requested.

**6. Public Works Department**

- a. Coordinate disposal of solid waste from shelters.
- b. Assist in emergency repairs at shelters, as appropriate.
- c. Assist in crowd control operations with signing and barricades.
- d. Assist in identifying safe routes of travel for shelter staff and for the transportation of supplies.
- e. Assist in providing emergency radio communication between temporary shelters and EOC.
- f. When requested and prior to opening of a shelter, provide building safety inspections of the pre-designated buildings that will serve as shelters.

**7. Community Development**

- a. Assist with NGO partnerships and site identification.

**b.** Assist with donations management.

**8. All City Departments**

**a.** Provide staff, as needed, to assist with the coordination of shelter services.

**9. American Red Cross**

**a.** Serve as the lead support agency for emergency shelter operations, when available.

**b.** Coordinate with the City, specifically the Parks and Recreation Department, on all mass care operations.

**c.** Provide food, clothing, temporary housing, mobile canteen service, medical service and other necessities to disaster victims, when available.

**d.** Provide health and welfare inquiry services, when available.

**10. Other Human Service Organizations**

**a.** Provide emergency feeding and shelter in coordination with the Parks and Recreation Department.

**b.** Collect donated food, clothing, and other supplies for mass care operations.

**c.** Provide counseling to disaster victims.

**11. King County Emergency Operations Center**

**a.** Provide coordination between human services organizations and the city during a disaster.

**b.** Respond to requests from the EOC manager to coordinate shelter needs, mass feeding needs and warming/cooling shelters within the region when the need is identified and work with ARC to assist with this coordination.

**c.** Serve as a coordination portal between local EOCs, human service organizations and county, state, and federal agencies for sheltering and recovery.

**d.** Coordinate with Regional Animal Services of King County to provide for the transportation and care of abandoned, injured, and deceased animals. This may include setting up temporary shelters to house pets and other lost or stray animals. Animals will be brought to a pet shelter where they will be issued identification, given emergency veterinary care if needed, vaccinated, cared for, fed, and maintained by employees and volunteers of the Regional Animal Services of King County; or placed in temporary foster care at alternate sites. To the extent resources are available, pet



shelters will be in geographical sectors of the city associated with the locations of the human shelters.

e. Regional Animal Services of King County, City staff and/or volunteers shall have the discretion to make independent decisions regarding animal and livestock care and handling for all incoming animals, including the administration of vaccinations and medications, the insertion of identification microchips, and humane euthanasia of sick, injured, or dangerous animals.

f. Provide back-up communication at shelters through Radio Amateur Civil Emergency Services (RACES), as appropriate.

## **12. Public Health – Seattle & King County**

a. Assist with environmental health assessments and conduct inspections to ensure that environmental controls are provided to ensure safe and healthy conditions at emergency shelters and meal site facilities. This may include communicable disease prevention, basic sanitation/cleaning protocols, food safety, waste disposal, vector control, injury prevention, lighting, ventilation, and potable water.

b. Coordinate the response of regional veterinarian services and animal care groups, which may include establishment of emergency pet shelters.

c. Direct and manage medical needs shelters.

d. Support the City and ARC in meeting demands for mental health services.

e. Provide guidance and direction for the care and handling of deceased shelter occupants. If necessary, provides facilities and personnel for a temporary morgue.

f. Coordinate and provide public health technical assistance for mass care and feeding operations, including first aid teams.

g. Coordinate movement of individuals with medical needs from general shelters to appropriate healthcare facilities.

## **13. Washington State Emergency Management Division**

a. Coordinate requests from local and county governments for resources from state agencies and private organizations that have emergency mass care capabilities when local and regional resources have been expended.

b. Provide overall coordination for the provision of individual recovery assistance programs implemented within the state.

- c.** Alert state and local agencies with responsibility for individual recovery assistance in the event of a large-scale disaster that expends the resources available within the affected communities.
- d.** Provide coordination of resources requested through WAMAS.
- e.** Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC), when all local, regional, county and state resources have been expended.
- f.** Request and coordinate federal resources through the FEMA.
- g.** Washington State Department of Health
- h.** Supplement local health jurisdictions in the regulation and inspection of consumable foods at the point of consumption.

#### **14. Federal Level**

- a.** Federal interagency partners coordinate and provide life-sustaining mass care resources, essential services, and statutory programs when the needs of all disaster survivors exceed local, state, tribal, territorial, and insular area resources.
- b.** When needed, Federal departments and agencies work under their own statutory authorities in coordination with local, state, tribal, territorial, and insular area governments, CBOs, and the private sector providing a broad spectrum of mass care programs and assistance during both Stafford Act and non-Stafford Act disasters.
- c.** Federal departments and agencies that provide financial assistance to survivors include: DOL, Small Business Administration (SBA), Department of Housing and Urban Development (HUD), FEMA, Veterans Affairs (VA), United States Department of Agriculture (USDA) Rural Development, Internal Revenue Service, and include, but not limited to, loans, and grants to individuals and communities.
- d.** Federal interagency partners support affected states in the management of unsolicited donations and unaffiliated volunteers. Support may include technical assistance, acquisition of equipment and supplies, coordination of government- to-government assistance, and assistance from international organizations as well as human resource support.
- e.** All requests for Federal assistance should be coordinated through King County and Washington State.

## **IV. APPENDICES**

## **A. City of Sammamish Mass Care and Shelter Plan (2021)**

### **V. REFERENCES**

- City of Sammamish Mass Care and Shelter Plan (2021)
  
- City of Sammamish Comprehensive Garbage, Recyclables, and Compostables Collection Contract
- City of Sammamish Hazard Mitigation Plan
- Emergency Procurement Card (P-Card) Memorandum of Understanding
- King County Continuity of Operations Plan
- King County Hazard Identification and Vulnerability Analysis (HIVA)
- King County Sheriff's Office General Orders Manual
- King County Office of Emergency Management – Comprehensive Emergency Management Plan
- King County Office of Emergency Management – Emergency Support Function 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- Washington State Comprehensive Emergency Management Plan
- Washington State Food Emergency Response Plan
- Puget Sound Region Sheltering Annex – Regional Catastrophic Disaster Coordination Plan
- Federal Food Codes
- National Incident Management System
- Presidential Policy Directive 5
- Presidential Policy Directive 8

## **EMERGENCY SUPPORT FUNCTION 7**

### **Logistics Management and Resource Support**

**LEAD AGENCY:**                   **Finance**

**SUPPORT AGENCIES:**       **Admin Services**  
                                  **All City Departments**  
                                  **FEMA**  
                                  **King County Emergency Coordination Center**  
                                  **WA State Emergency Management Division**

## **I. INTRODUCTION**

### **A.       Purpose**

The purpose of this Emergency Support Function (ESF) is to describe the coordination of fulfillment of requests for goods, services, and personnel resources needed during emergency operations.

### **B.       Scope**

Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunication, contracting services, transportation, security services and personnel required to support immediate response activities. This ESF provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Volunteer and donation management will also be covered under this ESF.

### **C.       Situation**

An incident may damage or limit the existing resources needed to maintain essential City services. Certain incidents may significantly impact transportation infrastructure and/or vendor operations and may inhibit the availability and flow of resources into and within the city.

A large-scale incident may cause significant unexpected expenses to the City of Sammamish with the potential to impact the City's financial status which may affect employment, service delivery, and/or the City's financial reserves. Hazards such as earthquakes or severe weather may cause a significant increase in demand for needed resources both for public consumption and City response, which may impact the City's ability to respond. Incidents such as significant economic or public health crises may also create a sudden and ongoing spike in demand for resources and/or a lack of finances to procure needed resources.

The city also, in some cases, rents equipment as opposed to purchasing equipment, which may limit the availability of such equipment during an incident. Rental equipment may include

items such as mobile telecommunications equipment, heavy construction equipment, passenger vehicles, and portable road signs.

Specialized resources needed to meet operational needs such as HAZMAT, SWAT, and USAR teams may be needed depending on the operational needs of the incident. These teams may have limited availability to respond to the city during an incident.

#### **D. Assumptions**

- 1.** City resources will be insufficient to meet the needs of a catastrophic incident, and external assistance will be necessary to respond and recover.
- 2.** The city will have to compete with other jurisdictions and potentially private sector organizations for critical resources.
- 3.** The city cannot anticipate or plan for all potential resource needs for all incidents.
- 4.** There may be a delay in obtaining resources during an incident.
- 5.** The city lacks an extensive collection of on-hand incident response and recovery supplies, such as potable water, food stocks, and construction material.
- 6.** The probable shortage of a critical resource may be known to government officials in advance of the actual shortage, allowing measures to be undertaken to lessen the impact. In some cases, shortages will occur without warning.
- 7.** Local businesses and organizations are willing, whenever possible, to assist the community and the government during a period of resource shortage, particularly following a large-scale disaster.
- 8.** Agency and departmental critical resource lists are fundamental to the effective response of the government to public emergency activations. Pricing and vendor relationships need to be established prior to events requiring activation of the EOC. Prolonged procurement processes may result from insufficient or nonexistent critical resource lists.
- 9.** Federal government assistance will be requested to supply unmet needs of response agencies.
- 10.** Donation management response activities may be necessary before a public emergency declaration. This may require rapid coordination to mitigate potential donation problems in the response phase of disaster operations.
- 11.** In the event of a public emergency causing large-scale loss of life and destruction of property, donors will offer assistance of virtually any kind, including cash, goods, equipment and loan of equipment and the services of individuals.
- 12.** Offers of assistance will be made directly to all levels of government and to voluntary

**13.** KCECC, WAEMD, and/or FEMA will support the fulfillment of City resource requests.

**14.** The city will monitor the provision of resources to the community to not interfere with businesses in the community offering the same services.

## **E. Policies**

**1.** City of Sammamish Purchasing Manual

**2.** Sammamish Municipal Code (SMC) 2.70.050 – City Manager – Disaster and Emergency Powers, outlines City authorities and purchasing powers, including those provided for in Revised Code of Washington (RCW) 38.52.070.

**3.** Washington Administrative Code (WAC) 118-04 directs how volunteers will be registered as Emergency Workers through the WAEMD Emergency Worker program and be provided assignments appropriate to their qualifications and abilities.

**4.** RCW 35.21.100 grants the City authority to accept donations.

**5.** In accordance with RCW 38.52.020, the City shall have the power to contract and incur obligations necessary to perform incident management to protect the health and safety of personnel and property and provide emergency assistance to survivors.

**6.** RCW 38.52.070 grants the City authority to temporarily waive procurement practices, contract procedures, bidding requirements, and other outlined purchasing procedures and formalities if necessary, during an incident.

**7.** RCW 38.56 establishes the Washington Intrastate Mutual Aid System (WAMAS), of which the City is a member, and by which the City may request resources from any political subdivision in the State which has not opted out of the system.

**8.** RCW 39.04 outlines exemptions for competitive bidding requirements when awarding contracts for public works and contracts for purchases in the event of an incident.

**9.** Code of Federal Regulations 44 CFR 13.36, Procurement, guides the City's procurement processes and will be followed as possible based on the incident.

**10.** In accordance with federal Executive Order 12549, no purchases using federal funds shall be made with agencies that are federally debarred.

**11.** Public Law 104-321 establishes the Emergency Management Assistance Compact to provide mutual assistance between states and cooperation for exercises and training.

## **F. CONCEPT OF OPERATIONS**

The City Manager, or designee, has overall control of resource management for the City. Delegation for resource allocation decisions is provided to Department Directors/Chiefs for most incidents. If resource prioritization is necessary the City Manager, or designee, will inform department directors of City priorities and resource allocations. The City Manager and/or Department Director/Chief will represent the city during regional incidents when resource prioritization and/or allocation discussions and/or decisions occur.

When a State of Emergency has been proclaimed by the City Manager or designee, daily City purchasing thresholds may be adjusted and/or suspended for the duration of the proclamation. The City Manager delegates to the EOC spending approval as determined by the incident. Unless otherwise stated, Department Directors and/or Chiefs retain their daily spending approvals during a proclamation.

The EOC Logistics and Finance Section, if activated, will coordinate resource ordering and deployment to support field responders, restoration of critical infrastructure, the continuation of essential services and government, and address incident objectives.

Resource requests will be made and tracked using the Resource Request Tracking Log.

Resource management is achieved through a tiered system from the local level up to the national level as the incident dictates. When city resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, and commercial vendors are unable to meet the needs of the city, assistance will be requested from the KC ECC. If King County cannot fulfill the request, a request will be made to WAEMD. If WAEMD is unable to fulfill the request, a request will be made to FEMA for federal resources or coordination of support across state lines via the Emergency Management Assistance Compact (EMAC) program.

Every effort will be made to source needed resources from within City government before making external resource requests. External requests will engage Sammamish-based businesses and organizations whenever possible, followed by cooperative contracts.

The City's primary procurement method is via City credit card or invoice with vendor accounts established for a few specific needs. The Finance Department maintains a list of credit card holders. Additional information related to credit card use is outlined in the city procurement manual.

The City has established financial support measures to assist with incident expense tracking, including project codes and a small budget allocation for EOC activation expenses.

HR will coordinate the tracking of personnel resources, including, but not limited to, handling claims for workers compensation from credentialed volunteers, City staff, and potentially external personnel assigned to the incident. When the EOC is activated, this function will be coordinated by an HR representative as part of the EOC Resourcing Section. The Admin Services Department may assist other departments in identifying and assigning employees working alternative assignments. HR manages labor relations associated with incident work adjustments or conditions.

The city maintains basic catastrophic disaster supplies at most City facilities to support employees during an incident. This includes, but is not limited to, disaster kits and disaster boxes containing limited basic needs such as food, water, sleeping bags, first aid supplies, and jackets.

The Regional Coordination Framework (RCF) in King County to which the City of Sammamish is a signatory, provides a financial agreement between signatory partners when mutual aid resources are requested. This financial agreement, when invoked, supersedes other financial arrangements that may govern normal response operations and resource sharing between jurisdictions. It also describes the resource management and procurement process coordinated by King County when City resources are insufficient to meet the demands of the incident.

The City of Sammamish is part of the Washington Mutual Aid System (WAMAS), which provides for mutual assistance among member jurisdictions when other mutual aid agreements do not exist or meet incident needs. When an incident extends beyond the scope of local resources, mutual aid assistance may be obtained from WAMAS or the EMAC all coordinated through WAEMD.

The ICS 213 RR form will be filled out by the requesting department and given to the EOC Logistics and Finance Section, following the process outlined in the Resource Request Section. After EOC Director approval, the order is placed, and the 213 RR is maintained by the EOC Logistic and Finance Section, Disaster Cost Recovery Unit for expense tracking. The Logistics and Finance Section is responsible for identifying the order date, the estimated arrival date, and providing an inventory/confirmation when the goods are received.

As a procurement option, the City will utilize vendors associated cooperative contracts through MSRC.

When the City issues a Proclamation of Emergency the competitive purchasing processes may be waived for a limited duration of time. The EOC Director and Logistics and Finance Section Chief will coordinate when the competitive process established in the Sammamish Procurement Manual is to be followed for items not purchased through a cooperative contract. A waiver of the competitive process may be implemented if needed to meet incident resource demands.

Utilization of the GSA contract must comply with program requirements as the City is limited to GSA Schedules 70 and 84, which include IT products, services, and solutions, and Law Enforcement and Security products, services, and solutions. Through GSA contracts the City can purchase equipment and services to support response to or recovery from natural or human-caused incidents including acts of terrorism or nuclear, biological, chemical, or radiological attack.

The city intends to implement the Commodity Points of Distributions (CPODs) concept for the distribution of critical supplies to the community during an incident. See the Mass Care and Shelter Plan for additional information.

The City has established the best practice of limiting or not accepting donations during incidents. Donations of goods and/or services will be reviewed by the City Manager and potentially accepted on a case-by-case basis. The City will refer financial donors to non-profit donation management



All incident volunteers will be registered as temporary Emergency Workers (EW) with the State of Washington and considered one-time volunteers with the city regardless of established city volunteer status.

The city maintains an inventory of resources and uses the National Incident Management System (NIMS) Resource Typing categories when appropriate. NIMS Resource Typing is used when supporting resource deployment to other jurisdictions.

The city has developed position specific task books for EOC personnel that comply with the FEMA National Qualification System (NQS) and associated skillsets.

Disposition of non-consumable goods will follow the City surplus regulation established in Sammamish Procurement Manual.

#### **D. Organization**

Logistics & Finance Section: The Logistics & Finance Section serves as the single resource management entity for the incident(s). The Logistics & Finance Section is responsible for obtaining and delivering resources requested from Operations as well as providing service and support functions for the incident. The Logistics & Finance Section holds responsibility for the provision of logistical management and resource support, providing facilities, communications and I.T. support, and services and materials in support of incident personnel. The Logistics & Finance Section is also responsible for providing EOC accounting functions, to include maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services coordinated through the EOC during incident activities. Responsibilities include:

- a. Identify service and support requirements for planned and expected operations.
- b. Coordinate and process requests for additional resources.
- c. Advise on current service and support capabilities.
- d. Track incident resources.
- e. Manage EOC coordinated financial aspects of the incident.
- f. Ensure personnel time records are accurately completed and transmitted to home departments as required.
- g. Provide financial input to mobilization and demobilization planning.
- h. Ensure obligated documents initiated at the incident are properly prepared and completed.
- i. Brief agency administrative personnel on incident-related financial issues needing

attention or follow up prior to leaving the incident.

- j.** Ensure incident cost tracking mechanisms are in place for FEMA Individual Assistance (IA) & Public Assistance (PA) disaster cost recovery.

The Logistics and Finance Section meets all resource and administrative support needs for the incident, including ordering and tracking resources to ensure incident expenses are properly documented in accordance with disaster cost recovery protocols. The section also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, and communications for incident personnel. Approval to order and allocate resources is the responsibility of the EOC Director unless that authority has been delegated to the Logistics and Finance Section Chief.

Primary responsibilities of the Logistics and Finance Section Chief include activation of the Logistics and Finance Section and participation in the development and implementation of priorities and objectives for the EOC Action Plan.

It may be desirable for the Logistics and Finance Section Chief to have a deputy as a relief or to manage projects requiring special attention.

The Logistics and Finance Section Chief will determine the need for establishing specific subordinate units. The Logistics and Finance Section may be divided into five supporting Units: Resource Intake and Tracking, Resource Ordering and Procurement, Disaster Cost Recovery, Information Technology, and Facilities and Personnel Support. As dictated by the event, non-subordinate units may be activated.

The Logistics and Finance Section Chief will handle responsibilities not assigned to a subordinate. The people in charge of the activated unit are called Unit Leaders. The Logistics and Finance Section Chief shall activate qualified individuals to these positions as needed for EOC incident management. Unit Leaders may activate qualified staff to fulfill functional roles within their specific unit.

During an incident, other EOC section chiefs and the EOC Director will advise the Logistics and Finance Section Chief on anticipated needs or operational adjustments that influence the logistical/financial responsibilities of the EOC coordinated effort.

## **G. Actions**

### **1. Preparedness**

- a.** Prepare and maintain emergency operating procedures, resource inventories, vendor information, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- b.** Maintain a list of City assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable.
- c.** Assign and schedule sufficient personnel to implement identified tasks for an extended period of time.
- d.** Ensure lead agency personnel are trained in their responsibilities and duties.

- e. Develop and implement emergency response strategies relating to resource support.
- f. Develop and present training courses for EOC staff assigned to support the resources unit, Logistics Section and Finance Section.
- g. Serve as the liaison with other city or county support agencies.
- h. Assign position specific task books to EOC personnel and credential individuals to their assigned roles.
- i. Conduct all hazards exercises.
- j. The City will address planning issues on an ongoing basis to identify response zones, potential staging areas and specific requirements. This includes addressing volunteer and donations management.

## **2. Response**

- a. Process resource requests.
- b. Anticipate incident resource needs.
- c. Support demobilization of resources.
- d. Manage donations to the city.
- e. Provide support services for incident personnel.
- f. Track and project incident costs.
- g. Perform cost/benefit and/or risk/benefit analysis of operational strategies.
- h. Process worker compensation claims.
- i. Register spontaneous volunteers/emergency workers.

## **3. Recovery**

- a. Support logistical operations of a Disaster Recovery Center (DRC), if established.
- b. Support replenishment of City incident response supplies.
- c. Assist in the disposition of demobilized resources and locations.

d. Verify completion of Emergency Worker documentation of volunteer activities.

e. Coordinate the transition of the Public Assistance process into disaster cost recovery operations.

#### **4. Mitigation**

Mitigation activities for this ESF are covered in the City's Hazard Mitigation Plan.

## **II. RESPONSIBILITIES**

### **A. Lead Agency**

#### **1. Finance Department**

a. Assign personnel to the EOC Logistics and Finance Section.

b. Procure resources for the EOC and field operations to support emergency response and recovery.

c. Coordinate the procurement of communications equipment and services.

d. Coordinate contractor services, when necessary.

e. Estimate the cost of providing resources, record purchases and track expenditures.

f. Develop a process for the tracking and completion of injury or invoice claims made by volunteers. Submit claims to the KC ECC, Washington State Emergency Operations Center (WSEOC) and/or FEMA.

### **B. Support Agencies**

#### **1. Administrative Services Department**

a. Provide personnel to assist in the identification and recruitment of individuals with specialized skills needed to support incident response and recovery operations.

b. Develop a pool of personnel resources to be utilized by the EOC and field personnel.

c. Maintain emergency contact numbers for City employees and their designated contact.

d. Coordinate human resource activities during a disaster, including hiring and registering temporary emergency workers.

e. Prior to a disaster, coordinate the VEW program within the City, including the registration

process. Coordinate background checks for emergency workers in accordance with WAC 118.

f. Develop a pool of personnel resources to be utilized by EOC and field personnel.

g. During a disaster, complete Form EMD-078 Emergency Worker Daily Activity Report (Appendix D).

h. Maintain relationships with volunteer organizations such as the American Red Cross (ARC), Washington Voluntary Organizations Active in Disaster (WAVOAD) and Salvation Army.

i. Develop relationships with faith-based organizations to allow for the sharing of resources during an emergency.

j. Maintain personnel position specific task books and record of NIMS training.

## **2. All Departments**

a. Develop departmental resource management standard operating procedures.

b. Coordinate resources with other agencies and volunteer organizations in order to maintain adequate reserves.

c. Identify resource distribution and storage areas.

d. Estimate costs of providing resources.

e. Assess the impact of the emergency on available resources and identify repair, maintenance and replenishment needs.

f. Develop procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identify staff that could be released to assist other departments.

## **3. King County Emergency Coordination Center**

a. Receive, process and coordinate incoming requests for additional resources from jurisdictions within Zone 1.

b. Coordinate the dissemination of incoming resources with all jurisdictions within the County to ensure equitable distribution of resources.

c. Submit requests for additional resources to the WA EMD.

#### **4. Washington State Emergency Management Division**

- a. Support mutual aid requests by coordinating the WAMAS and/or EMAC processes.
- b. Facilitate the fulfillment of resource requests that cannot be accomplished at the county level, either with State resources or by making requests to FEMA.

#### **5. Federal Emergency Management Agency (FEMA)**

- a. Coordinate resource request fulfillment that cannot be met at the State level.

### **III. REFERENCES**

- Sammamish Municipal Code Chapter 2.70
- City of Sammamish Purchasing/procurement Manual
- City of Sammamish EOC Manual
- King County Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County, Washington
- WAC Chapter 118-04 Emergency Worker Program
- RCW 35.21.100 - Donations-Authority to Accept and Use
- RCW 38.52.070 - Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.
- RCW 38.56 – Intrastate Mutual Aid System
- Code of Federal Regulations (44 CFR 13.36)
- Executive Order 12549 – Debarment and suspension
- Public Law 104-321 – Emergency Management Assistance Compact
- Municipal Research and Services Center (MRSC) Vendor List

## **EMERGENCY SUPPORT FUNCTION 10 Hazardous Materials Response**

<b>LEAD AGENCY:</b>	<b>Eastside Fire &amp; Rescue</b>
<b>SUPPORT AGENCIES:</b>	<b>Admin Services Sammamish PD Public Works City Manager's Office King County Office of Emergency Management Public Health – Seattle and King County WA State Department of Ecology WA State Department of Health WA State Department of Labor and Industries WA State Emergency Operations Center WA State Patrol FEMA U.S. Coast Guard U.S. EPA</b>

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective and coordinated response by the City and other local responders to protect emergency workers and the public from adverse effects of a hazardous materials incident. To provide the format to manage a hazardous materials incident in partnership with Eastside Fire and Rescue (EFR) Public Health - Seattle & King County, and/or the Washington State Patrol (WSP) by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.

To identify the City's, including Eastside Fire and Rescue, Public Health - Seattle & King County, and the Washington State Patrol's response activities relating to a hazardous materials incident within the City.

#### **B. Scope**

This Emergency Support Function (ESF) addresses the City's/ Eastside Fire and Rescue's, Public Health - Seattle & King County, and the Washington State Patrol's activities relating to a hazardous materials incident.

#### **C. Policies**

Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). The City is a member of the King County LEPC. It is the responsibility of each

LEPC to develop a Hazardous Material Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment

The Community Right to Know Act requires all facilities with hazardous materials to report types and amounts of hazardous materials to the Local Emergency Planning Committee. These facilities are also required to maintain plans for warning, notification, evacuation and site security under numerous regulations.

EFR is the lead Incident Command agency for all hazardous material incidents within the City. Unified Command will be used in all hazardous materials incidents.

All EFR firefighters are trained in basic hazardous materials awareness and have access to the DOT hazmat information booklet, which includes containment, evacuation, and descriptive information for all hazardous materials.

EFR will integrate with the IMT when it is necessary to evacuate, shelter, or care for victims of a hazardous materials event.

Harborview Medical Center is the lead agency for the treatment and distribution of patients requiring decontamination and assistance from chemical exposures.

#### **D. Assumptions**

Hazardous materials or oil spill incidents can occur anywhere, at any time, as identified in the City to the King County Regional Hazard Mitigation Plan and may develop slowly or may occur suddenly and without warning.

The possible effects of an emergency could range from minor cleanup to the evacuation of residences, businesses, and special facilities.

Properly trained and equipped local emergency responders can handle most hazardous materials incidents.

Protective actions that may be necessary for the public in the affected area may include sheltering, evacuation, and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather and road conditions.

A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

Emergency exemptions may be needed for disposal of contaminated materials. A hazardous materials incident may cause the relocation of the City's EOC.

The ICS will be maintained by government and supporting organizations during hazardous materials emergencies.

Often hazardous materials incidents require isolation, evacuation or shelter in place to protect citizens or responders from the effects of a release. In some cases, it may be unsafe or impractical to move a large population during a hazardous materials event. When this is the case, shelter in place may be the only practical solution.

#### **E. Concept of Operations**



On state and interstate roadways, the Washington State Patrol (WSP), under Incident or Unified Command, is responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City.

On all roadways other than state and interstate roadways, EFR, under ICS, is responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City.

The City will assist the Washington State Patrol and Eastside Fire and Rescue in hazardous materials incidents in the City, as appropriate. The emergency response operations of a hazardous materials incident may require multi-disciplinary response. Respondents may include fire services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies.

The National Incident Management System (NIMS) will be used in all hazardous materials incidents from start to finish, in accordance with local, State, and Federal laws.

Any department, agency, or private business becoming aware of a hazardous materials incident shall immediately notify 911 (SPD Dispatch) for dispatch of appropriate emergency response personnel.

The King County Office of Emergency Management (KCOEM) will notify the Washington State Emergency Operations Center (SEOC) (WSEMD) and submit requests for assistance, if appropriate.

State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans. Federal agencies and resources will be utilized if local and State capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans. The City may activate AM 1700 to alert the community of hazardous material releases. Citizens can also expect to be notified of a major release by local news reports, or door to door contact by local police and firefighters. Following an earthquake, door to door warning may be hampered by collapsed roads and bridges.

Procedures for response will vary based on the location of the hazardous materials release, the material released, and the population impacted. Generally, efforts include warning of the public, requests for local experts, notification of various agencies, requests for cleanup resources, recovery of response and cleanup costs, and monitoring the site.

## **II. RESPONSIBILITIES**

### **1. Before the Event**

#### **a. Eastside Fire & Rescue**

- Develop and maintain current standard operating procedures (SOPs) to be used during a chemical release incident.
- Continue to work with the Eastside Hazardous Materials Team in developing and maintaining plans for proper response and handling of chemical and hazardous materials spills and releases.

- Participate in the development of training and exercise programs with other first responders in the community for responding to a hazardous materials incident.
- Prepare and regularly update a list of businesses in the City that present potential issues with hazardous materials due to their manufacture and/or need for on-site hazardous chemicals and other substances commonly known as hazardous materials.

## **2. During the Event**

### **b. Eastside Fire & Rescue**

- Initiate emergency alerts in the event of a chemical and hazardous materials spill or release.
- Activate the IMT as needed.
- Coordinate information releases with the City's PIO.
- Coordinate response assistance from the Eastside Hazardous Materials Team.
- Assist other first responders in executing evacuation orders, if necessary.
- Provide initial emergency medical assistance to victims.

### **c. Emergency Management Division**

- Support recovery efforts as identified in emergency response procedures and/or as requested by Incident Commander.
- c. Police Department
- Ensure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during an incident, and train in these procedures as needed.
  - Assist with evacuation and site security for hazardous materials releases.
  - Provide crowd and traffic control, when needed.
  - Assist with warning and emergency information, as required.
  - Participate in hazardous materials incident management when the incident involves illegal activities (i.e., an illegal drug lab or biological or chemical agent).

### **d. Public Works Department**

- Provide equipment and labor to assist in the containment of a hazardous materials release, as appropriate.
- Coordinate with Washington Department of Ecology.
- Provide assistance to law enforcement with regard to traffic on evacuation routes and at the incident scene.
- Implement protection measures to ensure the safety of the water supply and water/sewer and surface water system.
- Maintain a list of available resources used in hazardous material response Spill Response Standard Operating Procedure.

f. King County Office of Emergency Management

- Coordinate evacuation and sheltering activities throughout King County.
- Act as the coordinator for the various local emergency organizations and as the local liaison

to Washington State Emergency Operations Center (SEOC).

- Activate the King County ECC as appropriate.
  - Coordinate with the City on the Local Emergency Planning Committee (LEPC) relating to hazardous materials in the community.
- g. Public Health - Seattle & King County
- Coordinate with the Washington State Department of Ecology to assess the public health risk from hazardous materials spills.
  - Assist in determining when a contaminated site is safe for re-entry.
  - Coordinate and provide environmental health services, including inspections for food and water contamination, inspections of temporary housing and disposal of solid and sanitary waste.
  - Maintain Public Health - Seattle & King County Hazardous Waste Program.

#### **e. WA State Department of Ecology**

- Provide on-scene coordination, technical information, containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis and evidence collection for enforcement actions relating to non-radioactive hazardous materials incidents.
- Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
- Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

#### **d. WA State Department of Health**

- Serve as the lead agency in Unified Command for incidents involving radioactive materials.
- Provide technical personnel and equipment for use with radioactive materials.
- Provide advice and guidance regarding the health hazards relating to hazardous materials.
- Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

#### **e. WA State Department of Labor and Industries**

- Provide technical assistance and information concerning emergency workers' exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.

#### **f. WA State Emergency Operations Center**

- Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, State, and Federal response agencies.
- Coordinate and update lists of local, State, and Federal resources.
- Coordinate the procurement of State resources for use by the on-scene Incident Commander or as requested by Emergency Manager or other designated local or State response agencies.

#### **g. WA State Patrol**

- Act as the designated Incident Command for hazardous materials incidents on SR 900 and I-

90.

**h. FEMA**

- Develop and test the National Response System (NRS) for oil and other hazardous materials spills, including radiological emergencies.
- Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.

**i. U.S. Coast Guard**

- Operate the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
- Provide advice and assistance to users of the system by accessing computer data files that list hazardous substance characteristics.
- Function as the Federal on-scene coordinator for incidents involving coastal (navigable) waters.

**j. U.S. EPA**

- Develop and promulgate the National Contingency Plan (NCP), chair the National Response Team (NRT), and co-chair the Regional Response Teams (RRTs).
- Provide emergency response team support for hazardous materials contingencies.
- Respond with advice and technical resources to protect the environment from all types of hazardous materials incidents.
- Act as the Federal on-scene coordinator for incidents involving inland waters.

**III. REFERENCES**

King County Comprehensive Emergency Management Plan  
King County Local Emergency Planning Committee  
King County Emergency Operations Center Manual  
Eastside Fire and Rescue – Standard Operating Procedures  
Eastside Hazardous Materials Team-Spill/Incident Response Plan  
Washington State Comprehensive Emergency Management Plan  
National Response Framework  
Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)

## EMERGENCY SUPPORT FUNCTION 12

### Energy

<b>ESF COORDINATOR:</b>	<b>Public Works Director</b>
<b>LEAD AGENCIES:</b>	<b>Public Works Puget Sound Energy</b>
<b>SUPPORT AGENCIES:</b>	<b>Admin Services Eastside Fire &amp; Rescue Sammamish PD Zone 1 Emergency Coordinator King County Emergency Coordination Center</b>

## I. INTRODUCTION

### A. Purpose

The purpose of this emergency support function (ESF) is to coordinate the restoration of damaged energy systems and components during a disaster and to provide for the effective utilization of available electric power and natural gas to meet essential needs in the City of Sammamish (City) during a disaster.

### B. Scope

1. This ESF addresses the collection, evaluation, and coordination of information on energy system damage and estimations on the impact of energy system outages within the City. Additionally, this ESF provides information concerning the energy restoration process, such as projected schedules, percent completion, and geographic information on the restoration.
2. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.
3. This ESF discusses electricity and natural gas systems only. Other utilities, such as water and sewer, are coordinated through ESF 3.

### C. Situation

1. A public emergency may sever key energy infrastructure constrain supply in the affected areas and adversely impact adjacent areas. Such an event also could affect

transportation, communications, and other infrastructure necessary for sustaining public health and safety. It could also affect the City's ability to maintain continuity of government and many critical infrastructures.

2. A public emergency or other significant event may be of such severity and magnitude that it requires City response and recovery assistance to save lives and protect property.
3. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for first responders and utility crews.
4. Damage to an energy system in one geographic region may affect energy supplies in other regions that rely on the same delivery systems.

#### **D. Assumptions**

1. There may be widespread and prolonged electric power outages or interruptions.
2. There may be widespread and prolonged disruption to the supply and distribution of natural gas.
3. Transportation and telecommunication infrastructure may be affected.
4. Delays in the delivery of petroleum-based products may occur as a result of the loss of commercial electric power.
5. The resources routinely available within the affected emergency area may be inadequate to conduct a comprehensive response.
6. Communication systems may be compromised, either totally or in part.
7. Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.
8. Control of utilities, including gas, water, and electricity, will be in collaboration with local utility companies.
9. During periods of abnormal weather or in the event of multiple unanticipated outages, there may be times when generating capacity is limited or falls below customer demand.
10. There will likely be an urgent need to restore power at critical facilities.

#### **E. Policies**

1. All activities within this ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
2. All utilities, whether publicly or privately owned, will be expected to manage and operate the utility within their service areas, providing emergency services based on requirements and capabilities.

3. As a signatory of the King County Regional Coordination Framework for Disasters and Planned Events (RCF) and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator (Z1 EC) and King County Emergency Coordination Center (KC ECC), whenever possible.
4. Energy and natural gas are provided to the City by Puget Sound Energy (PSE). Restoration of normal operations at energy facilities is the responsibility of the facility owners.
5. The Public Works Department will be responsible for coordinating with PSE for activities within this ESF.
6. The City's top priority during a disaster is the protection of lives and property.
7. During an emergency or disaster, City departments and other organizations, such as utility companies, may need the authority to enter private property to evaluate and repair utilities that jeopardize property or threaten public health or the environment.
8. PSE states that residents should turn off gas only if a leak is detected (heard or smelled). PSE also states that gas service should not be turned on by anyone other than a qualified representative of PSE. There may be a delay for PSE to re-establish gas service once it has been turned off.

## **II. Concept of Operations**

### **A. General**

1. In the event of a disaster, Public Works staff will be mobilized on a case-by-case basis. Communication systems may fail during a major event, so Public Works staff should report to work according to the City's Emergency Management Employee Policy.
2. An incident command post (ICP) will be established for the coordination of field operations. The Incident Commander will provide regular status reports and provide timely reports to the EOC. A unified command system will be utilized, whenever necessary, to enable multiple departments/agencies to coordinate operations within the ICP.
3. The Public Works Department will assist industry authorities with requests for emergency response actions as they pertain to the restoration of services within the City.
4. To the maximum extent possible during a disaster, utility companies will continue to provide services through normal means.
5. PSE is responsible for the continuation of services. Available energy resources will be used to meet immediate local needs, whenever possible. If shortages exist, requests for assistance will be submitted through the EOC. Actions may be necessary to limit the use of energy, water, or other utilities until normal levels of service can be restored. These resources, when limited, will be used to meet immediate and essential emergency needs, such as hospitals.

6. Communications will be through established channels (see ESF 2).
7. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.
8. When an event requires a specific type of response, technical and subject matter expertise may be provided by an appropriate supporting agency with skills relevant to the type of event. The agency will advise and/or direct operations within the context of the ICS structure.

### **B. Organization**

1. The City does not own any energy facilities. Electricity and natural gas are provided by PSE. Restoration of normal operations at energy facilities is the responsibility of the facility owners.
2. PSE is the lead organization for the rapid restoration of infrastructure-related services after an incident occurs.
3. The Public Works Director will coordinate the activities within this ESF with PSE to ensure an effective and efficient response to energy-related situations during a disaster.
4. Additional resources or assistance may be obtained through existing mutual aid agreements. Requests for additional assistance should be coordinated through the EOC to the Z1 EC, KC ECC, and/or the Washington State Emergency Management Division (WA EMD).
5. A complete list of energy utility services is provided in Section IV of this document. This ESF provides for electricity and natural gas systems only. Other utilities such as water and sewer are coordinated through ESF 3.

### **C. Actions**

#### **1. Preparedness**

- a. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for the implementation of the responsibilities of the lead agency.
- b. Maintain a list of City assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable.
- c. Assign and schedule sufficient personnel to implement identified tasks for an extended period of time.
- d. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Develop and implement emergency response strategies relating to energy response.
- f. Maintain liaison with support agencies.



- g. Conduct all hazards exercises involving energy.

## **2. Response**

- a. Coordinate operations in the EOC and/or at other locations as required.
- b. Develop, prioritize, and implement strategies for the initial response to EOC requests.
- c. Establish communications with appropriate field personnel to ensure readiness for a timely response.
- d. Participate in EOC briefings and development of incident action plans and situation reports.
- e. Coordinate with support agencies, as needed, to support emergency activities.
- f. Obtain additional resources through the Washington Mutual Aid System (WAMAS) and/or regional mutual aid agreements.
- g. Coordinate with other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies.
- h. Monitor and direct response activities, including repositioning for response/relocation due to the potential impacts of the emergency.

## **3. Recovery**

The City Manager may appoint a Recovery Coordinator to manage the City's recovery process. The City Manager may also appoint a recovery task force, made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery, to assist in the recovery process and advise on matters related to recovery. The recovery task force would be dynamic in nature, with involved personnel changing as projects and needs change. The duty of the Recovery Coordinator may also be assigned to varying personnel as needed and appropriate.

## **4. Mitigation**

Mitigation efforts for this ESF are covered in the City's Hazard Mitigation Plan.

### **III. RESPONSIBILITIES**

#### **A. Lead Agency**

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

- a. The Public Works Director or designee will designate at least one EOC representative to coordinate communications, field operations, and resources for maintenance crews.

- b. Public Works will provide damage assessments of public utility facilities. The Department will also provide for emergency repairs and restoration of all City-owned facilities. Priority should be given to facilities that provide critical and essential services.
- c. Coordinate repair operations with outside agencies and private utility field representatives as appropriate.
- d. Provide or contract major recovery work and/or services, as appropriate.
- e. Provide debris removal, emergency protective measures, emergency temporary repairs, and/or construction as needed.
- f. Provide emergency public information regarding matters of public health hazards related to damaged facilities to the Communications Manager.
- g. Develop coordination mechanisms (e.g. franchise agreements, letters of understanding, contracts, and other formal documents) with private utilities and other private businesses responsible for electricity and natural gas services to ensure all response and recovery operations are conducted in an orderly manner.
- h. Monitor energy sector emergency response and recovery operations.
- i. Make specific requests for energy restoration assistance, as needed.

## **2. Puget Sound Energy**

- a. Provide for the rapid restoration of infrastructure-related electrical and natural gas services after an incident occurs.
- b. Coordinate with the City on matters relating to this ESF planning and decision-making processes.
- c. Participate in disaster-related training and exercise activities, when requested.
- d. Provide for the continuation of service and energy resources will be used to meet immediate local needs, whenever possible.
- e. Coordinate with the Public Works and the EOC to ensure an effective, efficient response during a disaster.

### **B. Support Agency**

#### **1. Emergency Operations Center**

- a. Submit requests for resources to the Z1 EC, KC ECC, and/or WA EMD.
- b. Facilitate communication with PSE's EOC to ensure effective and efficient response and recovery activities.
- c. Coordinate all public information, instructions, and media relations, as defined in ESF 15.

## **2. Eastside Fire & Rescue**

- a. Provide support in debris removal, emergency protective measures, and utility restoration when appropriate.
- b. Provide support in establishing an ICP.
- c. Provide first-line response for fires and other energy-related emergencies requiring trained personnel and equipment.

## **3. Sammamish Police Department**

- a. Assist in implementing road closures and detours for roadways.
- b. Provide support in field operations as appropriate.
- c. Provide perimeter control.
- d. Provide security and protection of supplies, including escorting fuel and generator delivery, as requested.

## **4. All City Departments**

- a. Provide support in the initial damage assessment of City infrastructure.
- b. Provide assessment of damaged or endangered structures.
- c. Provide support in field operations activities as appropriate.

## **5. King County Emergency Coordination Center**

- a. Coordinate requests for resources from the Z1 EC and jurisdictions within King County.
- b. Facilitate communication with Z1 EC, WA EMD, PSE, and local jurisdictions, as needed.

## **6. Washington State Emergency Management Division**

- a. Alert appropriate state agencies of the possible requirement to supplement local energy and utility needs.
- b. Coordinate with the Utilities and Transportation Commission and State Energy Office to provide supplemental assistance to local government.

## IV. Energy Providers

### A. [Puget Sound Energy](#)

24-Hour Emergency Services: 888-225-5773

Municipal Liaison Manager:

206-716-2716 (work)

206-793-4466 (mobile)

## V. Resource Requirements

### A. [Hazards Exercises Involving Energy](#)

## VI. Terms and Definitions

- **National Incident Management System (NIMS)**

A handbook provided by FEMA that guides all levels of government, nongovernment organizations, and the private sector on how to work together to prevent, protect against, mitigate, respond to, and recover from incidents.

- **National Response Framework (NRF)**

A guide provided by FEMA on how the nation responds to all types of disasters and emergencies.

- **Incident Command System (ICS)**

A standardized approach to the command, control, and coordination of emergency response provides a common hierarchy within which responders from multiple agencies can be effective.

- **King County Regional Coordination Framework**

Provides a decision-making process for minimizing competition for resources and conflict of efforts.

- **Incident Command Post (ICP)**

One of five pre-designated temporary facilities according to NIMS that signifies the physical location of the tactical-level, on-scene incident command, and management organization.

- **NIMS Resource Typing**

Defining and categorizing, by capability, the resources requested, deployed, and used in incidents.

- **Washington Mutual Aid System (WAMAS)**

Established in [RCW 38.56](#), provides for mutual assistance among member jurisdictions, to include every county, city, and town of the state.

## **VII. REFERENCES**

- The National Response Framework, ESF 12 - Energy
- Washington State Comprehensive Emergency Management Plan

## **EMERGENCY SUPPORT FUNCTION 13**

### **Public Safety, Law Enforcement, and Security**

<b>ESF COORDINATOR:</b>	<b>Police Chief</b>
<b>LEAD AGENCIES:</b>	<b>Sammamish PD</b>
<b>SUPPORT AGENCIES:</b>	<b>Eastside Fire &amp; Rescue</b> <b>911 Call Centers</b> <b>Zone 1 Emergency Coordinator</b> <b>King County Emergency Coordination Center</b> <b>WA Emergency Management Division</b> <b>WA State Patrol</b>

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of this emergency support function (ESF) is to coordinate public safety and security capabilities along with resources to support the full range of incident management activities associated with a disaster.

### **B. Scope**

This ESF addresses the coordination and provision of law enforcement and public safety- related activities during a disaster or emergency. Those activities may include, but are not limited to:

- a. Warning and evacuation
- b. Damage assessment
- c. Crime scene control
- d. Search and rescue
- e. EOC and representation and coordination
- f. Emergency transportation
- g. Emergency communications
- h. Control of disaster site access
- i. Looting control
- j. Crowd control
- k. Emergency traffic control
- l. Threat mitigation
- m. Investigation
- n. Intelligence

### **o. Security**

The activities within this ESF should not be confused with the activities described in the Terrorism Annex section of this CEMP. Terrorism-specific activities will be addressed in that Annex. This ESF applies to all members of the Sammamish Police Department, sworn and civilian.

### **C. Situation**

1. A public emergency or other significant event may be of such severity and magnitude that it requires City response and recovery assistance to save lives and protect property.
2. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for first responders.
3. Terrorist activity, including the threat of terrorist activity, may hamper the ability of personnel to respond quickly.

### **D. Assumptions**

1. The resources that are routinely available within the affected emergency area may be inadequate to conduct a comprehensive response.
2. Police communication systems may be compromised, either totally or in part.
3. Access to the incident location may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel extremely difficult or impossible.
4. Calls for service may overwhelm the primary 911 Centers.
5. Accidents and natural events evolve in a generally predictable pattern whereas the effects of deliberate criminal acts are more difficult to predict and may include steps to hinder the response.
6. Due to an already overwhelmed road network during a disaster or major incident, supplies and mutual aid may have difficulty reaching the scene, and patients and evacuees may have difficulty moving to hospitals or shelters.

### **E. Policies**

1. All activities within this ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

2. As a signatory of the King County Regional Coordination Framework for Disasters and Planned Events (RCF) and through the use of the Washington State Mutual Aid System (WAMAS) and other local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 EC and KC ECC, whenever possible.
3. Local authorities have primary responsibility for public safety and security within the City and are typically the first line of response and support in these activities.
4. The Sammamish Police Department (PD) will coordinate activities within this ESF. It is anticipated that the City will retain primary authority and responsibility for law enforcement activities, utilizing the ICS for all response and recovery activities.
5. Law enforcement units supplied by other levels of government will remain under the command of that agency but will operate under the direction and control of the PD while operating within the City.

## **II. Concept of Operations**

### **A. General**

1. The PD is the lead agency for the coordination of public safety, law enforcement, and security activities within the City.
2. The ICS will be used by the PD for all field operations. The Incident Commander (IC) will report information and requests to the EOC Manager.
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. In addition to maintaining 24-hour operational capabilities, the PD has two-way radio communications on the 800 MHz system and cellular telephones. Each officer has a hand-held radio and a mobile radio (see ESF 2).
5. PD units, with the use of their sirens and public address systems, will be used to disseminate warning and emergency information when necessary.
6. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
7. As communication systems may fail in a major event, PD staff should report to work as soon



as possible following obvious major disasters, regardless of whether they have been notified.

8. Mutual aid agreements exist with all Washington law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.
9. Communications will be through established channels (see ESF 2).
10. When an event requires a specific type of response, technical and subject matter expertise may be provided by an appropriate supporting agency with skills relevant to the type of event. The agency will advise and/or direct operations within the context of the ICS structure.
11. Throughout the response and recovery periods, the Police Chief, or designee, will evaluate and analyze information regarding law enforcement and security requests for response; develop and update assessments of the security situation and status in the impact area; and implement contingency planning to meet anticipated demands or needs.
12. The Police Chief, or designee, will be responsible for evaluating and notifying command personnel of any threats. The PD will coordinate the response to threats. Notification may be limited to protect the investigation. For specific threats, the EOC may be activated and an incident action plan written. Potential strategies for addressing a threat include, but are not limited to:
  - a. Increasing security at likely targets.
  - b. Conducting an investigation.
  - c. Increasing intelligence collection, analysis, and dissemination.
  - d. Staging key resources.
  - e. Activating command centers.
  - f. Close coordination with other response partners.
  - g. Dispersal of key resources.
  - h. Closing or limiting access to certain critical infrastructure.
  - i. Modifying transportation network security measures.
  - j. Closing schools and/or other public buildings;
  - k. Canceling public events.
  - l. Activating mutual aid.
  - m. Requesting state or federal resources.
  - n. Public information.

## **B. Organization**

1. The Police Chief will designate an EOC representative to coordinate field operations and resources from the EOC when it is activated.
2. The PD will follow all departmental policies and procedures relating to the chain of

command and on-scene management.

3. A unified command structure will normally be established when law enforcement agencies from outside the City are assisting with operational activities within the City.
4. If military support is utilized within the City, the Police Chief or designee will coordinate activities with the military commander.

## **C. Actions**

### **1. Preparedness**

- a. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for the implementation of the responsibilities of the lead agency.
- b. Maintain a list of Police Department assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable.
- c. Assign and schedule sufficient personnel to implement identified tasks for an extended period of time.
- d. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Develop and implement emergency response strategies relating to public safety, law enforcement, and security.
- f. Maintain liaison with support agencies.
- g. Conduct all hazards exercises involving public safety, law enforcement, and security.

### **2. Response**

- a. Coordinate operations in the EOC and/or at other locations as required.
- b. Develop, prioritize, and implement strategies for the initial response to EOC requests.
- c. Establish communications with appropriate field personnel to ensure readiness for timely response.
- d. Participate in EOC briefings and the development of incident action plans and situation reports.

- 
- e. Coordinate with support agencies, as needed, to support emergency activities.
  
  - f. Obtain other resources through the Law Enforcement Statewide Mobilization and Mutual Aid Plan, King County Regional Coordination Framework (RCF) and/or the Washington Mutual Aid System (WAMAS).
  
  - g. Coordinate with other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies.
  
  - h. Monitor and direct response activities, including prepositioning for response/relocation due to the potential impacts of the emergency situation.
  
  - i. Coordinate with the logistic section of the EOC to serve as an informational group on the availability and coordination of resources from volunteers and donations.
  
  - j. Upon arriving at the incident scene, the PD may do the following:
    - i. Secure the incident scene.
    - ii. Establish ingress and egress routes for responders.
    - iii. Operate a credentialing system.
    - iv. Protect critical infrastructure.
    - v. Evacuate involved areas.
    - vi. Conduct an investigation.
    - vii. Provide bomb sweeps and render safe procedures.
    - viii. Coordinate public information.
    - ix. Provide traffic control.

### **3. Recovery**

The City Manager may appoint a Recovery Coordinator to manage the City's recovery process. The City Manager may also appoint a Recovery Task Force, made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery, to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. The PD will have a representative assigned to the Task Force for any event that has law enforcement of security issues.

### **4. Mitigation**

Mitigation efforts for this ESF are covered in the City's Hazard Mitigation Plan.

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### III. RESPONSIBILITIES

#### A. Lead Agency

##### 1. Sammamish PD

- a. Provide support to the EOC Coordinator in the dissemination of emergency warning information to the public and in the operation of the EOC (see ESF 2).
- b. Provide command and control for field operations through established command posts, as appropriate.
- c. Provide law enforcement activities within the City, including the enforcement of any special emergency orders issued.
- d. Provide security and perimeter control at incident scenes and the EOC during activation, when appropriate.
- e. Provide emergency traffic control.
- f. Assist and support the Public Works Department in determining satisfactory evacuation routes (see ESF 16).
- g. Provide direction and control for evacuation efforts as appropriate (see ESF 16).
- h. Assist Eastside Fire & Rescue in locating and setting up possible temporary morgue sites and providing site security (see ESF 8).
- i. Conduct windshield surveys and initial citywide damage assessments in coordination with Eastside Fire & Rescue and the Public Works Department, as appropriate.
- j. Document costs and activities.
- k. Provide for the identification and preservation of essential PD records.
- l. Develop and maintain resource lists for equipment, personnel, and supply sources.
- m. Develop and maintain departmental plans and standard operating procedures for emergency operations.
- n. Coordinate with the Emergency Management Department to maintain a public

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warning system for the City (see ESF 2).

## **B. Support Agencies**

### **1. EOC**

- a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b. Coordinate information between various departments within the City to ensure efficient and accurate communication.
- c. Submit and coordinate requests for additional resources to the Zone 1 Emergency Coordinator (Z1 EC), King County Emergency Coordination Center (KC ECC), or Washington Emergency Management Division (WA EMD).

### **2. Eastside Fire & Rescue**

Assist and support the PD with activities within this ESF, when needed.

### **3. 911 Call Centers**

- a. The King County Sherriff's Office 911 Call Center will provide for the continuation of day-to-day emergency communication, whenever possible. The Call Center has backup contingencies in place if 911 lines are not operational.
- b. Coordinate when necessary with Eastside Fire & Rescue's Dispatch Center, NORCOM.

### **4. Zone 1 Emergency Coordinator**

- a. Communicate and coordinate with the KC ECC and jurisdictions within Zone 1.
- b. Submit and coordinate requests for assistance from Zone 1 jurisdictions with KC ECC to ensure proper distribution of resources.

### **5. King County Emergency Coordination Center**

- a. Communicate with the Zone 1 EC, Zone 1 jurisdictions, Washington Emergency Management Division (WA EMD), and all related agencies regarding law enforcement activities.
- b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.

### **6. WA Emergency Management Division**

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- a. Provide coordination of State resources to provide support, as appropriate, when all local, regional, and county resources have been expended.
- b. Facilitate the requisition of resources from within the state using the Washington State Mutual Aid System (WAMAS) and from other states through the Emergency Management Assistance Compact (EMAC).
- c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

## 7. WA State Patrol

- a. Assist the PD in law enforcement operations, when requested and as available.
- b. Coordinate and maintain liaison with the appropriate State departments, as identified in the Washington State Comprehensive Emergency Management Plan.
- c. Provide warning and communications support.

## IV. RESOURCE REQUIREMENTS

### A. [Hazards exercises involving public safety, law enforcement, and security.](#)

## V. TERMS AND DEFINITIONS

- National Incident Management System (NIMS)

A handbook provided by FEMA that guides all levels of government, nongovernment organizations, and the private sector on how to work together to prevent, protect against, mitigate, respond to, and recover from incidents.

- NIMS Resource Typing

Defining and categorizing, by capability, the resources requested, deployed, and used in incidents.

- National Response Framework (NRF)

A guide provided by FEMA on how the nation responds to all types of disasters and emergencies.

- Incident Command System (ICS)

A standardized approach to the command, control, and coordination of emergency response provides a common hierarchy within which responders from multiple agencies

can be effective.

- Incident Command Post (ICP)

One of five predesignated temporary facilities according to NIMS that signifies the physical location of the tactical-level, on-scene incident command, and management organization.

- Incident Commander (IC)

Responsible for the overall management of the incident and determines which command or general staff positions to staff in order to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions.

- King County Regional Coordination Framework

Provides a decision-making process for minimizing competition for resources and conflict of efforts.

- Washington Mutual Aid System (WAMAS)

Established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city, and town of the state.

- Law Enforcement Statewide Mobilization and Mutual Aid Plan

Established in RCW 43.43.970

- Windshield Survey

Systematic observations made from a moving vehicle.

- Emergency Management Assistance Compact (EMAC)

National interstate mutual aid agreement that enables states to share resources during times of disaster.

## **VI. APPENDICES**

- A. PD Disaster Incident Checklist
- B. Fire and Law Enforcement Warning/Evacuation Instructions

## **VII. REFERENCES**

- Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7 [1])

- Washington State Comprehensive Emergency Management Plan
- King County Regional Coordination Framework for Disasters and Planned Events
- National Response Framework



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**ESF 13 – Appendix A****Police Department Disaster Incident Checklist**

1. Notify key staff: The decision to notify remaining staff of possible activities will be made on the basis of information received from the EOC and on visual observations of the conditions.
2. Activate emergency operating procedures.
3. Activate public warning and evacuation procedures, as necessary.
4. Support emergency operations, as defined in agency emergency operating procedures or as requested by the EOC or the King County ECC.
5. Provide windshield survey and initial citywide damage assessment as appropriate.
6. Assist and support Public Works in determining satisfactory evacuation routes.
7. Provide direction and control for evacuation efforts as appropriate.
8. Establish an Incident Command Post as needed.
9. Provide support to the King County Medical Examiner in the identification of the deceased.
10. Provide direction and control for urban search and rescue activities.
11. Provide crime scene, security and perimeter control at incident scenes and the EOC as appropriate.
12. Document costs and activities.

**ESF 13- Appendix B****Fire/Law Enforcement Warning/Evacuation Instructions**

1. Drive slowly the length of all streets in the warning area. Use your siren to get people’s attention.
2. Stop at appropriate intervals and use your public-address system to announce the message provided by the Police Department, Eastside Fire & Rescue, or the EOC. Message (variable to the situation):

Immediate evacuation is recommended due to

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If you need transportation assistance, please come outside.

Be sure to lock your doors and windows when you leave.

3. Do not use force to ensure evacuation.
4. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of those who are not evacuating and an out-of-area next of kin. *Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.*
5. Direct residents to use the designated evacuation routes to the nearest reception center
6. Continue to travel your designated area until residents have been notified to evacuate.
7. Upon completion of notifications in your assigned area, inform the EOC via the appropriate chain-of-command. Relocate to the staging area.

## EMERGENCY SUPPORT FUNCTION 15

### Public Affairs

**ESF COORDINATOR:** Communications Manager

**LEAD AGENCIES:** City Manager's Office

**SUPPORT AGENCIES:** Emergency Manager  
All City Departments  
Police Department – Public Information Officer  
Eastside Fire & Rescue – Public Information Officer  
School Districts – Public Information Officers

#### I. INTRODUCTION

##### A. Purpose

This emergency support function (ESF) is designed to guide the development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the citizens of the City of Sammamish (City), City personnel, and their families, government and public agencies, the media, and the private sector.

##### B. Scope

This ESF addresses the communication needs of the City and outlines the responsibilities for processing, coordinating, and disseminating incident-related information to affected audiences. It also addresses the coordination of federal public affairs support for the City's public information activities.

##### C. Situation

1. A public emergency or other significant event may be of such severity and magnitude that it requires City response and recovery assistance to save lives and protect property.
2. Activation of the public affairs function may be needed to keep the public:
  - a. Informed of the status of the emergency or disaster.
  - b. Reassured of the actions taken by the City and other agencies to respond to the emergency or disaster.
3. Informed of actions the public should take in response to the emergency or disaster.

4. During and after a public emergency, normal methods of communication may be destroyed or severely disrupted; therefore, only limited and incomplete information may be expected from the area until communications can be restored.
5. Provide notifications to the community regarding food and water distribution. The City has a variety of communications products available for emergency communications, including web, social media, text messaging, and radio communications. To communicate food distribution, the city would utilize the appropriate communication medium available during an emergency situation.

#### **D. Assumptions**

1. The resources routinely available within the affected emergency area may be inadequate to conduct a comprehensive response.
2. Decisions impacting recovery will be made under the pressure of competing priorities, limited resources, and the desire to bring the community quickly back to “normal”.
3. Personnel may not return to their normal assignments for weeks or months, depending on the level of effort required.
4. Public Information Officers (PIOs) are trained in public affairs, including operations at the Emergency Operation Center (EOC), and receive regular updates/training on related issues.
5. Demands for information from media outside the City will be significantly increased during and after a disaster.

#### **E. Policies**

1. All activities within this ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
2. As a signatory of the King County Regional Coordination Framework for Disasters and Planned Events (RCF), through Washington State’s Mutual Aid System (WAMAS) and local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator (Z1 EC) and King County Emergency Coordination Center (KC ECC), whenever possible. The City will use the same systems to request resources.
3. In the event of a disaster or emergency, it is the responsibility of the City to provide accurate and timely incident-related information to affected audiences.
4. All incident-related information will be developed by the PIO in coordination with EOC staff.
5. The release of incident-related information will be through the EOC or the Joint Information Center (JIC).

6. Before being released to the public, all incident-related information must be approved by the Emergency Manager/EOC Manager or the Incident Commander, or their designee.
7. [Presidential Executive Order 13166](#) directs requirements for access to services for persons with Limited English Proficiency (LEP) to access in a meaningful way. [RCW38.52](#) directs the requirements of Limited English Proficiency (LEP) public notices regarding public health, safety, and welfare to be provided in languages identified as the primary spoken dialect by 5% of the City's population, or by 1,000 residents, whichever is less. For Sammamish, this includes Hindi and Mandarin.
8. The Americans with Disabilities Act (ADA) outlines policies for effective communication with people who have vision, hearing, or speech disabilities who may use different ways to communicate. The City will leverage available resources to provide incident information in multiple formats and to meet LEP and Addressing Functional Need (AFN) requirements, including but not limited to, use of the City's contracted language translation service, including ASL interpretation, pre-translated, or just-in-time translated print material, and infographics available.
9. In the event of an after-hours emergency, PIOs may need to report to an alternative site for the EOC.
10. PIOs staffing the EOC/JIC will avoid statements that evaluate or judge other governmental agencies. Public information staff will take care not to provide information beyond the expertise or purview of the City. They will refer such matters to the appropriate jurisdiction.

## II. Concept of Operations

### A. General

1. The release of incident-related information through the EOC/JIC is the responsibility of the City.
2. When activated, the KC ECC and the Washington State Emergency Management Division (WA EMD) may release incident-related information to the affected audiences and the public by working with the lead agency.
3. In the event of an Incident of National Significance, the Federal Emergency Management Agency (FEMA) may provide support to the City to assist with the dissemination of accurate and timely information.
4. In the event of a terrorist incident, the release of information to the public may be coordinated with the Federal Bureau of Investigation (FBI) and other federal agencies.
5. During an incident of national significance, the WA EMD and FEMA may establish a JIC or a Joint Information System (JIS) to coordinate federal, state, and local information.

## **B. Organization**

1. During an incident that has triggered activation of the EOC, Specific City staff will be designated to serve as PIO to coordinate the dissemination of incident-related information to the public.
2. During an incident that has not triggered activation of the EOC, public information will be coordinated between the City's Communications Manager and the Emergency Manager.
3. Support may be provided to the PIO by the following:
  - a. Sammamish Police Department's/King County Sheriff's Office's PIO
  - b. Eastside Fire & Rescue's PIO
  - c. School Districts' PIOs
4. The release of incident-related information will be coordinated by the PIO through the EOC or JIC/JIS.
5. Assistants may be assigned from other involved agencies or departments.
6. The designated PIO may appoint an assistant PIO to ensure that the media is kept informed regarding media briefing locations.
7. A media staging area will be designated by the PIO and the EOC Manager. The location of media briefings will be determined by the event.
8. In some situations, it may be necessary to release incident-related information from field command posts. Should this occur, the Incident Commander (IC) will contact the EOC promptly and provide a detailed account of the information that was released.
9. The PIO will utilize the PIO Emergency Checklist (Appendix A) and the PIO Press Release Worksheet (Appendix B) during any emergency or disaster that requires the dissemination of incident-related information to the public.
10. Additional assistance can be sought from the King County PIO Consortium, which is facilitated by the King County Office of Emergency Management.

## **C. Actions**

### **1. Preparedness**

- a. Coordinate public information procedures and strategies with local media.
- b. Assist in the dissemination of disaster preparedness materials, such as brochures, public presentations, news releases, and media events. The information should encourage preparedness activities, awareness, and personal responsibility to minimize the loss of life and property during a disaster.

- c. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- d. Assign and schedule sufficient personnel to implement identified tasks for an extended period of time.
- e. Ensure lead agency personnel are trained in their responsibilities and duties.
- f. Maintain liaison with support agencies and the King County PIO Consortium.
- g. Develop and implement emergency response strategies relating to long-term community recovery.
- h. Conduct all hazards exercises involving public affairs.

## **2. Response**

- a. Coordinate operations in the EOC and/or at other locations as required.
- b. Develop, prioritize, and implement strategies for the initial response to EOC requests.
- c. Establish communications with appropriate field personnel to ensure readiness for timely response.
- d. Participate in EOC briefings, development of incident action plans, and situation reports and meetings.
- e. Coordinate with support agencies, as needed, to support emergency activities.
- f. Obtain other resources through the RCF and WAMAS or the King County PIO Consortium.
- g. Coordinate with other area PIOs to obtain resources and facilitate an effective emergency response among all participating agencies.
- h. Preposition response resources when it is apparent that resources may be necessary.
- i. Arrange media briefings and media access to important news stories.
- j. Prepare the City Manager and other officials for media briefings, media advisories, and responses to information releases.
- k. Arrange for public notice of proclamations, emergency ordinances, and executive orders.
- l. Arrange for the preparation of multilingual advisory and informational materials for the public, which should include consideration for people with hearing and visual disabilities.
- m. Notify the media of disaster impacts, protective measures, and other topics that will facilitate and expedite response and recovery.

### **3. Recovery**

- a. The PIO will be appointed by the City Manager to participate in the Recovery Task Force. They will coordinate information to and from the public during the disaster recovery phase as outlined in ESF 14 including evaluating the effectiveness of the communication of life safety and other incident messaging through the After-Action Report process (as outlined in the CEMP).

### **4. Mitigation**

Mitigation for this ESF is covered in the City's Hazard Mitigation Plan.

## **III. RESPONSIBILITIES**

### **1. Emergency Management Department/Emergency Operation Center**

- a. Share relevant information with the PIO.
- b. Approve incident-related information before release by the PIO.

### **2. Public Information Officer**

- a. Establish and maintain standard operating procedures for use during emergencies.
- b. Establish priorities for the release of emergency information. Manage emergency public information before, during, and after the incident. Maintain copies of information released.
- c. Develop information dissemination channels and systems. Determine appropriate vehicles for all communications, news releases, advisory bulletins, and interviews.
- d. Establish contact with the media. Determine appropriate location(s) for public official and media briefings. Monitor information being provided by the media. Correct misinformation being disseminated by media.
- e. Send situation reports to the KC ECC, KC JIC/JIS, and WA EMD.
- f. Serve as liaison to King County and/or State PIOs.
- g. Send information to other jurisdictions' JICs/JISs and EOCs.
- h. Coordinate with King County when information is to be released via the Emergency Alert System.
- i. Monitor and provide links to the websites of other jurisdictions and/or post information on joint websites.
- j. Participate in videoconferences and teleconferences among PIOs of other



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jurisdictions.

- k. Utilize social media tools to disseminate information and monitor social media for any relevant information or rumor control.

### **3. City Departments**

- a. Provide timely information to the EOC regarding field activities and incident-related public information.
- b. Coordinate requests for assistance through the EOC.

### **4. Partner PIOs (Police, Fire, School Districts, etc.)**

- a. Provide timely information to the EOC regarding incident-related public information.
- b. Coordinate requests for assistance through the EOC.
- c. Coordinate the release of information through the City's PIO.
- d. Participate with the City's PIO in determining if a JIC or JIS should be established.

### **5. Zone 1 Emergency Coordinator**

- a. Provide timely information to the EOC regarding field activities from other parts of the region and incident-related public information.
- b. Coordinate requests for assistance and information through the City's EOC.

### **6. King County Emergency Coordination Center**

- a. Provide timely information to the City's EOC regarding countywide activities and incident-related public information.
- b. Coordinate requests for assistance through the EOC.
- c. Through the PIO Consortium, assist with the City's need for additional PIO assistance, activate a countywide JIC/JIS if deemed appropriate, and set up timely briefings to assist with situational awareness.

### **7. State of Washington**

- a. The Governor's Communications Director serves as the State Emergency Public Information Officer (EPIO) and, under the direction of the Governor, may direct, coordinate, and supervise the release of all State emergency instructions and news releases pertaining to the State's disaster operations.
- b. In the absence of the Governor's Communications Director or Assistant, the EMD's PIO may direct, coordinate, and supervise the incident-related public information functions in coordination with local jurisdiction.
- c. The State EPIO coordinates with local and federal agencies on the release of emergency information and instructions.

## 8. Federal

- a. The Department of Homeland Security (DHS) through the National Response Framework (NRF) ensures that sufficient Federal assets are deployed to the field during a potential or actual Incident of National Significance to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector and the local populace.
- b. According to the NRF, the DHS recognizes that it is the City's responsibility to provide information to the citizens of the City.

## IV. Resource Requirements

### A. [Hazards Exercises Involving Public Affairs](#)

## V. Terms and Definitions

- **National Incident Management System (NIMS)**

A handbook provided by FEMA that guides all levels of government, nongovernment organizations, and the private sector on how to work together to prevent, protect against, mitigate, respond to, and recover from incidents.

- **National Response Framework (NRF)**

A guide provided by FEMA on how the nation responds to all types of disasters and emergencies.

- **Incident Command System (ICS)**

A standardized approach to the command, control, and coordination of emergency response provides a common hierarchy within which responders from multiple agencies can be effective.

- **King County Regional Coordination Framework**

A decision-making process for minimizing competition for resources and conflict of efforts.

- **Washington Mutual Aid System (WAMAS)**

Established in [RCW 38.56](#), provides for mutual assistance among member jurisdictions, to include every county, city, and town of the state.

- **Incident of National Significance**

High-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, and local, tribal, private-sector, and nongovernmental organizations.

- **Joint Information System (JIS)**

The fourth NIMS command and coordination structure that integrates incident information and public affairs into a unified organization that provides consistent, coordinated, accurate, accessible, timely, and complete information to the public and stakeholders during incident operations.

## VI. APPENDICES

Public Information Officer Checklist

Public Information Officer Press Release Worksheet

Media Contact List

Public Information Media Strategy

King County Emergency Messaging Guide

## **VII. REFERENCES**

- The National Response Framework, ESF 15 External Affairs
- The National Incident Management System

## ESF 15 – Appendix A

### Public Information Officer Emergency Checklist

In the event of a major emergency where communications have been disrupted, pre-designated PIOs should report to the EOC as soon as possible.

#### A. PRIOR TO ARRIVAL:

1. \_\_\_ When possible, ask for details about the situation, where the EOC is located, who the EOC Manager is and where the City wants you located.
2. \_\_\_ Advise the City of how long it will take for you to reach your assigned location.
3. \_\_\_ Bring a flash drive with your communications templates, documents, contact lists and other important documents. Bring a laptop if a computer will not be available for you.
4. \_\_\_ Have your passwords for all communications channels.

#### B. AFTER ARRIVAL AT YOUR ASSIGNED AREA:

1. \_\_\_ Meet with the EOC Manager to get an update on the situation and any specific concerns.
2. \_\_\_ Establish a work area for yourself with access to a computer/laptop with an internet connection, printer and photocopier if possible.
3. \_\_\_ Establish your network to have access to needed information and EOC personnel. Ensure field personnel know that you are in place and will be managing communications and meeting with media as needed.
4. \_\_\_ Coordinate with other local and regional PIOs.
5. \_\_\_ Establish an area for the media to be briefed. The media area should be at a distance away from the EOC so there is no interruption in the work of the EOC.
6. \_\_\_ Try to establish a set schedule for press conferences (such as every hour, every two hours, etc.). This will reduce interruptions and allow all to be aware when information releases will be available.
7. \_\_\_ If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all media receive consistent information and reduce the number of questions you will be asked.

8. \_\_\_ Take a pro-active stance. Develop plans for possible situations that may occur. This could include such things as street closures, evacuations, information sheets for purifying water, guidelines for items to bring if evacuated to a shelter, etc.
9. \_\_\_ If possible, get at least one person to assist you with the paperwork and information handling portion of the job.
10. \_\_\_ Remember to include communication methods that can reach people with hearing and visual disabilities, language barriers, or who may not have access to internet, TV, radio, social media and print media.

**C. DURING THE EMERGENCY:**

1. \_\_\_ Have regular briefings with the EOC to ensure you have timely information.
2. \_\_\_ Establish an event journal to log the emergency events and activities of the PIO function. This PIO event journal will be valuable for tracking activities during the event and evaluating activities after the event is over.
3. \_\_\_ Establish a press release binder or folder. Keep copies of all press releases in chronological order.
4. \_\_\_ Make extra copies of all press releases. This will allow you to update late arriving media without needing to recreate a release or spend time repeating the information.
5. \_\_\_ Post critical information and updates about road closures, event status, shelters, points of distribution, etc. using City communication tools. Provide information to the King County Emergency Coordination Center for dissemination.
6. \_\_\_ Monitor and utilize social media platforms.

**D. DEMOBILIZATION:**

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

# ESF 15 – Appendix B

## Public Information Officer Press Release Worksheet

Action Item: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

General Situation: \_\_\_\_\_

\_\_\_\_\_

Who: \_\_\_\_\_

\_\_\_\_\_

What: \_\_\_\_\_

\_\_\_\_\_

When: \_\_\_\_\_

\_\_\_\_\_

Where: \_\_\_\_\_

\_\_\_\_\_

Why: \_\_\_\_\_

How: \_\_\_\_\_

\_\_\_\_\_

Point of Contact (including name, email, phone): \_\_\_\_\_

Who was it released to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ESF 15 – Appendix C

### Media Contact List

#### Print Media

<b>Sammamish Review</b> <a href="mailto:news@isspress.com">news@isspress.com</a> <a href="http://www.sammamishreview.com">www.sammamishreview.com</a> 1085 12th Ave. N.W., Suite D1. P.O. Box 1328 Issaquah, WA 98027 Tel: 425-392-6434	<b>Issaquah Sammamish Reporter</b> <a href="http://www.issaquahreporter.com">www.issaquahreporter.com</a> 2700 Richards Road, Ste. 201, Bellevue, WA 98005 Tel: 425-391-0363
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<p><b>Seattle Times</b></p> <p><a href="mailto:newstips@seattletimes.com">newstips@seattletimes.com</a>  <a href="http://www.seattletimes.com">www.seattletimes.com</a>  P. O. Box 70  Seattle, WA 98111</p> <p>Tel: 206-464-2204  Fax: 206-464-2261</p>	<p><b>Associated Press Seattle Bureau</b></p> <p><a href="mailto:apseattle@ap.org">apseattle@ap.org</a>  <a href="http://www.ap.org">www.ap.org</a>  3131 Elliott Avenue, Suite 750  Seattle, WA 98121</p> <p>Tel: 206-682-1812  Fax: 206-621-1948</p>
<p><b>Korea Times*</b></p> <p><a href="mailto:philkso@gmail.com">philkso@gmail.com</a>  <a href="http://www.koreatimes.com">www.koreatimes.com</a>  12532 Aurora Ave N  Seattle, WA 98133</p> <p>Tel: 206-622-2229</p> <p>*They DO want to receive our emergency notifications.</p>	

## TV Media

Channel	News Release Email	Other contact info
KING 5 TV (NBC)	<a href="mailto:newstips@king5.com">newstips@king5.com</a>	<a href="http://www.king5.com">www.king5.com</a> Tel: 206-448-5555
KOMO TV (ABC)	<a href="mailto:tips@komo4news.com">tips@komo4news.com</a>	<a href="http://www.komo4news.com">www.komo4news.com</a> Tel: 888-477-5666
KIRO TV (CBS)	<a href="mailto:newstips@kirotv.com">newstips@kirotv.com</a> Reporter: : Alison Grande <a href="mailto:agrande@kirotv.com">agrande@kirotv.com</a>	<a href="http://www.kirotv.com">www.kirotv.com</a> Tel: 206-728-7777
Q13 TV (FOX)	<a href="mailto:tips@q13fox.com">tips@q13fox.com</a>	<a href="http://www.q13fox.com">www.q13fox.com</a> Tel: 206-674-1313



<b>Weather Channel (National)</b>	<a href="mailto:newsdesk@weather.com">newsdesk@weather.com</a>  Photo/Video: <a href="mailto:iwitness@weather.com">iwitness@weather.com</a>  <i>Severe weather info only</i>	<a href="http://www.weather.com">www.weather.com</a>  Reporter: Jim Pedersen <a href="mailto:jpedersen@weather.com">jpedersen@weather.com</a>  Tel: 770-226-2119  <i>Severe weather info only</i>
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## Radio Media

*\*The Spanish language radio contacts were provided by Karen Rich of Take Winter by Storm, [karenrich@richmarketing.us](mailto:karenrich@richmarketing.us).*

Channel	News Release Email	Other contact info
<b>KIRO Radio</b> 97.3 FM AM 710	<a href="mailto:newsdesk@973kiro.com">newsdesk@973kiro.com</a>	<a href="http://www.kiroradio.com">www.kiroradio.com</a> Tel: 206-726-5476
<b>KOMO Radio</b> AM 1000	<a href="mailto:comments@komo1000news.com">mailto:comments@komo1000news.com</a>	<a href="http://www.komonews.com/radio">www.komonews.com/radio</a> Tel: 206-404-5666
<b>KUOW Radio</b> (NPR) 94.9 FM	<a href="mailto:newsroom@kuow.org">newsroom@kuow.org</a>	<a href="http://www.kuow.org">www.kuow.org</a> Tel: 206-685-1136
<b>KVI Radio</b> Am 570	<a href="mailto:comment@kvi.com">comment@kvi.com</a>	<a href="http://www.kvi.com">www.kvi.com</a> Tel: 888-312-5757
<b>KPLU Radio</b> (NPR) 88.5 FM	<a href="mailto:news@kplu.org">news@kplu.org</a>	<a href="http://www.kplu.org">www.kplu.org</a> Tel: 206-922-1020
<b>KDDS FM*</b> Spanish Language	Uriel Romero, Sr. Acct. Exec. <a href="mailto:uromero@adelantemediagroup.com">uromero@adelantemediagroup.com</a>	Tel: 253-735-9700 ext. 224
<b>KKMO AM*</b> Spanish Language	Edgar Solares, Gen Mgr. <a href="mailto:edgars@elrey1360seattle.com">edgars@elrey1360seattle.com</a>	Tel: 206-436-7851

## ESF 15 – Appendix D

### Public Information Media Strategy

City of Sammamish public information staff will provide information to media outlets and the public during an incident. These activities may be provided solely by the City of Sammamish, through coordination with the King County Joint Information Center and/or through cooperation of multiple jurisdictions.

#### I. Information Gathering

- A. The Administrative Services Director can assist the Public Information Officer (PIO) by directing them to subject matter experts or pre-scripted materials. Information sources outside of the Emergency Operations Center, City staff and the King County JIC may include the King County website, the Regional Public Information Network, Public Health – Seattle & King County, the Red Cross and other reliable information centers.
- B. When possible, pre-script messages with fill-in-the-blank spaces for updates. This will expedite message dissemination. The messages should include resources for further information, such as King County contacts, the Red Cross, FEMA, utility companies, etc.

#### II. Distribution Strategy

- A. The public information strategy should include methods to disseminate the prepared information to the general public. The City's PIO has a listing of available media outlets and contact information, which is updated as needed.
- B. The following are suggested vehicles for dissemination of information:
  - 1. **Media**
    - a. Print: Local and regional newspapers
    - b. Television: Regional stations
    - c. Radio: City radio station, regional radio stations
  - 2. **Online**
    - a. City website
    - b. City social media accounts, ALERT King County, King County Emergency News blog

### **3. Direct Information Pieces**

Direct mail, newsletters, utility bill inserts, reader boards, fact sheets for emergency preparedness

### **4. Public Forums**

Interactive community meetings

- C. The public information staff must take advantage of every information vehicle available if power, utilities and other infrastructure have been damaged. Often, the best carriers of information are the responders in the field. The general public recognizes their role and frequently asks questions regarding the operations. Stocking the equipment and trucks with flyers, pamphlets and other print media allows responders to perform their duties while also satisfying the public's need for information.

## **III. Types of Information to Disseminate**

The following topics should be addressed in communications as they arise:

- A. Emergency preparedness
- B. Road closures and traffic detours
- C. Utility/power updates
- D. Evacuations
- E. Shelter Locations
- F. Public Health Concerns (contaminated water, carbon monoxide poisoning, etc.)
- G. Public safety contacts (emergency, fire, police)
- H. Reporting instructions (missing persons, damages, claims, etc.)
- I. Recovery issues
- J. Cleanup instructions for various types of debris to include:
- K. Status of cleanup
  - 1. Locations and details of drop-off or collection sites
  - 2. How to source-separate waste
  - 3. Handling procedures
  - 4. Illegal dumping provisions

## IV. Developing Messages in Alternate Languages

Based on the community demographics in the City of Sammamish, messages may need to be developed in various languages.

### A. Translation Resources

The following resources are available to develop messaging materials for alternate languages.

1. Emergency Preparedness
  - a. What to do to  
Make it Through  
<http://makeitthrough.org/>
  - b. Take Winter by Storm (checklists in many languages)  
<http://takewinterbystorm.org/>
  - c. Public Health – Seattle & King County (checklists in many languages)  
<http://www.kingcounty.gov/healthservices/health/languages.aspx>
2. Assistance during an Emergency  
King County 2-1-1 Community Resources  
<https://crisisclinic.org/find-help/2-1-1-resources-and-information/>
3. Hearing Speech &  
Deafness Center  
<http://www.hsd.org/>

4. Online translation services

<http://www.freetranslation.com/>

**B. Special Needs Communications Resources**

1. King County Department of Social and Health Services

<https://www.dshs.wa.gov/>

Washington Relay Service <https://www.dshs.wa.gov/altsa/odhh/telecommunication-relay-services>