Lewis County

2010

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

(CEMP)

Lewis County Sheriff's Office
Division of Emergency Management

Created: 2001
Reformatted: 12-22-10

Adopted: January 10, 2011

RECORD OF CHANGES

NOTICE TO PLAN HOLDERS: In order to maintain a current ***Lewis County Comprehensive Emergency Management Plan,*** ESF #10, changes will be issued periodically by the Lewis County Sheriff's Office, Division of Emergency Management. Please make those changes upon receipt, and record them on this page. **If a previous change number shows no entry, you may not have an up-to-date version of the plan.**

CHANGE	DATE	LOCATION/PAGES(S) CHANGED	INITIALS
01	12-31-01	Complete reformatting, updating. Change all.	
02	09-01-02	ESF #10 revision, replace all sections.	
03	07-03-03	ESF #10 revision, replace all sections.	
04	08-10-05	ESF #10 revision, replace all sections.	
05	08-10-06	Complete 4-year revision, replace all sections.	
06	12-22-10	Complete reformat to be consistent with State and Federal Response Plans.	
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PLAN DISTRIBUTION LIST

Book	CD	Plan Agency	Staff Title	Date Issued
1		**BOCC**	Clerk of the Board	
2		**Risk Management**	Administrator	
3	X	**Human Resources**	Administrator	
4	X	**E911**	Manager	
5	X	**LC DEM**	Deputy Director	
6	X	**LC DEM**	Deputy Director	
7	X	**LC DEM**	Deputy Director	
8	X	**LC DEM**	Deputy Director	
9	X	**WA State EMD**	Plans Section Coordinator	
10	X	**Chehalis**	EM Liaison	
11	X	**Mossyrock**	EM Liaison	
12	X	**Morton**	EM Liaison	
13	X	**Napavine**	EM Liaison	
14	X	**Pe Ell**	EM Liaison	
15	X	**Toledo**	EM Liaison	
16	X	**Vader**	EM Liaison	
17	X	**Winlock**	EM Liaison	
18	X	**Centralia TRL**	Librarian	
19	X	**Chehalis TRL**	Librarian	
20	X	**Packwood TRL**	Librarian	
21	X	**Randle TRL**	Librarian	
22	X	**Salkum TRL**	Librarian	
23	X	**Winlock TRL**	Librarian	
	X	**Centralia**	EM Liaison	
	X	**LC Assessor**	Assessor	
	X	**LC Auditor**	Auditor	
	X	**LC Clerk**	Clerk	
	X	**LC Coroner**	Coroner	
	X	**LC District Court**	Judge	
	X	**LC Superior Court**	Judge	
	X	**LC Prosecuting Attorney**	Prosecutor	
	X	**LC Sheriff**	Sheriff	
	X	**LC Treasurer**	Treasurer	
	X	**LC Community Development**	Director	
	X	**LC Health & Social Services**	Director	
	X	**LC Central Services**	Director	
	X	**LC Budget/Fiscal**	Director	
	X	**LC Public Works**	Director	

Book	CD	Plan Agency	Staff Title	Date Issued
	X	**LC Facilities**	Director	
	X	**LC Information Services (IT)**	Director	
	X	**LC Radio**	Administrator	
	X	**Fish & Wildlife**	Supervisor	
	X	**LC Cooperative Extension**	Director	
	X	**American Red Cross**	Coordinator	
	X	**AMR**	Supervisor	
	X	**Salvation Army**	Captain	
	X	**ARES/RACES**	Regional Coordinator	
	X	**ARES/RACES**	Radio Officer	
	X	**Providence Hospital**	Asst. Admin. Patient	
	X	**Morton Hospital**	Director	
	X	**Lewis County PUD**	Manager/Supervisor	
	X	**Centralia City Light**	Manager/Supervisor	
	X	**Adna School District**	Superintendent	
	X	**Boistfort School District**	Superintendent	
	X	**Centralia Community College**	Dean of Students	
	X	**Centralia School District**	Superintendent	
	X	**Chehalis School District**	Superintendent	
	X	**Cispus Learning Center**	Manager	
	X	**Morton School District**	Superintendent	
	X	**Mossyrock School District**	Superintendent	
	X	**Napavine School District**	Superintendent	
	X	**Pe Ell School District**	Superintendent	
	X	**Toledo School District**	Superintendent	
	X	**White Pass School District**	Superintendent	
	X	**Winlock School District**	Superintendent	
	X	**Evaline School District**	Superintendent	
	X	**Onalaska School District**	Superintendent	
	X	**LC Adventist School**	Principal	
	X	**St. Joseph's School**	Principal	
	X	**South County EMS Toledo**	Supervisor	
	X	**Riverside Fire Authority-Station 1 (Centralia)**	Chief	
	X	**Riverside Fire Authority-Station 2 (Centralia)**	Chief	
	X	**Chehalis Fire Department**	Chief	
	X	**Lewis County FD #1 - Onalaska**	Chief	
	X	**Lewis County FD #2 - Toledo**	Chief	
	X	**Lewis County FD #3 - Mossyrock**	Chief	
	X	**Lewis County FD #4 - Morton**	Chief	
	X	**Lewis County FD #5 - Napavine**	Chief	
	X	**Lewis County FD #6 - Chehalis**	Chief	

Book	CD	Plan Agency	Staff Title	Date Issued
	X	**Lewis County FD #8 - Salkum**	Chief	
	X	**Lewis County FD #9 - Mineral**	Chief	
	X	**Lewis County FD #10 - Packwood**	Chief	
	X	**Lewis County FD #11 - Pe Ell**	Chief	
	X	**Lewis County FD #13 - Curtis**	Chief	
	X	**Lewis County FD #14 - Randle**	Chief	
	X	**Lewis County FD #15 - Winlock**	Chief	
	X	**Lewis County FD #16 - Doty**	Chief	
	X	**Lewis County FD #17 - Ashford**	Chief	
	X	**Lewis County FD #18 - Glenoma**	Chief	
	X	**Lewis County FD #20 – Cowlitz/ Lewis**	Chief	
	X	**Washington State Patrol**	Sergeant	
	X	**Centralia Police Department**	Chief	
	X	**Chehalis Police Department**	Chief	
	X	**Morton Police Department**	Chief	
	X	**Mossyrock Police Department**	Chief	
	X	**Napavine Police Department**	Officer in Charge	
	X	**Town of Pe Ell Police Department**	Marshall	
	X	**Toledo Police Department**	Chief	
	X	**Vader Police Department**	Chief	
	X	**Winlock Police Department**	Chief	
	X	**Cowlitz County Emergency Mgmt.**	Director	
	X	**Grays Harbor County Emergency Management**	Director	
	X	**Mason County Emergency Mgmt.**	Director	
	X	**Pacific County Emergency Mgmt.**	Director	
	X	**Pierce County Emergency Mgmt.**	Director	
	X	**Skamania County Emergency Management**	Director	
	X	**Thurston County Emergency Management**	Director	
	X	**Wahkiakum County Emergency Management**	Director	
	X	**Yakima County Emergency Mgmt.**	Director	

FORWARD

The Lewis County Division of Emergency Management sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the revision and publication of the 2010 Lewis County Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by County agencies and local jurisdictions to work together to achieve a common goal.

The CEMP was revised through he combined efforts of County departments and agencies, Emergency Management staff, American Red Cross, and other Lewis County support organizations. The Division of Emergency Management facilitates the plans and training opportunities for entities that have identified responsibilities in the CEMP.

The entities participate in planning and coordinating emergency management activities in order to identify, develop, maintain, and enhance County emergency management capabilities.

The Lewis County CEMP is formatted to be consistent with the State Comprehensive Emergency Management Plan as well as the National Response Framework, following their prescribed Emergency Support Functions format.

The CEMP is one of the many efforts to prepare all people in Lewis County for emergencies or disasters. This is to standardize plans throughout the state and to provide interoperability between local, state, and federal levels of government. The CEMP moves us one step closer to being able to minimize the impacts of emergencies and disasters on our citizens, property, economy, and the environment of Lewis County.

Sheriff Steve Mansfield, Director
Lewis County Emergency Management

12-22-2010
Date

Lewis County, Washington

Comprehensive Emergency Management Plan (CEMP)

INTRODUCTION

The *Lewis County Comprehensive Emergency Management Plan (CEMP)* has been prepared to develop a capability for local government to accomplish its emergency responsibilities.

Emergency Management Organizations

Each political subdivision of the State of Washington is required to establish an organization for disaster preparedness (emergency management), and to develop and maintain a plan as to how such an organization will function.

The law also provides for more than one jurisdiction to establish a joint emergency management organization. The Lewis County emergency management organization has been established a s division of the Lewis County Sheriff's Office, and is identified as the Division of Emergency Management (DEM). The cities of Chehalis, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Vader, and Winlock have recognized joint participation with Lewis County by execution of an agreement for the provision of contracted emergency management services with Lewis County government.

The Director of Lewis County Management is appointed by the Board of County Commissioners (BOCC) and is responsible for development, administration, and execution of an overall program of disaster preparedness in accordance with this plan and Lewis County policies and procedures. Effective January 1, 2000, the functions of the Division of Emergency Management were transferred to the Lewis County Sheriff's Office, and the BOCC appointed the Lewis County Sheriff or his designee to serve as Director of Emergency Management for Lewis County. The Division of Emergency Management is operated on a daily basis by a full time Deputy Director.

The Lewis County Comprehensive Emergency Management Plan (CEMP)

The *Lewis County Comprehensive Emergency Management Plan (CEMP)* is intended to meet those requirements by describing the overall emergency management concept for Lewis County and the constituent cities and towns, and how they will coordinate disaster responsibilities.

The CEMP details authorities, functions, and responsibilities to ensure a mutually understood and coordinated plan of response action among all agencies and levels of government within the County during emergencies and disasters. The format of the *Lewis County Comprehensive Emergency Management Plan* is consistent with the *National Response Framework (NRF)* and the *Washington Comprehensive Emergency Management Plan.*

The Plan consists of two sections: a Basic Plan section that covers Lewis County government and governmental entities/organizations of the county, and the Emergency Support Function (ESF section that includes detailed annexes addressing specific functions. The Plan provides the overall policy guidance involving a comprehensive program of emergency/disaster mitigation, preparedness, response, and recovery.

The Director, or appointed designee, of the Division of Emergency Management is responsible for publishing and distributing this Plan and will issue changes as required or necessary.

Command and Coordination - ICS

In an emergency, all of the personnel, services, and facilities of Lewis County and the participating cities augment the emergency management organization as necessary by the nature and scope of the incident. When conditions exceed local capabilities, procedures are in place to request the support of state and federal resources.

The command coordination structure for direction and control of emergency/disaster response is based on the accepted standards and practices of the National Incident Management System (NIMS) with the Incident Command System (ICS) of management adopted for use in Lewis County.

County departments will coordinate their activities through the emergency management organization. Designated representatives will have sufficient knowledge of the capabilities and responsibilities of their department or agency, and the appropriate authority to commit resources. Individual Lewis County departments may develop internal procedures that define how their duties will be carried out in time of emergency, and how they will coordinate with the Division of Emergency Management and participate in the EOC/ECC operations.

Each of the response agencies with a role identified in the Lewis County CEMP should develop internal policies and procedures that define in detail how they will carry out their roles in a coordinated manner under the overall emergency management concept.

Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

The Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) is the designated central direction and control point for the management of emergency response and recovery. The Incident Command System (ICS) structure will be used as the organization scheme for the EOC/ECC.

Emergency/Disaster Declaration Process

Full implementation of the CEMP is done by a Declaration of Emergency made by resolution of the Board of County Commissioners (or City Council in the case of the signatory cities and towns). That declaration activates certain emergency powers, such as suspension of some budget laws and limitations that make it possible to maximize local resources.

If local efforts are (or are about to be) exhausted, a Declaration of Disaster can be made to activate state assistance. When the local recovery capabilities are not sufficient to restore the community to pre-disaster status, declarations to the President through the Governor can activate certain state and federal disaster aid programs to supplement local response and recovery.

Participating Jurisdiction and County Department Internal Plans

The Lewis County Board of Commissioners directs each department and agency of Lewis County to study the plan and prepare for implementation. Each participating jurisdiction is individually responsible to coordinate their activities with the Lewis County Division of Emergency Management and develop supportive plans. Supporting plans include Emergency Action Plans, implementing instructions, suggested operating guidelines, suggested operating procedures, and task lists.

In the event of a multi-jurisdictional incident, overall coordination of response and recovery is delegated to the Lewis County Division of Emergency Management.

LEWIS COUNTY BOARD OF COMMISSIONERS

Ron Averill, Chair

P.W. "Bill" Schulte, Commissioner

F. Lee Grose, Commissioner

1-10-11
Date

Lewis County Civil Defense Ordinance 2109

(1 of 4 pages)

VOL 24 PAGE 384

Attached is Resolution 2109, an ordinance relating to Civil Defense.

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LEWIS COUNTY, WASHINGTON

Resolution No. 2109.

AN ORDINANCE RELATING TO CIVIL DEFENSE

The Board of County Commissioners of the County of Lewis do ordain as follows:

SECTION 1. PURPOSE

The declared purposes of this ordinance are to provide for the preparation and carrying out of plans for the civil defense of persons and property within this county in the event of a disaster, and to provide for the coordination of the civil defense functions of this county with all other public agencies and affected private persons, corporations and organizations. Any expenditures made in connection with such civil defense activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the County of Lewis.

SECTION 2. DEFINITIONS

(a) Civil Defense. As used in this ordinance, the term "Civil Defense" shall mean the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters. It shall not include, nor does any provision of this ordinance apply to any condition relating to a labor controversy.

(b) Disaster. As used in this ordinance, the term "disaster" shall mean actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic, riot, earthquake or other similar public calamity.

SECTION 3. CIVIL DEFENSE COUNCIL - MEMBERSHIP

The Lewis County Civil Defense Council is hereby created and shall consist of the following:

(a) The chairman of the Board of County Commissioners, who shall be chairman.

(b) The Director of Civil Defense, who shall be vice chairman.

(c) The Assistant Director, appointed by the Board of County Commissioners who, under the supervision of the director, shall develop civil defense and disaster plans and organize the civil defense and disaster program of this county, and shall have such other duties as may be assigned by the director.

(d) Such deputy directors and chiefs of operating civil defense and disaster departments, services or divisions as are provided for by resolution pursuant to this ordinance.

(e) Such representatives of civic, business, labor, veterans, professional or other organizations having an official group or organization civil defense and disaster responsibility as may be appointed by the Board of County Commissioners.

Civil Defense Resolution

Lewis County Civil Defense Ordinance 2109

(2 of 4 pages)

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SECTION 4. CIVIL DEFENSE COUNCIL - POWERS AND DUTIES

It shall be the duty of the Lewis County Civil Defense Council, and it is hereby empowered, to review and recommend for adoption by the Board of County Commissioners civil defense and disaster and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations are necessary to implement such plans and agreements. The Civil Defense Council shall meet upon call of the chairman or in his absence from the county or inability to call such meeting, upon the call of the vice chair[illegible]

SECTION 5. DIRECTOR OF CIVIL DEFENSE - POWERS AND DUTIES

There is hereby created the position of Director of Civil Defense. [illegible] Director shall be appointed by the Board of County Commissioners.

The director is hereby empowered:

(a) To request the Board of County Commissioners to proclaim the existence or threatened existence of a disaster and the termination thereof if the Board of Commissioners is in session, or to issue such proclamations if the Board of Commissioners is not in session, subject to confirmation by the Board of Commissioners at the earliest practicable time;

(b) To request the Governor to proclaim a state of extreme emergency when in the opinion of the director the resources of the area or region inadequate to cope with the disaster;

(c) To control and direct the effort of the civil defense [illegible] this county for the accomplishment of the purposes of this ordinance;

(d) To direct coordination and cooperation between divisions, services and staff of the civil defense of this county, and to resolve questions of authority and responsibility that may arise between them;

(e) To represent the civil defense organization of this county in dealings with public or private agencies pertaining to civil defense or disaster.

SECTION 6. DISASTER AND EMERGENCY POWERS OF DIRECTOR

In the event of the proclamation of a disaster as herein provided, or the proclamation of a state of extreme emergency by the Governor or the State Director of Civil Defense, the director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners.

(b) To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people, and bind the county for the fair value thereof, and if required immediately, to commandeer the same for public use;

(c) To require emergency services of any county officer or employee and, in the event of the proclamation of a state of extreme emergency by the Governor in the region in which this county is located, to command the aid

Civil Defense Resolution

Lewis County Civil Defense Ordinance 2109

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of as many citizens of this community as he thinks necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered civil defense worker volunteers;

(d) To requisition necessary personnel or material of any county department or agency;

(e) To execute all of the special powers conferred upon him by this ordinance or by resolution adopted pursuant thereto, all powers conferred upon him by any statute, agreement approved by the Board of County Commissioners, or by any other lawful authority.

SECTION 7. CIVIL DEFENSE ORGANIZATION

All officers and employees of this county, together with those volunteer forces enrolled to aid them during a disaster, and all groups, organizations and persons who may by agreement or operation of law, including persons commandeered under the provisions of Section 6 (c) of this ordinance, be charged with duties incident to the protection of life and property in this county during such disaster, shall constitute the civil defense organization of the County of Lewis.

SECTION 8. DIVISONS - STAFFS OF CIVIL DEFENSE ORGANIZATION

The functions and duties of the Lewis County Civil defense organization shall be distributed among such divisions, services and special staff as the Board of County Commissioners shall prescribe by resolution.

The Board of County Commissioners shall concurrently with the adoption of this ordinance, adopt a resolution setting forth the form of organization, establishment and designation of divisions and services, the asignment of functions, duties and powers, and the designation of officers and employees. In so far as possible, the form or organization, titles and terminology shall conform to the recommendations of the Federal Government and the Department of Civil Defense of the State of Washington.

SECTION 9. PUNISHMENT OF VIOLATION

It shall be a misdemeanor, punishable by a fine of not to exceed $250.00, or by imprisonment for not to exceed three months, or both, for any person during a disaster:

(a) Wilfully to obstruct, hinder or delay any member of the civil defense organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance;

(b) To do any act forbidden by any lawful rules or regulations issued pursuant to this ordinance, if such act is of such a nature as to give, or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this county, or to prevent, hinder or delay the defense or protection thereof;

(c) To wear, carry or display, without authority, any means of identification specified by the civil defense and disaster agency of the State.

Civil Defense Resolution

Lewis County Civil Defense Ordinance 2109

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VOL. [illegible] PAGE [illegible]

SECTION 10. REPEAL OF CONFLICTING ORDINANCES

Any existing civil defense or disaster ordinace or rules, regulation or resolution in regard to civil defense in Lewis County is hereby repealed and superseded by this ordinance provided that, "It is the intent of the Board of County Commissioners in enacting this ordinance that it shall be considered a revision and continuation of the ordinance repealed by this ordinance, and the status of volunteers shall not be affected by such repeal; nor shall civil defense and disaster mutual aid plans and agreements, rules and regulations or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified or superseded as provided in this ordinance."

SECTION 11. LOYALTY OATH

All persons employed or associated in any capacity with any civil defense organization with the state must take the oath prescribed by Sec. 15 of the Washington Civil Defense Act of 1951.

SECTION 12. EFFECTIVE DATE

This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and shall take effect immediately. The following is a statement of the facts showing its urgency.

The National Security Resources Board of the Federal Government has recently published its plan for the civil defense of the county. The State of Washington acting in accordance with the Federal plan, has enacted and made immediately effective the "Washington Civil Defense Act of 1951." Both the Congress and the Legislature have adopted comprehensive civil defense laws. Both Federal and State plans contemplate immediate adoption of such local legislation as is necessary to put into operation a coordinated and effective civil defense program so that each citizen and each community will be ready in the event of a disaster to afford as complete protection as is possible to life and property. In order that the ordinances of this county relating to civil defense and disaster may be brought into conformity with the Federal and State plans at the earliest possible date, it is necessary that this ordinance take effect immediately.

SECTION 13. SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

PASSED AND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS of Lewis County, Washington March 31, 1952

BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON

ATTEST:

BY Clarence Roberts
Chairman

Martin Jacobsen

Hubert Anderson

County Auditor and Clerk of the Board

Civil Defense Resolution

Transfer of Emergency Management to Sheriff's Office

Resolution 99-579

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LEWIS COUNTY

IN RE: TRANSFER OF EMERGENCY SERVICES OPERATIONS AND MANAGEMENT TO LEWIS COUNTY SHERIFF AND APPOINTMENT OF SHERIFF OR HIS DESIGNEE AS DIRECTOR	)))))	Res. No. 99-579

WHEREAS, the Board of County Commissioners has determined that departmental realignment is necessary to provide more efficient and cost effective governmental services; and

WHEREAS, the Lewis County Sheriff as chief law enforcement officer of the county has primary local operational responsibility in actual emergency events in the county and has trained personnel on staff to perform emergency management function; and

WHEREAS, the Lewis County Sheriff will appoint current emergency management personnel to a four month provisional civil service status during the transition commencing January 1, 2000;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Effective January 1, 2000, the functions of the Department of Emergency Management are transferred to the Lewis County Sheriff's Office and the Board hereby appoints the Lewis County Sheriff or his designee to serve as director of emergency management for Lewis County.

DONE IN OPEN SESSION this 13th day of December, 1999.

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY WASHINGTON

SEAL OF LEWIS COUNTY, WASHINGTON BOARD OF COUNTY COMMISSIONERS SINCE 1845 WASHINGTON'S 1st COUNTY

Richard A. Nelson
Chairman

ATTEST:

Clerk of the Board
of County Commissioners

Member

Dennis Hadaller
Member

1

BOCC Resolution Adoption of NIMS, ICS

(1 of 2 pages)

BEFORE THE BOARD OF COUNTY COMMISSIONER OF LEWIS COUNTY, WASHINGTON

RE: ADOPTION OF 2005 LEWIS COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN, ANNEXES, NIMS, AND ICS	)))	**RESOLUTION NUMBER**: 06-285

WHEREAS, the Lewis County Sheriff's Office, Division of Emergency Management has completed the revision of the Comprehensive Emergency Management Plan and annexes: Lewis County Counter Terrorism Plan, EAS Plan, and AMBER Alert Plan, revised pursuant to RCW 38.51.070 and WAC 118.07; and,

WHEREAS, the plan and annexes have been presented for review to the Board of County Commissioners as a comprehensive set of guidelines for coordinating countywide disaster mitigation, preparedness, response and recovery in compliance with RCW 38.52.070; and,

WHEREAS, the Board has reviewed said plan, and it appears to be in the best public interest to adopt the plans for Lewis County; and

WHEREAS, the President, in Homeland Security Directive (HSPD)-5 directed the development of a National Incident Management System (NIMS), to provide a nationwide approach institutionalizing the use of the Incident Command System (ICS) for Federal, State, local, and tribal governments to work together to prevent, prepare for, respond to and recover from domestic incidents; and

WHEREAS, the Governor of the State of Washington has similarly endorsed NIMS and ICS by proclaiming them to be the official basis for management of incident response in Washington State; and,

WHEREAS, HSPD-5 requires Federal departments and agencies to make adoption of the NIMS/ICS by State, tribal, and local organizations a condition for Federal preparedness assistance beginning in fiscal year 2006;

NOW, THEREFORE, BE IT RESOLVED that the aforesaid NIMS/ICS compliant Lewis County Comprehensive Emergency Management Plan and annexes, are hereby approved and adopted by the Board of County Commissioners, Lewis County, Washington; and,

BOCC Resolution Adoption of NIMS, ICS

(2 of 2 pages)

BE IT FURTHER RESOLVED that said plans shall be distributed to all county departments to make them fully aware of their responsibilities and functions, which have been incorporated into the Comprehensive Emergency Management Plan and annexes;

BE IT FURTHER RESOLVED that all Lewis County "First Responder" agencies including fire, law enforcement, emergency medical, public works, public health, emergency communications, emergency management and other agencies involved in disaster preparedness, prevention, response and recovery activities shall support the nation-wide implementation of the National Incident Management System (NIMS).

DONE IN OPEN SESSION on this 18th day of September, 2006.

APPROVED AS TO FORM:
Jeremy Randolph, Prosecuting Attorney

Chief Civil Deputy Prosecutor

ATTEST:

Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY WASHINGTON

Chairman

Member

Member

SEAL OF LEWIS COUNTY WASHINGTON BOARD OF COUNTY COMMISSIONERS SINCE 1845 WASHINGTON'S 1st COUNTY

2010 BOCC Resolution, Adoption of NIMS, ICS

(1 of 2 pages)

BEFORE THE BOARD OF COUNTY COMMISSIONER OF LEWIS COUNTY, WASHINGTON

RE: ADOPTION OF 2011 LEWIS COUNTY)
COMPREHENSIVE EMERGENCY)
MANAGEMENT PLAN, NIMS, AND ICS) RESOLUTION NUMBER: 11-007

WHEREAS, the Lewis County Sheriff's Office, Division of Emergency Management has completed the revision of the Comprehensive Emergency Management Plan and reformatted it for consistency with Federal and State plans pursuant to RCW 38.52.070 and WAC 118.07; and,

WHEREAS, the plan has been presented for review to the Board of County Commissioners as a comprehensive set of guidelines for coordinating countywide disaster mitigation, preparedness, response and recovery in compliance with RCW 38.52.070; and,

WHEREAS, the Board has reviewed said plan, and it appears to be in the best public interest to adopt the plans for Lewis County; and

WHEREAS, the President, in Homeland Security Directive (HSPD)-5 directed the development of a National Incident Management System (NIMS), to provide a nationwide approach institutionalizing the use of the Incident Command System (ICS) for Federal, State, local, and tribal governments to work together to prevent, prepare for, respond to and recover from domestic incidents; and

WHEREAS, the Governor of the State of Washington has similarly endorsed NIMS and ICS by proclaiming them to be the official basis for management of incident response in Washington State; and,

WHEREAS, HSPD-5 requires Federal departments and agencies to make adoption of the NIMS/ICS by State, tribal, and local organizations a condition for Federal preparedness assistance beginning in fiscal year 2006;

NOW, THEREFORE, BE IT RESOLVED that the aforesaid NIMS/ICS compliant Lewis County Comprehensive Emergency Management Plan is hereby approved and adopted by the Board of County Commissioners, Lewis County, Washington; and,

2010 BOCC Resolution, Adoption of NIMS, ICS

(2 of 2 pages)

BE IT FURTHER RESOLVED that said plans shall be distributed to all county departments to make them fully aware of their responsibilities and functions, which have been incorporated into the Comprehensive Emergency Management Plan;

BE IT FURTHER RESOLVED that all Lewis County "First Responder" agencies including fire, law enforcement, emergency medical, public works, public health, emergency communications, emergency management and other agencies involved in disaster preparedness, prevention, response and recovery activities shall support the nation-wide implementation of the National Incident Management System (NIMS).

DONE IN OPEN SESSION on this 10 day of January, 2011.

APPROVED AS TO FORM:
Jonathon Meyers, Prosecuting Attorney

Chief Civil Deputy Prosecutor

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY WASHINGTON

Chairman

Member

Member

ATTEST:

Clerk of the Board

SEAL OF LEWIS COUNTY, WASHINGTON BOARD OF COUNTY COMMISSIONERS SINCE 1845 WASHINGTON'S 1st COUNTY

APPROVALS AND CONCURRENCES

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

_____ Date: 1·3·2011

By:
Deputy Prosecutor

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

_____ Date: 1-10-2011

Chairman

ATTEST:

_____ Date: 1-10-2011

Clerk of the Board

DIRECTOR, LEWIS COUNTY EMERGENCY MANAGEMENT:

_____ Date: 01/03/11

Sheriff Steve Mansfield

Chehalis City Council
Chehalis, Washington

_____ Date: 2/14/11

Chairman - mayor

Morton City Council
Morton, Washington

_____ Date: 03/07/11

Chairman - Mayor

Mossyrock City Council
Mossyrock, Washington

_____ Date: 2-10-11
Chairman

Napavine City Council
Napavine, Washington

_____ Date: 02-22-11
Chairman

Pe Ell Town Council
Pe Ell, Washington

_____ Date: 04-19-11
Chairman

Toledo City Council
Toledo, Washington

_____ Date: 4-4-11
Chairman

Vader City Council
Vader, Washington

Kenneth D. Smith Date: 5-03-2011
Chairman

Winlock City Council
Winlock, Washington

_____ Date: 3-18-11
Chairman

Lewis County

Comprehensive Emergency Management Plan
(CEMP)

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Lewis County

Comprehensive Emergency Management Plan (CEMP)

CHARTS SECTION

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2010 Lewis County Organizational Chart
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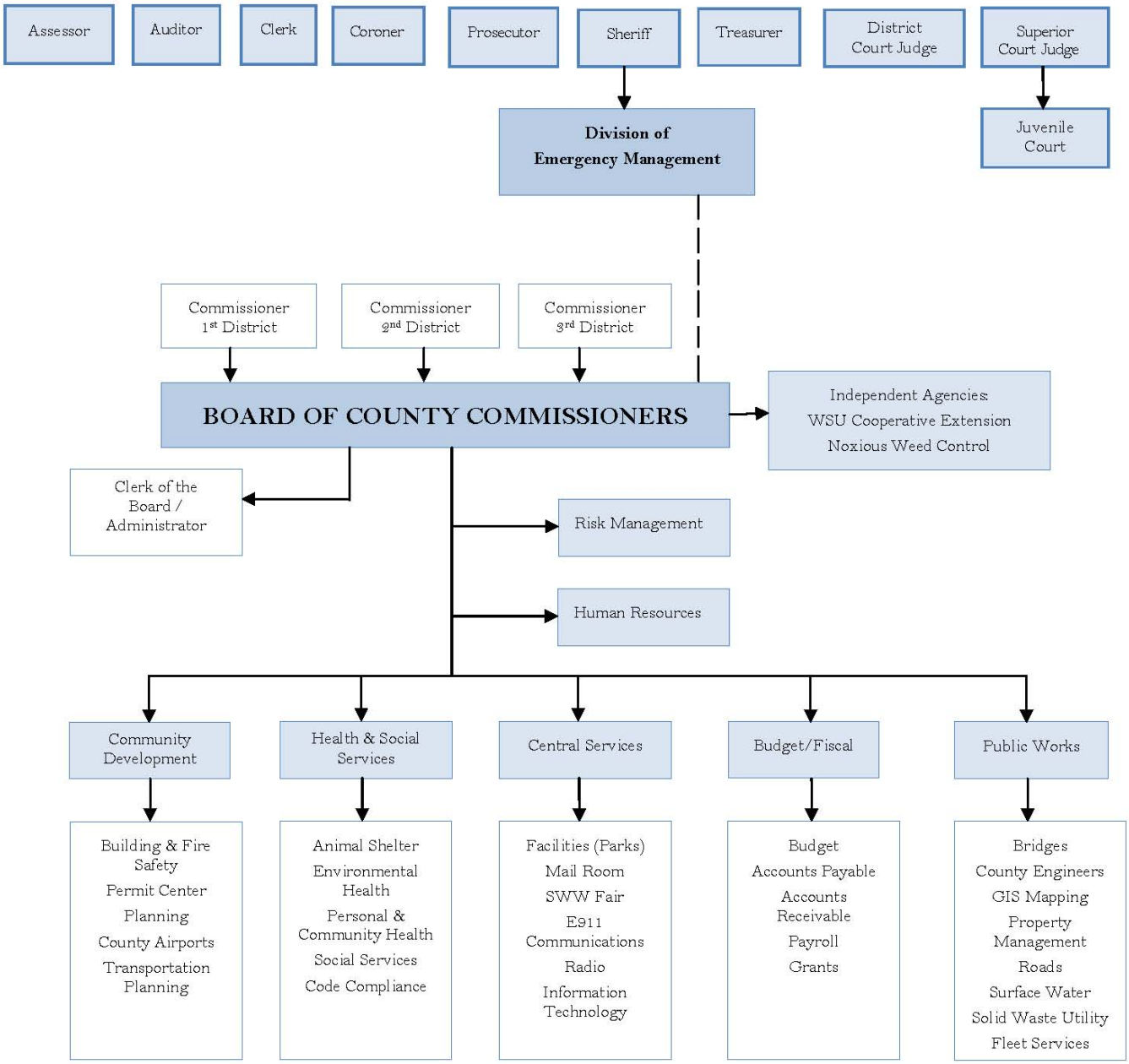
Authorities & References
ESF List
ICS Organizational Structure
Local - State - Federal Example Incremental Disaster Response
Relationship of this Plan to Other Emergency Plans Procedures
Responsibilities - Basic Plan
Responsibility Matrix - Lead/Support

Lewis County Sheriff's Office
Division of Emergency Management

Reformatted: December 22, 2011
Adopted: January 10, 2011

2010 LEWIS COUNTY ORGANIZATIONAL CHART



Emergency Operations Center / Emergency Coordination Center (EOC/ECC)

ACTIVATION LEVELS

The Emergency Operations Center/Emergency Coordination Center (EOC/ECC) is organized according to the principles of ICS. Minimum staffing levels may vary considerably based on the method of EOC/ECC organization, the number and types of high-risk, high-impact hazards, and other factors.

Level	Description	Minimum Staffing Requirements

Level I
 	
Routine Emergency
	• Small incident or event
	• One Site
	• Two or more agencies involved
	• Potential threat of:
	  • Flood
	  • Severe Storm
	  • Interface fire
	  • Escalating incident
		• EOC/ECC Supervisor
		• Public Information Officer
		• Liaison Officer
		• Operations Section Chief

Level II **Enhanced Operations**	• Moderate event • Two or more sites • Several agencies involved • Major scheduled event (e.g., conference or sporting event) • Limited evacuations • Resource support required	• EOC/ECC Supervisor • Public Information Officer • Liaison Officer • Section Chiefs (as required) • Limited activation of other EOC staff (as required)
Level III **Full Operations**	• Major Event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resource support required	• EOC/ECC Supervisor • Policy Group • All EOC/ECC functions and positions (as required)

AUTHORITIES AND REFERENCES

I. AUTHORITIES

This plan is developed, promulgated, and maintained pursuant to the following local, state and federal statutes and regulations.

A. LOCAL

1. Lewis County Code Ordinance 52-2109, Emergency Management

B. STATE AND FEDERAL

1. Code of Federal Regulations Title 44, Part 205, and 205.16.
2. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
3. Public Law 96-342, Improved Civil Defense 1980.
4. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).
5. Public Law 920 Federal Civil Defense Act of 1950, as amended.
6. Chapter 38.08 RCW, Powers and Duties of Governor.
7. Chapter 38.12 RCW, Militia Officers.
8. Chapter 38.52 RCW, Emergency Management.
9. Chapter 38.54 RCW, Fire Mobilization.
10. Chapter 43.06 RCW, Governor's Emergency Powers.
11. Chapter 43.105 RCW, Washington State Information Services Board (ISB).
12. Title 118 WAC, Military Department, Emergency Management.
13. Public Law 105-19 Volunteer Protection Act of 1997.

II. REFERENCES

A. Public Law 93-288, the Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

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

C. 29 CFR, 33 CFR, 40 CFR, 49 CFR as related to Hazardous Materials.

D. Title 47 USC 151, 303, 524, 606 as related to FCC Rules and Regulations, Emergency Alert System.

E. 11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System.

F. Presidential Decision Directive 39 (PDD-39)l, U.S. Policy on Counterterrorism.

G. National Response Framework.

H. Federal Response Plan - Terrorism Incident Annex.

I. Department of Homeland Security by President George W. Bush, June 2002.

J. US Government Interagency Domestic Terrorism Concept of Operations Plan.

K. Homeland Security Presidential Directive (HSPD) #1-7.

L. Organization and Operation of the Homeland Security Council.

M. Combating Terrorism Through Immigration Policies.

N. Homeland Security Advisory System.

O. National Strategy to Combat Weapons of Mass Destruction.

P. Management of Domestic Incidents (NIMS) US Government Interagency.

Q. Domestic Terrorism Concept of Operations Plan.

R. Revised Code of Washington 38.52, Emergency Management.

S. Revised Code of Washington 70.102, Hazardous Substances Incidents.

T. Revised Code of Washington 70.136, Hazardous Materials Incidents.

U. Revised Code of Washington 4.2.4.314, Hazardous Materials - W. Responsible Party.

V. Washington State Administrative Code 118-30, Emergency Management.

W. Washington State Administrative Code 118-40, Community Right-to-Know Act.

X. Washington State Administrative Code 118-04, Emergency Workers

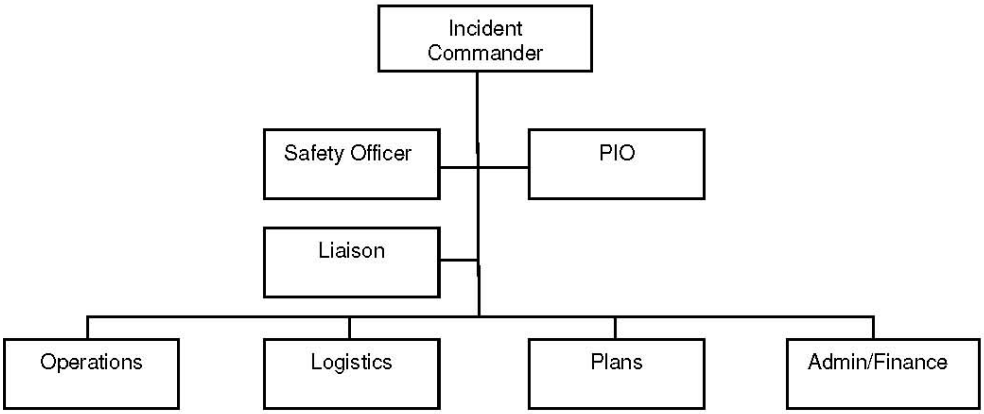
EMERGENCY SUPPORT FUNCTIONS (ESFs)

Functional annexes containing general guidelines by which Lewis County governmental entities, organizations and county officials/departments will carry out responsibilities assigned in the Comprehensive Emergency Management Plan.

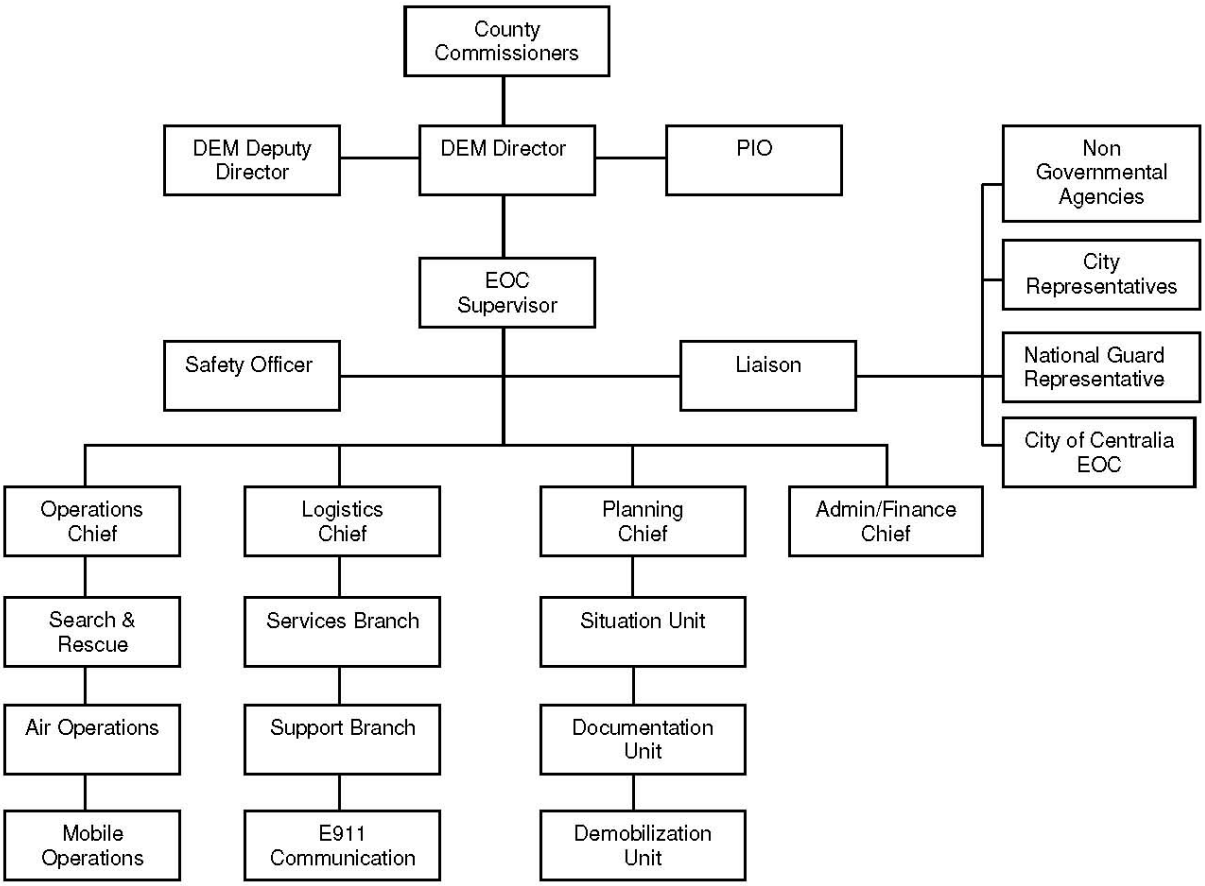
ESF #	Title	Section
ESF # 1	**Transportation**	Logistics
ESF # 2	**Communication, Information Systems & Warning**	Operations
ESF # 3	**Public Works & Engineering**	Operations
ESF # 4	**Fire Services**	Operations
ESF # 5	**Emergency Management**	Planning
ESF # 6	**Mass Care, Housing and Human Services**	Operations
ESF # 7	**Resource Support**	Planning
ESF # 8	**Public Health and Medical Services**	Operations
ESF # 9	**Search and Rescue (SAR)**	Operations
ESF # 10	**Hazardous Materials Response**	Operations
ESF # 11	**Agriculture and Natural Resources**	Logistics
ESF # 12	**Energy**	Logistics
ESF # 13	**Public Safety, Law Enforcement and Security**	Operations
ESF # 14	**Long-Term Community Recovery**	Operations
ESF # 15	**Public Affairs**	Operations
ESF # 20	**Defense Support to Civil Authorities**	Operations

ICS ORGANIZATIONAL STRUCTURE

FIELD OPERATIONS – Figure 1



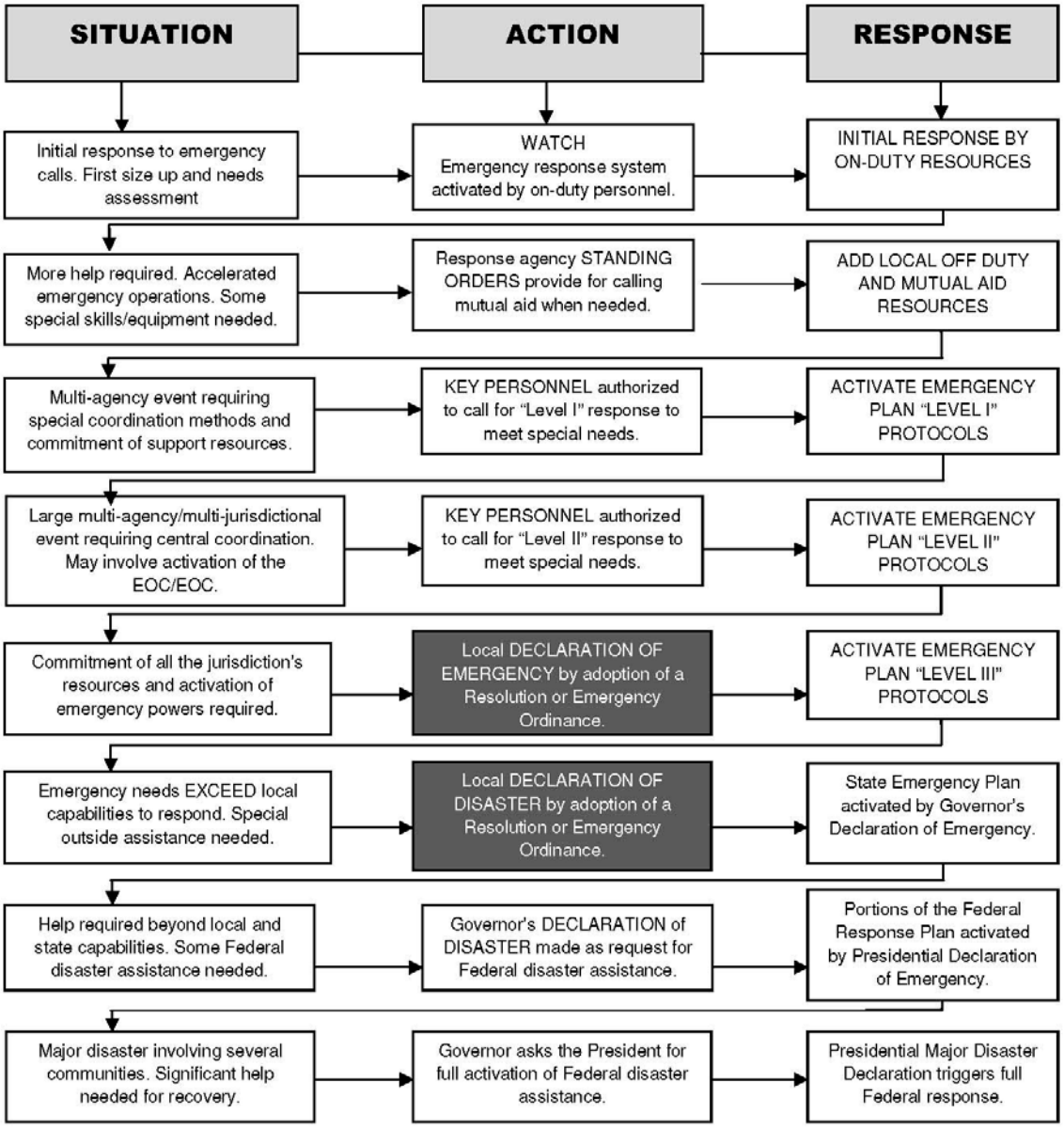
EOC/ECC OPERATIONS – Figure 2



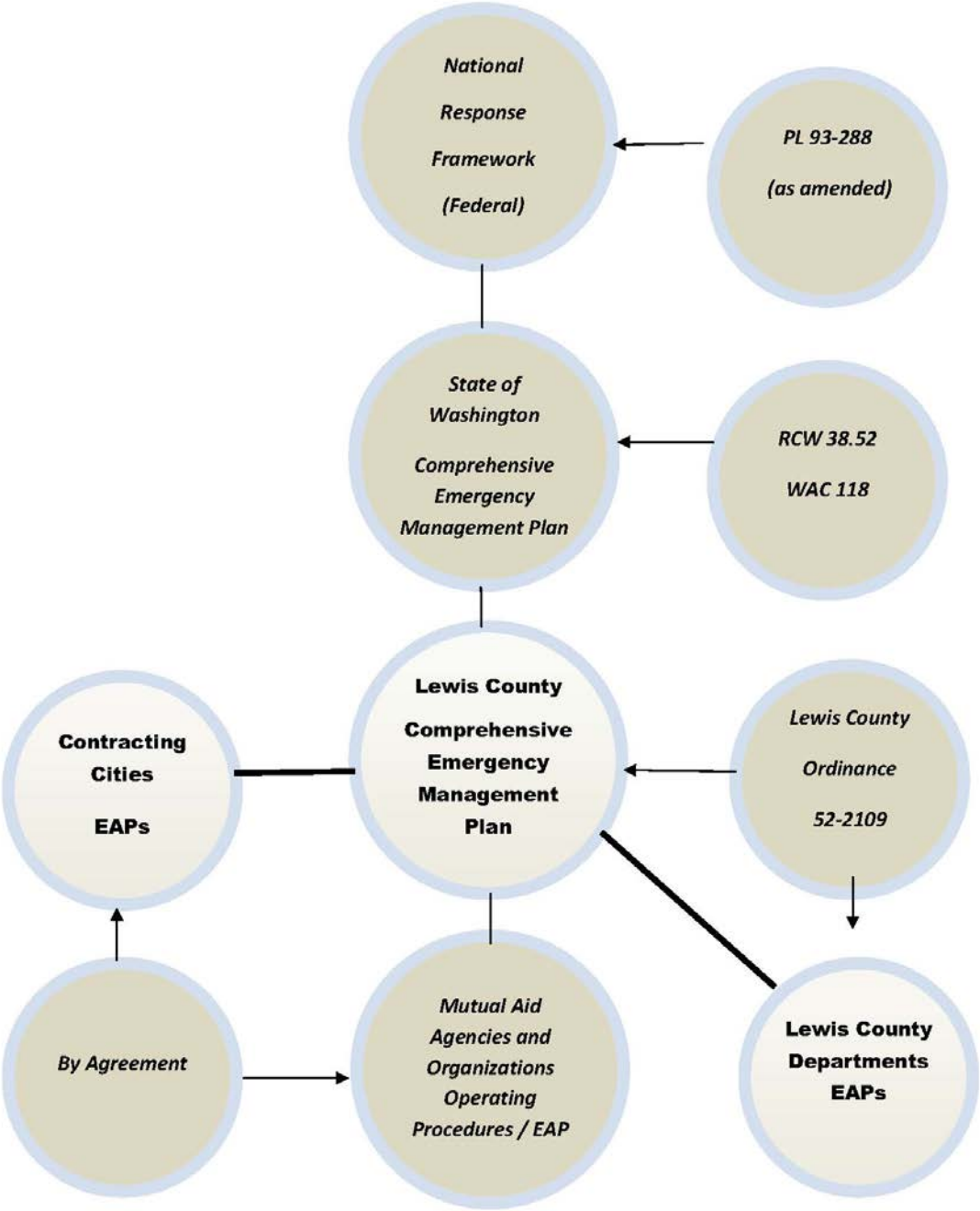
LOCAL - STATE - FEDERAL
EXAMPLE INCREMENTAL DISASTER RESPONSE CHART

State resources are supplemental to local resources (usually local capabilities must be fully committed before state aid can be requested) Federal resources are supplemental to State resources.

NOTE: For quick reference purposes only. This process is roughly representative of a typical activation from occurrence to major Presidential Declaration and may not apply to every case.



THE RELATIONSHIP OF THIS PLAN TO OTHER EMERGENCY PLANS & PROCEDURES



Responsibilities - Basic Plan

County Department/Entity Responsibilities Matrix

Department	Basic Plan Page No.
Advanced Life Support Providers (ALS)	3-29; **45**
American Red Cross, Mount Rainier Chapter (ARC)	3-29; **46-47**
Animal Shelter, Public Health & Social Services Department	3-29; **39-40**
Applicant Agency/Alternate Applicant Agent	3-29; **42**
ARES/RACES	3-29; **45-46**
Assessor's Office	3-29; **32**
Auditor's Office	3-29; **32**
Board of County Commissioners (BOCC)	3-29; **30**
Budget/Fiscal Department	3-29;**32-33**
Central Services Department	3-29; **33-35**
Clerk of the Court	3-29; **35**
Community Development Department	3-29; **35-36**
Coroner's Office	3-29; **36**
Court (Superior, District and Juvenile)	3-29; **36**
Damage Assessment Unit (DAU)	3-29; **50**
Department Directors	3-29; **14-15**
Disaster Assistance Team (DAT)	3-29; **50-51**
Disaster Policy Team (DPT)	3-29; **51**
Disaster Recovery Unit (DRU)	3-29; **51**
E911 Communications (Dispatch), Central Services Department	3-29; **33**
Emergency Management Committee (EMC)	3-29; **48-49**
Environmental Health Division, Public Health & Social Services	3-29; **40**
EOC/ECC Functional Staff	3-29; **49-50**
Facilities Services, Central Services Department	3-29; **34**
Fire Services	3-29; **47-48**
Fleet Services, Public Works	3-29; **43**
Human Resources Director	3-29; **37**
Information Technology Division (IT), Central Services Department	3-29; **34-35**
Law Enforcement	3-29; **37-38**
Lewis County Division of Emergency Management (DEM) Sheriff's Office	3-29; **15-16; 38-39**
Lewis County Division of Emergency Management Director	3-29; **29; 31-32**
Lewis County Incident Public Information Officer (PIO)	3-29; **29-30**
Local Emergency Planning Committee (LEPC)	3-29; **51**
Mail Room - Facilities	3-29; **34**
Personal & Community Health Division, Public Health & Social Services	3-29; **40-41**
Prosecutor's Office	3-29; **39**
Public Health & Social Services Department	3-29; **39-41**
Public Works	3-29; **41-42**
Radio Division, Central Services	3-29; **35**
Risk Management	3-29; **29-30**
Schools	3-29; **48**
Sheriff's Office	3-29; **43**
Sheriff's Office, Administration - Accounting/Purchasing	3-29; **43**
Sheriff's Office, Corrections Bureau	3-29; **43**
Sheriff's Office, Operations Bureau	3-29; **43-44**
Sheriff's Office, Services Bureau	3-29; **44**
Social Services Division, Health & Social Services Department	3-29; **41**
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The Salvation Army	3-29; **48**
Treasurer's Office	3-29; **44**
Washington Army National Guard	3-29; **52**
Washington State Department of Transportation (WSDOT)	3-29; **52**
Washington State Emergency Management Division (State EMD)	3-29; **53**
Washington State Patrol (WSP)	3-29; **53**
WSU Cooperative Extension	3-29; **44-45**

Responsibility Matrix - Lead/Support

ESF Responsibilities (CL = Co-Lead; L = Lead; S = Support)

ESF (Table 1) Organization	#1 Trans.	#2 Comm.	#3 Public Works	#4 Fire	#5 Emer. Mgmt.	#6 Mass Care	#7 Resource Support	#8 Health Medic
ALS Providers (Advanced Life Support)								S
American Red Cross						CL	S	S
Animal Care Professionals								
Animal / Livestock Owners								
Applicant Agents					CL			
AREAS/RACES		S				S	S	
Centralia Police Department					CL			
Central Regional Fire Defense Bd.				S				
Chehalis-Centralia Airport							S	
Clerk of the Court								
Court – Superior/District/Juvenile								
Emergency Medical Services (EMS)								S
Environmental Health Division								
EOC/ECC					CL		CL	CL
EOC/ECC Admin/Finance Chief					CL			
EOC/ECC Logistics Chief					CL			
EOC/ECC Planning Chief					CL			
EOC/ECC Supervisor					CL		CL	
Federal Response Teams								
Fire Services		S		CL	S			S
Friends LC Animal Shelter FOLCAS								
Funeral Directors								S
Governmental Entities					S	S	S	
Hospitals								CL
Incident Commander (IC)					CL		CL	
Law Enforcement	S	S		S	S			CL
LC Animal Shelter (LCAS)						CL		
LC Assessor's Office								
LC Auditor/Fiscal Dept							CL	
LC BOCC					CL		CL	
LC Central Services Department		CL						
LC Clerk of the Court								
LC Community Development Dpt.			S		S			
LC Coroner's Office								CL
LC Court –Superior/District/Juvenile								
LC Departments & Officers							S	
LC Div of Emergency Mgmt (DEM)	S	CL	S	S	CL	CL	CL	S
LC Div of Emer Mgmt Deputy Dir.					S		CL	
LC Div of Emer Mgmt Director					CL		CL	
LC Health Officer								CL
LC Human Resource Director							CL	
LC Incident PIO					CL	S	CL	CL
LC Prosecutor's Office							CL	
LC Public Health & Social Services			S			S		CL
LC Public Works	CL		L	S	S			
LC Risk Management								
LC Sheriff's Office					CL			
LEPC								
Local Media Broadcasters								
Municipal Animal Control Agencies								
Municipalities					S			
Non Governmental Organ. NGO					CL	S	S	S
Recovery Coordination Center-RCC					CL			
Schools								
Search and Rescue (SAR)								
Search and Rescue Coordinators								
State Dept of Trans (WSDOT)	CL							
State Emergency Mgmt Div (EMD)	S	S		S				
The Salvation Army						S		S
Tier II Facilities								
Treasurer's Office								
Twin Transit	S							S
Utility Providers								
Veterinarians						S		
Volunteer Organizations							S	
Washington Army National Guard								
Washington State Patrol (WSP)	S							
WSU Coop Extension								

Responsibility Matrix - Lead/Support

ESF Responsibilities (CL = Co-Lead, L = Lead; S = Support)

ESF (Table 1) Organization	#9 SAR	#10 HAZ-MAT	#11 Agriculture	#12 Energy	#13 PS/LE Security	#14 LTR	#15 Public Affairs	#20 Defense Support
ALS Providers (Advanced Life Support)		S						
American Red Cross		S	1-S;5-S					
Animal Care Professionals			5-S					
Animal / Livestock Owners			5-CL					
Applicant Agents						CL		
AREAS/RACES								
Centralia Police Department								
Central Regional Fire Defense Bd.								
Chehalis-Centralia Airport								
Clerk of the Court								
Court – Superior/District/Juvenile								
Emergency Medical Services (EMS)								
Environmental Health Division								
EOC/ECC			1-S		S			L
EOC/ECC Admin/Finance Chief								
EOC/ECC Logistics Chief								
EOC/ECC Planning Chief								
EOC/ECC Supervisor								
Federal Response Teams			5-S					
Fire Services	S	CL		S	S	S		
Friends LC Animal Shelter FOLCAS			5-S					
Funeral Directors								
Governmental Entities	S					S	S	
Hospitals								
Incident Commander (IC)								
Law Enforcement		CL	2-3-5 S		CL	S		
LC Animal Shelter (LCAS)			2-S & 5 CL					
LC Assessor's Office						CL		
LC Auditor/Fiscal Dept						CL		
LC BOCC						CL		
LC Central Services Department	S	S						
LC Clerk of the Court								
LC Community Development Dpt.						S		
LC Coroner's Office					S			
LC Court –Superior/District/Juvenile								
LC Departments & Officers						S		
LC Div of Emergency Mgmt (DEM)	S	CL	1&3-S;2 CL	S	S	CL	CL	
LC Div of Emer Mgmt Deputy Dir.			5-S					
LC Div of Emer Mgmt Director								
LC Health Officer								
LC Human Resource Director								
LC Incident PIO							CL	
LC Prosecutor's Office								
LC Public Health & Social Services		S	1&3L;2CL;5-S					
LC Public Works			1-S; 5-S		S	S		
LC Risk Management								
LC Sheriff's Office	CL				CL	CL	CL	
LEPC		S						
Local Media Broadcasters							S	
Municipal Animal Control Agencies			5-S					
Municipalities								
Non Governmental Organ. NGO			5-S					
Recovery Coordination Center-RCC								
Schools			1-S					
Search and Rescue (SAR)	S							
Search and Rescue Coordinators	CL							
State Dept of Trans (WSDOT)			1-S		S			
State Emergency Mgmt Div (EMD)	S	S	5-S		S			S
The Salvation Army			1-S					
Tier II Facilities		CL						
Treasurer's Office								
Twin Transit								
Utility Providers				L				
Veterinarians								
Washington Army National Guard								S
Washington State Patrol (WSP)		CL			S			
WSU Coop Extension			2-S; 3-S					

Lewis County

Comprehensive Emergency Management Plan (CEMP)

BASIC PLAN

SECTION

General & Specific Responsibilities for

All Lewis County Offices / Departments and Organizations

Lewis County Sheriff's Office
Division of Emergency Management

Reformatted: December 22, 2010
Adopted: January 10, 2011

Responsibilities - Basic Plan

County Department/Entity Responsibilities Matrix

Department	Basic Plan Page No.
Advanced Life Support Providers (ALS)	3-29; **45**
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ARES/RACES	3-29; **45-46**
Assessor's Office	3-29; **32**
Auditor's Office	3-29; **32**
Board of County Commissioners (BOCC)	3-29; **30**
Budget/Fiscal Department	3-29;**32-33**
Central Services Department	3-29; **33-35**
Clerk of the Court	3-29; **35**
Community Development Department	3-29; **35-36**
Coroner's Office	3-29; **36**
Court (Superior, District and Juvenile)	3-29; **36**
Damage Assessment Unit (DAU)	3-29; **50**
Department Directors	3-29; **14-15**
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BASIC PLAN SECTION

Emergency management is a vital process of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. This process involves the plans, processes, structures, systems and arrangements established to engage the endeavors of government, volunteer, and private agencies to respond to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

I. INTRODUCTION

It is the mission of Lewis County government to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to, and recover from natural and technological emergencies and disasters.

To carry out this mission, County government's goal is to develop citizen awareness and self-sufficiency, have procedures in place in the event of an emergency or disaster and create an atmosphere of interagency cooperation in emergency and disaster operations.

A. PURPOSE

1. The Basic Plan outlines the approach to emergency operations, and is applicable to County government, agencies and responders. It provides general guidance for emergency management activities and an overview of methods of mitigations, preparedness, response, and recovery.

2. The Plan describes the emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more details who does what, when and how.

3. This Plan applies to all local officials, departments, and agencies. The primary audience for the document includes the chief elected officials, other elected officials, the Division of Emergency Management, agency and department leads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may partner in the mitigations, preparedness, response, and recovery efforts.

B. SCOPE

This is an all hazard plan based on the *Lewis County Hazard Identification and Vulnerability Analysis* (HIVA), published as a separate document.

This Plan applies to all Lewis County organizations, both public and private. It provides a foundation for:

1. Establishing mutual understanding among government agencies, business and industry, volunteer organizations, and the citizens of Lewis County.
2. Efficient and effective utilization of government and private resources.
3. Coordination with comprehensive emergency management plans and programs of the federal government, the State of Washington, emergency management jurisdictions within Lewis County, and with surrounding jurisdictions.
4. The development and maintenance of disaster response capabilities.
5. The identification and application of hazard/mitigation strategies.
6. Effective training and education of private citizens, the business community, volunteers and the government.
7. The ability to rapidly, effectively, and efficiently recover from a disaster.
8. Encouraging government, business/industry, and private citizen self-sufficiency.
9. A continuing effort to incorporate National Incident Management System (NIMS) in our plans to meet and overcome emergencies and disasters of all scales.

C. APPLICABILITY

1. Lewis County Division of Emergency Management (DEM) provides emergency management services to unincorporated Lewis County and the participating municipalities of Chehalis, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Vader, and Winlock.
2. The City of Centralia does not contract with the county for emergency management services and serves the citizens of the incorporated Centralia City limits through the police department.
3. *The Comprehensive Emergency Management Plan* (CEMP) considers the emergencies and disasters likely to occur in Lewis County, as described in the *Lewis County Hazard Identification and Vulnerability Analysis* (HIVA) document. This plan was developed using the 2008 *National Response Framework*, the 2006 *National Response Plan* (NRP), the 2003 *Washington State Comprehensive Emergency Management Plan*, and the 2004 National Incident Management System (NIMS) Guide.
4. This plan is applicable to all natural and man-made disasters. A **Disaster** is defined as an even or set of circumstances which (a) demands immediate action to preserve public health, protect life, protect public property, or to

provide relief to any stricken community overtaken by such occurrences, or (b) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010 This may include any emergency, event, or situation in any part of the county which may threaten or cause damage of sufficient severity or magnitude to warrant execution of this Plan. These events may include, but are not limited to: tornado, storm, flood, high water, wind driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snow storm, drought, fire, explosion, hazardous materials incident, incident at nuclear facilities, civil disturbance, terrorism, sabotage, enemy attack, international hostilities, or pandemic disease outbreak.

5. The CEMP provides the following:

a. A basis for incorporating all individuals and organizations with disaster responsibilities for Lewis County into the Emergency Action Plan (EAP).
b. A reference framework for Continuity of Government (COG) and Continuity of Operations (COOP).
c. A comprehensive framework for hazard mitigation programs, training and exercise, and response and recovery operations.

6. The CEMP follows the planning guidelines outlined by the state of Washington's Comprehensive Emergency Management Plan, and establishes the concepts for local emergency plans to follow.

7. Although this Plan shares general emergency management planning concepts with neighboring jurisdictions, it stands alone.

D. LIMITATIONS

1. The County and other resources will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, County resources and systems may be overwhelmed. The responsibilities and tenets outlined in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

2. There is no guarantee implied by the Plan that a perfect response to emergency or disaster incidents will be practical or possible.

E. INCIDENT MANAGEMENT ACTIVITIES

1. Direction and Control

Direction and control of emergency services within Lewis County rests with the elected heads of government in coordination with the Lewis County Division of Emergency Management.

2. Proclaiming State of Emergency

The chief executive of the county or a municipality, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace, may under RCW 35.33.081 or RCW 36.40.180 and RCW 38.52.070(2) proclaim a state of emergency.

3. Administration

a. All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms.

b. Reports may be requested by Lewis County DEM from local jurisdictions and agencies in order to provide local, state, and federal officials with information concerning the nature, magnitude, and impact of the disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

c. The Lewis County DEM may be requested by the Washington Sate Emergency Management Division (State EMD) to provide specific reports and Lewis County DEM may, in turn, request the information from local jurisdictions and agencies.

   These reports include, but are not limited to:

   - Situation Reports
   - Proclamations of Emergency
   - Requests for Assistance
   - Damage Assessment Reports

d. Executive heads of local political subdivisions may command the services and equipment of citizens under the provisions and limitations of RCW 38.52.110(2).

e. Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in chapter 118-04 WAC.

4. Financial Management

a. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:

   1) Counties: RCW 36.40.180 and 36.40.190

   2) Cities with populations under 300,000: RCW 35.33.081 and 35.33.01

3) Municipal and county governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.

b. Records shall be kept so disaster related expenditures and obligations of the county, cities, and towns can be readily identified from regular or general programs and activities.

c. Disaster-related expenditures and obligations of the county, cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Presidential Disaster declaration by the President or under the statutory authority of certain federal agencies.

d. Audits of the county's, cities', and towns' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

5. Logistics

a. Coordination for maximum utilization of a limited supply of disaster-related resources is a primary duty of the EOC/ECC (DEM when the EOC is not activated).

b. Each department of the county and each municipality shall keep a current inventory of all resources (by NIMS resource typing). This inventory shall be provided to Lewis County DEM upon request and updated as necessary.

c. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law". (RCW 38.52.110(1)).

F. Key Concepts

1. Lewis County Division of Emergency Management (DEM) operates under the four emergency management principles of mitigation, preparedness, response, and recovery.

2. Protection of people, the environment, the economy and property (PEEP), are the primary concerns of County government. Local governments are

mandated by law, and special purpose jurisdictions are advised, to perform emergency management functions within their jurisdictional boundaries.

3. Each affected jurisdiction shall maintain control of its own operations, with Lewis County DEM providing coordination and assistance as necessary or as requested.

4. Although the EOC/ECC is structured around a traditional emergency management format that is strategic (coordination of information, assets, resources) the EOC/ECC staff will at times directly respond to the scene of an event if requested by the Incident Commander and when practical.

5. The EOC/ECC is prepared and supported by DEM and Lewis County Sheriff's Office (LCSO) personnel. However, staffing resources are provided by county departments/offices, local governments, special purpose jurisdictions and non-governmental organizations. The lead of each agency and organization is responsible for the following:

   a. Ensuring staff is made available for training and orientation to work in the EOC/ECC.

   b. Staffing assignments may continue several weeks or months after the initial response period has ended in order to provide damage assessment reports required for FEMA recovery funding and to assist the community to recover to pre-disaster conditions. (The initial response period is generally 2% of an event; recovery involves the other 98% of the event and can continue for years after the event itself ends).

   c. Ensuring that necessary standard operating procedures are adopted for the implementation of the responsible Emergency Support Function (ESF) relative to departmental duties.

   d. Appointing a liaison to work with DEM in the development and maintenance of this plan, as requested.

   e. Establishing policy and procedures for the accurate assessment and reporting of property damage and personnel injury to the EOC/ECC.

   f. Establishing policy and procedures for the identification and preservation of essential records to facilitate the re-establishment of normal operations following a disaster.

   g. Establishing policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster records and produce damage assessments in a timely manner.

   h. Maintaining a current inventory of department/organization personnel, facilities and equipment resources.

i. Designating primary and alternate locations from which to establish direction and control of organization/department activities during a disaster as needed.

j. Establishing policy and procedures for organizational chain of command and succession of authority during disaster.

k. Developing department/entity organizational disaster response and recovery plans (Continuity of Operations [COOP] and Emergency Action Plans [EAP]).

II. POLICIES

A. AUTHORITIES

This plan was designed and developed following local, state, and federal codes, resolutions, statutes, and regulations using the ordinances, agreements, laws and regulations cited below:

1. Lewis County Ordinance #2109, March 31, 1952.
2. Inter-local agreement for emergency management services between Lewis County and the cities of Chehalis, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Vader, and Winlock.
3. Revised Code of Washington (RCW) 38.52, RCW 38.54, RCW 39.34, RCW 42.14, RCW 43.06.
4. Washington Administrative Codes (WAC) 118-04 and 118-30.
5. Public Law 93-288, The Disaster Relief Act of 1974, as amended.
6. Public Law 920, Federal Civil Defense Act of 1950, as amended.
7. Public Law 96-342, Improved Civil Defense 1980.
8. Federal Response Plan.
9. Civil Defense Act of 1950, Public Law 81-1920, as amended.
10. Code of Federal Regulations (CFR): Title 44, Emergency Management and Assistance.
11. Superfund Amendments and Reauthorization Act (SARA Title III).
12. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System.
13. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents.
14. National Incident Management System.

15. National Response Framework.

16. National Strategy for Homeland Security, July 2002.

17. Nuclear/Radiological Incident Annex of the National Response Framework.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS - Emergency/Disaster Conditions and Hazards

Lewis County can be impacted by a variety of natural and technological events including:

1. Lewis County is vulnerable to natural hazards of avalanche, drought, earthquake, fire - urban/wildland, flood, mass land movement, severe storm, tsunami and volcano.

2. Lewis County is vulnerable to man-made hazards associated with civil disturbances; dam and reservoir failure; hazardous materials spills, epidemic; pipeline; terrorism; and transportation.

3. The *Lewis County Hazard Identification and Vulnerability Analysis* (HIVA), published separately, provides additional information on the potential natural and man-made hazards throughout the county. The HIVA provides the basis for this plan and for county agency-specific emergency management plans and procedures. The following table provides a summary of these threats based on known risk. The dynamic and/or cascading variables of a disaster may alter this assessment.

***HAZARD RISK RATING - LEWIS COUNTY (Probability, Vulnerability and Risk)**			
Natural Hazards:	**Probability of Occurrence**	**Vulnerability**	**Risk Rating**
Avalanche	Low	Low	**Low**
Drought	Medium	Low	**Medium**
Earthquakes	Low	High	**High**
Fire-Urban/Wildland Interface	Medium	Low	**Medium**
Flood	High	High	**High**
Severe Storms	High	Medium	**High**
Mass Land Movement	Medium	Low	**Medium**
Volcano	Low	High	**Medium**

*HAZARD RISK RATING - LEWIS COUNTY (Probability, Vulnerability and Risk)			
Technological Hazards:	**Probability of Occurrence**	**Vulnerability**	**Risk Rating**
Civil Disturbance	Low	Low	**Low**
Dam Reservoir Failure	Low	High	**Medium**
Epidemic	Low	High	**Medium**
Pipeline	High	Medium	**Medium**
Hazardous Materials	High	High	**High**
Terrorism	Low	Low	**Low**
Transportation	Low	Low	**Low**
**Abridged from the Lewis County Hazard Identification and Vulnerability Analysis (HIVA), 2006*			

Probability of Occurrence

Probability of occurrence is an objective description (High, Medium, Low) of the probability of a hazard impacting Lewis County within the next 25 years.

High: There is a great likelihood that a hazardous event will occur in the next 25 years.

Medium: There is a moderate likelihood that a hazardous event will occur in the next 25 years.

Low: There is little likelihood that a hazardous event will occur in the next 25 years.

Vulnerability

Vulnerability is an objective description (High, Medium, Low) of the potential impact a hazard could have on Lewis County.

High: The total population, property, commerce, infrastructure and services of the county are uniformly exposed to the effects of the hazard of major catastrophic proportions.

Medium: The total population, property, commerce, infrastructure and services of the county are exposed to the effects of a hazard of moderate influence. There could be a disaster of moderate to major, though not catastrophic, proportions.

Low: A limited area or segment of population, property, commerce, infrastructure or service is exposed to the effects of the hazard of minor to moderate proportions.

Risk Rating

Risk Rating is an objective description (High, Medium, Low) of the overall threat posed by a hazard over the next 25 years.

High: There is strong potential for a disaster of major proportions during the next 25 years. The threat is significant enough to warrant a major program effort to prepare for this hazard. This hazard should be a major focus.

Medium: There is moderate potential for a disaster of less than major proportions during the next 25 years. The threat is great enough to warrant modest effort for this hazard.

Low: There is little potential for a disaster during the next 25 years. The threat is such as to warrant no special effort against this hazard. This hazard need not be specifically addressed.

B. ASSUMPTIONS

1. Government officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the *Comprehensive Emergency Management Plan* (CEMP) is implemented.

2. Some emergencies or disasters will occur with enough warning that appropriate notification will be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.

3. The County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of sate and/or federal assistance may be delayed dependent upon the magnitude of the disaster.

4. When a community experiences an emergency or disaster, its surviving citizens fall into the following three broad categories:

   a. Directly affected through personal or family injury or property damage.

   b. Indirectly affected by an interruption of the supply of basic needs.

   c. Not personally impacted.

5. These guidelines were designed to promote citizen self-confidence and independence in the face of an emergency or disaster. Following these guidelines will allow the emergency response organizations to concentrate on helping those citizens directly affected by an event first.

6. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 3 to 7 days. Citizens are expected to be aware of a developing occurring hazardous event and to respond in a safe, responsible manner.

7. Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this Plan. Lewis County residents, businesses, and industries will need to utilize their own resources and be self-sufficient following a disaster for a minimum of 3 to 7 days and possibly longer.

8. Damage to a lifeline infrastructure such as roads, rail, air transportation facilities, ports, communication systems, and utilities (water, power, waste) may hinder emergency response capabilities, as well as impact normal distribution of public/private resources (food, fuel, water, etc.).

9. Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.

10. Emergency medical facilities may be overloaded and a shortage of medical care providers or supplies may exist.

11. Large movements of displaced persons into and out of Lewis County will stress all resource systems, particularly infrastructure shelter, food, water, medical, and transportation systems.

12. Each municipality has the responsibility to respond and direct disaster operations within its borders.

13. In response to a disaster, Lewis County will implement the provisions of RCW 38.52.110 regarding the utilization of public and private resources.

14. In large scale incidents/disasters Lewis County Division of Emergency Management (DEM) serves as the focal point of coordination with other local, county, state, and federal emergency management agencies.

15. Lewis County has adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive HSPD-5. The adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows Lewis County to integrate response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and non-governmental organizations.

16. This Plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and speed recovery from attacks, major disasters, and other emergencies that occur.

In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and non-governmental organizations through the use of NRP coordinating structures, processes, and protocols.

17. Lewis County will employ NIMS in all operations, which will provide a standardized framework that facilitates operations in all phases of emergency management.

C. ROLES

1. Federal Government

See the *National Response Framework* (NRF).

2. State Government

See the *Washington State Comprehensive Emergency Management Plan*.

3. Local Government

a. Executive Heads of Municipal and County Government (mayors and county executives):

1) Preserve the continuity of the executive branch of government.

2) Establish policy and make major decisions.

3) Inform and warn the public.

4) Provide overall direction, manage emergency operations and provide liaison functions among response entities.

5) Issue proclamations of emergency and requests for assistance.

6) Request additional assistance through Lewis County DEM.

7) Ensure the implementation of emergency response and recovery plans.

8) Provide consistent public information in coordination with Lewis County DEM and the Lewis County Incident Public Information Officer (PIO).

b. Legislative Branch of Municipal and County Government (City and County Commissioners):

1) Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment as provided by law.

2) Adopt and enact ordinances/resolutions and appropriate revenue.

3) Conduct public hearings, identify emergency needs and take action to inform the public.

c. Executive and Department Directors:

1) Establish procedures to ensure the preservation of essential records and data technology, and maintain the continuity of essential services.

2) Determine internal chain of command and succession of authority to ensure continuity of leadership and operations. Department directors will ensure that their identified successors are aware of their emergency responsibilities.

3) Designate primary and alternate locations from which to establish internal direction and control of departmental activities.

4) Conduct a need and availability assessment. Compile inventory of critical personnel, facilities, and resources. Identify and obtain necessary equipment and supplies to conduct departmental emergency activities.

5) Establish policies and procedures for tracking disaster operations, overtime, and other associated costs.

6) Make staff available, when requested by Emergency Management (DEM) for appropriate training, planning, exercise design and emergency assignments, such as the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) operations.

7) Provide staffing to support the EOC/ECC operations, damage assessment and/or liaison with other agencies and organizations when requested by Emergency Management or the EOC/ECC.

8) Provide accurate emergency contacts with phone and/or cell numbers to DEM and update as needed.

9) When indicated, activate internal emergency action procedures. This includes internal communications, roll-call and accountability of personnel, conducting a damage assessment, evaluating needed resources, and continually communicating this and other related information to the EOC/ECC.

10) Funnel any emergency information intended for the public through the Lewis County Incident Public Information Officer (PIO).

11) Compile damage assessment and fiscal records as requested by the EOC/ECC or DEM in response to state and federal emergency proclamation evaluation and determination.

12) Establish mutual aid agreements, memorandum of understanding (MOU), contracts and other relationships to maintain departmental emergency operations.

13) Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.

14) The respective county department or ESF agency will be responsible for all costs related to emergency activities.

d. Lewis County Division of Emergency Management (DEM):

1) Act as the point of contact for requesting disaster assistance from other governmental agencies (except mutual aid) when the EOC/ECC is not activated.

2) Coordinate/consolidate damage assessment, incident, or disaster analysis reports, as necessary.

3) Warn the public of impending disasters and provide adequate instructions before, during and after emergencies.

4) Prior to activation of the EOC/ECC, coordinate reconnaissance and field operations teams, as appropriate.

5) Provide emergency public information and education as it pertains to disaster preparedness, response, recovery, and mitigation.

6) Coordinate the use of all available resources, as appropriate.

7) Maintain current standard operating procedures for Lewis County DEM disaster responsibilities.

8) Coordinate Emergency Alert System (EAS) messaging and activation in the event of impending disaster and/or emergencies.

4. Non Governmental and Volunteer Organizations

a. Train and manage volunteer resources.

b. Identify shelter locations and needed supplies.

c. Provide critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.

d. Identify those whose needs have not been met and help coordinate the provision of assistance.

5. Private Sector

a. Plan for the protection of employees, infrastructure, and facilities.

b. Plan for the protection of information and the continuity of business operations.

c. Plan for responding to and recovering from incidents that impact their own infrastructure and facilities.

d. Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.

e. Develop and exercise emergency plans before an incident occurs.

f. Where appropriate, establish mutual aid and assistance agreements to provide specific response capabilities.

g. Provide assistance (including volunteers to support local emergency management and public awareness during response throughout the recovery process.

6. Citizens

a. Reduce hazards in and around their homes to reduce the amount of damage caused by an incident.

b. Prepare personal emergency supply kits and household emergency plans to include supplies for household pets and service animals. Be prepared to utilize their own resources and be self-sufficient following a disaster for a minimum of 3 to 7 days and possibly longer.

c. Monitor emergency communications carefully to reduce injury risk, keep emergency routes open to response personnel, and reduce demands on landline and cellular communications.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Ensure all employee work areas are safe, clear of equipment/supplies that may compromise access/egress routes.

2. Train employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response.

3. Ensure that adequate disaster supplies and equipment are available for staff.

4. When appropriate, develop mutual support agreements between similar departments or organizations.

5. Develop procedures to re-establish operations, including notification of critical personnel, assessment of damage and resources, relocation of critical functions, and estimated time to "open for business".

6. The Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) is established at the Law & Justice Building, First Floor, Sheriff's Office Training Room, 345 West Main Street, Chehalis, WA. When activation is requested, this facility shall serve as the central facility for coordination during a disaster or event.

7. In the event a disaster renders the Lewis County EOC/ECC unusable, the mobile EOC/ECC, mobile communication vans or alternate locations will be utilized if necessary and determined by the size and scope of disaster events.

B. OVERALL COORDINATION OF INCIDENT MANAGEMENT ACTIVITIES

1. The Lewis County Division of Emergency Management (DEM) and the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) serve

as the focal point of emergency management/coordination for unincorporated Lewis County and participating jurisdictions. All requests for utilization of County assets will be coordinated through DEM and/or the EOC/ECC.

2. Disaster management operations will be carried out according to existing plans and shall be coordinated where possible by officials in their respective facilities/EOCs using the Incident Command System (ICS) as required by the National Incident Management System (NIMS).

C. CONCURRENT IMPLEMENTATION OF OTHER PLANS

1. The CEMP Basic Plan establishes general policy and guidance for emergency response, defines a general concept of how government will respond, and assigns responsibilities to agencies and organizations.

2. The Emergency Support Functions (ESFs) enhance coordination for performing specific functions in an emergency by utilizing internal and external subject matter experts to maximize response and recovery efforts.

3. Terrorism and Catastrophic Incident Annexes address the procedures and considerations that apply to a given type of emergency event.

4. Standard Operating Procedures (SOPs) have been adopted and are maintained to ensure the Lewis County EOC/ECC is adequately staffed and equipped to be immediately activated in time of need.

D. ORGANIZATIONAL STRUCTURE

1. RCW 38.52 authorizes and directs the establishment of a local organization for emergency management in Lewis County. Lewis County Division of Emergency Management (DEM) implements emergency management functions within the territorial limits of the political subdivision within which it is organized (participating municipalities and unincorporated Lewis County).

2. The Lewis County Emergency Management Inter-local Agreement with its participating municipalities and unincorporated Lewis County mandates a disaster preparedness program and forms the basis for disaster operations and recovery. The participating municipalities are unincorporated Lewis County, Chehalis, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Vader, and Winlock.

3. The Lewis County Emergency Management Committee (EMC) is comprised of liaisons from each of the contracting cities and other support entities. The EMC assists with the direction of the Lewis County emergency management program and reviews all plans.

4. By law, the incorporated city mayors are responsible for disaster operations in their respective jurisdictions. The Lewis County Board of County Commissioners (BOCC) is the responsible official for the unincorporated areas.

5. The Lewis County Director of Emergency Management or his/her designee shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management to municipal and county officials during disaster operations utilizing the guidelines of the *National Response Framework* (NRF) including, but not limited to, use of the Incident Command System (ICS) and National Incident Management Systems (NIMS).

6. The county and each municipal government will retain the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries utilizing the guidelines of the *National Response Framew*ork (NRF) including but not limited to use of the Incident Command System (ICS) and National Incident Management System (NIMS).

7. Disaster operations will be conducted by city or county forces, supplemented as necessary, by trained auxiliaries, established cadres, and by work forces available within the local community. Use will be made of available mutual aid from local, state, and federal agencies including but not limited to mutual aid agreements between existing emergency management entities coordinated by DEM.

E. PRINCIPAL INCIDENT MANAGEMENT ORGANIZATIONAL ELEMENTS

1. The Lewis County EOC/ECC operates under the Incident Command System (ICS). The EOC/ECC staff is functionally organized into the Operations, Administration and Finance, Logistics, and Planning Sections.

2. Various County departments, agencies, and stakeholders provide subject matter expertise in their Emergency Support Function (ESF) role as outlined in the supporting documents to this CEMP.

3. At the onset/identification of an emergency or disaster, the Lewis County EOC/ECC will activate at the appropriate level. County leadership, DEM staff, and designated ESF leads will report to the County EOC/ECC and commence management as necessary and in accordance with established operations and procedures.

4. The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System (ICS) and serve as the Incident Commander (IC) until relieved by a more experienced or more qualified individual. The IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

5. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC/ECC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post (ICP) may be established, and direction and control of the response transitioned to the IC.

6. For major emergencies and disasters, the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) will be activated. When the EOC/ECC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC/ECC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

7. The Incident Commander is generally responsible for field operations including:

   a. Isolating the scene.

   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

   c. Warning the population in the area of the incident and providing emergency instructions to them.

   d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

   e. Implementing traffic control arrangements in and around the incident scene.

   f. Requesting additional resources from the EOC/ECC.

8. General EOC/ECC responsibilities

   a. Providing resource support for the incident command operations.

   b. Issuing community-wide warnings.

   c. Issuing instructions and providing information to the general public.

   d. Organizing and implementing large-scale evacuation.

   e. Organizing and implementing shelter and mass movement arrangements for evacuees.

   f. Coordinating traffic control for large-scale evacuations.

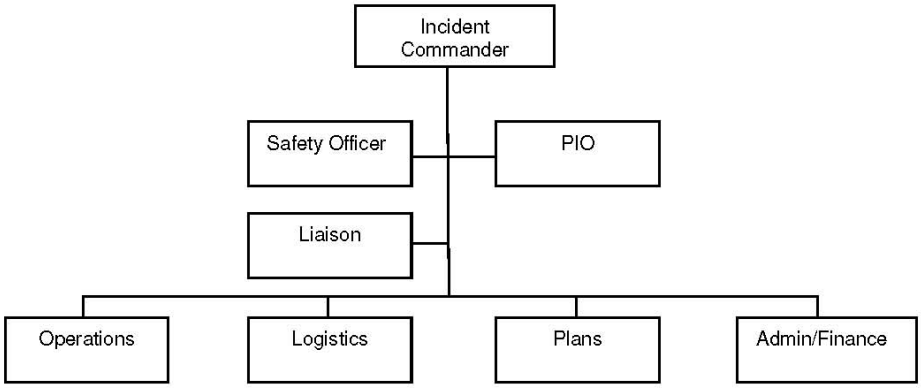
   g. Requesting assistance from the state and other external sources.

9. Area Command - Unified Command

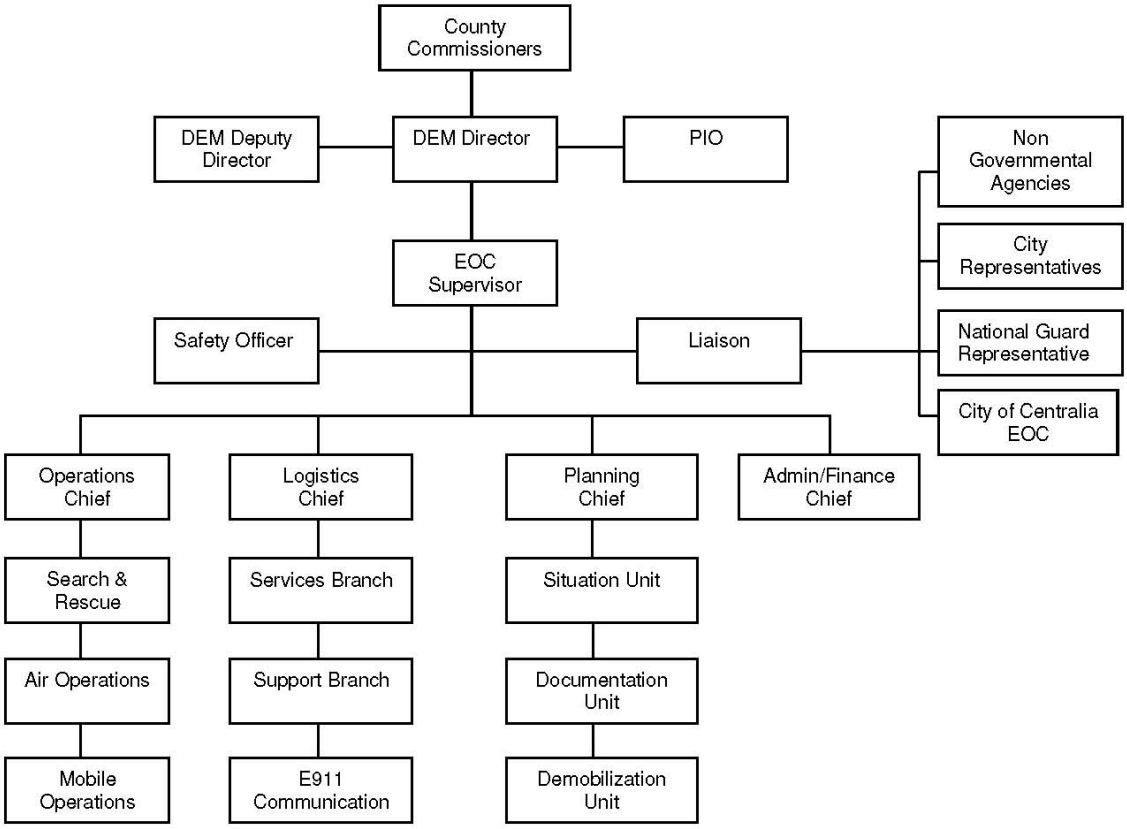
In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC/ECC.

ICS ORGANIZATIONAL STRUCTURE

FIELD OPERATIONS – Figure 1



EOC/ECC OPERATIONS – Figure 2



F. EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

1. The *National Response Framework* (NRF) describes the trained and certified federal teams/agencies available to assist Lewis County during a disaster.

2. The *Washington State Comprehensive Emergency Management Plan* describes the agencies and resources available to assist Lewis County during a disaster.

3. In addition to the role specific federal teams/agencies identified in the NRF, the federal government and the Washington State Emergency Management Division (State EMD) may deploy various teams to assist in emergency preparedness and response operations, damage assessment, and recovery.

G. DEFENSE SUPPORT TO CIVIL AUTHORITIES

1. The *National Response Framework* (NRF) describes the circumstances and support that Department of Defense (DOD) organizations can provide during disasters and emergencies.

2. All requests for DOD support will be coordinated through Lewis County DEM or the EOC/ECC to the State EMD. State EMD will validate, prioritize and forward the request for assistance through the appropriate channels.

3. Commanders of local DOD agencies are authorized to respond to save lives, protect property and the environment, and mitigate human suffering under imminently serious conditions. DEM will notify State EMD of all locally initiated support operations.

H. LAW ENFORCEMENT ASSISTANCE

1. The *National Response Framework* and Incident Specific Annexes describe the circumstances and support that federal law enforcement agencies can provide during disasters and emergencies.

2. The *Washington State Comprehensive Emergency Management Plan* describes the agencies and resources available to assist Lewis County during a disaster.

3. ESF #13 Public Safety, Law Enforcement, and Security describes the law enforcement agencies and resources within Lewis County that may be available to assist during a disaster.

I. INCIDENT MANAGEMENT ACTIONS

1. Notification and Assessment

When possible, Lewis County DEM will provide warning of an impending event. When an event or incident occurs, county, municipal, fire districts, law enforcement, and other entities shall respond. The county Emergency Operations Center/Emergency Coordination Center (EOC/ECC) shall activate per guidelines

of the EOC/ECC Emergency Action Plan (EAP) at an appropriate level based on the severity of the disaster/incident.

2. Activation

a. The Lewis County EOC/ECC operates at three separate levels. These levels are size and complexity driven according to each emergency or disaster scenario:

Level I - Routine Operations

Alert state for small, single site incidents or events involving two or more agencies. Generally used for potential threat of: flood, severe storm, fire, or escalating incidents. Staffing level is generally the EOC/ECC Supervisor, Incident Public Information Officer (PIO), Liaison Officer, and Operations Section Chief.

Level II - Enhanced Operations

General activation level for a moderate event of two or more sites with several response agencies involved. There may be limited evacuations and resource support required. This activation level may include a major scheduled event such as a conference or sporting event. Staffing level may include the EOC/ECC Supervisor, Incident Public Information Officer (PIO), Liaison Officer, required Section Chiefs according to ICS, and a limited number of other EOC/ECC staff.

Level III - Full Operations

General activation level for major emergency or disaster event; includes multiple sites, perhaps even a regional area. Involves multiple agencies and may require extensive evacuations. Supplemental resource support is required. Staffing may include: EOC/ECC Supervisor, policy group representatives(s), all EOC/ECC Section positions according to ICS. Staffing may include: County departments/offices, and lead and support agencies.

3. Requests for Assistance

a. Jurisdictions, departments/agencies responding to emergencies and disasters should first use their available resources. Scarce resources should be allocated according to established priorities and objectives of the jurisdiction of the EOC/ECC.

b. If a disaster should exceed any jurisdiction's capabilities, the chief elected official of that jurisdiction may issue a proclamation of emergency and request additional assistance through the Lewis County Division of Emergency Management (DEM) or the EOC/ECC, if activated.

c. If a disaster should exceed the capabilities of the county, the Board of County Commissioners (BOCC) may issue a proclamation of emergency and request additional assistance through the Washington State Emergency Management Division to the Governor.

d. Any requests for resources provided by either neighboring jurisdictions or from the State Emergency Management Division will be requested through DEM or the activated Lewis County EOC/ECC (Logistics Section Chief).

4. Demobilization

As the emergency situation stabilizes and the need for coordination and support decreases, the Lewis County EOC/ECC will stand down to the next appropriate activation level. The decision to de-activate the Lewis County EOC/ECC is made by either the Director of Emergency Management of his/her designee.

5. Operations under Homeland Security Advisory System (HSAS) Threat Conditions

The HSAS Threat Condition System is a color-coded threat level system used to communicate with public safety officials and the public at-large through a threat-based, color-coded system so that protective measures can be implemented to reduce the likelihood or impact of a terrorist attack. Because the HSAS is nationwide, the Alert Level may or may not indicate the need for an increased local response. Local law enforcement will monitor the national levels and make recommendations for local response activities that may include some or all of the following:

Protective Measures for Homeland Security Advisory System (HSAS) Threat Conditions		
Level	**Description**	**Protective Measures**
1 - Green	**Low**	• Exercise preplanned protective measures • Train county departments on HSAS • Assess vulnerabilities and mitigate as appropriate
2 - Blue	**Guarded**	• Activities of Level 1 plus the following • Check communications, response actions • Review/update response procedures • Provide public information advisories
3 - Yellow	**Elevated**	• Activities of Levels 1 & 2 plus the following • Surveillance of critical locations • Coordinate with border jurisdictions • Assess Protective Measures from threat • Implement appropriate response plans
4 - Orange	**High**	• Activities of Levels 1, 2 & 3 plus the following • Disseminate Orange advisory notice • Place EOC/ECC on Stand-by • Test communications system • Fill fuel tanks, check specialized equipment • Check/order supplies • Alert to suspicious activity and report it • Take public event precautions • Limit access to critical facilities, enforce controls • Enforce parking away from sensitive buildings • Lock exterior doors, check all visitor's ID, check contractor ID/tools • Review Emergency Operations Plans
5 - Red	**Severe**	• Activities of Level 1, 2, 3 & 4 plus the following: • Disseminate Red advisory notice • Activate EOC/ECC • Consider Disaster/Emergency Declaration • Monitor warning systems • Implement staffing plans • Lock down all critical infrastructures including government buildings • Consider release of non-essential personnel • Ensure 24-hour access to executives, councils and their alternates • Review evacuation routes with first responders • Welfare checks of government personnel and facilities every 6 hours • Increase security at water treatment plants • Control access, check ID's, restrict parking • Secure access points, search everything brought into critical facilities, inspect deliveries • Frequent check of all perimeters, constrain transportation systems, perform searches and escort visitors

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

The **mitigation function** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events.

1. Develop targeted hazard mitigation plans

2. Maintain and update the *Lewis County Jurisdictional Hazard Mitigation Plan* (published separately)

3. Conduct education and outreach necessary to foster loss reduction and preparedness programs.

4. Conduct predictive modeling mitigation efforts countywide to protect critical assets.

5. Actively pursue grants and other programs to support the strategic mitigation priorities of Lewis County.

B. PREPAREDNESS

The **preparedness function** includes activities that encourage a state of readiness in governments, public organizations, the private sector, businesses, families and individuals that provide the capability to prepare for and to survive a disaster or event and to ensure the continuity of government.

1. Initiate preparedness programs to reduce the effects of disasters.

2. Review disaster readiness capabilities and upgrade procedures in keeping with changing emergency management and response technology.

3. Encourage and maintain interagency cooperation and coordination of readiness planning.

4. Maintain vehicles, equipment, and facilities in a readiness condition.

5. Conduct programs of public information and education on disaster preparedness and personal survival.

6. Review and improve response capabilities by conducting training, drills, and exercises.

C. Response

The **response function** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:

1. Take emergency actions to safeguard employee health and safety.
2. Take emergency actions to protect life, property, the environment and the economy.
3. Conduct personnel roll calls for identification and accountability.
4. Implement emergency operations plans.

D. RECOVERY

The **recovery function** involves actions taken to return vital life support systems to minimum operating standards, and long term activities to return life to "normal" or “improved” levels. After the threat of life and property has passed those agencies involved in response shall:

1. Compile damage assessment and fiscal records as requested by Lewis County DEM in response to state and federal emergency proclamation evaluation and determination.
2. Identify minimum resource needs for the resumption of services.
3. Determine short and long-term recovery goals.
4. Determine and coordinate emergency staffing coverage.
5. Identify recovery funding sources.
6. Consider crisis intervention and counseling needs of personnel.
7. Identify any potential opportunities for future mitigation.
8. Conduct post-disaster analysis.
9. Revise internal emergency operation plans.
10. Coordinate the application of resources to meet the long-term recovery needs of the County and municipalities.
11. Conduct after-action critiques and implement actions for improvement.

VI. RESPONSIBILITIES

Final responsibility for emergency management direction and control rests with the Lewis County Board of County Commissioners (BOCC). The emergency powers of the Lewis County Director of Emergency Management are contained in RCW 38.52.070.

Specific responsibilities of governmental departments/agencies and organizations covered by and incorporated in this plan are listed in the respective Emergency Support Functions (ESFs), tabs and other attachments to this plan.

A. GENERAL RESPONSE RESPONSIBILITIES

Upon the occurrence of an emergency or disaster, each department or agency is responsible for the following:

1. Assess the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.

2. Report assessment information through the respective department's chain of command to the local EOC/ECC, on a continuing basis, as appropriate.

3. Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

B. MANAGING DISASTER OPERATIONS

Department/agency management should utilize the following guidance as a basis for an action checklist.

1. Report to the pre-designated site to manage department/agency operations.

2. Ascertain what happened, what can be done about it and what is needed.

3. Make contact with the local EOC/ECC and report information.

4. Take appropriate actions as per department capabilities.

5. Keep informed as the event progresses and update the EOC/ECC staff as requested.

6. Maintain records, document actions, costs, overtime, etc.

C. SPECIFIC RESPONSIBILITIES

The following Lewis County offices/departments and organizations are assigned specific disaster responsibilities in this plan based upon mandated functions and/or capabilities:

1. Board of County Commissioners (BOCC)

The County Commissioners are responsible for all policy relating to disaster management.

a. Provide overall direction and control of county emergency management activities by maintaining liaison with the Emergency Operations Center/Emergency Coordination Center (EOC/ECC).

b. Receive initial briefing from the Division of Emergency Management (DEM) on the event and the initial response activities.

c. Proclaim a local "State of Emergency/Disaster", as appropriate.

d. Declare the County a disaster area and formally request state and/or federal assistance through the Governor when necessary.

e. Complete ordinances to establish policies or regulations necessary for public safety under emergency conditions.

f. Appropriate funds to fill emergency needs in accordance with RCW 36.40.180 and RCW 38.52.070(b).

2. Risk Management

a. Responsible for County building and facility evacuation/emergency plans.

b. Coordinate mitigation and safety activities for County employees and citizens occupying County facilities.

c. Review emergency contracts for County liability exposure considerations.

3. Lewis County Incident Public Information Officer (PIO)

a. Primary responsibility for this function is assigned to the Lewis County Incident (Emergency Operation Center) PIO who will prepare and maintain Annex 1 (Public Information) to this Plan and supporting SOPs.

b. Emergency tasks to be preformed include:

1) Establish a Joint Information Center (JIC), when appropriate.

2) Conduct on-going hazard awareness and public education programs.

3) Pursuant to the Joint Information Center (JIC), compile and release information and instruction for the public during emergency situations and respond to questions relating to emergency operations.

4) Provide information to the media and the public during emergency situations.

5) Arrange for media briefings.

6) Compile print and photo documentation of emergency situations.

4. Lewis County Division of Emergency Management Director

a. The Director of Emergency Management is appointed by the Board of County Commissioners (BOCC). The Director's, or his/her designee's, general duties shall be as follows:

1) Prepare and maintain a Comprehensive Emergency Management Plan (CEMP) for the County that conforms to the State Comprehensive Emergency Management Plan.

2) Control and direct the efforts of the Lewis County Emergency Management organization.

3) Direct coordination and cooperation between divisions, services, and staff of the emergency management organization of this County, and resolve questions of authority and responsibility that may arise between them.

4) Represent the Lewis County Emergency Management organization in all dealings with the public or private agencies pertaining to emergency management and disaster preparedness and response.

5) Prepare an annual budget for the Board of County Commissioners to adopt.

b. In the event of a disaster, the Emergency Management Director's duties shall include the following emergency responsibilities:

1) Make an issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster, provided, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners.

2) Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property of the people. If

required immediately, commandeers the same for the public use; and binds the Board of County Commissioners for the fair value thereof.

3) Require services of any County/City officer or employee, and in the event of a proclamation by the Governor of the existence of a disaster, to command the aid of as many citizens of this community as he/she considers necessary in the execution of his duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers.

4) When necessary, requisition necessary personnel or material of any department or agency within the boundaries of Lewis County.

D. DEPARTMENT/OFFICES

1. Assessor's Office

a. Provide for the re-evaluation of property, land and buildings, that have been damaged or destroyed by a disaster and deduct taxes from prorated amount.

b. Provide trained personnel to complete damage assessment as part of the local, state, federal Damage Assessment Team following a disaster.

c. Process applications for "Taxpayers Claim for Reduction of Assessment on Destroyed Real or Personal Property", pursuant to RCW 36.21.080, Chapter 84.70, information form Rev. 64 0003-2 (12-92).

d. Compile private property information as required in Disaster Analysis Report for State Emergency Management Division, submitting through the Division of Emergency Management (DEM).

e. Provides staff and vehicles, as available and required, to support Emergency Management functions during emergencies/disasters.

2. Auditor's Office

a. Provide for the identification and preservation of essential records.

b. Ensure disaster related expenditures are made in accordance with applicable laws and regulations.

c. Provide staff to support Emergency Management functions during emergencies/disasters as required.

3. Budget/Fiscal Department

a. Establish a method of recording emergency purchases authorized by the Board of County Commissioners (BOCC).

b. Provide for essential county services including payroll operations, purchasing, emergency contracts, and payments.

c. Provide fixed assets inventory as needed for damage assessment and equipment replacement in conjunction with Public Works.

d. Provide for critical payroll information.

e. Monitor all expenditures and use of resources, and coordinate with the Lewis County Applicant Agent/Alternate Applicant Agent during a disaster to facilitate documentation of overall disaster costs eligible for reimbursement.

f. Coordinate the compilation of disaster response and recovery labor, equipment, material, and service costs for post-disaster reporting purposes.

g. Coordinate post-disaster activity with the county Treasurer, Public Works, Assessor, and other departments as needed.

h. Provide essential services to the fire agencies including processing payroll and emergency vouchers and track the budget.

4. Central Services Department

a. E911 Communications (Dispatch), Central Services Department

1) Accept, process and dispatch emergency calls for fire, law enforcement or medical emergencies throughout Lewis County

2) Enter information into the database to document emergency events.

3) Transfer disaster related calls to the EOC/ECC when the EOC/ECC is activated.

4) Serve as the primary warning point for the National Warning System (NAWAS), Emergency Alert System (EAS), and notify Emergency Management personnel in accordance with procedures.

5) Develop and maintain back-up Public Safety Answering Point and coordinate re-establishment of the E911 System, if disrupted by a disaster.

6) Communicate with the EOC/ECC on an informational basis on any matter having an impact on the current emergency or potential emergency.

b. Facilities Services, Central Services Department

1) Coordinate damage assessment for County buildings and facilities.

2) Coordinate post disaster safety evaluations of County buildings and facilities.

3) Provide for emergency repair for the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) to the extent such repair will keep the EOC/ECC operational.

4) Coordinate emergency repair or relocation of County facilities as determined necessary.

5) Identify County properties that can serve as temporary mass care tent sites.

6) In coordination with Emergency Management, arrange for facilities, furnishings, and equipment to support a Disaster Recovery Assistance Center.

7) Locate and lease office space for critical functions if normal space is unstable.

8) Develop and maintain means to expeditiously post warning information at all affected County buildings.

9) Restore and maintain mail services for County government.

c. Information Technology (IT) Division, Central Services Department

1) Provide guidance and direction for protection of a computer hardware and software.

2) Provide hardware and standard software support for the EOC/ECC.

3) Provide liaison to the EOC/ECC to maintain or adjust telephone and computer configurations to support the County's information needs, including internet access.

4) Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of the telephone system.

5) Provide for the protection and restoration of the essential County data.

6) Restore and maintain telephone, computer, and mail services for County government.

7) Provide mainframe, network and PC computers to support administrative and finance responsibilities.

8) Provide damage assessment of critical County computer services/equipment.

9) Provide or coordinate emergency repairs to computer.

10) Provide emergency replacement of computer and business equipment.

d. Radio Division, Central Services Department

1) Develop and maintain the County's radio communications system that includes a repeater system, base stations, remote units, mobile units and portables.

e. Southwest Washington Fair (SWW Fair), Central Services

1) Make fair facilities available for staging areas and or shelters for disaster operations. May also include providing facilities for a Disaster Recovery Center (DRC).

2) Monitor protection dike south of fairgrounds (Salzer Creek Levee) during flooding events.

5. Clerk of the Court

a. Coordinate security and safe keeping of Superior Court records.

b. Provide staff to support emergency court operations during emergencies as required.

c. Coordinate restoration of services of the Clerk's office in support of court operations.

6. Community Development Department

a. Provide technical information of damaged structures.

b. Serve as the lead agency for the inspection and declaration of unsafe buildings.

c. Coordinate damage assessment and post disaster safety inspections of county buildings and facilities.

d. Coordinate damage assessment and post disaster safety inspections of private businesses deemed to be critical functions of the county.

e. Coordinate private assessment and inspection resources.

f. Provide permit assistance and waivers.

g. Coordinate the construction of, or the provision of, expedient temporary shelters when conditions are such that they warrant this action to ensure shelters meet specified safety standards. Dependent on local circumstances, this may involve a mass movement of mobile homes and/or recreational vehicles in specific areas to provide temporary shelter.

h. Act as the lead agency for the coordinating hazard mitigation activities as related to land use planning, natural resource management, the enforcement of codes, the inspection process and the issuing of permits.

7. Coroner's Office

In the State of Washington, the examination, identification, determination of cause of death and release of bodies falls within the jurisdiction of the Coroner or Medical Examiner.

a. Act in concert with law enforcement to coordinate the orderly recovery, identification and proper processing of remains, and arrange for ultimate release for internment.

b. Make death notification to next of kin. The Coroner will provide guidance in the delegation process.

c. Ensure security of victim's personal effects.

d. The County Coroner may request supplemental assistance for the identification, movement, storage, and disposition of the dead if local resources are exceeded. Such requests are made to the state, federal government, or military, through the Emergency Management Division (DEM) or the State Department of Health.

8. Courts (Superior, District and Juvenile Court Services)

a. Develop internal contingency plans as necessary for the continuation of court services and functions.

b. Provide for the identification and preservation of essential court records.

9. Human Resources Director

a. Coordinate and provide a representative to the EOC/ECC to determine personnel needs, as requested.

b. Coordinate, recruit, and hire additional human resources that may be needed in an emergency or disaster.

10. Law Enforcement

Generally law enforcement problems are compounded by disaster related community disruption. Under disaster conditions law enforcement activities are the responsibility of the law enforcement agency with jurisdiction.

Law enforcement units supplied by other levels of government will remain under the command of their respective agency; however, the supporting law enforcement agency will coordinate with and serve under the requesting jurisdiction. The Expanded Police Powers Act of 1983, RCW Chapter 10, empowers local law enforcement agencies to enter into letters of consent with law enforcement agencies in other jurisdictions commissioning officers to carry out law enforcement functions in another jurisdiction.

The Lewis County Sheriff has Letters of Consent on file with all contiguous counties surrounding it as well as Clark County. In addition, the Lewis County Sheriff has sent Letters of Consent to all city police departments within Lewis County. Under disaster conditions, the Sheriff has authority to:

a. Provide for the identification and preservation of essential law enforcement records.

b. Assist in the warning process by relaying warning information.

c. Support EOC/ECC operations with law enforcement information.

d. Evacuate persons from threatened or impacted areas.

e. Provide direction and control for wilderness and urban search and rescue operations and coordinate organized volunteer units during disaster operations.

f. Control access to the disaster area including road blocks, as required.

g. Enforce emergency regulations or ordinances enacted by the Board of County Commissioners.

h. Provide for crowd control/looting control.

i. Designate and provide an individual representing the Sheriff's Office to serve as liaison in the EOC/ECC to coordinate law enforcement or organized volunteer operations.

j. Provide security to the County EOC/ECC, as necessary during disaster operations.

k. Assume responsibility for the development of law enforcement operational procedures that adequately address assigned functions and establish operational priorities.

l. Develop internal disaster plans and procedures for the Lewis County Jail.

m. Coordinate with the Prosecutor and Courts on the continuity of court operations.

n. Provide food services from the Jail kitchen for EOC/ECC staff during 24-hour operations when no other food source is available.

o. Monitor all expenditures and use of resources of the Sheriff's Office to facilitate documentation of the overall disaster costs for possible reimbursement.

11. Lewis County Division of Emergency Management (DEM), Sheriff's Office

a. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster. Such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners (BOCC).

b. Obtain vital supplies, equipment needed for the protection of life and property of the people, and binds the BOCC for the fair value thereof and, if required, immediately commandeers the same for public use.

c. Require emergency services of any County officer or employee and, in the event of the proclamation of an emergency/disaster by the governor in the county, to command the aid of any citizen of this community in the election of activities for the protection of life and property. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered emergency workers.

d. When necessary, requisition necessary personnel or material of any department or agency within the boundaries of Lewis County.

e. Provide coordination among local, state, federal, private and volunteer organizations pertaining to emergency management activities and resolve questions of authority or responsibility that may arise between them.

f. Upon proper notification, activate the EOC/ECC to coordinate disaster response activities during a disaster or emergency. The EOC/ECC can be a joint operation between county and city operations. Local city government is responsible for actions in its own area of jurisdiction.

g. Register emergency workers in accordance with RCW 38.52 and coordinates with State EMD for medical protection during an incident. This process may include the expedient registration of emergency workers at the disaster site.

h. Coordinate requests for emergency assistance.

i. Provide instructions to the general public before, during and after emergencies and minimize rumors.

j. Coordinate the need for the enactment of emergency ordinances with local agencies such as Environmental Health, Public Health, Lewis County Sheriff's Office and the Board of County Commissioners.

k. Coordinate with the Lewis County Sheriff's Office, fire services, and/or the Public Health Officer to identify areas for evacuation and assist in the implementation process.

12. Prosecutor's Office

a. Provide emergency legal advice and assistance to county departments.

b. Review emergency agreements, contracts, ordinances, and disaster related documents.

c. Provide for identification and preservation of essential records of the Prosecutor's Office.

d. Coordinate with the Assigned Counsel, Corrections, and the Courts for the provision or continuity of the courts and the Assigned Counsel representation for indigent clients.

13. Public Health and Social Services Department

a. Animal Shelter, Public Health and Social Services Department

1) Provide information to DEM concerning emergency and disaster considerations for animals.

2) Provide information and/or services for the disposal of dead animals.

3) Assist in finding and/or providing emergency feeding and limited emergency shelter for animals displaced by the disaster.

4) Assist in finding and/or providing temporary emergency care for pets taken to public shelters.

b. Environmental Health Division, Public Health and Socials Services Department

1) Access the actual or potential public health risk for emergency incidents, and provide technical advice and limited resources for emergency sewage disposal, solid waste disposal, vector control, and supply of potable water.

2) Provide coordination for support to water purveyors and private well owners, in the restoration of potable water services.

3) Recommend evacuation areas to minimize public health risk during incidents involving contamination, and other emergency situations where evacuation may be necessary.

4) Access environmental damage and possible remedies for emergency situations that may have an impact on public health.

c. Personal & Community Health Division, Public Health & Social Services Department

1) Maintain and provide if necessary, a Public Health Incident Response Team to investigate and access public health risk caused by an emergency situation, whether an event of bioterrorism, chemical or radiological event, communicable disease outbreak, or any other public health emergency.

2) In an emergency, take such action as necessary to control and prevent the spread of communicable diseases as required in RCW 70.05.070.

3) Coordinate with law enforcement and community partners to determine appropriate action for instituting disease prevention and infection control according to RCW 43.020.050 and WAC 246-101-505.

4) Direct preventive medical and health service programs that may be required under disaster conditions to mitigate public health risk, including but not limited to isolation and quarantine, according to WAC 246-101-425.

5) Detect and identify possible sources of contamination dangerous to the general health of the community. Serve in an advisory capacity to the Division of Emergency Management, Lewis County Sheriff's Office, and fire services, in determining the need for evacuation and decontamination based on the presence of substances creating an immediate health threat.

6) In coordination with Washington State Department of Health, become involved in the identification of vector sources of disease and public health risks that may occur under disaster conditions.

7) Develop and release to the media and other interested audiences, in coordination with the Division of Emergency Management, public health information using risk communication theory, that appropriately identifies public health risk and corrective actions specific to an emergency or disaster.

d. Social Services Division, Public Health and Social Services Department

1) Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations, or individuals.

14. Public Works

Lewis County Public Works has overall authority for Public Works activities and engineering services activities within ins area of responsibility in the county.

Public Works will maintain internal systems for the repair and restoration of essential services and vital facilities under emergency/disaster conditions. Priority will be given to the restoration of utilities to critical and essential facilities.

a. Ensure maintenance on vehicles, as necessary, to support emergency response, rescue and evacuation.

b. Coordinate fuel needs for transportation, communications, emergency operations and other critical facilities.

c. Develop and maintain a procedure for prioritizing and accounting of vehicle assignment.

d. Provide equipment/manpower, as available, to assist with heavy rescue operations during a life endangering situation.

e. Provide inspection of roads and bridges to determine damage and safety.

f. Remove debris from roadways to permit vehicle access or movement and temporary repair of lightly damaged roads and bridges.

g. Provide equipment and manpower for flood control operations on public property within the county.

h. Provide additional manpower, as available, to assist with traffic control during emergency evacuations.

i. Provide the existing capability of the Road Department communication system to augment the Emergency Management communication network throughout the county as needed.

j. Provide quantities of sand/dirt, as needed, for dike building purposes, sandbagging operations, or for absorption or containment of chemicals/hazardous materials spills.

k. Provide support and coordination for emergency debris disposal, per the *Disaster Debris Management Plan*.

l. Provide increased service during disasters to support removal of garbage that may impact the public health.

m. Provide initial public works facilities damage estimates to Emergency Management.

n. Coordinate the compilation of disaster response and recovery related labor, equipment, material and service costs for post-disaster purposes.

1) Applicant Agent/Alternate Applicant Agent (Lewis County)

a) The Public Works Director serves as Applicant Agent for the Lewis County Presidential Declaration events. Duties include:

(1) Document all costs and maintains original source documentation for all costs claimed.

(2) Serve as the primary point of contact for state/federal agencies.

(3) Receive all correspondence from State EMD regarding small/large Public Assistance (PA) projects.

(4) Sign grant agreements and amendments.

(5) Sign all payment requests.

(6) Identify all damage sites and track all projects.

(7) Develop project worksheet scopes of work.

(8) Ensure documentation of all costs is maintained (including administrative costs) for a minimum of 6 years from the date of the grant closure.

2) Geographic Information System (GIS) Mapping Division, Public Works Department

a) Provide mapping and charting services in support of emergency operations.

3) Fleet Services, Public Works Department

a) Complete maintenance on vehicles, as necessary, to support emergency response, rescue, and evacuation.

b) Provide transportation resources and support as requested by the EOC/ECC.

c) Provide fuel and fuel storage, if available.

d) Develop and maintain procedures for an urgent damage assessment of motor pool facilities.

e) Develop and maintain a procedure for prioritizing and accounting for vehicle assignment.

15. Sheriff's Office

At the time of a disaster, the Lewis County Sheriff's Office will be called upon to perform a wide range of functions including, but not limited to (also see: Law Enforcement, Lewis County Director of Emergency Management and Division of Emergency Management).

a. Administration - Accounting/Purchasing

1) Monitor all expenditures and use of resources by all bureaus of the department to facilitate documentation of the overall disaster costs for possible reimbursement.

b. Corrections Bureau

1) Develop internal disaster plans and procedures for the Lewis County Corrections/Jail facility.

2) Coordinate with the Prosecutor, Courts, and the Assigned Counsel on the continuity of court operations.

3) Provide food services from the jail kitchen for Emergency Operations Center/Emergency Coordination Center (EOC/ECC) staff during 24-hour operations when no other food source is available.

c. Operations Bureau

1) Provide for the identification and preservation of essential law enforcement records.

2) Assist in the warning process by relaying warning information (also, depending on the circumstances, may include public warning by house-to-house alert or use of sirens or public address systems).

3) Assist in updating the warning plan by providing current law enforcement chain of command and telephone numbers.

4) Support EOC/ECC operations with law enforcement communications.

5) Evacuate persons from threatened or affected areas.

6) Provide direction and control for wilderness and urban search and rescue operations and coordinate organized volunteer units during disaster operations.

7) Control access to the disaster site including roadblocks, as required.

8) Enforce emergency regulations or ordinances enacted by the Board of County Commissioners.

9) Provide for crowd control/looting control.

10) Provide transportation for the movement of emergency supplies and victims.

11) Designate and provide an individual representing the agency to serve as liaison in the EOC/ECC to coordinate law enforcement or organized volunteer operations, as necessary or as requested.

12) Provide security to the county EOC/ECC, as necessary, during disaster operations.

d. Services Bureau

1) Provide support services staff to the EOC/ECC as requested.

16. Treasurer's Office

a. Arrange for emergency funding.

17. WSU Cooperative Extension

a. Assist the State Department of Agriculture in checking all foods, including milk products, feeds, and other commodities for injurious contamination in processing and distribution areas during the recovery period.

b. Assist the State Department of Agriculture in providing inspection services following a major disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.

c. Assist other governmental agencies and private organizations to combat all animal and plant diseases as a means for maintaining essential farm production in the post disaster period.

d. Advise the Division of Emergency Management of pertinent information/facts that would have an immediate adverse effect on domestic animals, milk products or garden/farm produce.

e. Provide the EOC/ECC with a liaison representative, when requested.

f. Assist local health officials on the implementation of protective measures, as necessary.

E. GOVERNMENTAL ENTITIES / ORGANIZATIONS

1. Advanced Life Support Providers (ALS)

a. Provide Emergency Medical Services (EMS).

b. Coordinate private ambulance and EMS resources.

c. Support agency for ESF #8, Public Health and Medical Services.

2. Amateur Radio Emergency Services (ARES) / Radio Amateur Civil Emergency Services (RACES)

ARES/RACES is an organization of amateur radio operators who volunteer to provide radio communications for state and local governments in times of emergency. Duties during an emergency include:

a. Provide radio communication to augment existing local governmental systems during the crisis period.

b. Maintain sufficiently trained volunteers to support the EOC/ECC communications center on a shift basis.

c. Maintain amateur radio equipment in operable condition.

d. As a part of the Amateur Radio Emergency Services (ARES), it provides radio communications for civil preparedness purposes during periods of local regional or national civil emergencies.

e. These emergencies are not limited to war related activities, but can include natural disasters such as earthquakes, hurricanes, wildfires, power outages, floods, searches, air crashes, and many other events.

f. The RACES Officer is appointed by the Director of Emergency Management. The RACES Officer's duties include:

1) As directed, activates and supervises the operation of the RACES station at the County EOC/ECC.

2) Assists respective local jurisdictions and County agencies / districts / command posts in establishing OPS 3 networks.

3) Coordinates and submits requests for amateur radio resources that may be needed to augment local operations to the State Emergency Management Division.

3. American Red Cross, Mount Rainier Chapter (ARC)

Red Cross services are provided on an individual casework basis to determine the needs of each family or individual. The American Red Cross will provide and finance services to meet human needs in natural and technological disasters.

Services provided are:

a. Emergency housing for disaster victims in public or private buildings.

b. Mass feeding for all persons affected by the disaster.

c. Disaster health services in Red Cross shelters.

d. Welfare inquiry services.

e. Mental health counseling and emotional support to victims and workers.

f. Inform Emergency Management regarding shelter status to include location, number of evacuees per shelter, total number of evacuees registered and other pertinent emergency information.

g. Emergency individual/family assistance. This is provided on a basis of uniform guidelines and procedures to individuals and families having urgent and verified disaster caused needs. These may include:

- Food
- Clothing
- Laundry
- Emergency transportation

- Cleaning supplies
- Emergency housing
- Storage of personal belongings
- Emergency minor home repairs
- Household accessories
- Some furniture and appliances
- Emergency health needs
- Personal occupational supplies and equipment

Additional assistance may be considered when an individual or family has disaster caused or disaster aggravated needs beyond normal emergency assistance. National Red Cross headquarters must be consulted before discussions with clients about additional assistance are initiated. Potential services may include:

- Personal living needs (groceries, clothing)
- Disaster related vehicle repair
- Insurance
- Home repairs
- Furnishings
- Health needs

4. Fire Services

Local fire districts have primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions, and for support to other fire protection districts if mutual aid agreements are in place. Additional functions of fire service personnel under this plan include:

a. Conduct light duty rescue operations and limited rescue operations in off-road situations.

b. Provide first aid treatment, Emergency Medical technician (EMT) and paramedic services in response to injured persons to include medical triage at mass injury sites.

c. Provide personnel and equipment as available to assist law enforcement with evacuation, traffic control, roadblocks and patrol of damaged areas.

d. Assist the Division of Emergency Management with warning relay by participating in the fan-out of warning information.

e. Provide initial response to and size-up of hazardous materials incidents, and coordinate with proper authorities for response and/or assistance.

f. Participate in, or support the State Fire Mobilization Plan and/or Central Region Fire Mobilization Plan to the level determined by the Chief of the District or Department.

g. During flooding, provide emergency response assistance such as pumps, sandbagging, evacuation and limited property protection to private and public agencies within department capabilities.

5. Schools

a. Develop district building hazard mitigation and emergency response plans in accordance with state and district policy. These plans will be submitted to DEM, reviewed and kept on file.

b. Provide facilities for public shelter through agreements with the American Red Cross or other community groups.

c. Provide school situation reports to the EOC/ECC.

d. Provide damage assessment reports to the EOC/ECC from field observations.

e. Provide transportation and evacuation support.

f. Ensure all plans are updated and kept current. In the event plans are altered, changes will be submitted, reviewed and filed with DEM.

6. The Salvation Army (TSA)

Provides, within the limitations of its resources, the following services as needed or requested:

a. Mobile canteen services.

b. Emergency feeding services and shelter in Salvation Army or other facilities.

c. Collection and distribution of food, clothing, and other supplies.

d. Assistance in registration, identification, and support services.

e. Counseling and morale building services.

f. Provide liaison personnel to the local Division of Emergency Management (DEM) upon request.

F. UNITS/TEAMS

1. Emergency Management Committee (EMC)

An Emergency Management Committee (EMC) helps facilitate and provide guidance on Lewis County Emergency Management issues. The EMC consists of representatives from the governmental entities and county organizations who are part of the CEMP.

The Director of Emergency Management, or his designee, chairs the EMC. The Director is responsible for selecting members of the EMC so that there is adequate representation from entities and organizations for the issues to be addressed.

The Emergency Management Committee meets as necessary annually and after each EOC/ECC activation where a declaration of emergency or disaster has been declared to review the plan in accordance with the plan maintenance provisions.

2. Emergency Operations Center / Emergency Coordination Center (EOC/ECC) Functional Staff

A functional staff is identified to ensure that emergency policies, activities, and resources are coordinated among the spectrum of disaster management participants. Additional personnel will be assigned to support the functional staff.

Functional staff will keep the EOC/ECC Incident Commander informed of their whereabouts and be prepared to establish a presence in the EOC/ECC, as needed.

Members of the EOC/ECC functional staff are:

a. Director of Emergency Management or designee

b. Deputy Director of Emergency Management or designee

c. Fire Services representative

d. American Red Cross representative

e. Sheriff's Office representative

f. Director, Assistant Director, or Manager from:

   1) Public Works

   2) E911 Communications

   3) Community Development

   4) Central Services

   5) Public Health & Social Services

   6) GIS

   7) Assessor representative

8) Auditor/Fiscal representative
9) Coroner's Office representative
10) Prosecutor's Office representative
11) Treasurer's Office representative
12) ALS Provider's representative*
13) Schools representative*
14) Utility representative*

*Voluntary participation is encouraged.

3. Damage Assessment Unit (DAU)

The Damage Assessment Unit (DAU) will coordinate the urgent and detailed damage assessment to help document the magnitude and public damage. This documentation will justify further requests for state and federal aid.

The initial meeting of the DAU will be as recommended by the Director of Emergency Management, or designee. Timing of the initial meeting will be based upon the nature of the disaster, and will generally occur during the urgent response phase or as soon as practical upon recognition of a disaster.

4. Disaster Assistance Team (DAT)

The Disaster Assistance Team (DAT) will coordinate the provision of disaster related humanitarian assistance and services to all citizens of the county.

The initial meeting of the DAT will be as recommended by the Director of Emergency Management or designee. Timing of the initial meeting will be based upon the nature of the disaster and will generally occur as the urgent response phase is ending. Members of the Disaster Assistance Team may include:

a. Crisis Counseling

b. Humanitarian organizations such as the American Red Cross, The Salvation Army, and the Food Bank.

c. Clergy and religious organizations

d. Civic organizations

e. Animal Shelter

f. Others as appropriate

5. Disaster Policy Team (DPT)

The Emergency Management Director may establish a disaster policy advisory team to provide advice during a disaster. Selected members will meet at the request of the Emergency Management Director to address specific needs. The members of the disaster policy advisory group may be selected from the following list:

a. County elected officials, or their representatives

b. Chief elected officials or representatives from each city and town within Lewis County (as requested)

c. Department Directors

d. Lewis County Incident Public Information Officer (PIO)

e. Fire Commissioners Association Chair

f. Fire Chief's Association Chair

g. American Red Cross, Mount Rainier Chapter, Executive Director

h. Others as appropriate

6. Disaster Recovery Unit (DRU)

The Disaster Recovery Unit (DRU) will coordinate the county's recovery and restoration activities and identify and recommend appropriate mitigation strategies.

The initial meeting of the Recovery Team will be as recommended by the Director of Emergency Management, or his designee. Timing of the initial meeting will be based upon the nature of the disaster and will generally occur as the urgent response phase is ending.

7. Local Emergency Planning Committee (LEPC)

The Local Emergency Planning Committee (LEPC) and its membership is mandated under WAC 118-40-160 to support the provisions of October 17, 1986 Superfund Amendment and Reauthorization Act (SARA), "Emergency Planning and Community Right-to-Know Act" (EPCRA), and support ESF #10. The purpose of the provision is to increase public knowledge of the presence of hazardous chemicals in the communities and to better prepare for potential emergencies.

G. STATE AND FEDERAL

1. Washington Army National Guard

Coordinate military support to civil authorities by:

a. Provide limited air and land transportation of personnel and equipment.

b. Assist local governments and the Washington State Patrol (WSP) by providing supplementary security forces to patrol damaged areas, establishing roadblocks, and directing traffic for the preservation of law and order.

c. Provide aerial reconnaissance, photographic missions, and radiological monitoring, as required. Coordinate with WSDOT to provide aerial reconnaissance and photographic missions, as requested and within capabilities.

d. Provide limited emergency medical assistance.

e. Provide limited mass feeding.

f. Provide assistance for emergency traffic regulation, movement control.

2. Washington State Department of Transportation (WSDOT)

a. Coordinate with WSP for traffic control on appropriate state routes.

b. In coordination with WSP, provide available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the DOT's resources are not put at risk.

c. Coordinate with WSP and local jurisdictions:

1) Traffic control on the Washington State Transportation System to prevent entrance of unauthorized persons into controlled areas.

2) Assist in promptly identifying and removing impediments to movement.

3) Provide barricades, road signs, and highway recruiting information necessary to redirect traffic from relocation and flood control areas, provided resources are available.

4) Conduct aerial reconnaissance and photographic missions, as requested, provided resources are available.

5) Manage overall effort for aerial search and rescue.

3. Washington State Emergency Management Division (State EMD)

a. Coordinate the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).

b. Receive and process requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

c. Coordinate state assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

d. Coordinate the provision of statewide search, rescue and recovery assets to supplement the efforts of local jurisdictions.

4. Washington State Patrol (WSP)

a. Assist local authorities with local law enforcement operations and the evacuation of persons and property.

b. Coordinate and maintain liaison with the Departments of Corrections, Fish & Wildlife, Natural Resources and Transportation, the Military Department, the Liquor Control Board, the Parks & Recreation Commission, and the Utilities and Transportation Commission for use of the available personnel and equipment of augmentation and special assignments.

c. Assist the State EOC in receipt and dissemination of warning information to state and local government.

d. Coordinate law enforcement and traffic control throughout the state. Enforce highway traffic regulations.

e. Provide aerial reconnaissance photographic missions.

VII. PLAN MAINTENANCE, TRAINING & EXCERCISES, NIMS & ICS

A. PLAN MAINTENANCE

1. Coordination

a. The Lewis County Emergency Management Committee (EMC) and DEM are responsible for developing, reviewing, and updating this Plan.

b. The Lewis County Board of County Commissioners (BOCC) and city councils are responsible for promulgating this Plan.

c. Any department or agency with assigned responsibilities under the CEMP may propose a change to the Plan via the DEM office. The DEM Deputy Director is responsible for coordinating all proposed modifications to the CEMP with primary and support agencies and other stakeholders, as required.

d. The Division of Emergency Management (DEM) will brief the Emergency Management Committee (EMC) on the reviews and any proposed changes. The EMC will forward appropriate recommendations to the Director Emergency Management for adoption.

e. After coordination has been accomplished, DEM will issue an official Notice of Change.

f. Once published the change will be considered part of the CEMP for operational purposes pending a formal revision and reissuance of the entire Plan.

g. Generally, revisions to this Plan will be submitted to the BOCC for approval. However, revisions that clarify existing portions of the Plan, reflect changes in state or federal requirements, or adjust responsibilities to better reflect organizational capabilities or structure may be made if both of the following conditions are met:

   1) The revisions have been reviewed by the Emergency Management Committee; and

   2) The revisions cannot be constructed as establishing or changing County policy.

h. The Director of Emergency Management will report to the BOCC within six months following the end of each annual or 4-year review cycle. The report will include a review of how the plan has performed, a summary of revisions, and any recommendations for change requiring BOCC approval.

2. Distribution

a. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the local libraries, contiguous counties, the EOC/ECC and other emergency facilities.

b. The Basic Plan shall include a distribution list that indicates who receives copies of the Basic Plan and the various appendices to it. In general, individuals who receive the Emergency Support Functions Section to the Basic Plan should also receive a copy of this Plan, because the Basic Plan describes the emergency management organization and basic operational concepts.

3. Review Cycles

a. Annual Review

The Basic Plan and its annexes shall be reviewed annually, or after each event, by the Emergency Management Committee (EMC). Emergency Management will establish a schedule for annual review of planning documents by those tasked in them. The EMC will forward appropriate recommendations to the Director of Emergency Management for adoption.

b. **Review After EOC/ECC Activation**

The Basic Plan and applicable ESFs will be reviewed within six months of an EOC/ECC activation. Lessons learned will be recommended for incorporating via the Emergency Management Committee (EMC). Review following activation will satisfy annual review if annual review is scheduled to occur within the twelve-month period following the activation.

c. **Lead Agency Revision**

Emergency Support Functions (ESFs) delineate how the responsibilities listed in the plan are to be carried out. ESFs can be subject to frequent and significant change in response to new procedures, policies, or technologies, to lessons learned, and to accommodate new organizations or organizational structures. Accordingly, ESFs may be reviewed by the functional lead agency or agencies, with the concurrence of applicable support agencies; and if it is consistent with the Basic Plan and neither change nor establish policy.

d. **Four Year Cycle Review**

The Basic Plan and its Emergency Support Functions must be revised or updated by a formal change at least every four years. The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new technologies. Responsibilities for revising or updating planning documents are assigned to all departments, agencies, and individuals tasked in those documents.

B. TRAINING

The DEM Director, or designee, is responsible to develop and implement a training program for county staff and EOC/ECC workers that creates and maintains both a heightened awareness of the contents of the CEMP Plan and enhances preparedness to conduct disaster management activities. Agency/department leads will ensure essential EOC/ECC and damage assessment staff completes necessary training.

C. EXERCISES

The CEMP is to be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the Plan. The main goal of exercises is to identify problems that can occur under the most chaotic of circumstances and take corrective actions.

At a minimum, the exercise schedule and type will comply with state and federal requirements. When appropriate, exercise credit will be requested for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual exercise requirement.

Exercise types and general characteristics include the following:

FEMA EXERCISE PROGRAM EXERCISE TYPES - CHARACTERISTICS	
Type	**Characteristics**
Orientation	• Informal • No simulation • Discussion of roles and responsibilities • Introduction of policies, procedures, plans, responsibilities
Drill	• Single emergency response function • Single agency involvement • Often a field component
Tabletop	• Informal discussion of simulated emergency • No time pressures • Low stress • Useful for: evaluating plans and procedures, resolving questions of coordination and responsibility
Functional	• Policy and coordination personnel practice emergency response • Stressful, realistic simulation • Takes place in real time • Emphasizes emergency functions • EOC/ECC is activated
Full Scale	• Takes place in real time • Employs real people and equipment • Coordinates many agencies • Test several emergency functions • Activates EOC/ECC • Produces high stress

The 12 emergency management functions that should be exercised at least once every four years include the following:

Emergency Management Exercise Design Functions	
Function	**Capabilities**
Alert and Notification	Response/Recovery Personnel
Communications	Telephone, Radio, Amateur Radio
Coordination and Control	EOC/ECC Operations, Incident Command, Mutual Aid
Damage Assessment	Individual Assistance/Businesses Public Damage Assessment
Emergency Public Information (EPI)	Prior, During, and After Emergency; Public Information generated from Joint Information Center (JIC) and/or different sites
Government Survival	Succession of leadership, pre-delegation of Emergency Authorities, Emergency Operations Centers and alternatives, safeguarding records, protection of government facilities and personnel
Health and Medical	Emergency Medical Services, Environmental and Public Health, Mass Casualty, Medical Facilities, Radiological
Individual/Family Assistance	Effectiveness of Evacuation: Management, Facilities, Shelters, Food/Water/Clothing
Public Safety	Law Enforcement, Fire, Search and Rescue, Traffic Control during evacuation
Public Works	Repairs, construction and support, transportation
Resource Management	Personnel, Equipment, Mutual Aid, Emergency Action Steps
Warning	Systems effectiveness (from EOC/ECC, sirens, Emergency Broadcast, Radio, TV)

D. NIMS and ICS Integration

1. NIMS

In accordance with the National Incident Management System (NIMS), Lewis County will integrate the system in all phases of planning and operations. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for local, state, federal, tribal governments, and the private sector to effectively and efficiently work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability among local, state, federal, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology.

2. ICS

The Incident Command System (ICS) is an expandable management system to be used for managing response activities that is mandated by NIMS. Lewis County entities will use the ICS structure for incident management as required by federal and state statutes.

Lewis County

TRAINING, DRILLS, AND EXERCISES APPENDIX

(Page 1 of 3 Pages)

I. PURPOSE

To provide a structure for evaluating the four principles of emergency management: preparedness, response, recovery and mitigation. Exercises are part of the preparedness phase. Undertaken to prepare response and recovery efforts from the hazards that cannot be fully mitigated.

II. OPERATIONAL CONCEPTS

A. Consists of the Preparedness Cycle

1. Planning
2. Training
3. Exercising

B. Assess the Needs

1. Community Hazards
2. New facilities, personnel, or equipment
3. Problems that re-occur
4. New/updated Emergency Operations Plans
5. Skills that need practice
6. Role clarifications

C. Define the Scope

1. Functions
2. Agencies and Personnel
3. Hazards
4. Geographical Area
5. Exercise Type

D. Statement of Purpose of Exercise

1. Goals of Exercise

a. Tabletop

1) Informational discussion of simulated emergency
2) No time pressures
3) Low stress
4) Evaluates Plans Procedures
5) Resolves questions of coordination and responsibility

Lewis County
TRAINING, DRILLS, AND EXERCISES APPENDIX
(Page 2 of 3 Pages)

b. Functional

1) Policy and Coordination personnel practice emergency response
2) Stressful, realistic simulation
3) Takes place in real-time
4) Emphasizes emergency functions
5) EOC/ECC is activated

c. Full-Scale

1) Takes place in real-time
2) Employs real people and equipment
3) Coordinates many agencies
4) Tests several emergency functions
5) Activates with EOC/ECC
6) Produces high stress

2. Focus and Control of Exercise

3. Objectives of Exercise

E. Write Exercise Directive

1. Invites and/or requires participation in exercise or drill
2. Written by Chief Elected Official
3. Serves as an announcement of the exercise
4. Directs participation of certain parties
5. Invites participation of other parties

F. Develop Objectives - SMART

1. **S**imple - A good objective is simple and clearly stated. It is brief and easy to understand.
2. **M**easurable - The objective sets the level of performance, so that the results are observable and you can tell when the objective has been reached. This doesn't necessarily mean you have to set a quantifiable standard.
3. **A**chievable - The objective should not be too tough to achieve. An exercise should be reasonable in light of the county or city resources.
4. **R**ealistic - Even though an objective might be achievable, it might not be realistic given the exercise.
5. **T**ask-oriented - Objectives should focus on behaviors or procedures; they should relate to an individual emergency function.

Lewis County
TRAINING, DRILLS, AND EXERCISES APPENDIX
(Page 3 of 3 Pages)

G. Compose Introductory Narrative:

The "who, what, why, where and when" of the event.

H. Develop Major and Detailed Events in Scenario

I. List of Expectations

J. Develop Control Point

An expected action of a player is pre-requisite for the logical, successful completion of the exercise.

K. Prepare Problem Statements or Messages

L. Prepare Exercise Evaluation Form

M. Evaluate the Exercise

III. RESPONSIBILITIES - PARTICIPATING JURISDICTIONS

A. Test and refine the Plan through exercise and drill

B. Work in coordination with Lewis County DEM to develop and execute appropriate exercises for your county/city.

Lewis County

Comprehensive Emergency Management Plan (CEMP)

EMERGENCY SUPPORT FUNCTION (ESF)

SECTION

Emergency Support Functions for

Governmental Entities and Organizations of Lewis County

Lewis County Sheriff's Office
Division of Emergency Management

Reformatted: December 22, 2011
Adopted: January 10, 2011

EMERGENCY SUPPORT FUNCTIONS (ESFs)

Functional annexes containing general guidelines by which Lewis County governmental entities, organizations and county officials/departments will carry out responsibilities assigned in the Comprehensive Emergency Management Plan.

ESF #	Title	Section
ESF # 1	**Transportation**	Logistics
ESF # 2	**Communication, Information Systems & Warning**	Operations
ESF # 3	**Public Works & Engineering**	Operations
ESF # 4	**Fire Services**	Operations
ESF # 5	**Emergency Management**	Planning
ESF # 6	**Mass Care, Housing and Human Services**	Operations
ESF # 7	**Resource Support**	Planning
ESF # 8	**Public Health and Medical Services**	Operations
ESF # 9	**Search and Rescue (SAR)**	Operations
ESF # 10	**Hazardous Materials Response**	Operations
ESF # 11	**Agriculture and Natural Resources**	Logistics
ESF # 12	**Energy**	Logistics
ESF # 13	**Public Safety, Law Enforcement and Security**	Operations
ESF # 14	**Long-Term Community Recovery**	Operations
ESF # 15	**Public Affairs**	Operations
ESF # 20	**Defense Support to Civil Authorities**	Operations

Responsibility Matrix - Lead/Support

ESF Responsibilities (CL = Co-Lead; L = Lead; S = Support)

ESF (Table 1) Organization	#1 Trans.	#2 Comm.	#3 Public Works	#4 Fire	#5 Emer. Mgmt.	#6 Mass Care	#7 Resource Support	#8 Health Medic
ALS Providers (Advanced Life Support)								S
American Red Cross						CL	S	S
Animal Care Professionals								
Animal / Livestock Owners								
Applicant Agents					CL			
AREAS/RACES		S				S	S	
Centralia Police Department					CL			
Central Regional Fire Defense Bd.				S				
Chehalis-Centralia Airport							S	
Clerk of the Court								
Court – Superior/District/Juvenile								
Emergency Medical Services (EMS)								S
Environmental Health Division								
EOC/ECC					CL		CL	CL
EOC/ECC Admin/Finance Chief					CL			
EOC/ECC Logistics Chief					CL			
EOC/ECC Planning Chief					CL			
EOC/ECC Supervisor					CL		CL	
Federal Response Teams								
Fire Services		S		CL	S			S
Friends LC Animal Shelter FOLCAS								
Funeral Directors								S
Governmental Entities					S	S	S	
Hospitals								CL
Incident Commander (IC)					CL		CL	
Law Enforcement	S	S		S	S			CL
LC Animal Shelter (LCAS)						CL		
LC Assessor's Office								
LC Auditor/Fiscal Dept							CL	
LC BOCC					CL		CL	
LC Central Services Department		CL						
LC Clerk of the Court								
LC Community Development Dpt.			S		S			
LC Coroner's Office								CL
LC Court –Superior/District/Juvenile								
LC Departments & Officers							S	
LC Div of Emergency Mgmt (DEM)	S	CL	S	S	CL	CL	CL	S
LC Div of Emer Mgmt Deputy Dir.					S		CL	
LC Div of Emer Mgmt Director					CL		CL	
LC Health Officer								CL
LC Human Resource Director							CL	
LC Incident PIO					CL	S	CL	CL
LC Prosecutor's Office							CL	
LC Public Health & Social Services			S			S		CL
LC Public Works	CL		L	S	S			
LC Risk Management								
LC Sheriff's Office					CL			
LEPC								
Local Media Broadcasters								
Municipal Animal Control Agencies								
Municipalities					S			
Non Governmental Organ. NGO					CL	S	S	S
Recovery Coordination Center-RCC					CL			
Schools								
Search and Rescue (SAR)								
Search and Rescue Coordinators								
State Dept of Trans (WSDOT)	CL							
State Emergency Mgmt Div (EMD)	S	S		S				
The Salvation Army						S		S
Tier II Facilities								
Treasurer's Office								
Twin Transit	S							S
Utility Providers								
Veterinarians						S		
Volunteer Organizations							S	
Washington Army National Guard								
Washington State Patrol (WSP)	S							
WSU Coop Extension								

Responsibility Matrix - Lead/Support

ESF Responsibilities (CL = Co-Lead, L = Lead; S = Support)

ESF (Table 1) Organization	#9 SAR	#10 HAZ-MAT	#11 Agriculture	#12 Energy	#13 PS/LE Security	#14 LTR	#15 Public Affairs	#20 Defense Support
ALS Providers (Advanced Life Support)		S						
American Red Cross		S	1-S;5-S					
Animal Care Professionals			5-S					
Animal / Livestock Owners			5-CL					
Applicant Agents						CL		
AREAS/RACES								
Centralia Police Department								
Central Regional Fire Defense Bd.								
Chehalis-Centralia Airport								
Clerk of the Court								
Court – Superior/District/Juvenile								
Emergency Medical Services (EMS)								
Environmental Health Division								
EOC/ECC			1-S		S			L
EOC/ECC Admin/Finance Chief								
EOC/ECC Logistics Chief								
EOC/ECC Planning Chief								
EOC/ECC Supervisor								
Federal Response Teams			5-S					
Fire Services	S	CL		S	S	S		
Friends LC Animal Shelter FOLCAS			5-S					
Funeral Directors								
Governmental Entities	S					S	S	
Hospitals								
Incident Commander (IC)								
Law Enforcement		CL	2-3-5 S		CL	S		
LC Animal Shelter (LCAS)			2-S & 5 CL					
LC Assessor's Office						CL		
LC Auditor/Fiscal Dept						CL		
LC BOCC						CL		
LC Central Services Department	S	S						
LC Clerk of the Court								
LC Community Development Dpt.						S		
LC Coroner's Office					S			
LC Court –Superior/District/Juvenile								
LC Departments & Officers						S		
LC Div of Emergency Mgmt (DEM)	S	CL	1&3-S;2 CL	S	S	CL	CL	
LC Div of Emer Mgmt Deputy Dir.			5-S					
LC Div of Emer Mgmt Director								
LC Health Officer								
LC Human Resource Director								
LC Incident PIO							CL	
LC Prosecutor's Office								
LC Public Health & Social Services		S	1&3L;2CL;5-S					
LC Public Works			1-S; 5-S		S	S		
LC Risk Management								
LC Sheriff's Office	CL				CL	CL	CL	
LEPC		S						
Local Media Broadcasters							S	
Municipal Animal Control Agencies			5-S					
Municipalities								
Non Governmental Organ. NGO			5-S					
Recovery Coordination Center-RCC								
Schools			1-S					
Search and Rescue (SAR)	S							
Search and Rescue Coordinators	CL							
State Dept of Trans (WSDOT)			1-S		S			
State Emergency Mgmt Div (EMD)	S	S	5-S		S			S
The Salvation Army			1-S					
Tier II Facilities		CL						
Treasurer's Office								
Twin Transit								
Utility Providers				L				
Veterinarians								
Washington Army National Guard								S
Washington State Patrol (WSP)		CL			S			
WSU Coop Extension			2-S; 3-S					

EMERGENCY SUPPORT FUNCTION #1
TRANSPORTATION

LEAD: **Public Works**
State Department of Transportation (WSDOT)

SUPPORT: **Law Enforcement**
Lewis County Division of Emergency Management (DEM)
State Emergency Management Division (State EMD)
Twin Transit
Washington State Patrol (WSP)

I. INTRODUCTION

A. PURPOSE

This Emergency Support Function (ESF) outlines operations and the organizational arrangements for transportation of people, supplies, and materials during emergency situations and assigns responsibilities for various transportation tasks.

The intent is to ensure effective utilization of available transportation corridors during an emergency/disaster.

B. SCOPE

This Emergency Support Function (ESF) addresses the use of emergency transportation corridors including public and private, ground, air, and water transportation resources for relief services and supplies.

1. During the recovery phase of an emergency or disaster, coordinates restoration and temporary repair of critical transportation facilities and systems including: transit, roads and bridges, rail, and airport operations.

2. Facilitates damage assessments to establish priorities and determine needs of available transportation resources.

3. Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.

II. POLICIES

A. In accordance with RCW 38.52, the executive leads of political subdivisions are directed to utilize the services, equipment, supplies, and facilities of existing departments, the office, and agencies of the state, other political subdivisions and all other municipal corporations in responding to a disaster. The officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend services and facilities to the disaster response.

B. All resources cited above, not otherwise involved in the emergency response, will be available for use by the Division of Emergency Management (DEM) or the Emergency Operations Center/Emergency Coordination Center (EOC/ECC).

C. The assets available to this function will be used to assist transportation agencies and other Emergency Support Functions (ESFs) with their emergency efforts to move people, materials, equipment, and other resources as necessary and prescribed by the *Comprehensive Emergency Management Plan* (CEMP).

The priorities for allocation of the assets will be:

1. Evacuating persons from immediate danger.

2. Transportation of those with special needs.

3. Coordinating and monitoring traffic movement for self-evacuation and re-entry of emergency resources into evacuated areas.

4. Transporting materials, personnel, and supplies for the support of emergency activities.

5. Transporting relief supplies necessary for recovery from the emergency.

D. Lead and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.

E. Each lead and support agency is responsible for the inspection, repair and operation of its own infrastructure or to those agencies with contractual agreements to maintain infrastructure.

F. Lead and support agencies will support the coordination and information collection of transportation damage assessment.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. There is a responsibility to arrange for or provide the transportation needed to support emergency operations.

2. During emergency situations, rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.

3. Specialized transportation may be needed to transport some special needs groups, such as medical patients and prisoners.

4. Transportation equipment may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.

5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.

6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, the infirm, and those with disabilities, without transportation.

7. Some cargo may require materials handling equipment at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.

8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.

9. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provisions for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

B. ASSUMPTIONS

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.

2. During emergency situations, county and municipal transportation resources will be used as well as inter-local (mutual aid) transportation agreements.

3. If routine commercial transportation providers are able to support the emergency needs, they will continue to be utilized.

4. School buses are a local passenger transportation resource. The assumption is that local school districts will respond to requests for transportation assistance from local government during emergency situations.

5. If unable to obtain transportation services from commercial providers, the option to rent or lease transportation equipment may be utilized.

6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

7. Twin Transit buses may need to be diverted from normal routes and schedules to support emergency operations.

8. Transportation may be requested from the State Emergency Management Division (State EMD) when assets within the jurisdiction are not sufficient.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The lead and support agencies are responsible for coordinating transportation response and providing recovery support and services to assist in the maintenance and integrity of Lewis County's transportation system.

2. Each agency shall have a representative available to respond to the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) upon request.

3. Emergency passenger transportation requirements will be satisfied with the following resources:

   a. Voluntary use of personal vehicles

   b. County-owned vehicles

   c. School buses

   d. Leased or rented cars

   e. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements

   f. Donated transportation equipment or services

   g. Transit system buses

   h. State-owned or contracted vehicles

4. Emergency cargo transportation requirements will be satisfied with the following resources:

   a. County-owned vehicles

b. Commercial freight carriers

c. Leased or contracted equipment

d. Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements

e. Donated transportation equipment or services

5. Special Facilities

a. Schools & Day Care Centers

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.

b. Hospitals, Nursing Homes, and Correctional Facilities

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some hospital and nursing home patients may be able to use normal transportation vehicles.

c. Special Needs

Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with belongings. Persons who have special needs may be unable to walk to transportation pick up points for the general public.

B. ORGANIZATION

Activation of the ESF may be for an intense, localized event, or a widespread regional or catastrophic event. Because a wide-range of emergencies may require emergency transportation needs, the lead organization during those activations will be dependent on the particular incident. The coordination will likely require a collaborative lead involving “unified command”. The coordination of the ESF will rely heavily on the partnerships and collaborative efforts of all the lead and support agencies involved in this ESF. Federal agency influence will play a key role during some emergency situations.

C. PROCEDURES

Procedures for transportation services are identified in ESF #1. Procedures for other organizations are outlined in individual agency disaster plans. Additional regional procedures are further identified in the response activity section of this document.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Identify and maintain a current list of local, public, and private transportation resources.

2. Identify possible transportation needs that could result from various disasters.

B. PREPAREDNESS

1. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment.

2. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.

3. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.

4. Participate with other departments and agencies in the identification of evacuation routes for known hazards and, where appropriate, pick-up points or routes for those who may require public transportation.

5. Review special facility evacuation plans to ensure they include realistic transportation arrangements.

6. Plan and execute exercises involving the public sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.

C. RESPONSE

1. Activate emergency transportation functions to receive and process requests for cargo and passenger transportation.

2. Respond to transportation requests within limits of available resources.

3. Monitor transportation resource status and identify requirements for additional resources to the EOC/ECC Supervisor.

4. Maintain records on use of transportation resources.

D. RECOVERY

1. Continue to coordinate transportation of equipment, supplies, and passengers as needed.

2. Assess additional transportation needs of citizens and provide transportation as needed.

3. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

VI. RESPONSIBILITIES

Use of the Incident or Unified Command System will be used to organize the response and to request and manage additional resources as necessary.

A. CO-LEADS

1. Public Works

a. Sends primary agency representative to the EOC/ECC to coordinate transportation activities.

b. Determines the usable portions of the road network.

c. Provides for removal of wreckage and debris.

d. Coordinates temporary repair of lightly damaged roads and bridges.

e. Determines the priorities for restoration of local transportation infrastructure.

f. Assists the first responders by providing barricades and contributing other traffic related supplies and expertise.

g. Establishes detour routes for damaged and closed roads.

2. State Department of Transportation (WSDOT)

a. Performs all duties necessary to protect state highways.

b. Removes or reduces hazards on the highways that tend to endanger the public.

c. Closes or restricts any portion of a state highway whenever its unrestricted use or continued use will greatly damage that highway.

d. Reconstructs, repairs, and maintains state highways, bridges and alternate routes. WSDOT is authorized to perform maintenance and construction work off the state highway right-of-way in close proximity to the highway to protect the facility and the traveling public (RCW 47.32.130).

e. Mobilizes personnel and equipment required for emergency engineering services on state highways.

f. Assists the Washington State Patrol (WSP) by providing vehicle traffic control; provides assistance in re-routing vehicle traffic around or away from the affected area; provides equipment and materials; and investigates injury reports and equipment loss.

g. Provides assistance for hazardous materials incidents.

h. Performs damage assessment, determines the usable portions of the state highway network and provides cost estimates for state highway facilities.

i. Provides communication for emergency response operations.

j. Provides reader-board and signage resources when requested.

B. SUPPORT

1. Law Enforcement

a. Assists in emergency traffic control.

b. Assists with maintaining traffic flow and enforcing transportation usage priorities.

c. Provides assets to support response and recovery efforts following an emergency or disaster.

d. Identifies transportation routes.

e. Provides law enforcement resources to assist with special emergency or disaster requirements, such as evacuation and evacuation route identification.

f. Provides damage assessment/windshield survey information to the EOC/ECC.

2. Lewis County Division of Emergency Management (DEM)

a. Activates the EOC/ECC in support of field emergency operations when required.

b. Identifies and prioritizes transportation needs. Coordinates the mobilization of emergency transportation vehicles.

c. Coordinates the assessment of damages to the transportation infrastructure. Collects, analyzes, evaluates and compiles assessment information.

d. Coordinates emergency transportation assignments of county owned vehicles when indicated and as resources allow.

e. Develops agreements or contracts with transportation resources.

3. State Emergency Management Division (State EMD)

a. Coordinates with state agencies and private organizations to meet local government transportation needs.

4. Twin Transit

a. Coordinates and provides emergency bus transportation support and services with other private transportation providers and jurisdictions for the movement of people, equipment and supplies in Lewis County.

5. Washington State Patrol (WSP)

a. Provides emergency traffic control.

b. Assists in maintaining traffic flow and enforcing transportation usage priorities.

c. Provides air and marine assets to support response and recovery efforts following an emergency or disaster.

d. Provides law enforcement resources to assist with special emergency or disaster requirements, such as evacuation and evacuation route identification.

e. Provides damage assessment/windshield survey information to the EOC/ECC.

VII. RESOURCE REQUIREMENTS

A. A listing of local public works and engineering equipment is maintained by Public Works.

B. When local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies and industry in accordance with existing mutual-aid agreements and contracts.

C. If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal with the emergency situation, assistance may be requested from State EMD.

D. Requests for state aid will be forwarded to the Washington State Emergency Management Division, Logistics Section. The City of Centralia and all contracting cities must request resource support from the Lewis County Division of Emergency Management before requesting assistance from State EMD.

VIII. REFERENCES

A. Lewis County EOC/ECC Manual

B. *Lewis County Hazard Vulnerability Analysis (HIVA)*

C. *Washington State Comprehensive Emergency Management Plan*

D. *Washington State Department of Transportation Disaster Plan*

EMERGENCY SUPPORT FUNCTION #2
COMMUNICATIONS,
INFORMATION SYSTEMS AND WARNING

CO-LEADS: Lewis County Central Services
Lewis County Division of Emergency Management (DEM)
Lewis County E911 Communications

SUPPORT: ARES/RACES
Fire Services
Law Enforcement
State Emergency Management Division (State EMD)
Federal Communications Commission (FCC)
Federal Emergency Management Agency (FEMA)
National Weather Service (NWS), (NOAA)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide a system capable of rapid notification and warning of key officials and the public, and to provide a communications system for the efficient flow of information.

B. SCOPE

This Emergency Support Function (ESF) applies to all of the communication and warning assets of governmental entities and organizations of Lewis County including radio, voice and data links, telephone systems, National Warning System (NAWAS), Comprehensive Emergency Management Network (CEMNET), Emergency Alert System (EAS), and amateur radio.

This ESF describes the coordination of local jurisdictions actions to be taken to establish and maintain telecommunications, information systems, and warning support in preparation for, response to, and recovery from an emergency or disaster that affects the population and operation of local government and its jurisdictions.

No guarantee of a perfect system is implied by this plan. Assets and personnel may be overwhelmed; Lewis County jurisdictions will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, information and resources available at the time.

II. POLICIES

A. Reliable and interoperable communication systems are necessary at all levels of government for day-to-day communication and warning of impending disasters.

B. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster and afford adequate communication to affected local, state, and federal governments and agencies. Routine modes of communication include commercial telephones, two-way radio systems, dedicated leased lines operated by local, state, and federal government, as well as any other modes from private industry.

C. Local government utilizes local governmental and commercial communication systems and may request state assistance when necessary by going through normal emergency management channels.

D. Lewis County is, at all times, subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the general public. Emergency or disaster warning may originate from any level of government; however, most disaster forecasting resources are located within the federal government.

E. Local government will utilize all means available to alert and warn local officials and population that may potentially be affected.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Lewis County will periodically experience emergency situations, which require heavy use of current communications systems. Due to natural or technological disasters described in the "Basic Plan" and *Lewis County Hazard Identification and Vulnerability Analysis*, some communications systems may be damaged or destroyed. When the need for communications equipment is highest, there may be fewer resources, dictating a need for reprioritization or reallocation of working systems.

2. Emergency or disaster warning may originate from any level of government or other sources. Some weather related disasters are foreseeable for several days prior to the incident. Whenever possible, weather warnings, watches and advisories are issued by the National Weather Service (NWS) well in advance.

3. Floods and fires sometimes build over several hours or days, allowing some time for warning and preparation. Other incidents such as earthquakes or hazardous materials releases offer no opportunity for warning, although in some cases impacts may be lessened by actions taken after the incident.

B. ASSUMPTIONS

1. No single warning system exists in Lewis County that will alert the public of all threatening disaster or emergency situations. There will be times when there is no time or mechanism to provide warning.

2. Any number of natural or man-made hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.

3. Citizens will accept responsibility for their own personal emergency preparedness plans and enact them.

4. Initially, Lewis County government officials will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area. Officials will restore and reconstruct as much communication as the situation permits, utilizing available resources.

5. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.

6. Weather, damage to roads and bridges, and other factors will restrict entry of emergency communications into the area.

7. Lewis County will attempt to utilize every available communication means to provide warning and communications to respond to and recover from an emergency/disaster.

8. Through the Federal Emergency Management Agency (FEMA), the federal government may provide temporary emergency communication assistance to state and/or local governments during, or in anticipation of, an emergency or major disaster.

9. Testing the warning system, or any portion thereof, will be conducted periodically to familiarize the public and to test the system(s) (e.g., pagers, cell phones, alternate numbers, etc.)

10. Communications systems are vulnerable and may be damaged, destroyed, or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks, or months.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Reliable communications capabilities are necessary for day-to-day government operations, alerting and warning, managing response and recovery efforts, search and rescue missions, and coordination with other organizations. Telecommunications capabilities must be available for emergency management functions in the EOC/ECC and in the field.

2. Once activated, disaster/emergency communication will be provided through the Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) located at the Law & Justice Building, First Floor, 345 West Main Street, Chehalis, WA 98532.

3. During emergency operations, all Lewis County departments/agencies will maintain existing equipment and procedures for communicating with field operations units. They will keep the EOC/ECC informed of operations and status at all times.

B. ORGANIZATION

1. During day-to-day operations, Central Services Department coordinates and maintains communications systems and has responsibility for Lewis County telephone and Internet communications systems.

2. The Lewis County Division of Emergency Management (DEM) coordinates amateur radio resources for the EOC/ECC to support County departments' response and recovery efforts.

3. Lewis County's emergency communications system is operated by Lewis County E911 Communications and includes a variety of government-owned and operated equipment as well as equipment owned and operated by volunteer groups.

4. All warning information received at Lewis County E911 Communications will be disseminated to officials, and where appropriate, to the public.

C. PROCEDURES

1. When emergency/disaster conditions disrupt communications systems within Lewis County, all missions received in the EOC/ECC will be coordinated in accordance with the current EOC/ECC Plan.

2. Central Service staff will coordinate telephone, radio and Internet issues.

3. DEM will coordinate amateur radio issues.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Maintain a current technology based reliable, interoperable, and sustainable communications system.

2. Ensure warning communications systems meet jurisdictional needs.

3. Ensure intelligence and other vital information networks are operational.

4. Ensure integrated communications procedures are in place to meet the needs and requirements of Lewis County.

B. PREPAREDNESS

1. Review and update this communications Emergency Support Function (ESF).

2. Develop communications procedures that are documented and implemented through communications operating instructions to include connectivity with private sector and non governmental organizations.

3. Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.

4. Ensure communications requirements for Emergency Operations Center/Emergency Coordination Center (EOC/ECC) are regularly reviewed.

5. Review After Action Reports of actual occurrences and exercises and other sources of information for lessons learned.

6. Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.

7. Acquire, test, and maintain communications equipment.

8. Ensure replacement parts for communication systems are available and make arrangements for rapid re-supply in the event of an emergency.

9. Train personnel on appropriate equipment communication procedures as necessary.

10. Conduct periodic communications drills and make communications a major element during all exercises.

11. Review assignment of all personnel.

12. Review emergency notification list of key officials and department heads.

13. Provide the telephone system provider with a list of circuit restoration priorities for external governmental systems.

C. RESPONSE

1. Select communications personnel needed for emergency operations appropriate to the incident.

2. Incident communications will follow the Incident Command System (ICS) structure and will be managed by the Incident Commander (IC) using a common communication plan and an incident-based communications center.

3. All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.

4. Ensure emergency equipment repair on a 24-hour basis.

5. Initiate warning procedure, if required.

D. RECOVERY

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Lewis County Central Services Department

a. Provides telecommunications equipment and software support for the EOC/ECC.

b. Provides protection and restoration of the County e-mail system.

c. Provides liaison with telephone service providers for the re-establishment of telephone capability to County government.

d. Supports critical technologies and hardware to support emergency/disaster response.

2. Lewis County Division of Emergency Management (DEM)

a. Serves as lead agency for the development and maintenance of County warning procedures using existing capabilities.

b. Identifies public and private communications facilities, equipment, and personnel located throughout Lewis County and surrounding areas which would support emergency communications needs in case of an emergency or disaster. These resources will include but not be limited to emergency communications vehicles, command posts, government entities, amateur radio personnel and Search and Rescue groups.

c. Provides emergency radio communications facilities at the EOC/ECC or an alternate facility as may be required.

d. Identifies and coordinates communications priorities during the response and recovery phases of the emergency or disaster.

e. Compiles clear, concise and accurate information for the initial warning messages for the County.

f. Activates the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) when indicated.

g. Relays warnings and emergency information to the affected areas.

3. Lewis County E911 Communications

a. Develops plans for the management of communications priorities during times of high usage.

b. Maintains primary frequency communications to receive and relay emergency calls.

c. Uses alternate methods of communications to relay emergency information when services are disrupted.

d. Develops procedures for emergency restoration of communications.

e. Disseminates warning information to other public safety disciplines including emergency response teams and field units, when indicated.

f. Continues day-to-day operations.

B. SUPPORT

1. ARES/RACES
Fire Services
Law Enforcement

a. Develops and maintains an inventory of agency communication capabilities and resources, noting availability and response criteria.

b. Develops and maintains appropriate Standard Operating Procedures (SOP) in support of the ESF.

c. Tests warning devices and systems under their area of responsibility.

d. Trains personnel in proper warning methods.

e. Provides communication, warning support and assistance as requested and to continue operation of communication systems, as necessary.

f. Establishes communication with EOC/ECC.

g. Provides warning to the community as needed and requested.

2. State Emergency Management Division (State EMD)

a. Washington State EMD is responsible for ensuring the receipt and dissemination of warning information throughout the State. Identical equipment installed in both the State Emergency Management and the Washington State Patrol Dispatch Center makes it possible for either facility to disseminate warning information. The State EOC is manned on a 24 hour basis. Both locations use NAWAS and ACCESS to disseminate warning information to all counties and city governments.

b. The National Warning System (NAWAS) Warning Point terminal, lines, and equipment throughout the State are provided by FEMA for the purpose of rapid dissemination of warnings. Operational direction and control of NAWAS is exercised by the National Warning Center except when emergency situations exist only within the State of Washington. During such time, direction and control is exercised through the State Emergency Management Division (State EMD).

c. Upon receipt of any warning, the primary or alternate State Warning Point will transmit the information, without delay, to those political subdivisions that may be affected.

d. Other warnings that may be issued for or by the State Warning Point include, but are not limited to:

1) Volcanic eruptions

2) Fixed nuclear facility incidents

3) Hazardous material incidents

4) Earthquakes

3. Federal Communications Commission (FCC)

a. In the event of an emergency disrupting normally available communication facilities in a widespread area, the FCC at its discretion, may declare that a general state of communication emergency exists, designate the area concerned, and specify the amateur frequency bands, or segments of such bands, for use only by amateurs participating in emergency communication within or with such affected areas in accordance with FCC Rules and Regulations, Section 97-107 – Emergency Operations.

4. Federal Emergency Management Agency (FEMA)

a. Under a Presidential Major Disaster Declaration, emergency communication support may be provided in disaster areas where such utilities have been disrupted, under the authority of PL 93-288.

b. Provides financial assistance in the procurement of necessary communication equipment, maintenance and resulting recurring changes.

c. Other responsibilities as defined in the Washington State Comprehensive Emergency Management Plan.

5. National Weather Service (NWS) and National Oceanic Atmospheric Administration (NOAA)

a. The National Weather Service (NWS) and the National Oceanic Atmospheric Administration (NOAA) are responsible for forecasts and weather warnings, which may present a threat to life and/or property.

b. Warnings will be issued by the National Weather Service (NWS) to the State Warning Point and local entities for:

1) Flood warnings

2) Tsunami watch and warnings

3) Special weather statements

4) Avalanche warnings

5) Severe weather warnings

VII. RESOURCE REQUIREMENTS

Sufficient technical and support staff will be provided from partners of this CEMP for 24/7 operations until critical communications systems are established. Equipment and supplies should be secured so that basic functions can be established even if transportation routes in the region are compromised.

VIII. REFERENCES

A. Division of Emergency Management Communications Standard Operating Procedures

B. *Washington State Comprehensive Emergency Management Plan*

C. *Washington State Emergency Communications Development Plan (ECDP)*

D. *The Federal Response Plan,* Public Law 93-288

E. Federal Communication Commission Rules and Regulations, Section 97-107 Emergency Operations

LEWIS COUNTY
RADIO COMMUNICATIONS FREQUENCIES APPENDIX
(Page 1 of 2 Pages)

NAME	TYPE	FREQUENCIES	CTCSS	LOCATION	PRIMARY USERS
Law Primary	Repeater	155.625 MHz Rx 156.0300 MHz Rx	88.5 West 131.8 East 118.8 Mid	Baw Faw Barley Storm King	Countywide Law Enforcement
DEM	Repeater	155.715 MHz Rx 156.000 MHz Rx	88.5 West 131.8 East	Baw Faw South Point	DEM Law Secondary
Public Works	Receiver	155.100 MHz Rx 155.745 MHz Tx	131.8 West 88.5 East	Crego Hill Hopkins Hill	Public Works
Fire	Simplex	154.190 MHz	123.0 Hz	Cooks Hill Crego Hill Democrat Hill Dog Mountain Mineral	Riverside Fire Authority Districts: 1,2,5,6,7,11,13, 15,16 & Chehalis Districts: 3 & 7 Districts: 4,10,14,18 District: 9
Oil	Simplex	156.225 MHz	----	Mobile Only	Roads
City PD	Simplex	155.010 MHz	131.8 Hz	Chehalis Fire Ham Hill Cooks Hill Davis Hill	Chehalis PD Centralia PD Centralia PD
City PD	Repeater	156.180 MHz Rx 159.000 MHz	131.8 Hz	Summit Hill	Chehalis PD Centralia PD
LERN	Simplex	155.370 MHz	----	Baw Faw	Law Enforcement
MEDCOM	Simplex	155.175 MHz	71.9 Hz	Kennicott Hill	AMR
East Fire	Repeater	156.105 MHz 155.805 MHz Tx	88.5 Hz Packwood 123 Hz Randle	Watch Mountain	Districts 10 & 14
Chehalis PW	Simplex	154.100 MHz	229.1 Hz	Water Plant	Chehalis PW
Centralia PW	Simplex	154.040 MHz	131.8 Hz	Chehalis Fire Station	Centralia PW

LEWIS COUNTY
RADIO COMMUNICATIONS FREQUENCIES APPENDIX
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NAME	TYPE	FREQUENCIES	CTCSS	LOCATION	PRIMARY USERS
REDNET	Simplex	153.830 MHz	----	Cooks Hill Bennett Rd. Court House Base	All Fire Services
RFA (F2)	Narrow Band Simplex	154.9725 MHz Tran 159.0975	123 Hz	Cooks Hill	RFA Station 2
HEAR	Simplex	155.340 MHz	----	----	Hospital
OSCCR	Simplex	156.135 MHz	----	----	Fire Law
Forest Service Net	Simplex	169.600 MHz	88.5 Hz	----	Law
Tacoma Power	Simplex	158.250 MHz	----	Capital Peak	Tacoma Power
V TAC 1	Narrow Band Simplex	151.1375 MHz	----	Mobile/Portable	----
V TAC 2	Narrow Band Simplex	154.4525 MHz	----	Mobile/Portable	----
V TAC 3	Narrow Band Simplex	158.7375 MHz	----	Mobile/Portable	----
V TAC 4	Narrow Band Simplex	159.4725 MHz	----	Mobile/Portable	----
V TAC CALL	Narrow Band Simplex	155.7525 MHz	----	Mobile/Portable	----

EMERGENCY SUPPORT FUNCTION #3
PUBLIC WORKS & ENGINEERING

LEAD: **Public Works**

SUPPORT: **Lewis County Community Development Department**
Lewis County Division of Emergency Management (DEM)
Lewis County Public Health & Social Services Department, Environmental Health Division

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations.

B. SCOPE

1. Support includes technical advice and evaluations; engineering services; infrastructure construction management and inspection; emergency contracting; emergency repair of water and wastewater facilities; provision for potable water; and provision for emergency power.

2. Activities within this scope include:

a. Participation in needs and damage assessment immediately following the event.

b. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel, equipment and supplies for lifesaving, life protecting, and health and safety purposes during response activities.

c. Removal of debris from public streets and county roads.

d. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, waterways, and airfields necessary for passage of rescue personnel.

e. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.

f. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by the local jurisdictions as

immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.

g. Emergency contracting to support public health and safety.

h. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

i. Assisting in the preparation of Preliminary Damage Assessment (PDA), as required.

II. POLICIES

A. After an emergency/disaster, local government will provide engineering services within its jurisdiction, as necessary.

B. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and State emergency management channels.

C. Supplemental to established County procedures, State and local government may contract with the Associated General Contractors of America to provide inspection services, heavy equipment and trained operators to supplement emergency engineering efforts under "Plan Bulldozer". During the time "Plan Bulldozer" is in use, operations will be performed at cost under a disaster declaration contract. (Reference: Washington State Comprehensive Emergency Management Plan).

D. If direct Federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, the Federal Emergency Management Agency (FEMA) may issue a mission assignment to those Federal agencies possessing needed expertise or assets, when it is verified that the need is beyond the capability of the affected State and local governments.

E. The Lewis County Public Works technical designee will serve as the primary coordinator of the engineering function within the EOC/ECC.

F. The National Response Framework, *Public Works and Engineering*, provides for the Federal response and support to assist State and local governments.

G. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to

ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

B. ASSUMPTIONS

1. When personnel are affected by disaster, insufficient help may be available to perform response tasks, identify needs, and request assistance.

2. Access to the disaster areas may be dependent upon the re-establishment of transportation routes. In many locations debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

3. Rapid damage assessment of the disaster area will be required to determine potential workload.

4. Assistance from State/Federal government 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.

5. Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

6. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials will be required from outside the disaster area.

7. Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works and engineering activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.

8. Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.

9. After a subduction zone earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. In the event the EOC/ECC becomes operational, the Public Works Department shall have a representative available to respond to the EOC/ECC upon request.

2. Traffic and infrastructure management efforts include the following:

a. Evaluate the availability and capacity of the infrastructure within the Public Works' jurisdictional boundaries.

b. Maintain a listing of usable roadways.

c. Coordinate signage and barricades on restricted or closed transportation routes.

d. Develop a situation road map showing damaged or destroyed routes. Indicate which can be used as alternative routes.

e. Estimate essential traffic demands.

f. Inform the public and media of route(s) closed due to roadway damage.

g. Coordinate the Incident Command to assist in emergency operations for isolated incidents.

h. Inform the Public Works Director, DEM, and EOC/ECC when emergency traffic regulations are implemented.

i. Analyze and provide recommendations regarding use of infrastructure resources.

j. Coordinate emergency operations with other agencies in the area.

k. Prioritize and initiate restorative repair activities.

B. ORGANIZATION

1. The organization of Public Works and Engineering during emergency situations shall be carried out in the framework described in the Basic Plan, and in accordance with the National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for emergency Public Works and Engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.

2. During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with the National Response Framework (NRF), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with the State, local, and/or tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator.

C. PROCEDURES

The Public Works Director has the authority to direct all emergency operations specific to the department capabilities and responsibilities.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Work with local government, business, industry and private citizens to make Lewis County a disaster resistant community.

2. Participation on committees to address mitigation concerns.

B. PREPAREDNESS

1. Train staff on the Incident Command System (ICS) and appropriate equipment duties for emergency situations.

2. Participate in the comprehensive emergency management planning process.

3. Participate in exercises.

4. Maintain equipment in good working order and keep a current list of equipment available during an emergency.

5. Maintain personnel training on emergency equipment.

C. RESPONSE

1. During major emergencies Public Works will take appropriate actions within jurisdictional boundaries to accomplish the following tasks:

   a. Perform all duties necessary to protect the transportation infrastructure and other public facilities.

   b. Remove or take actions to reduce any hazards that endanger the public.

   c. Close, restrict, or prepare bypass routes for any portion of the transportation infrastructure when continued use will greatly damage it.

   d. Repair and maintain salvageable roads, bridges, and alternate routes, and other infrastructure facilities.

   e. Perform reconstruction activities as resources and need permit.

   f. Mobilize personnel and equipment required for emergency engineering services.

   g. Assist Law Enforcement by:

      1) Providing traffic and access control when practical.

2) Providing assistance in rerouting vehicle traffic around or away from the affected area.

3) Providing equipment and materials.

h. Provide assistance during hazardous materials incidents.

i. Determine the usable portions of the infrastructure network.

j. Perform damage assessment and provide cost estimates for all assigned facilities.

k. Provide assistance with communication for emergency response personnel.

l. Provide ground transportation for personnel when practical.

D. RECOVERY

The lead and support agencies will work with the EOC/ECC and the Division of Emergency Management (DEM) to restore the community to normal after a disaster, based on prioritized projects from the disaster.

VI. RESPONSIBILITIES

A. LEAD

1. Lewis County Public Works

a. Provide inspections of county roads and bridges maintained by Public Works to determine damage and safety.

b. Remove debris and wreckage from roads and bridges.

c. Designate usable roads and bridges.

d. Provide temporary repair of damaged county roads and bridges, if possible.

e. Establish and/or maintain evacuation routes as directed by the EOC/ECC or Law Enforcement.

f. Maintain county surface and storm water systems.

g. Assess the county's wastewater system to determine damage.

h. Provide temporary repair of county's damaged water and wastewater infrastructure.

i. Provide flood control support within department jurisdiction.

j. Coordinate drainage activities within department jurisdiction.

k. Provide road blocks, barricades, signs, or flaggers as requested.

l. Coordinate expeditious removal of debris and other non-hazardous materials.

m. Coordinate with the Lewis County Incident Public Information Officer (PIO) for media releases.

n. Provide fuel storage.

o. Repair equipment.

B. SUPPORT

1. Lewis County Community Development Department

a. Provide for overall direction, control and coordination of post-incident safety evaluations of structures within unincorporated Lewis County.

b. Evaluations of structures will be conducted by Community Development personnel, with the assistance of various licensed engineers, engineering staff, permit center staff, and private licensed engineers and architects, if necessary.

c. Assign operational tasks to inspection team members and issue instructions as necessary to ensure the coordinated and effective deployment of personnel and equipment.

d. Depending upon the type, severity, and time of the event, establishes priorities for the inspection of critical governmental facilities, shelters, schools, hospitals, and nursing homes.

e. Develop and establish policies, implementing instructions, Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) and train staff for disaster operations and update as necessary.

f. Identify and mark structures that have restricted occupancy or are unsafe to occupy.

g. Provide the Lewis County EOC/ECC with disaster analysis information.

2. Lewis County Division of Emergency Management (DEM)

a. Upon request, assist in coordination, planning and establishing priorities of engineering activities.

b. Upon request, assist with coordination of resources to support Public Works and Engineering services, including heavy rescue.

c. Upon request, assist the utility providers in coordinating the emergency repair of damaged water and wastewater treatment facilities.

d. If needed, request state and federal assistance to support disaster operations.

e. Serve as a liaison between local government and state and federal resources.

3. Lewis County Public Health and Social Services Department, Environmental Health Division

a. Coordinate inspections of septic systems.

b. Coordinate inspections of food supplies.

c. Coordinate sampling of wells and water supplies.

d. Oversee inspections of pools at schools.

e. Coordinate all Public Information releases through the Lewis County Incident Public Information Officer (PIO)

VII. RESOURCE REQUIREMENTS

A. Public Works resources are managed by the jurisdiction's department.

B. Public Works maintains a "Small Works Roster".

C. During a major emergency, it may be necessary to borrow, lease, or rent equipment from other suppliers.

VIII. REFERENCES

A. *The National Response Framework (NRF)*

B. *Washington State Comprehensive Emergency Management Plan*

EMERGENCY SUPPORT FUNCTION #4
FIRE SERVICES

CO-LEADS: Fire Services
State Department of Natural Resources (DNR)
United States Forest Service (USFS)

SUPPORT: Law Enforcement
Lewis County Division of Emergency Management (DEM)
Public Works
Central Regional Fire Defense Board
State Emergency Management Division (State EMD)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide for fire response, resource mobilization, and to encourage local mutual aid agreements to support the detection and suppression of wildland, rural, and urban fires.

B. SCOPE

This Emergency Support Function (ESF) addresses all fire fighting activities including the detection and suppression of wildland, rural and urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section does not attempt to address details regarding mutual aid, regional fire mobilization responsibilities, and procedures that are contained in other documents.

II. POLICIES

A. During emergency situations, local fire organizations mobilize all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements, as outlined RCW 39.34.030, are activated when initial resources are inadequate. When mutual aid and organization resources are exhausted, the provisions for regional/state fire mobilization apply.

B. An "Interstate Mutual Aid Compact" has been established with Washington and the states of Oregon, Idaho, and Montana. Requests for assistance from neighboring

states will be coordinated by the State Emergency Management Division (State EMD). Requests will be made through local emergency management channels.

C. Each local, State, or Federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions.

D. Priority shall be given to saving lives, protecting property and the environment.

E. Many first responders in Lewis County are volunteers. Although dedicated, in a major disaster they are not obligated to leave a family crisis or workplace to assist emergency efforts.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Lewis County depends on volunteer fire departments for fire protection.

2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.

3. Uncontrolled fire may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.

4. Natural hazards and emergencies, such as flooding, may necessitate the use of fire services resources.

5. Fire scenes may present problems requiring a response by Law Enforcement, Public Works, Utilities, Public Health personnel, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.

6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact fire fighting personnel, equipment, facilities, and communications systems.

B. ASSUMPTIONS

1. Urban, rural, and wildland fires will occur within Lewis County. In the event of an earthquake or other significant event, large, damaging fires could be common.

2. In a disaster, fire fighting resources will become scarce.

3. Wheeled-vehicle access may be hampered by bridge failures, landslide, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be essential in these situations. Helicopters will be scarce resources and usable airports congested.

4. State and other resources may be called upon for additional support.

5. Efficient and effective mutual aid among the various local, county, state and federal fire agencies requires the use of the ICS together with compatible firefighting equipment and communications.

6. At the point the Central Region State Fire Mobilization Plan is activated, costs incurred for control of the incident may be eligible for reimbursement under the provisions of the Washington State Fire Mobilization Plan (State FMP). It is essential that accurate records be maintained, as required in the State FMP, to support reimbursement requests.

7. When mutual aid resources are exhausted, or at the point it becomes evident mutual aid support is insufficient to control the incident, activation of the Central Region State Fire Mobilization Plan may be considered.

8. Procedures exist within the State Fire Mobilization Plan for coordination of requests, response, deployment and coordination of external fire resources.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The public fire and life safety services in Lewis County include the city of Chehalis Fire Department, seventeen rural fire protection districts, the U.S. Forest Service, the National Park Service and the Department of Natural Resources.

2. Fire services within Lewis County are signatory to a county-wide mutual aid agreement. The fire services also cooperate in a county-wide mutual aid disaster plan.

3. The Lewis County Fire Chief's Association should designate a county-wide fire representative to be an overall coordinator of the fire services activities during a disaster. The fire representative should operate from the Emergency Operations Center/Emergency Coordination Center (EOC/ECC), as necessary. If the fire coordinator works from a field command post, a liaison will be designated to go to the EOC/ECC.

4. When a major disaster occurs, fire services are requested to make initial assessments of their personnel, apparatus, equipment and facilities and report this information as soon as possible to the EOC/ECC.

5. To the maximum extent possible, fire services are requested to also make damage assessments of their jurisdictions and to report this information to the EOC/ECC. This information should include an assessment of what has happened, what the fire service is able to do about it with existing resources, and what specific assistance is needed.

6. For most emergency situations, an Incident Commander (IC) will establish an Incident Command Post (ICP) to direct and control fire service operations at the scene. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. The IC will be assisted by staff members determined by the anticipated needs of the situation.

7. External response agencies are expected to conform to the general guidance provided by senior decision makers and carry out mission assignments directed by the IC or the EOC/ECC. However, organized response units will normally work under the immediate control of their own supervisors.

8. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

B. ORGANIZATION

1. Normal emergency organization shall coordinate firefighting efforts conducted as a part of the emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an Incident Commander (IC).

   The EOC/ECC will normally be activated during major emergencies and disasters involving significant fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In the event of a catastrophic incident, considerations will be made for the implementation of Regional Response Plans (RRP).

2. A fire officer shall normally serve as the IC for the response to fires. The Washington State Patrol will serve as IC for hazmat incidents, oil spills, and radiological incidents.

3. The Fire Marshall may restrict outdoor burning and use of fireworks if drought conditions are determined to exist.

C. PROCEDURES

1. When the Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) is activated, a Lewis County Fire Chief's Association representative will be requested to coordinate fire service resources.

2. If an aircraft incident occurs within Lewis County, the Lewis County Sheriff's Office may activate the EOC/ECC. The Sheriff's Office representative will coordinate fire service needs with a fire representative.

3. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Unified Command (UC). The EOC/ECC is central to this system, and functions as a conduit for coordinating information and resources. The IC will mobilize and deploy resources; coordinate external resource and technical support; research problems; provide information; and perform other tasks to support on-scene operations. In the event of a catastrophic incident, consideration will be made for the implementation of the Regional Response Plan (RRP).

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Enforce fire codes.

2. Conduct fire safety education programs for the public.

3. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.

4. Maintain current information on the types and quantities of hazardous materials present in local business and industrial facilities.

5. Maintain current information on known fire hazards present in facilities such as power plants and other commercial businesses.

B. PREPAREDNESS

1. Maintain a list of all fire fighting resources.

2. Inspect and maintain all equipment.

3. Stockpile specialized supplies.

4. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Ensure emergency response personnel meet the NIMS national qualification and certification standards.

5. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.

6. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.

7. Revise and update response plans at regular intervals.

C. RESPONSE

1. Contain, control, and extinguish fires.

2. Initiate rescue missions, as necessary.

3. Alert and advise all emergency response personnel and decision makers to the dangers associated with hazmat and fire during emergency operations.

4. Control hazmat incidents within departmental capabilities giving priority to public and fire fighter safety and protecting property, respectively.

5. Initiate evacuation of emergency scenes, if necessary.

6. Provide fire inspections and fire protection for temporary shelter and mass care facilities.

D. RECOVERY

1. Perform fire inspections of restored or reconstructed buildings.

2. Perform or assist in decontamination and cleanup.

3. Assess damage to fire equipment and facilities, if necessary.

4. Recommend condemnation of unsafe buildings.

5. Review fire codes in relation to an incident or disaster and recommend improvements.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Fire Services

a. Provide suppression and control of fire within the respective fire protection jurisdictions and support other fire protection agencies responding under mutual aid agreements.

b. Serve as part of Incident Command or Unified Command structure.

c. Support warning and evacuation efforts.

d. May provide medical response, which includes Basic and Advanced Life Support.

e. Provide support for other public safety operations, as necessary.

f. Provide qualified individuals to staff the EOC/ECC and ICPs when activated.

2. State Department of Natural Resources (DNR)

a. Coordinates all fire suppression efforts and provides resources to control wildland fires in the State on DNR protected lands.

b. Provides resources for non-DNR protected lands, if available.

3. United States Forest Service (USFS)

a. Coordinates assistance to local government for fire activities and mobilization resources in accordance with the provisions of the Washington State Fire Services Resource Mobilization Procedures.

B. SUPPORT

1. Law Enforcement

a. Support fire fighting operations through evacuations, traffic and crowd control.

2. Lewis County Division of Emergency Management (DEM)

a. Provides for alert and warning of persons located in the affected area through the media, the Emergency Alert System (EAS), and CodeRED.

b. Serves as liaison between local jurisdictions, response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.

c. Provides training to fire response personnel, as appropriate.

d. Provides capabilities for coordinating response, resources, and assets.

3. Public Works

a. Supports fire fighting operations through road closures, barricades and heavy equipment, as requested.

4. Central Regional Fire Defense Board

a. Coordinates resource assistance to regional jurisdictions per the State Mobilization Plan and Regional Fire Defense Plan.

5. State Emergency Management Division (State EMD)

a. Coordinates assistance to local government for fire activities and mobilizes resources per the provisions of the Washington State Fire Services Resource Mobilization Procedures.

VII. RESOURCE REQUIREMENTS

Lewis County will implement a fire-fighting equipment acquisition program to ensure equipment complies with the relevant NIMS performance and interoperability standards. Fire fighting resources are categorized by size, capacity, capability, and skill.

A. *Central Region Fire Defense Mobilization Plan*

B. Washington State Fire Services Resource Mobilization Procedures

C. "Interstate Mutual Aid Compact"

D. *Washington State Comprehensive Emergency Management Plan*

E. Revised Code of Washington, 39.34.030, 76.04, 43.63A, 38.52, and Title 52 and 35 RCW

F. *The National Response Framework (NRF)*

LEWIS COUNTY FIRE SERVICES LIST APPENDIX

(LCFD = Lewis County Fire District)

City Fire Department	
Chehalis Fire Department	
Fire Districts	
District Number	**Location**
LCFD #1	Onalaska
LCFD #2	Toledo
LCFD #3	Mossyrock
LCFD #4	Morton
LCFD #5	Napavine
LCFD #6	Chehalis
LCFD #8	Salkum
LCFD #9	Mineral
LCFD #10	Packwood
LCFD #11	Pe Ell
LCFD #13	Curtis
LCFD #14	Randle
LCFD #15	Winlock
LCFD #16	Doty
LCFD #17	Ashford
LCFD #18	Glenoma
LCFD #20	Cowlitz/Lewis
Riverside Fire Authority (Centralia)	Station 1 - North Pearl, Centralia *Station 2 - Harrison Avenue (*Main Station)

EMERGENCY SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT

CO-LEADS: Lewis County Board of County Commissioners (BOCC)
Lewis County Division of Emergency Management Director
Incident Commander
Emergency Operations Center/Emergency Coordination Center (EOC/ECC)
EOC/ECC Supervisor
EOC/ECC Administrative/Finance Section Chief
EOC/ECC Logistics Section Chief
EOC/ECC Operations Section Chief
EOC/ECC Planning Section Chief
Lewis County Incident Public Information Officer (PIO)
Lewis County Division of Emergency Management (DEM)
Applicant Agents
Centralia Police Department
Lewis County Sheriff's Office
Non Governmental Organizations (NGO)
Recovery Coordination Center (RCC)

SUPPORT: Fire Services
Governmental Entities
Law Enforcement
Lewis County Community Development Department / Building Department
Lewis County Division of Emergency Management Deputy Director
Municipalities
Public Works

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to collect, process, analyze, disseminate, and use information about a potential or actual disaster/emergency situation. It also supports the overall emergency management activities of county government and provides the core management and administrative functions to support the EOC/ECC, response of mutual aid, state assistance, and other assets.

B. SCOPE

1. This ESF applies to the information and resource management needs of the Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) for assessing a disastrous or potentially disastrous situation and

supporting related planning and response efforts. This ESF will be implemented in concert with ESF #2 Communications, Information Systems & Warning.

2. This ESF describes how the County will direct and control its personnel and resources in support of county/local government in preparedness, mitigation, response and recovery.

3. This ESF does not imply that all emergency planning contingencies are addressed but does outline basic principles consistent to most emergencies or disasters.

II. POLICIES

A. The Lewis County Board of County Commissioners (BOCC) is the county's primary decision maker in emergency management and disaster operations. Under RCW 38.52, the BOCC may declare a State of Emergency, making services and resources of county agencies available and taking actions deemed necessary.

B. The Lewis County Director of Emergency Management is delegated the authority to implement the County's Comprehensive Emergency Management Plan (CEMP) for disaster and emergency operations.

C. The Lewis County Division of Emergency Management (DEM) shall maintain a current hazard and risk analysis in the *Lewis County Hazard Identification and Vulnerability Analysis (HIVA)*, published separately.

D. The Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) and DEM will receive and disseminate current and accurate information to other county agencies, cities and towns, the Washington State Emergency Management Division (State EMD), volunteer organizations, and response personnel during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.

E. The EOC/ECC and DEM will align with the National Incident Management System (NIMS) and the Incident Command System (ICS) principles as directed by Homeland Security and Presidential Directive 5.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

The county is vulnerable to many hazards that threaten public health and safety and public or private property. Refer to the *Lewis County Hazardous Identification and Vulnerability Analysis (HIVA)* (published separately) for the natural and manmade events that affect Lewis County.

B. ASSUMPTIONS

1. The County will use its own resources to respond to emergency situations and, when needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential to be prepared to carry out the initial emergency response on an independent basis.

2. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or when local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

3. Lewis County has adopted the National Incident Management System (NIMS) and has implemented all of the NIMS procedures and protocols, which will allow responders to effectively work with mutual aid partners, and state and federal agencies during any type of incident response.

4. Information must be accurate and timely for effective emergency operations, damage assessment, and disaster declarations.

5. All organizations supporting emergency operations in the county will actively share and compare information throughout the disaster cycle.

6. First responders, volunteers, residents, the media and others will provide information to the Lewis County EOC/ECC as requested. Information will be obtained from various government and public organizations and private individuals.

7. Urgent response during an emergency or disaster, or the threat of one, and planning for extended response and recovery operations require the immediate and continued collection, processing and dissemination of situational information.

8. Little information will be available at the outset of an emergency situation, and initial information received may be vague or inaccurate. A process must be in place to verify incoming information and dispel rumors.

9. Information collection may be hampered due to many factors including, but not limited to, telecommunications systems infrastructure damage or overload, effects of weather, smoke, human error, and/or other environmental factors.

10. Implementing damage assessment procedures early in an emergency situation will expedite information collection for relief and assistance for those adversely affected.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Emergency Support Function (ESF) #5 is activated by the Lewis County Division of Emergency Management (DEM) or the Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) in anticipation of or immediately following an incident of county significance.

2. DEM and/or the EOC/ECC serves as the single point of coordination between local jurisdictions, Washington State Emergency Management Division (State EMD) EOC operations and Incident Command (IC).

3. When required, DEM will draft a proclamation of emergency or disaster for signature by the Lewis County BOCC and forward a copy to the State EOC and all response partner entities.

4. DEM coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

5. Other county agencies, cities and towns, volunteer organizations and response agencies provide trained and experienced staff to fill EOC/ECC positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

6. The County EOC/ECC coordinates operations support and provides situation reports to State EMD at least daily, or as needed.

7. During recovery operations, DEM or the Recovery Coordination Center (RCC) will coordinate with state/federal operations as needed.

8. The EOC/ECC and/or the IC will coordinate the response and recovery activities of mutual aid, county, local and volunteer agencies as well as the private sector.

9. It is the policy of DEM to make maximum use of the available resources including incorporating regional and catastrophic planning processes.

10. All affected Lewis County departments, municipalities, and participating organizations are to provide information to the EOC/ECC related to their department's current and planned response and recovery activities. (SEE: Essential Elements of Incident Information (EEI) Appendix, ESF #5, page 25).

11. All affected Lewis County departments, municipalities, and participating organizations are to be actively involved in the development and implementation of the jurisdiction's respective Incident Action Plans (IAP).

B. ORGANIZATION

1. The Lewis County Sheriff's Office oversees emergency management operations for unincorporated Lewis County and the municipalities of Chehalis, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Vader, and Winlock. The Sheriff's Office is located in the Law & Justice Building at 345 West Main Street, Chehalis, WA 98532.

2. The City of Centralia does not contract with the county for emergency management services. Incorporated Centralia city limit residents receive emergency management through their police department. The Centralia Police Department is located at 118 West Maple, Centralia, WA 98531.

3. The Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) is organized in accordance with the National Incident Management System (NIMS). The EOC/ECC organizational structure implements the use of ICS Command and General Staff positions for incident management.

   The EOC supports incident management by coordinating information and resources. The ECC is a high-level support system that may be activated to assist city EOCs with incident management coordination when they are activated. The Lewis County EOC and ECC will usually be co-located and work together to enhance coordination efforts.

   The direction and control in the EOC/ECC is provided under the direction of the IC and/or EOC supervisor. The general staff and duties include the following:

   a. The **EOC/ECC Administration/Finance Section Chief** manages and documents all financial matters and prepares any and all contracts for services used during the event. Ensures all obligation documents are initiated, properly prepared and completed. Administration/Finance is responsible to coordinate with Logistics for the gathering and return of all rented/leased equipment prior to closure of the EOC/ECC.

   b. The **EOC/ECC Operations Section Chief** will display and analyze information for immediate response needs. Operations develops the operations portion of the Incident Action Plan. The EOC Operations Chief acts as the liaison between the field Operations Section and the other EOC ICS sections stationed in the EOC/ECC. Requests for resources from the field are funneled through the EOC Operations Section Chief and then referred to the Logistics Section Chief for action.

   c. The **EOC/ECC Planning Section Chief** will display and analyze information for future response and recovery needs. This section provides for the daily Situation Report. Planning also collects, records, and disseminates information to the appropriate staff and facilitates the dissemination of information to the appropriate field personnel and

responders. Prepares and disseminates the Incident Action Plan. Planning is responsible for maintaining the official documentation of the entire operation.

d. The **EOC/ECC Logistics Section Chief** will locate equipment, supplies, and resources as requested. All incident support and service needs are provided by the Logistics Section. Logistics is responsible to coordinate with Administration/Finance for the return of all rented/leased equipment prior to closure of the EOC/ECC.

4. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP), provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

5. The Incident Commander is responsible for carrying out the ICS function of command - making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and administration/finance.

For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. The IC assumes all ICS functions until delegated to others. For large-scale incidents, individuals from various local departments or agencies or from external response organizations may be assigned to ICS staff sections charged with those functions. For complex emergency situations involving several disciplines, it is generally desirable to transition to a Unified Command.

6. If the EOC/ECC has been activated, the Incident Commander shall provide periodic situation updates to the EOC/ECC.

7. Planning will include:

a. Using the analyzed information to identify trends and determine course-of-action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or week, depending on the scenario and situation.

b. Analysis and planning will continue until the EOC/ECC is deactivated. The Planning Section Chief is responsible to compile all operational period documents to record the history of the event prior to deactivation of the Planning Section. The analysis and planning functions may be transferred to the DEM staff following deactivation.

8. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command (UC) structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. PROCEDURES

1. All organizations and personnel should be prepared to provide an initial report and periodic updates on effects of the emergency. Important information includes effects on the community, status of personnel, resources, and the ability to continue with operations. Additionally, it is important to estimate what resources will be needed in the future. (SEE: Essential Elements of Incident Information (EEI) Appendix, ESF #5, page 25)

2. Information will be consolidated and evaluated in the Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) to determine emergency actions, plans, and priorities.

3. Evaluated information will be disseminated to the various organizations supporting emergency operations by the EOC/ECC Supervisor.

4. On-site emergency information will be disseminated by the respective Incident Commander on the scene, as appropriate.

5. The County EOC/ECC will keep the State EMD apprised of the situation, as appropriate and will coordinate information with local municipalities, and neighboring counties as necessary.

6. The Lewis County Incident PIO will disseminate Emergency Public Information (EPI) to the general public as specified in the DEM Warning Plan.

7. Display, briefs, or tailored reports using collated statistical, narrative, and graphical information from various sources should be developed by the EOC/ECC Planning Section and approved by the IC for dissemination to organizations supporting emergency operations in the County (SEE: Essential Elements of Incident Information (EEI) Appendix, ESF #5, page 25).

8. During an emergency situation, as soon as it is safe to do so, an initial damage assessment of property should be conducted by response personnel in their jurisdictions and forwarded to Planning Section Chief in the Lewis County EOC/ECC and the DEM. The information should provide a descriptive measure of the severity and magnitude of the damage or destruction caused by the current hazard(s). It should also include the geographical boundaries of the event, type of damages, the impact on the health and welfare of the general public, and the adverse effects to critical infrastructure and continuity of operations. Recovery capabilities and resource requirements for emergency operations will be determined from the initial damage assessments.

9. If the emergency situation escalates, and if it is of such magnitude that it could result in a Declaration of an Emergency or Disaster, a more comprehensive damage assessment of public and private property will be required, and coordinated by Lewis County DEM. This information will provide a basis for the determination, justification, and prioritization of future actions, and what, if any, outside assistance will be required to return the affected area to pre-disaster condition.

10. As the emergency situation subsides, damage assessment information should become more specific, and detailed in nature so as to establish the basis for future claims. DEM will coordinate collection, collation, and submission of detailed damage assessment information in accordance with existing standard operating procedures (SOPs) and Federal Disaster Assistance Program guidance.

11. Operation of the Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

a. EOC/ECC Activation

The EOC/ECC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC/ECC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation and with minimal staff to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel. (SEE: Charts, EOC/ECC Activation Levels, page xxviii for a description of all levels and staff requirements).

b. EOC/ECC Principle Functions

1) Monitor potential threats.

2) Support on-scene response operations.

3) Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.

4) Analyze problems and formulate options for solving them.

5) Coordinate among local agencies and between the county and state and federal agencies if required.

6) Develop and disseminate warnings and emergency public information.

7) Prepare and disseminate periodic reports.

8) Coordinate damage assessment activities and assess the health, public safety, local facilities, and the local economy.

9) Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the state.

10) Coordinate initial recovery activities.

c. IC - EOC/ECC Interface

When both the on-scene Incident Command and the EOC/ECC have been activated, it is essential to establish a division of responsibilities between the on-scene Incident Commander and the EOC/ECC. A general division of responsibilities is outlined below.

1) Field Command - Incident Commander

The Incident Commander (IC) is generally responsible for overall management of the incident, including the following activities:

a. Isolates the scene.

b. Directs and controls the on-scene response to the emergency situation and managing the emergency resources committed there.

c. Warns the population in the area of the incident and provides emergency instructions.

d. Determines and implements protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

e. Implements traffic control arrangements in and around the incident scene.

f. Requests additional resources from the EOC/ECC.

g. Keeps the EOC/ECC informed of the current situation at the incident site.

2) General EOC/ECC Supervisor's Responsibilities

The EOC/ECC Supervisor's responsibilities include:

a. Mobilizes and deploys resources to be employed by the on-scene IC.

b. Issues community-wide warning.

c. Issues instructions and provides information to the general public.

d. Organizes and implements large-scale evacuations and coordinates traffic control for such operations

e. Organizes and implements shelter and mass care arrangements for evacuees.

f. Requests assistance from the State and other external sources.

3) Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the Incident Commander (IC) and the EOC/ECC. General provisions include the following considerations:

a. **From EOC/ECC to the IC** - In some situations the EOC/ECC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an IC. When an IC is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC/ECC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

b. **From the IC to the EOC/ECC** - When an incident command operation is concluded and the EOC/ECC continues to manage residual response and recovery activities, it is essential that the IC brief the EOC/ECC on any on-going tasks or operational issues that require follow-up action by the EOC/ECC staff.

4) Extended EOC/ECC Operations and Transition to a Recovery Coordination Center (RCC)

An incident command operation is normally deactivated when the response to an emergency situation is complete; however, it may be necessary to continue activation of the EOC/ECC into the initial part of the recovery phase of an emergency as a Recovery Coordination Center (RCC). In the recovery phase, the RCC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

5) Use of Field Command Posts

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes commonly referred to as “Field Commands”. At these times, it may be necessary to employ a Unified Command (UC). In such situations, more

than one Field Command Post may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC/ECC.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Identify potential mitigation opportunities from damage assessment.

2. Coordinate and participate on the county/local hazard mitigation planning team.

3. Through the local hazard mitigation planning team, coordinate the development, implementation and maintenance of the county hazard mitigation plan.

4. Coordinate with local jurisdictions within the county to ensure that they are aware of federal and state pre- and post-disaster mitigation grant opportunities for mitigation measures identified in the county hazard mitigation plan.

5. Apply for funding through federal and state pre- and post-disaster mitigation grant programs for mitigation measures identified in the county hazard mitigation plan.

6. Upon grant approval, implement and administer federal and state pre- and post-disaster mitigation funds.

7. Provide education and awareness regarding mitigation to the jurisdictions within the county, and the public sector including businesses, private non-profit groups as well as the general public.

B. PREPAREDNESS

1. Develop and maintain operating and other procedures necessary to support agencies that operate in the EOC/ECC.

2. Maintain a trained staff to fulfill tasks associated with ESF #5 operations.

3. Maintain and update needed computer data and programs, including GIS, maps, crucial facility information, evacuation studies, demographics and critical county data.

4. Establish and maintain contact with the chief elected officials or municipal/town emergency management liaisons.

5. Develop and maintain Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), and mutual aid (MA) agreements.

6. Exercise and train staff, agencies and other private organizations to support local/county emergency operations.

7. Prepare staff and other county/local agencies to coordinate support to emergency operations.

8. Identify deficiencies in plans and determine appropriate corrective action recommendations.

9. Update *the Lewis County Hazard Identification and Vulnerability Analysis (HIVA).*

10. Develop and maintain Geographic Information System (GIS) capabilities to support emergency management functions.

C. RESPONSE

1. Coordinate with county and local governments on emergency response activities.

2. Activate County EOC/ECC staff as necessary in accordance with Levels of Activation outlined in this plan (SEE: Essential Elements of Incident Information (EEI) Appendix, ESF #5, page 25).

3. Contact and apprise State EOC or the Duty Officer of the situation.

4. Collect, verify, analyze and disseminate incident information as needed.

5. Compile and verify preliminary damage assessment information.

6. Coordinate mutual aid activities including private organization assets.

7. Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.

8. Coordinate/monitor/oversee public information activities.

9. Establish and maintain contact with local governments.

10. Facilitate planning meetings to develop Incident Action Plans (IAPs), and Situation Reports as appropriate.

11. Receive and process requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

12. Conduct regular briefings for county EOC/ECC staff.

13. Establish a duty roster and telephone list.

14. Provide information in support of state/federal agencies, local governments and voluntary organizations to coordinate ESF #5 activities.

15. Disseminate situation reports and develop resource plans for the duration of the event.

16. Maintain current status reports of all assets deployed.

17. Initiate recovery activities with appropriate agencies.

18. A Situation Report shall be prepared by the Planning Section Chief, approved by the IC and/or EOC/ECC Supervisor and sent to all response agencies and State EMD on a daily basis. This report is designed to keep all jurisdictions providing resource support for the emergency operations and that may be affected by the emergency situation informed about the current status of operations.

19. When local resources prove to be inadequate, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industries in accordance with existing mutual aid agreements and contracts.

20. If it becomes necessary to enter into a contract for otherwise unavailable emergency services or from a vendor not normally used, a contract for services will be developed in accordance with FEMA regulations by the Administration/Finance Section and approved by the EOC Supervisor and/or IC **prior to** enactment. Records will be kept to prove availability and selection of rates as required by FEMA.

21. Access to the EOC/ECC will be controlled during activations. All staff members will sign in upon entry and sign out as leaving. Picture identification or EOC/ECC visitor badges must be worn. Individuals who are not members of the EOC/ECC staff will be identified and the reason for entering the EOC/ECC determined.

22. The IC and EOC/ECC shall maintain accurate activity logs, communication and message logs, and cost information recording key response activities, including:

a. Activation or deactivation of emergency facilities.

b. Emergency notifications to other local governments, state and federal agencies.

c. Significant changes in the emergency situation.

d. Major commitments of resources or requests for additional resources from external sources.

e. Issuance of protective action recommendations to the public.

f. Evacuations.

g. Casualties.

h. Containment or termination of the incident.

i. Record of messages sent and received. (Communications units shall maintain a communication log.)

j. All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets. Records may also be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state or federal government. Emergency or disaster costs may include the following:

   1) Personnel costs, separated by regular and overtime

   2) Operation costs

   3) Costs for leased or rented equipment

   4) Costs for contract services to support emergency operations

   5) Costs of specialized supplies expended for emergency operations

   6) Value of donated services and volunteer hours

k. Prior to closure of the ICP or EOC/ECC, compile all activity logs and records for permanent record of the event. The Planning Section Chief and EOC/ECC Supervisor will attest to completeness of the records prior to closing out the mission.

l. Operational records will be maintained for a period of seven (7) years from the date of the event. Lewis County DEM will maintain the operational records of the EOC/ECC operation. Municipalities will maintain their own EOC/ECC records.

D. RECOVERY

1. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.

2. Coordinate the deployment of appropriate ESF assets in support of recovery operations.

3. Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.

4. Develop resource plans and situation reports as appropriate.

5. Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

6. Activate county recovery operations and request support from Voluntary Organizations Active in Disaster (VOAD) as appropriate.

7. Coordinate the activation of a FEMA Disaster Recovery Center (DRC) as appropriate.
8. Track reimbursement expenses.
9. Disseminate recovery information, plans and reports.
10. Conduct after-action critiques of the overall response and recovery efforts.
11. Prepare an After Action Report (AAR) on response and recovery efforts as a basis for updating plans, procedures, and training requirements.
12. Financial records must be maintained for a period of ten (10) years from the date of FEMA closure of the project contracts. The Applicant Agent for each jurisdiction will maintain the financial records and be responsible for auditing issues.

VI. RESPONSIBILITIES

All personnel assigned responsibilities in this Plan must be trained on NIMS and ICS concepts, procedures and protocols.

A. CO-LEADS

1. Lewis County Board of County Commissioners (BOCC)

a. Serve as the county's primary decision-maker in emergency management and disaster operations, per RCW 38.52.

b. Issue Declarations of Emergency or Disaster as appropriate for natural and man-made events affecting Lewis County.

2. Lewis County Division of Emergency Management Director

a. Implements the County's Comprehensive Emergency Management Plan (CEMP) for disasters and emergency operations as appropriate.

b. Authorizes activation of the Lewis County EOC/ECC to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred.

c. Prepares Declaration of Emergency or Disaster for natural and man-made events affecting Lewis County and present to the BOCC for adoption.

3. Incident Commander

a. Has overall authority and responsibility for managing the incident. The IC is the single individual responsible for all incident activities, including the determining of strategies/tactics, establishing priorities, and approving requests for ordering/release of resources.

b. Assumes all ICS functions until delegated to others.

c. Provides periodic on-scene situation updates to the EOC/ECC.

d. Disseminates on-site emergency information as appropriate.

e. Manages the emergency resources.

f. Warns the population in the incident area and provides emergency instructions.

g. Determines and implements protective measures.

h. Implements traffic control arrangements around the incident area.

i. Requests additional resources from the EOC/ECC.

j. Keeps the EOC/ECC informed of the current situation at the incident site.

k. Authorizes release of information to the news media and public.

l. Establishes and maintains contact with local governments.

m. Approves Situation Reports prepared by Planning Section Chief prior to distribution.

n. Maintains accurate activity logs, communications and message logs, and cost information for response activities.

o. Orders the demobilization of the incident when appropriate.

4. Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

a. During times of activation, receives and disseminates current and accurate information to other county agencies, cities and towns, State EMD, volunteer organizations, and response personnel.

b. Serves as the single point of coordination between local jurisdictions and State EMD during disasters or emergencies when activated.

c. Coordinates operations and resource support for the on-scene response.

d. Evaluates information to determine emergency actions, plans, and priorities to support the on-scene command.

e. Keeps the State EMD Duty Officer apprised of the emergency situation as appropriate.

f. Coordinates information with local municipalities and neighboring counties as necessary.

g. Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services as directed by the Lewis County Division of Emergency Management (DEM) Deputy Director.

h. Requires all staff to compile activity logs and records for each operational period to become the permanent record of the response to the event.

5. EOC/ECC Supervisor

a. Supports the on-scene Incident Command (IC) response operations by coordinating EOC/ECC functions and information collection, analysis and dissemination.

b. Disseminates information to the various county organizations supporting emergency operations.

c. Manages resources not committed to the incident site (EOC/ECC, staging areas, etc.)

d. Requests and coordinates the provision of additional resources from external sources.

e. Mobilizes and deploys resources to be used by on-scene IC(s).

f. Issues community wide warnings.

g. Coordinates governmental and non-governmental organization representatives and volunteers and provides periodic incident updates to stand-by organizations and personnel.

h. Develops and ensures dissemination of Emergency Public Information (EPI).

i. Prepares and disseminates activity and status reports.

j. Coordinates public health activities.

k. Organizes and implements large-scale evacuations and coordinates traffic control for such operations.

l. Organizes and implements shelter and mass care arrangements.

m. Requests assistance from the State EOC and to the external private sources.

n. Coordinates/monitors/oversees public information activities.

o. Approves Situation Reports prepared by the Planning Section Chief prior to distribution.

p. Maintains accurate activity logs, communications and message logs, and cost information for response activities.

q. Establishes completeness of activity logs, communications and message logs, and cost information for response activities prior to closing out of the Mission.

6. EOC/ECC Administration/Finance Section Chief

a. Collects, records, and disseminates information to the appropriate staff and facilitates the dissemination of information to appropriate field personnel and responders.

b. Coordinates and documents all EOC/ECC and recovery financial matters.

c. Develops and/or approves emergency service contracts according to FEMA regulations. Documents vendor selection and pricing processes as required.

7. EOC/ECC Logistics Section Chief

a. Locates equipment, supplies and resources as needed.

b. Maintains current status reports of all assets deployed.

8. EOC/ECC Operations Section Chief

a. Displays and analyzes information for immediate response needs.

b. Maintains current status reports of all assets deployed.

9. EOC/ECC Planning Section Chief

a. Prepares and disseminates a Situation Report at least daily, ensuring a copy is forwarded to State EMD and all response partners. Ensures Situation Reports are approved by both the EOC/ECC Supervisor and IC prior to distribution.

b. Displays and analyzes information for future response and recovery needs.

c. Responsible to compile all operational period documents to record the history of the event prior to deactivation of the Planning Section.

d. Collates statistical, narrative, and graphical information for dissemination to organizations supporting emergency operations in the county.

e. Receives initial property damage assessments, collates, and forwards to command as necessary, ensuring copies are distributed to DEM.

f. Facilitates planning meetings to develop Incident Action Plans (IAPs), and Situations Reports, as appropriate.

g. Establishes EOC/ECC duty rosters and telephone lists.

h. Develops resource needs for the duration of the event.

i. Maintains accurate activity logs, communications and message logs, and cost information for response activities.

j. Establishes completeness of activity logs, communications and message logs, and cost information for response activities prior to closing out the Mission.

10. Lewis County Incident Public Information Officer (PIO)

a. Disseminates Emergency Public Information (EPI) to the general public as specified in the DEM Warning Plan.

b. Coordinates/monitors/oversees public information activities.

c. Establishes and maintains contact with local and area media.

11. Lewis County Division of Emergency Management (DEM)

a. Maintains the *Lewis County Hazardous Identification and Vulnerability Analysis (HIVA).* Update the HIVA with statistics from natural and man-made events that occur in the Lewis County region.

b. During times of EOC/ECC activation, receives and disseminates current and accurate information to the other county agencies, cities and towns, State EMD, volunteer organizations, and response personnel.

c. Recommends activation of the Lewis County EOC/ECC to the Director of Emergency Management in anticipation of or immediately following an incident of county significance when the Deputy Director is on leave.

d. Serves as the single point of coordination between local jurisdictions and State EMD when the EOC/ECC is not activated.

e. Receives municipalities' Declarations of Emergency or Disaster and forwards them to State EMD with event reports.

f. Coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

g. During recovery operations, acts as the lead coordinator for state/federal operations/recovery teams as needed.

h. Coordinates response and recovery activities for mutual aid, and private sector/local/volunteer agency support as needed by the IC and/or EOC/ECC.

i. Receives and compiles periodic situation reports from governmental entities and Non Governmental Organizations (NGOs) and submits them to the EOC/ECC.

j. Conducts initial and detailed damage assessments with response partners and municipalities to support a Proclamation of a State of Emergency, or Declaration of a Disaster, as appropriate.

k. Collates, verifies and submits damage assessment reports in accordance with existing standard operation procedures (SOPs) and Federal Disaster Assistance Program guidance to meet program deadlines.

l. Establishes and maintains contact with the Chief Elected Officials or Municipal/Town Emergency Management Liaison.

m. Exercises and trains staff, agencies and other private organizations to support local/county emergency operations.

n. Identifies deficiencies in plans and determines appropriate corrective action recommendations.

o. When local resources prove to be inadequate, makes requests for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Coordinates supplemental emergency or disaster assistance.

p. Coordinates with county and local governments on emergency response activities.

q. Provides information in support of state/federal agencies, local governments and voluntary organizations to coordinate ESF #5 activities.

r. Maintains the operational records from the EOC/ECC activations for a period of seven (7) years from the date of the event.

s. Coordinates the activation of a Disaster Recovery Center (DRC) as appropriate.

t. Disseminates recovery information, plans, and reports.

u. Prepares an After Action Report (AAR) on response and recovery efforts as a basis for updating plans, procedures, and training requirements.

12. Applicant Agents

a. Tracks reimbursement expenses.

b. Submits requests for federal/state disaster response reimbursements, when appropriate and available.

c. Maintains the financial records from emergency or disaster events for auditing issues for up to ten (10) years from the closing date of the project contracts.

13. Centralia Police Department

Provides emergency management services within Centralia incorporated city limits.

14. Lewis County Sheriff's Office

a. Coordinates emergency management operations for Unincorporated Lewis County and the municipalities of Chehalis, Morton, Mossyrock, Napavine, PeEll, Toledo, Vader and Winlock.

b. Conducts after-action critiques of the overall response and recovery efforts.

15. Non Governmental Organizations (NGO)

a. Provides coordination and lead on support for unmet needs during the recovery phase.

b. Provides trained and experienced staff to fill EOC/ECC positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

c. Provides information to the EOC/ECC relating to current and planned response and recovery activities as listed in the Essential Elements of Incident Information (EEI) appendix, ESF #5, page 25.

d. Be actively involved in the development and implementation of the jurisdiction's respective Incident Action Plans (IAPs).

e. Submits periodic situation reports that describe the status of emergency operations and future operational strategies to Lewis County DEM or EOC/ECC, as appropriate.

f. Maintains a trained staff to fulfill tasks associated with ESF #5 - Emergency Management.

g. Prepares and trains staff to support emergency operations.

h. Signs in upon entry to work in the EOC/ECC and signs out upon leaving.

i. Coordinates with the local and county officials on short-term and long-term recovery operations and recovery planning.

j. All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response period. Records should include: personnel costs separated by regular and overtime; operation costs; lease and rental costs; contract service costs; and value of donated goods and services.

16. Recovery Coordination Center (RCC)

a. Assumes the recovery role (transitioning from an EOC/ECC to a RCC) as soon as the life-safety response phase is completed. Starts with the damage assessment reports and enters into the recovery process to start the return of the community to pre-disaster conditions.

B. SUPPORT

1. Fire Services

a. Provides trained and experienced staff to fill EOC/ECC positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

b. Conducts an initial and detailed damage assessment of property as soon as it is safe to do so. Forwards the reports to the Fire Services representative in the EOC/ECC.

2. Governmental Entities

a. Makes all services and resources necessary available to the EOC/ECC when emergencies or disasters occur.

b. Provides trained and experienced staff to fill EOC/ECC positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

c. Provides information to the EOC/ECC relating to current and planned response and recovery activities as listed in the Essential Elements of Incident Information (EEI) Appendix, ESF #5, page 25.

d. Be actively involved in the development and implementation of the jurisdiction's respective Incident Action Plans (IAPs).

e. Submits periodic situation reports that describe the status of emergency operations and future operational strategies to Lewis County DEM/EOC/ECC.

f. Maintains a trained staff to fulfill tasks associated with ESF #5 - Emergency Management.

g. Develops and maintains Memorandums of Understanding (MOUs), Memorandums of Agreement (MOA) and mutual aid (MA) agreements.

h. Prepares and trains staff to support emergency operations.

i. Signs in upon entry to work in the EOC/ECC and signs out upon leaving.

j. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response period. Records should include: personnel costs separated by regular and overtime, operation costs, lease and rental costs, contract service costs, and value of donated goods and services.

3. Law Enforcement

a. Provides trained and experienced staff to fill EOC/ECC positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

b. Conducts an initial and detailed damage assessment of property as soon as it is safe to do so. Forwards the report to the Law Enforcement representative in the EOC/ECC.

4. Lewis County Community Development Department / Building Department

a. Conducts an initial and detailed damage assessment of property as soon as it is safe to do so. Forwards the report to the Public Works representative in the EOC/ECC.

b. Assists in identifying damaged areas and may host state/federal inspection team tours to qualify for recovery funding.

5. Lewis County Division of Emergency Management Deputy Director

a. Recommends activation of the EOC/ECC to the Director of Emergency Management in anticipation of or immediately following an incident of county significance.

b. Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

c. Activates county recovery operations and requests support from Voluntary Organizations Active in Disasters (VOAD) as appropriate.

6. Municipalities

a. Adopts Declarations of Emergency or Disaster for events significantly affecting city jurisdictions and forwards copies to DEM for submission to State EMD and inclusion in event reports.

b. Ensures city departments complete initial and detailed damage assessments and forwards them to the EOC/ECC and DEM as necessary to meet state and federal deadlines for disaster declaration considerations.

c. Maintains the operational records from the jurisdictional EOC activations for a period of seven (7) years from the date of the event.

d. All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response period. Records should include: personnel costs separated by regular and overtime, operation costs, lease and rental costs, contract service costs, and value of donated goods and services.

7. Public Works

a. Conducts initial and detailed damage assessment of public property as soon as it is safe to do so. Forwards the report to the Public Works representative in the EOC/ECC.

b. Develops, maintains, or supports Geographic Information System (GIS) capabilities for emergency management functions.

VII. RESOURCE REQUIREMENTS

County, City and other response agencies will normally provide sufficient staffing, funding, and equipment to support management of the incident in the EOC/ECC until the response and recovery phases of the disaster event are completed and deactivation of the EOC/ECC can occur. Additional personnel have been trained to serve as relief staffing as needed.

All County departments and offices will contribute current, accurate information to the EOC/ECC during and following disasters, and may be required to assist the EOC/ECC by providing personnel.

VIII. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. FEMA COG 1-20

C. *The National Response Framework (NRF)*

ESSENTIAL ELEMENTS OF INCIDENT INFORMATION (EEI) APPENDIX

The Essential Elements of Incident Information (EEI) that may or may not be immediately or readily available to County staff but are of common need to one or more response activities may include the following:

GENERAL DISASTER INFORMATION

_____ 1. Command Post Name, Location, and IC Name and contact number

_____ 2. Boundaries of the disaster area
_____ 3. Jurisdictional boundaries
_____ 4. Access Points to the disaster area

_____ 5. Status of disaster or emergency declaration
_____ 6. Major issues/activities/hazard specific information
_____ 7. Deaths/Injuries/Missing Persons
_____ 8. Overall priorities for response

_____ 9. Deployed Resources/Mutual Aid-Support Assistance
_____10. Status of Critical Facilities/Response Equipment
_____11. Status of critical public health issues
(Water supply, food, sanitation, waste, infection, or hazardous waste)
_____12. Status of communications, transportation and utilities systems
_____13. Status of Key Personnel/Resources

_____14. Extent of damage to private property
_____15. Status of community housing and shelter
_____16. Social/economic/political impacts
_____17. Weather, seismic or other geophysical information affecting operations

_____18. Status of upcoming activities
_____19. Capability and Resource Needs for next operational period

EMERGENCY SUPPORT FUNCTION #6
MASS CARE, HOUSING, HUMAN SERVICES

CO-LEADS: Lewis County Animal Shelter (LCAS)
Lewis County Division of Emergency Management (DEM)
American Red Cross, Mount Rainier Chapter (ARC)

SUPPORT: ARES/RACES
Governmental Entities
Lewis County Incident Public Information Officer (PIO)
Lewis County Public Health & Social Services Department (LCPHSS)
Non Governmental Organizations (NGO)
The Salvation Army (TSA)
Veterinarians

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care.

B. SCOPE

This Emergency Support Function (ESF) addresses sheltering needs in Lewis County during a major emergency or disaster and the coordination to open shelters through the Emergency Operations Center/Emergency Coordination Center (EOC/ECC).

II. POLICIES

A. Emergency management organization and resources will be provided to minimize the loss of life, protect public property and the environment. Additionally, the County will provide support to other jurisdictions to the maximum extent possible, depending on the disaster conditions.

B. The contracting cities will perform emergency management functions within their jurisdictional boundaries as mandated by RCW 38.52.070.

C. The American Red Cross, Mount Rainier Chapter will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-268, as amended by the Stafford Act of 1988).

D. Appropriate Federal, State, and local jurisdictions, voluntary agencies, and private sector resources will be sued as available.

E. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee) to meet current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliations.

F. Disaster Welfare Information is provided by the American Red Cross, Mount Rainier Chapter. The listing of event related deaths will be limited to officially confirmed fatalities.

G. Shelters for pets and livestock may be activated if time, resources, and staff are available from the County animal shelter, local veterinary and volunteer animal care organizations. Pets and livestock shelters will be separated from shelters for citizens.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Threats have been identified in the *Lewis County Vulnerability Analysis (HIVA)* that could make evacuation necessary in some portions of the county. Evacuees from other jurisdictions may also seek refuge in Lewis County.

2. Shelters and mass care needs may vary. Elements of a short term operation for a limited number of people have a primary objective to provide protection from the weather, comfortable seating, and access to restrooms. A more lengthy operation for a large number of evacuees would include feeding, sleeping, shower facilities and a variety of support assistance.

3. The American Red Cross (ARC) has been chartered under Federal law to provide mass care to victims of natural disasters. Therefore, efforts should be coordinated with the Mount Rainier Chapter ARC, which will normally operate shelter and mass care operations to the extent its capabilities permit.

a. The ARC signs agreements with local government, school districts, churches, and other organizations to use facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.

b. Local governments, the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding

facilities when needed. Such agreements should detail the responsibilities of both the volunteer group and the local government and be approved by the County Prosecutor.

4. If ARC services are not available, other Non Governmental Organizations (NGO) may open shelters. Some of these organizations and groups coordinate efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.

B. ASSUMPTIONS

1. Mass care requirements during an emergency or disaster may overwhelm social service agencies and Non-Governmental Organizations (NGO).

2. Depending on the hazard and severity of its effects, Lewis County may have limited numbers of shelters or available resources.

3. The Mount Rainier Chapter ARC is responsible for mass care and shelter during an emergency or disaster. If ARC cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened.

4. Requests for opening of ARC shelters will be coordinated through the Emergency Operations Center/Emergency Coordination Center (EOC/ECC).

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Local jurisdictions are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), to coordinate and provide mass care services to persons affected by a disaster.

The requirements for services may vary depending upon the nature, type and level of the emergency. The Division of Emergency Management (DEM) will work closely with volunteer organizations that provide shelter and mass care.

ARC will determine the availability of shelter and feeding facilities and encourage facility owners to sign agreements for facility use. Facility owners will be encouraged to sign use agreements in advance of emergency or disaster conditions. ARC and DEM will also encourage facility owners to allow personnel to participate in shelter management training.

2. The ARC and other private disaster assistance organizations will be called upon to:

a. Open and operate temporary shelters for the displaced population.

b. Activate or organize shelter teams and provide shelter kits.

c. Register those occupying public shelters.

d. Provide feeding, emergency first aid, and other basic needs for those occupying temporary shelters.

e. For extended shelter operations, activate a disaster welfare inquiry system.

3. Public information on shelter openings and locations will be compiled by the EOC/ECC in cooperation with the American Red Cross, Mount Rainier Chapter. The information will be disseminated through the Lewis County Incident Public Information Officer (PIO) and the Lewis County website.

4. Documented care and service (i.e. seeing-eye dogs) animals are allowed in shelters. Family pets and other animals are not allowed in shelters; and will be referred to available local animal shelters. Arrangements for the care of animals in the shelters are the responsibility of the owner.

5. Mental health organizations will provide mental health and emotional support to affected persons and emergency responders when requested.

6. Spiritual support will be provided by appropriate faith-based organizations when requested.

B. ORGANIZATION

1. The American Red Cross, Mount Rainier Chapter (ARC) shall establish priorities and provide policy guidance for shelter and mass care activities.

2. ARC will provide general direction to the shelter managers regarding shelter and mass care operations.

3. The shelter manager will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding.

4. Shelter feeding facility managers will be responsible for the operation of the individual facilities.

5. Faith-based and community shelters will be responsible for providing direction, policy, guidance, and operational control for their own shelters.

6. Methods of direction and control will be consistent with NIMS guidelines.

C. PROCEDURES

1. The American Red Cross maintains procedures for the opening, and management of shelters. Any shelters opened by the County will be accordance with the American Red Cross standards. All procedures for support of shelters are maintained by the appropriate support agencies.

2. Evacuees who go to the homes of relatives/friends or commercial accommodations with pets do not normally pose difficulties during an evacuation.

Evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and other volunteer groups may not allow pets.

It is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. Recent studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. The Lewis County Animal Shelter (LCAS) may coordinate pet arrangements as much as possible.

3. Depending on the situation, one or more of the following approaches will be used to handle evacuees arriving with pets:

a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to operate temporary shelters.

b. Direct per owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes or in carriers may be temporarily housed.

c. Set up temporary pet shelters at approved locations.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Identify and establish cooperative agreements with volunteer organizations that could assist in shelter and mass care.

2. Identify suitable shelters and feeding facilities.

3. Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.

4. Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.

B. PREPAREDNESS

1. Send selected local officials and Non Governmental Organization (NGO) personnel to shelter management training.

2. Identify potential shelters, and develop general shelter and mass care procedures for them.

3. Provide for basic shelter communication and reporting procedures.

4. Develop facility setup plans for potential shelters

5. Recognize population groups requiring special assistance during an emergency (i.e. senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and coordination of available assistance resources.

C. RESPONSE

1. Open and staff shelters and mass care facilities.
2. Provide information to the public on shelter locations and policies.
3. Assist in the registration of evacuees.
4. Provide food, clothing, first aid, and other essential services to evacuees.
5. Maintain communications between mass care facilities and the EOC/ECC.
6. Provide periodic reports on shelter occupancy and meals served to the EOC/ECC.
7. Provide support services information to victims needing additional services.

D. RECOVERY

1. Assist evacuees in returning to their homes as necessary.
2. Assist those who cannot return to their homes with temporary housing.
3. Deactivate shelters and mass care facilities and return them to normal use.
4. Inform the public of any follow-up recovery programs that may be available.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Lewis County Animal Shelter

a. Coordinates shelters for pets and livestock as time, resources, and staff are available.

b. Sets up temporary pet shelters at approved locations as time, resources, and staff are available.

c. Provides support services information to victims needing additional services for pet and livestock care.

2. Lewis County Division of Emergency Management (DEM)

a. Develops a plan, integrating the concepts of the National Incident Management System (NIMS) and Incident Command System (ICS) to coordinate and provide mass care services to persons affected by a disaster.

b. Coordinates with ARC to determine the availability of shelter and feeding facilities and encourages facility owners to sign agreements for facility use.

c. Encourages facility owners to allow personnel to participate in shelter management training provided by ARC.

d. As much as possible, meets current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, or racial, religious, political, ethnic, or other affiliations.

e. Recognizes population groups requiring special assistance during an emergency (i.e. senior citizens, special needs etc.) and facilitates preparedness education, emergency planning and helps coordinate available assistance resources.

f. Informs the public of any follow-up recovery programs that may be available.

3. American Red Cross, Mount Rainier Chapter (ARC)

a. Lead coordination agency for identifying, planning, coordinating, operating, staffing, and stocking shelter operations facilities.

b. Maintains current shelter and other resource agreements.

c. Identifies suitable shelter facilities based on a set of standards, maintains potential shelter lists, shelter kits, and trains shelter management personnel.

d. As much as possible, meets current requirements for Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, or racial, religious, political, ethnic, or other affiliations.

e. Keeps and maintains accurate registration and accountability records of shelter inhabitants.

f. Provides leadership in coordinating and integrating overall local efforts associated with mass care, housing, and human services.

g. Responds to mass care needs of displaced county inhabitants who are unable to provide for themselves because of an emergency or disaster. Coordinate mass care services.

h. Provides fixed and mobile food service or disaster victims and emergency workers affected by the emergency or disaster.

i. Provides and conducts shelter management training regularly and/or when requested.

j. For extended shelter operations, activates a disaster welfare inquiry system.

k. Coordinates opening of shelters with the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) if activated.

l. Develops a plan, integrating the concepts of the National Incident Management System (NIMS) and Incident Command System (ICS) to coordinate and provide mass care services to persons affected by a disaster.

m. Opens and operates temporary shelters for the displaced population.

n. Activates or organizes shelter teams and provides shelter kits.

o. Registers those occupying public shelters.

p. Provides feeding, emergency first aid, and other basic needs for those occupying temporary shelters.

q. Provides general direction regarding shelter and mass care operations to shelter managers.

r. Submits periodic reports to DEM on shelter occupancy and meals served when requested.

s. Provides support services information to victims needing additional services.

t. Assists evacuees in returning to their homes as necessary.

u. Deactivates shelters and mass care facilities and returns them to normal use.

v. Provides temporary housing information and referral to those who cannot return to their homes.

w. Informs the public of any follow-up recovery programs that may be available.

B. SUPPORT

1. ARES/RACES

a. Maintains communications between mass care facilities and the EOC/ECC when requested.

2. Governmental Entities

a. Performs emergency management functions within their jurisdictional boundaries as mandated by RCW 38.52.070.

b. Develops a plan, integrating the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS) to coordinate and provide mass care services to persons affected by a disaster.

c. As much as possible, meets current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, or racial, religious, political, ethnic, or other affiliations.

d. Sends selected local officials and Non Governmental Organization (NGO) personnel to shelter management training.

e. Provides support services information to victims needing additional services.

f. Assists those who cannot return to their homes with temporary housing needs.

g. Informs the public of any follow-up recovery programs that may be available.

3. Lewis County Incident Public Information Officer (PIO)

a. Receives sheltering information from ARC, Non Governmental Organizations (NGO), and any other shelter operators and disseminates to the pubic. Also, posts shelter information to the Lewis County website.

b. Informs the public of any follow-up recovery programs that may be available.

4. Lewis County Public Health & Social Services Department (LCPHSS)

a. Develops a plan, integrating the concepts of the National Incident Management System (NIMS) and Incident Command System (ICS) to coordinate and provide mass care services to persons affected by a disaster.

b. Provides support services information to victims needing additional services.

c. As much as possible, meets current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, or racial, religious, political, ethnic, or other affiliations.

d. Assists those who cannot return to their homes with temporary housing needs.

e. Informs the public of any follow-up recovery programs that may be available.

5. Non Governmental Organizations (NGO)

a. Signs agreements relating to the operation of shelter and mass care and feeding facilities when needed.

b. Faith-based and community shelters will be responsible for providing direction policy, guidance, and operational control for their own shelters.

c. Coordinates shelter efforts with ARC as necessary.

d. As much as possible, meets current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, or racial, religious, political, ethnic, or other affiliations.

e. Coordinates opening of shelters with Emergency Operations Center/Emergency Coordination Center (EOC/ECC) if activated.

f. Opens and operates temporary shelters for the displaced population.

g. Activates or organizes shelter teams and provides shelter kits.

h. Registers those occupying public shelters.

i. Provides feeding, emergency first aid, and other basic needs for those occupying temporary shelters.

j. Submits periodic reports to DEM on shelter occupancy and meals served when requested.

k. Provides support services information to victims needing additional services.

l. Assists evacuees in returning to their homes as necessary.

m. Deactivates shelters and mass care facilities and returns them to normal use.

n. Assists those who cannot return to their homes with temporary housing needs.

o. Informs the public of any follow-up recovery programs that may be available.

6. The Salvation Army (TSA)

a. Provides fixed and mobile food service to disaster victims and emergency workers affected by the emergency or disaster.

b. As much as possible, meets current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status, or racial, religious, political, ethnic, or other affiliations.

c. Opens and operates temporary shelters for the displaced population.

d. Activates or organizes shelter teams and provides shelter kits.

e. Registers those occupying public shelters.

f. Provides feeding, emergency first aid, and other basic needs for those occupying temporary shelters.

g. Submits periodic reports to DEM on shelter occupancy and meals served as requested.

h. Provides support services information to victims needing additional services.

i. Assists evacuees in returning to their homes as necessary.

j. Deactivates shelters and mass care facilities and returns them to normal use.

k. Assists those who cannot return to their homes with temporary housing needs.

l. Informs the public of any follow-up recovery programs that may be available.

7. Veterinarians

a. Assists with providing shelter for pets and livestock as time, resources, and staff are available.

VII. RESOURCE REQUIREMENTS

Each participating organization will provide EOC/ECC personnel for 24-hour operations, as requested. Shelter supplies will be coordinated by the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) and the American Red Cross, Mount Rainier Chapter (ARC).

VIII. REFERENCES

A. *Lewis County Comprehensive Emergency Management Plan, (CEMP),* Basic Plan Section

B. *Washington State Comprehensive Emergency Management Plan*

C. American Red Cross Regulations 3000, 3030

D. ARC Disaster Services Program, Mass Care - Preparedness and Operations

EMERGENCY SUPPORT FUNCTION #7
RESOURCE SUPPORT

CO-LEADS: Lewis County Board of County Commissioners (BOCC)
Lewis County Prosecutor
Lewis County Human Resource Director
Lewis County Auditor/Fiscal Department
Lewis County Division of Emergency Management Director
Lewis County Division of Emergency Management Deputy Director
Lewis County Division of Emergency Management (DEM)
Incident Commander (IC)
Lewis County Incident Public Information Officer (PIO)
Emergency Operations Center/Emergency Coordination Center (EOC/ECC)
EOC/ECC Supervisor

SUPPORT: American Red Cross, Mount Rainier Chapter (ARC)
ARES/RACES
Chehalis-Centralia Airport
Governmental Entities
Lewis County Departments and Offices
Non Governmental Organizations (NGO)
Volunteer Organizations

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

B. SCOPE

This Emergency Support Function (ESF) involves coordinating the provision of resources to county organizations during the immediate response to an emergency event and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, materials, services and personnel.

II. POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, no county, city, town or other municipal corporation shall give any money, or property,

or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm.

B. In accordance with RCW 38.52.070 (2), a political subdivision in which a disaster occurs shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. The political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budge law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, workers, rental of equipment, the purchase of supplies and materials, levying of taxes, and appropriation and expenditures of public lands.

C. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Board of County Commissioners (BOCC) 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 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.

D. In accordance with RCW 38.52.110 (2), the Board of County Commissioners (BOCC), in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed, provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by RCW 38.52 and federal and state emergency management regulations for registered emergency workers.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. The resource management capability will be managed by the Incident Command System (ICS) management system. ICS can function efficiently during emergency situations, and complies with the framework set forth by the National Incident Management System (NIMS).

2. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency response agencies working under the direction of an Incident Commander (IC), to emergencies that require a

response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.

3. For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from day-to-day usage to emergency response. Additionally, it may be possible to request resources from other jurisdictions or the State; and it may be necessary to rent or lease additional equipment and purchase supplies.

4. In responding to major emergencies and disasters, the Lewis County Board of County Commissioners (BOCC) may issue a disaster declaration and invoke certain emergency powers to protect public health and safety and preserve property.

a. If compliance would hinder or delay actions necessary to cope with the disaster and a disaster declaration has been issued, the BOCC may use all available local government resources to respond to the disaster and temporarily suspend statues and rules, including those relating to purchasing and contracting.

b. The Prosecuting Attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County Auditor or Fiscal Department to formulate and advise government employees on the rules that are in effect for emergency purchasing and contracting.

c. When a disaster declaration has been issued, the Director of Emergency Management may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure would be used as a last resort and only after obtaining the advice of the Prosecuting Attorney.

B. ASSUMPTIONS

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.

2. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.

4. Inter-local agreements will be invoked and resources made available when requested.

5. Some businesses and individuals that are not normal suppliers may be willing to rent, lease, or sell needed equipment and supplies during emergency situations.

6. Some business may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and businesses in advance can make it easier to obtain such support during emergencies.

7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.

8. Volunteer groups active in disaster may provide emergency services; i.e., shelter management and mass feeding, when requested to do so by local officials.

9. Donated goods and services can be a valuable source of resources.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Resource management, in accordance with NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the Emergency Operations Center/Emergency Coordination Center (EOC/ECC).

2. The EOC/ECC will use the Incident Command System (ICS) management system as directed by the National Incident Management System (NIMS). The EOC/ECC will establish priorities, allocate critical resources, develop strategies for response, information sharing, and facilitate communication.

   As established in NIMS, resource management is based on four guiding principles:

   a. The establishment of a uniform method of identifying, acquiring, allocating and tracking resources.

   b. The classification of kinds and types of resources required to support incident management.

   c. The use of a credentialing system linked to uniform training and certification standards.

   d. The incorporation of resources from non-traditional sources, such as the private sector and Non Governmental Organizations (NGO).

3. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. Available resources will be

committed to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.

4. As a basis for employing resources to the greatest capacity during emergency situations, all response entities will develop and maintain current inventories of dedicated emergency resources and other resources that may be needed during emergency operations. All local resources, pursuant to NIMS are classified by kinds and types. Complete resource lists should be maintained by each participating entity and provided to DEM upon request.

5. In the event that all resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, the Division of Emergency Management (DEM) will execute agreements in advance with those groups and individuals for use of resources.

6. Some of the resources needed for emergency operations may be available only from businesses. The County will establish emergency purchasing and contracting procedures.

7. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. DEM shall maintain a list of local and nearby suppliers for these essential needs items.

8. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such as medical care and fire protection.

9. It is important to maintain detailed records of resources expended in support of emergency operations:

a. As a basis for future department/agency program and budget planning.

b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government programs.

B. ORGANIZATION

1. It is the responsibility of Lewis County government entities to develop appropriate contacts to facilitate the emergency use of resources. Resource lists and contacts should be available to the EOC/ECC upon request.

2. Local jurisdictions should identify areas for the staging of emergency personnel and equipment responding in a disaster. Dispatching of these resources from the mobilization centers within these areas should be done from the EOC/ECC or by

a local Incident Commander (IC), as appropriate. Resources will be staged and inventoried, with this information being relayed to the EOC/ECC. Utilizing amateur radio operators or existing communications resources, communications shall be established between staging areas and the EOC/ECC.

3. Outside resources may also be brought into Lewis County by way of aircraft. The primary local airport is the Chehalis-Centralia Airport. If resources are brought into the airport, a mobilization center will be established as near to the airport as possible.

4. Military resources also may be brought into Lewis County. If this is done, coordination with the military will be done in accordance with ESF #20. The same general concepts of mobilization centers, inventory and communications with the EOC/ECC will apply.

5. Information on mobilization centers shall be disseminated to the state and other surrounding jurisdictions.

6. The Emergency Operations Center/Emergency Coordination Center (EOC/ECC) Lewis County Incident Public Information Officer (PIO) will coordinate with the State Emergency Public Information Officer for disseminating information concerning any emergency measures, voluntary controls or rationing.

7. The Lewis County Human Resource Director should be the lead agency for the recruitment and hiring of additional human resources that may be needed in an emergency or disaster.

    a. If an emergency or disaster occurs during normal business hours, a representative of the jurisdiction's Human Resources should contact the appropriate EOC/ECC to determine personnel needs.

    b. If a major disaster occurs during non-working hours, and normal methods of communication and call-back are disrupted, key staff, as determined by the local jurisdiction, should ensure that families are alright, then report to the EOC/ECC for coordination of personnel needs.

8. Trained emergency worker volunteers may provide additional emergency human resources for operations. These organized volunteers may be utilized as team leaders and untrained volunteers assigned to them for specific task assignments.

   The Division of Emergency Management (DEM) has the responsibility to register Temporary Emergency Workers.

9. It can be anticipated that in any disaster a large number of persons from the local community will volunteer to assist. Staging areas may be designated and persons wishing to volunteer may be directed there for registration and assignments.

10. Military personnel may be considered after other resources have been committed or if there is an imminent threat and they are the most appropriate resource.

C. PROCEDURES

1. The Lewis County Commissioners (BOCC) or their designee, shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.

2. The Division of Emergency Management (DEM) Deputy Director may provide advice regarding resource management to the County Commissioners (BOCC), the Incident Commander (IC), the EOC/ECC, and other officials during emergencies if the Director is not available.

3. The IC has responsibility to manage personnel, equipment, and supply resources committed to an incident. The IC may establish a Logistics Section as necessary. If the EOC/ECC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.

4. When the EOC/ECC is activated, the EOC/ECC Supervisor will manage overall resource management activities from the EOC/ECC. The IC shall manage resources committed to the incident site and coordinate through the EOC/ECC Supervisor to obtain additional resources. The EOC/ECC Supervisor shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

5. The EOC/ECC Supervisor will identify public and private sources from whom needed resources can be obtained during an emergency situation. The EOC/ECC Supervisor may originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.

6. The EOC/ECC Supervisor will direct the activities of those individuals assigned resource management duties in the EOC/ECC during emergency operations. Agency supervisors will exercise their usual supervisory responsibilities over such personnel.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Review the local hazard analysis and, the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.

2. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and execute inter-local agreements to obtain access to external resources during emergencies.

B. PREPAREDNESS

1. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an on-scene incident command operation or in the EOC/ECC.

2. Maintain a complete resource inventory list. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.

3. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.

4. Maintain the list of local and nearby suppliers of immediate needs resources.

5. Ensure the Division of Emergency Management (DEM) emergency call-out roster includes the current telephone numbers and addresses of emergency resources sources.

6. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond on short notice during other than normal business hours.

C. RESPONSE

1. Advise the Lewis County Commissioners (BOCC) and EOC/ECC staff on resource requirements and logistics related to response activities.

2. Coordinate and use available local resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.

3. For major emergencies and disasters, identify potential resource staging areas.

4. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and where appropriate, with state and federal resource suppliers.

5. Coordinate resources to support emergency responders and distribute aid to disaster victims.

6. Maintain records of equipment, supplies, and personnel costs incurred during the emergency response.

D. RECOVERY

1. Return leased and rented equipment as agreed.

2. In coordination with the department/agency leads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and

costs of contract services to develop estimates of expenses incurred in response and recovery operations.

3. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.

4. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government programs.

5. Compile necessary reports and make application for available state/federal recovery funding, as appropriate.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Lewis County Board of County Commissioners (BOCC)

a. Activates utilization of resources necessary to respond to emergencies and disasters.

b. Authorizes coordination of all necessary county-wide services and equipment necessary to respond to large-scale disasters or events requiring use of resources from other governmental agencies, the private sector, and mutual aid agreements.

c. Issues disaster declarations as necessary.

d. Invokes emergency powers to protect public health and safety and preserve property.

e. Authorizes emergency budgetary flexibility as authorized in RCW 38.52.070 as necessary to respond to emergencies and disasters.

f. Approves requests for state and/or federal resources.

2. Lewis County Prosecutor

a. Provides legal advice to the BOCC regarding the commandeering of public or private property necessary to respond to an emergency or disaster.

b. Provides legal advice to the BOCC regarding any proposed suspension of statutes or rules necessary to respond to an emergency or disaster.

3. Lewis County Human Resource Director

a. Provides the lead for recruitment and hiring of additional human resources that may be needed in an emergency or disaster.

b. Reports to the EOC/ECC to determine personnel needs, as requested.

4. Lewis County Auditor/Fiscal Department

a. Establishes county emergency purchasing and contractor procedures for use during emergencies and activations of the EOC/ECC.

b. Advises governmental employees of the rules that are in effect for emergency purchasing and contracting.

c. Maintains detailed records of resources expended in support of emergency operations.

5. Lewis County Division of Emergency Management Director

a. When a disaster declaration has been issued, commandeers public or private property as necessary and authorized to cope with the disaster.

6. Lewis County Division of Emergency Management Deputy Director

a. Advises BOCC, IC, and EOC/ECC staff on resource management during emergencies.

7. Lewis County Division of Emergency Management (DEM)

a. Maintains the workspace, equipment and consumables for the EOC/ECC.

b. Trains and exercises applicable staff in resource support activities.

c. Ensures DEM emergency call-out roster includes the current telephone numbers and addresses for sources and emergency resources.

d. Ensures after-hours contact numbers are obtained for those companies, individuals and groups who supply equipment and supplies that may be needed during emergency operations and that suppliers are prepared to respond on short notice during non-business hours.

e. Receives, compiles and maintains resource capacity inventory lists provided by other entities for EOC/ECC use during emergencies and disasters.

f. Registers and deploys Temporary Emergency Workers as needed.

8. Incident Commander

a. Manages personnel, equipment, and supply resources committed to an incident. If the EOC/ECC has not been activated, the IC may request additional resources from local departments and agencies. Additionally the IC may request that local officials activate inter-local agreements or emergency response contracts to obtain additional resources.

b. If the EOC/ECC has been activated, coordinates through the EOC/ECC Supervisor to obtain additional resources.

9. Lewis County Incident Public Information Officer (PIO)

a. Coordinates with the State Emergency Public Information Officer for disseminating information concerning emergency measures, voluntary controls or rationing.

10. Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

a. Determines loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract service to develop estimates or expenses incurred in response and recovery operations.

b. Determines repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimates costs of those efforts.

c. Maintains records of the personnel, equipment, supply and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state/federal government programs.

11. EOC/ECC Supervisor

a. Manages overall resources from the EOC/ECC when it is activated (The IC shall manage resources committed to the incident site and coordinate through the EOC/ECC Supervisor to obtain additional resources).

b. Manages resources not committed to the incident site and coordinates the provision of additional resources from external sources.

c. Identifies public and private sources from whom needed resources can be obtained during an emergency situation.

d. Originates emergency procurements or takes action to obtain such external resources by leasing, renting, borrowing, or other means.

e. Directs the activities of those individuals assigned resource management duties in the EOC/ECC during emergency operations. (Agency supervisors will exercise supervisory responsibilities over such personnel.)

B. SUPPORT

1. American Red Cross, Mount Rainier Chapter, (ARC)

a. Coordinates shelter and mass feeding as requested by local officials.

2. ARES/RACES

a. Provides communications link between EOC/ECC and jurisdictional staging areas as requested by EOC/ECC.

3. Chehalis-Centralia Airport

a. Serves as primary local airport to receive outside aircraft assistance during emergencies or disasters. This may also include the mobilization of military support.

4. Governmental Entities

a. Develops and maintains a current inventory of dedicated emergency resources and other resources that could be needed during emergency operations. Provides updated inventory lists to DEM as requested.

b. Provides DEM with the list of essential response personnel contact information as requested.

c. Makes staff appointments for EOC/ECC positions and authorizes training schedules to become familiar with ICS position duties assigned during activations.

d. Provides resources, transportation, facilities, and services in response to requests from the EOC/ECC.

e. Documents the utilization and location of all personnel and equipment used in the emergency response.

f. Provides emergency action cost estimate reports to DEM in a timely manner so as to expedite State and Federal reimbursement, when requested.

g. Participates in county-wide annual training exercises as requested by DEM.

h. Identifies potential staging areas for emergency personnel and equipment during emergencies and disasters.

5. Lewis County Departments & Offices

a. Provides resources, transportation, facilities, and services in response to requests from the EOC/ECC.

b. Develops resource lists and operating procedures for staff and provides DEM copies as appropriate.

c. Documents the utilization and location of all personnel and equipment used in the emergency response.

d. Supplies emergency action cost estimate reports to DEM in a timely manner so as to expedite State and Federal reimbursement, when applicable.

e. Determines loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations and coordinates reports to the EOC/ECC Planning Section.

f. Determines repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimates costs of those efforts and coordinates reports to the EOC/ECC Planning Section.

g. Maintains records of the personnel, equipment, supply and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government programs and coordinates reports to the EOC/ECC Planning Section.

6. Non Governmental Organizations (NGO) Volunteer Organizations

a. Non Governmental Organizations (NGO) and volunteer organizations provide multiple services and support functions. NGO supplement and coordinate health and related services to the community as resources allow. Services and functions include but are not limited to: mobile field kitchens, shelters, food inspection, search and rescue, special care needs, elderly, child and animal care.

b. Serves as support in shelters or EOC/ECC as requested by local officials.

VII. RESOURCE REQUIREMENTS

A. Resources required by this ESF may be established in coordination with support agencies.

B. Resources should be used from local resources first, then from commercial vendors.

VIII. REFERENCES

A. Lewis County Ordinance #2109, March 31, 1952 - Civil Defense

B. RCW 38.52, Emergency Management

C. WAC 118, Comprehensive Emergency Management

EMERGENCY SUPPORT FUNCTION #8
PUBLIC HEALTH & MEDICAL SERVICES

CO-LEADS: Emergency Operations Center/Emergency Coordination Center (EOC/ECC)
Hospitals
Law Enforcement
Lewis County Coroner
Lewis County Health Officer
Lewis County Incident Public Information Officer (PIO)
Lewis County Public Health & Social Services (LCPHSS)

SUPPORT: Advanced Life Support Providers (ALS)
American Red Cross, Mount Rainier Chapter (ARC)
Emergency Medical Services (EMS)
Fire Services
Funeral Directors
Lewis County Division of Emergency Management (DEM)
Non Governmental Organizations (NGO)
The Salvation Army (TSA)
Twin Transit

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health, medical services, and mortuary service needs resulting from a natural or human-caused disaster or emergency.

B. SCOPE

1. This Emergency Support Function (ESF) identifies Emergency Medical Services (EMS), health and medical, and related services provided to citizens of Lewis County along with guidelines for the coordination of these services. This assistance includes the following:

- Assessment of medical/health needs
- Health surveillance/communicable disease response
- Medical care personnel
- Medical/health equipment and supplies
- Patient care and evacuation
- Behavioral health care

- Public health and medical information
- Vector control
- Potable water/wastewater and solid waste disposal
- Victim Identification/fatality management
- Human Services Coordination
- Activation of Medical Reserve Corps
- Hazardous substances, spills/releases

2. These guidelines by no means circumvent the use of training, practice, experience, and judgment of the lead and support agencies involved in the delivery of this ESF.

3. The Lewis County Public Health & Social Services Department (LCPHSS) directs and coordinates provisions of health and medical assistance to fulfill the requirements identified by the affected local jurisdiction authorities. Within the scope of ESF #8 are overall public health response and recovery, triage, treatment, and transportation of victims of the event, and the evacuation of patients from the area of the event to include veterinary and/or animal health issues when appropriate. The intent of ESF #8, Health and Medical Services, is to supplement and assist the local jurisdictions affected by the disaster by utilizing resources primarily available from:

a. Within Lewis County Public Health & Social Services Department

b. Supporting departments and agencies to ESF #8

c. Trained volunteers registered with Lewis County Division of Emergency Management (DEM) as Temporary Emergency Workers

d. Other local health jurisdictions

II. POLICIES

A. County coordinated health and medical assistance to local jurisdictions will be directed by the Lewis County Public Health and Social Services Department through the Emergency Operations Center/Emergency Coordination Center (EOC/ECC).

B. Local jurisdictions will activate mutual aid agreement when local resources are in danger of being depleted. Additional state and federal assistance may be requested when local public and private resources are in danger of exhaustion.

C. The coordination and reporting of assessments, evaluations and essential health and medical information with Washington State Department of Health will be coordinated through the EOC/ECC.

D. In the event of zoonotic disease outbreak(s), ESF #8 shall coordinate with ESF #11, Agriculture & Natural Resources.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

Refer to the *Lewis County Hazard Identification and Vulnerability Analysis (HIVA)* (published separately) for the natural and man-made events that may affect Lewis County.

1. The Lewis County area is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of Lewis County citizens.

2. Emergency situations could result in the loss of water supply and/or, wastewater, or solid waste disposal services, creating potential health hazards.

3. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.

4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.

5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the "walking wounded" and seriously injured victims arriving at their facilities.

6. Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.

7. Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical systems.

8. Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

B. ASSUMPTIONS

1. Natural, man-made, and social emergencies or disasters can overwhelm county health and medical facilities and services requiring emergency coordination of resources.

2. Health and medical facilities may be severely damaged, destroyed or rendered unusable.

3. Those facilities which survive with little or no structural damage may be rendered useable or only partially usable because of damage to, or reduction of utilities (power, water, and sewer).

4. Infrastructure (transportation, communication, utilities, etc.) may be damaged and impact the ability of the county's health and medical services to be effective because staff are unable to report to duty due to personal injuries, and damage or disruption of communications and transportation systems.

5. Infrastructure damage and disruption may increase the potential for disease and injury.

6. Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.

7. Availability of medical care personnel may be limited due to injury, illness, personal concerns/needs or limited access to work locations.

8. Medical facilities still operational after the emergency or disaster will be overwhelmed by the "worried well", and "walking wounded" and seriously injured victims in the immediate aftermath of the occurrence.

9. Communicable disease will need ongoing tracking and identification before, during, and after medical intervention.

10. Hospitals, long-term care facilities, other inpatient and outpatient facilities, and pharmacies will rely on existing emergency service contracts with appropriate vendors for medical equipment, pharmaceuticals, linens and other day-to-day supplies. These facilities are expected to plan and stock for at least seven (7) days of self-sufficiency.

11. The damage and destruction caused by an emergency or disaster will produce urgent needs for mental health crisis counseling and spiritual support for disaster victims and emergency response personnel.

12. Publicly supported emergency medical, health, and related services will be restored to normal operations during the recovery period as soon as possible and within the limitations and capabilities allowed by county government following the emergency or disaster.

13. At times hospital and other medical agencies may require physical protection of their staff, facility and its contents.

14. Persons who require daily maintenance medications (e.g., insulin) may have difficulty in obtaining prescriptions because of damage or destruction of normal supply locations and general shortages within the disaster area.

15. Although other disasters such as fires and floods do not generate the casualty volume of a major earthquake, there will be a noticeable emphasis on relocation, shelters, vector control, and returning water, wastewater, and solid waste facilities to routine operation.

16. An emergency resulting from an explosion, toxic gas, radiation, or biological release could occur that may not damage the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the local jurisdiction's medical system, and/or result in the contamination of medical treatment personnel or medical facilities which could reduce or eliminate the ability of personnel or facilities to continue providing aid.

17. Prior to approval for use by business or the public, recovery operations will include a public health assessment of food, water, and sanitation systems when those systems have been disrupted during an emergency.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Government will provide a consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the National Incident Management System (NIMS).

2. The Lewis County Public Health and Social Services Department (LCPHSS) is the local agency primarily responsible for the day-to-day provision of many county-based health and medical services for the community.

3. This ESF is based upon the concept that the emergency functions of public health, medical, and mortuary services will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.

4. With the potential for, or the occurrence of an event, the EOC/ECC or DEM will notify the Health Department. This notification may be by telephone, facsimile, radio, cell phone, or E-mail. Such notification could be to advise of a potential event, announce an activation of the EOC/ECC, or to pass a request for assistance from local jurisdiction officials.

a. The Health Department also will make further notifications in accordance with internal plans, procedures, or practices.

b. The Health Department will also notify ESF #8 supporting agencies of response support as needed.

c. Supporting agency representatives will notify parent agencies and report to the appropriate location, as requested.

5. ESF #8 response and recovery activities will be coordinated from the EOC/ECC when it is activated and has become operational. The EOC/ECC will consist of a core staff supplemented by other local government and private organizations, as the situation dictates. During the initial activation, ESF #8 staff will consist of health department representatives and administrative support.

6. Support agencies and organizations to the Health Department will be notified and tasked to provide 24-hour representation, as necessary. Each support agency and organization is responsible for ensuring that sufficient program staff is available to support the EOC/ECC and to carry out the activities tasked to the agency organization on a continuous basis. Individuals representing agencies and organizations who are staffing the EOC/ECC must have extensive knowledge of the resources and capabilities of the respective agencies or organizations, and have access to the appropriate authority for committing resources during response and recovery operations.

7. Emergency Operations will be established at the EOC/ECC, and will maintain coordination with the appropriate local jurisdictions, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests will be made by telephone, radio, or face-to-face conversations rather than by formally written requests. However, documentation is essential to all emergency operations; the EOC/ECC staff will document requests and actions taken in prearranged messages, forms, and log sheets.

8. The EOC/ECC staff will continuously acquire and assess the information about the situation. The staff will continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information. The EOC/ECC will primarily rely on information from the disaster area that is furnished by the local agencies. Other sources of information may include assessment teams dispatched by the Health Department, supporting agencies and organizations, various county officials in the affected area, or broadcast media.

9. In the early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of the County Health Department representative(s) for the EOC/ECC to collectively decide whether to authorize assistance. Every attempt shall be made to verify the need before providing

assistance. However, it may be necessary to proceed with assistance on a limited basis before verifications are obtained. In such a situation, EOC/ECC staff will use common sense, be flexible and responsive to meeting perceived time-critical needs.

10. Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups or experts to be assembled by EOC/ECC staff. Subject matter experts will review health and medical intelligence information, and develop potential strategies to be employed in order to appropriately manage and respond to a specific situation.

11. By direction of the Public Health Officer, personnel or teams from the Health Department will be deployed as needed to provide appropriate medical and public health (including environmental health) assistance.

12. Requests for information may be received at the EOC/ECC from various sources, such as the media and the general public. These requests will be referred to the appropriate agency. The EOC/ECC PIO will coordinate information to the media or general public.

13. Documentation of staff activities shall be maintained by the representative of each participating agency. Documentation should include each major action, occurrence, or event. The EOC/ECC staff includes the documentation in the daily Situation Reports and a summary in the After Action Report. The After Action Report summarizes the major activities and identifies key problems, indicates how challenges were solved, and makes recommendations for improving response and recovery operations in subsequent activations. Support agencies and organizations will assist in the preparation of the After Action Report and endorse the final report.

14. EOC/ECC staff may also be assisted by other support agencies as identified in ESF #8 and its appendices.

15. EOC/ECC staff will utilize available local health and medical resources to the extent possible to meet the needs identified by local jurisdictions.

16. Throughout response and recovery activities, EOC/ECC staff will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. All requests from appropriate local jurisdictions to the state for medical and public health assistance will be assumed to be valid.

17. Upon request, ESF #8 agencies will develop and provide medical and public health situation reports to the EOC/ECC Command Staff, the PIO, and organizations with a need for recurring reports of specific types of information including other ESFs, local jurisdictions and state agencies.

18. The EOC/ECC will activate in accordance with internal plans and procedures based upon the evaluation of the event.

B. ORGANIZATION

1. Lewis County Public Health & Social Services Department (LCPHSS)

a. The Lewis County Public Health & Social Services Department (LCPHSS) provides or coordinates health and sanitation services within the community including:

1) Identification and control of communicable disease

2) Vector control

3) Examination of food and water supplies for contamination

4) Ensures compliance of emergency sanitation standards for disposal of garbage, sewage, and debris

5) Assessment of environmental contamination and public health risk from hazardous materials spills

6) Mental health services, including stress management services for emergency responders

7) Inspection of health hazards in damaged buildings

8) Keep the County Commissioners (BOCC), DEM, and the public informed regarding health conditions, warnings, and advisories

b. If the threat to public health is of such magnitude that supplemental assistance is necessary, the state and federal government may provide such assistance. Requests may be made through normal DEM channels. Local health officials may also obtain supplemental state/federal assistance by direct request to the Secretary of Health at the Department of Health (DOH).

c. The Health Department provides limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.

d. If warranted by threat of disease, the Health Department provides the medical support and mechanism for inoculating the public and emergency personnel, and providing mass medication distribution.

2. Advanced Life Support Providers (ALS)
Emergency Medical Services (EMS)
Fire Services

a. In disaster conditions, all Lewis County fire districts/departments and private ambulance providers will provide emergency medical services in accordance with capabilities and authorities.

b. Conduct damage assessments and determine operational status of facilities and equipment and relay the information to the EOC/ECC.

c. All Lewis County EMS agencies will respond to the emergency or disaster to establish field triage areas and direct triage as the situation dictates.

d. County fire and emergency medical services will request mutual aid when resources indicate.

e. Ground ambulance transportation may be supplemented by air ambulance transportation when indicated and resources allow.

f. Field response may include decontamination of patients before treatment and/or transport of disaster victims. Field decontamination may be needed for large numbers of victims.

g. Private and public ambulance agencies may provide personnel to perform decontamination operations at local health care facilities if resources allow.

h. EMS and fire services response personnel will make reasonable attempts to preserve crime-scene evidence.

i. EMS personnel will notify the coroner of the existence and location of fatalities at the scene and will not move or remove any remains without coroner authorization (RCW 68.50.010).

j. Twin Transit or other private bus agencies may supplement the transport of "walking wounded" resulting from a mass casualty incident.

k. Representatives from Public Health, Emergency Medical Services (EMS), the Coroner's Office, and medical care facilities will jointly perform the EOC/ECC function of coordinating medical, health, and mortuary resources.

3. Hospitals

a. The primary responsibility of hospital systems is to perform patient triage and to expedite treatment and care. Other mission essential responsibilities include: providing a safe environment (decontamination, safe ingress and egress), facility lockdown, having adequate supplies and resources; coordination of care and resources through other hospital systems; and the protection of staff.

b. Hospital administrators will develop policy and procedures for activation of hospital disaster plans to ensure adequate staffing and bed capacity to maintain operations at maximum levels.

c. Provide liaison to the EOC/ECC when requested.

d. Conduct an internal damage assessment of facilities and determine the status of patients and personnel, communications capabilities, utilities and other

essential resources. Relay this information to the medical representative in the EOC/ECC when it becomes operational.

e. Forward requests for assistance to the medical representative in the EOC/ECC.

f. Provide medical care of the ill and injured at local hospitals, clinics, and temporary treatment facilities when indicated. Direction and control of emergency operations at these facilities will be in accordance with NIMS/ICS.

g. Conduct decontamination of patients prior to the delivery of emergency medical care when indicated.

4. Lewis County Coroner

a. The Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). (Procedures may vary if an incident falls under the jurisdiction of the Federal Aviation Administration (FAA), state, or the military). The Coroner is the lead in the jurisdiction of human remains.

b. Conduct internal damage assessments and determine operational status. Relay the information to the EOC/ECC.

c. Employ multiple methods of identifying the dead, as needed; including but not limited to dental, fingerprint and DNA.

d. The Coroner will coordinate transportation of human remains.

e. If local resources for proper handling and disposition of the dead are exceeded, the state and/or federal government may provide supplemental assistance for identification, movement, storage, and disposition of the dead.

f. The Lewis County Coroner may make a request for such assistance to the Division of Emergency Management, EOC/ECC, or to the State Department of Health.

5. Lewis County Division of Emergency Management (DEM)

a. DEM will coordinate local support to local funeral directors as needed. The local funeral directors may assist in the processing of human remains at the discretion of the local coroner.

b. DEM will also coordinate requests for regional, state, and federal resources. DEM will receive and forward requests for Federal Disaster Mortuary Response Teams (DMORT).

6. Law Enforcement

a. In a support role, local law enforcement will provide security and crowd control at area hospitals and medical clinics as resources allow.

b. Enforcement community containment measure restrictions as identified by the Lewis County Health Officer.

c. Provide crowd and traffic control, law enforcement and crime scene investigations.

d. Functions as incident command for law enforcement-lead agency events.

e. Provides security at temporary morgue sites.

f. Assists in the contacting and transporting of critical hospital personnel when requested and as resources allow.

7. American Red Cross, Mount Rainier Chapter (ARC)
Non Governmental Organizations (NGO)
The Salvation Army (TSA)

a. Non Governmental Organizations (NGO) and volunteer organizations provide multiple services and support functions. NGO supplement and coordinate health and related services to the community as resources allow. Services and functions include but are not limited to: mobile field kitchens, shelters, food inspection, search and rescue, special needs care, elderly, child and animal care.

b. All operations of mobile field kitchens, shelters, and portable sanitation systems should be operated and maintained in accordance with health regulations.

8. Funeral Directors

a. Assist the local coroner in the processing of human remains as requested.

9. Twin Transit

a. Supplements the transport of “walking wounded” resulting from a mass casualty incident.

C. PROCEDURES

1. All position checklists recall telephone lists and other frequently changing information are the responsibility of each department/agency for maintenance and should be made available to those who may need it.

2. Procedures for fire and emergency medical services are identified in Fire District internal procedures. EMS procedures are outlined by the EMS Council.

3. Procedures for other organizations are outlined in individual agency disaster plans.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Give immunizations.
2. Conduct continuous health inspections.
3. Promote and encourage the use of the blood donation program.
4. Participate in specialized training (e.g. hazmat, decontamination, etc.)
5. Participate in epidemic intelligence, evaluation, presentation, and detection of communicable diseases.
6. Provide normal public health awareness programs.

B. PREPAREDNESS

1. Maintain adequate medical supplies.
2. Coordinate with county officials to ensure water quality.
3. Coordinate with county officials to provide safe waste disposal.
4. Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.
5. Conduct site surveys to identify shelter facilities.
6. Develop public information materials for distribution to the public.
7. Assist in the development of special plans and procedures (i.e., reception/registration/allocation, feeding, traffic control, etc.)
8. Recognize population groups requiring special assistance during an emergency (i.e. senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and help coordinate available assistance resources.
9. Recruit and enlist other organized groups (religious, civic, fraternal, etc.) to assist with Mass Care operations.
10. Coordinate training for shelter managers and staff.
11. Conduct public awareness programs.
12. Participate in tests, exercises and drills.

C. RESPONSE

1. Conduct public information programs dealing with personal health and hygiene.

2. Conduct disease control operations.

3. Monitor sanitation activities.

4. Ensure that supplies of potable water are available.

5. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.

6. Begin the collection of vital statistics.

7. Assess the disaster situation and forecast mass care response needs. Anticipate future mass care requirements if applicable.

8. Open shelters upon the receipt of recommendation that local shelters should be opened and staffed.

9. Furnish public assistance information to broadcast agencies for dissemination. Provide listing of activated shelters.

10. During the mass care phase, maintain communications with the Washington State EOC.

11. Monitor sheltering activities to ensure an even distribution of evacuees to all applicable shelters.

12. Assist with locating and reuniting evacuees and families/relatives. Provide an information service for rapid dissemination of Disaster Welfare Information (DWI).

13. Assist with the dissemination of Damage Assessment information to the EOC/ECC.

14. Compile evacuee needs information and liaison with unmet needs coalition to assist in meeting the needs of the affected.

15. Report all issues to the EOC/ECC.

D. RECOVERY

1. Compile health reports for state and federal officials.

2. Identify potential and/or continuing hazards affecting public health.

3. Distribute appropriate guidance for the prevention of harmful effects of the hazard.

4. Monitor the release from shelters.

5. Continue to assist as required in locating and reuniting evacuees and families/relatives.

6. Assess the damages, compile quantity and cost reports.

7. Prepare After Action Reports.

8. Conduct any other actions necessary to return the situation to normal.

VI. RESPONSIBILITIES

A. GENERAL

All agencies/organizations assigned to provide health and medical services support are responsible for the following:

1. Designate and train representatives on emergency procedures, including NIMS and ICS.

2. Ensure that appropriate Implementing Instructions (SOPs, checklists, worksheets, instruction cards, and maps) are developed and maintained.

3. Maintain current notification procedures to insure trained personnel are available for extended emergency duty in the EOC/ECC and, as needed, in the field.

4. Assist in the development of special plans and procedures (i.e., reception/registration/allocation, feeding and traffic control).

5. Recognize population groups requiring special assistance during an emergency (i.e. senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and help coordinate available resource assistance.

6. Participate in tests, exercises and drills.

7. Assist in the preparation of the After Action Report and endorse the final report.

B. CO-LEADS

1. Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

a. Makes notification to the Public Health Department to advise of a potential emergency or disaster event, or announce an EOC/ECC activation for such event that will activate ESF #8.

b. Identifies the nature and extent of the health and medical problems, and establishes appropriate monitoring and surveillance of the situation.

c. Documents public health requests and actions taken in prearranged message forms and log sheets.

d. Evaluates and analyzes medical and public health assistance requests and responses. Develops and updates assessments of medical and public health status during events when ESF #8 is activated.

e. Assesses damages.

f. After the response phase, prepares a summary After Action Report that summarizes the major activities, key problems, and indicates how challenges were solved. Make recommendations for improving response and recovery operations in subsequent activations.

2. Hospitals

a. Develop policy and procedures for activation of hospital disaster plans to ensure adequate staffing and bed capacity. Implement internal and/or external disaster plans when ESF #8 has been activated.

b. Conduct an internal damage assessment of facilities and determine the status of patients and personnel, communications capabilities, utilities and other essential resources. Relay this information to the medical group representative in the EOC/ECC when it becomes operational.

c. Advise the health and medical services staff in the EOCECC of the conditions at the facility and the number and type of available beds.

d. Provide liaison to the EOC/ECC when requested.

e. Establish and maintain field and inter-facility medical communications.

f. Provide medical guidance, as needed, to EMS.

g. Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:

1) Casualties are transported to the appropriate medical facility.

2) Patients are distributed to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity.

3) Take into account special designations such as trauma centers and burn centers.

4) Consider the use of clinics to treat less acute illnesses and injuries.

h. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.

i. Coordinate with other hospitals and with EMS on the evacuation of affected patients, if necessary. Evacuation provisions should specify where patients are to be taken.

j. Depending on the situation, deploys medical personnel, supplies, and equipment to the disaster site(s) or retains them at the hospital for incoming patients.

k. Establish and staff a reception and support center near each hospital for relatives and friends of victims searching for loved ones.

l. Provide patient identification information to the American Red Cross upon request.

3. Law Enforcement

a. Provides security and crowd control at area hospitals and medical clinics as resources allow.

b. Enforces community containment measure restrictions as identified by the Public Health Officer.

c. Provides crowd and traffic control, law enforcement and crime scene investigations.

d. Functions as incident command for law enforcement-lead agency events.

e. Provides security at temporary morgue sites.

f. Assists in the contacting and transporting of critical hospital personnel when requested and as resources allow.

4. Lewis County Coroner

The Coroner is the lead agency in the jurisdiction of human remains.

a. Provides for care, identification, and disposition of the deceased including facilitating the completion of a “Certificate of Death”.

b. Conducts internal damage assessments and determines operational status. Relays the information to the EOC/ECC.

c. Orders or conducts forensic investigations to identify unidentified bodies.

d. Authorizes removal of bodies from incident sites to the morgue or mortuary facilities. The Coroner will coordinate transportation of human remains.

e. Provides information through the PIO to the news media for the dissemination of public advisories, as needed.

f. Authorizes EMS personnel to remove remains from the scene.

g. When local resources are exceeded, requests supplemental assistance through DEM, the EOC/ECC, or State Department of Health.

5. Lewis County Health Officer

a. Directs personnel or teams from the Health Department to be deployed as needed to provide appropriate medical and public health (including environmental health) assistance.

b. Jointly performs the EOC/ECC function of coordinating medical, health and mortuary resources with an EMS representative.

c. Issues community containment restrictions as necessary.

6. Lewis County Incident Public Information Officer (PIO)

a. Coordinates information to the media or general public when ESF #8 is activated.

b. Furnishes assistance information for the public to broadcast agencies. Provides listing of activated shelters.

7. Lewis County Public Health & Social Services Department (LCPHSS)

Directs and coordinates provisions of health and medical assistance to fulfill the requirements identified by the affected local jurisdiction authorities that are covered in ESF #8. The required services will be coordinated through the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) including the following:

a. Provides preventive medical and health services.

b. Identification and control of communicable diseases.

c. Vector control.

d. Examination of food and water supplies for contamination.

e. Ensures compliance of emergency sanitation standards for disposal of garbage, sewage, and debris.

f. Inspects potential health hazards in damaged buildings.

g. Provides mental health services, including stress management services for emergency responders, when possible.

h. Detects and identifies possible sources of contamination dangerous to the general public health of the community.

i. Staffs the EOC/ECC for coordination of medical and health services.

j. Notifies ESF #8 supporting agency representatives when assistance is needed.

k. Provides for the coordination of health and sanitation services at mass care locations/facilities, when activated (sanitation services means identifying health hazards and making appropriate recommendations).

l. Keeps the BOCC, DEM, and the public informed regarding health conditions, warnings, and advisements. Compiles health reports for state and federal officials.

m. Provides emergency medication distribution and the support mechanism for inoculating the public and emergency personnel as warranted by disease.

n. When the threats to public health is of a magnitude that supplemental assistance is necessary, obtains resources from State/Federal assistance through DEM, the EOC/ECC, or the Director of the State Public Health Department.

o. Ensures appropriate mental health services are available for disaster victims, survivors, bystanders, responders and families, and other community caregivers during response and recovery operations.

p. Develops public information materials for distribution to the public. Distribute appropriate guidance for the prevention of the harmful effects of the hazard.

q. Conducts public information programs dealing with personal health and hygiene.

r. Assesses the disaster situation and forecasts mass care response needs. Anticipates future mass care requirements if applicable. Identifies potential and/or continuing hazards affecting public health.

s. Furnishes assistance information for the public broadcast agencies. Provides listing of activated shelters.

t. Conducts assessments of environmental contamination and public health risk from hazardous materials spills.

C. SUPPORT

1. Advanced Life Support Providers (ALS)
Emergency Medical Services (EMS)
Fire Services

a. Provides basic and advanced life support services as identified in local plans, Implementing Instructions (SOPs etc.), and advanced life support/basic life support protocols.

b. Provides communications and transportation support to emergency medical services per local plans, SOPs and Emergency Operating Procedures.

c. Provides input into plans, tests, and exercises to assure that the Emergency Medical Services System will be able to provide emergency medical services in the systems service area during mass causalities, disasters, or national emergencies.

d. Provides emergency medical service in accordance with capabilities and authorities.

e. Conducts damage assessments and determines operational status of facilities and equipment.

f. Responds and establishes field triage areas and directs triage as the situation dictates.

g. County fire and emergency medical services will request mutual aid when resources indicate.

h. Decontaminates patients before treatment and/or transport of disaster victims.

i. Private and public ambulance agencies may provide personnel to perform decontamination operations at local health care facilities if resources allow.

j. Preserves crime-scene evidence.

k. EMS personnel will notify the coroner of the existence and location of fatalities at the scene and will not move or remove any remains without Coroner authorization (RCW 65.50.010).

l. EMS representatives will jointly perform the EOC/ECC function of coordinating medical, health, and mortuary resources with a public health officer.

m. Coordinates with other Non Governmental Organizations (NGO) to provide community resources such as mobile field kitchens, shelters, food inspection, search and rescue, special needs care, elderly, child and animal care.

2. American Red Cross, Mount Rainier Chapter (ARC)

a. Under its charter, provides supplementary medical, emergency aid, and other health services upon request and within capabilities.

b. Conducts site surveys to identify shelter facilities.

c. Opens shelters upon recommendation that local shelters should be opened and staffed.

d. Recruits and enlists other organized groups (religious, civic, fraternal, etc.) to assist with Mass Care operations.

e. Coordinates training of shelter managers and staff.

f. Monitors sheltering activities to ensure an even distribution of evacuees to all applicable shelters.

g. Assists with locating and reuniting evacuees and families/relatives. Provides an information service for rapid dissemination of Disaster Welfare Information (DWI).

h. Monitors the release from shelters.

i. Coordinates with other NGO to provide community resources such as mobile field kitchens, shelters, food inspection, search and rescue, special needs care, elderly, child and animal care.

3. Funeral Directors

a. Assists the local coroner in the processing of human remains as requested.

4. Lewis County Division of Emergency Management (DEM)

a. Coordinates requests for regional, state and federal resources

b. Coordinates support for local funeral directors as needed.

c. Receives and forwards requests for Federal Disaster Mortuary Response Teams (DMORT).

d. Registers Temporary Emergency Workers to supply trained volunteer for medical emergencies.

e. Conducts public awareness programs.

f. Assists with the dissemination of Damage Assessment information to the EOC/ECC.

g. Compiles evacuee needs information and liaisons with unmet needs coalition to assist in meeting the needs of the affected.

5. Non Governmental Organizations (NGO)

a. Coordinates with other NGO to provide community resources such as mobile field kitchens, shelters, food inspection, search and rescue, special needs care, elderly, child and animal care.

b. Opens shelters upon recommendation that local shelters should be opened and staffed.

6. The Salvation Army (TSA)

a. Recruits and enlists other organized groups (religious, civic, fraternal, etc.) to assist with Mass Care operations.

b. Coordinates with other NGO to provide community resources such as mobile food kitchens, shelters, food inspection, search and rescue, special needs care, elderly, child and animal care.

7. Twin Transit

a. Supplements the transport of "walking wounded" resulting from a Mass Casualty incident.

VII. RESOURCE REQUIREMENTS

Lists of assets of Public Health and additional community organizations to be used as resources by activation of ESF #8 are maintained in the Public Health All Hazards Emergency Response Plan and in Emergency Resource Manuals. The lists are maintained and located at the LCPHSS office.

VIII. REFERENCES

A. Lewis County Mass Casualty Incident (MCI) Annex

B. *Lewis County Hazard Identification and Vulnerability Analysis (HIVA)*

C. RCW 38.52 - Emergency Management

D. RCW 70.05.070, Local Health Officer, Powers and Duties

E. Washington State Department of Health Comprehensive Emergency Management Plan

Emergency Support Function #8 Appendix

EMERGENCY MEDICAL COMMUNICATIONS

Note: Telecommunications Landlines and cellular phones will be the primary method of communications as long as they are functional.

Entity	Communications Method - Channels
E911 Communications	Receives 9-1-1 calls and dispatches public safety resources
Emergency Medical Services (EMS)	HEAR/REDNET/Fire 1/Fire 2/OSCCR
Fire Services	HEAR/REDNET/Fire 1/Fire 2/OSCCR
Hospital	Hospital Emergency Administrative Radio (HEAR)
Amateur Radio Emergency Service (ARES)	Ham Radio
Radio Amateur Civil Emergency Services (RACES)	Ham Radio
Division of Emergency Management (DEM)	DEM/LCSO/LERN
Lewis County Sheriff's Office (LCSO)	LCSO Primary, LERN, DEM, SAR

EMERGENCY SUPPORT FUNCTION #9
SEARCH AND RESCUE (SAR)

CO-LEADS: Lewis County Sheriff
Search and Rescue Coordinators - LCSO

SUPPORT: Fire Services
Governmental Entities
Lewis County Division of Emergency Management (DEM)
Lewis County E911 Communications
Search and Rescue Organizations (SAR)
State Emergency Management Division (State EMD)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline operational concepts and organizational arrangements for Search and Rescue (SAR) operations during emergency situations in Lewis County. It is applicable to all agencies, organizations, and personnel assigned SAR functional responsibilities.

B. SCOPE

This Emergency Support Function (ESF) addresses SAR operations involving searches for missing persons and rescues by ground, air, and water or body recovery occurring separately or coincidentally with significant natural, human-caused, or technological emergency or disaster.

It does not address routine day-to-day SAR operations and/or activities.

It does not address search and rescue operations typically conducted by fire service agencies such as searching for and rescuing persons within a burning building, collapsed building and the extrication of entrapped persons in vehicles at automobile accidents.

II. POLICIES

A. *"Search and Rescue (SAR) means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, human-caused or technological disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the Department of Transportation under Chapter 47.68 RCW."* (RCW 38.52.010[7])

B. *"The chief law enforcement officer of each political subdivision shall be responsible for local SAR activities."* (RCW 38.52.400[1]) The Lewis County Sheriff is responsible for SAR training and operations in unincorporated Lewis County. The Sheriff will appoint one or more deputies within the agency as SAR Coordinator(s) to work with the Division of Emergency Management (DEM) and the Lewis County SAR volunteer organizations. The chiefs of police in the incorporated cities are responsible for SAR within that jurisdiction. However, the Sheriff's Office may coordinate search operations within the cities at the request of a police department supervisor.

C. Operations of SAR activities shall be per state and local operation plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400)

D. Lewis County Division of Emergency Management (DEM) coordinates direct support to all SAR activities and registers emergency SAR workers (RCW 38.52.400[1])

E. Local jurisdictions have the responsibility to establish criteria and standards for registered emergency workers. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class (WAC 118-04).

F. Lewis County depends on registered volunteer resources for all Search and Rescue activities.

G. The Incident Command System (ICS) will be used for all Search and Rescue missions.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Lewis County will periodically experience emergency situations, which may overwhelm current search and rescue capabilities. Equipment and personnel may be damaged or unavailable at times when most needed. The *Lewis County Hazard Vulnerability Analysis (HIVA)* describes situations that affect the area that may impact resource availability. Mountainous terrain, rivers, vast wooded areas, inland lakes, and urban areas provide for the periodic use and testing of existing search and rescue services.

2. "Search and Rescue" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or technological disaster. This includes instances involving search for downed aircraft when ground personnel are used. Evidence searches of crime scenes may be so vast or complex that search and rescue resources are required.

3. It is neither implied nor should it be inferred that this plan guarantees a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events. Every reasonable effort will be made to respond to emergencies or disasters; however, resources and or systems may be overwhelmed. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

B. ASSUMPTIONS

1. People will become lost, injured, or killed while outdoors, requiring search and rescue activities in Lewis County.

2. An emergency or disaster may cause building collapse. Persons in life threatening situations may require prompt structural search and rescue. Urban search and rescue (USAR) is a limited resource within Lewis County and if additional resources are needed, would have to be requested from the State Emergency Management Division (State EMD).

3. Large numbers of local residents and volunteers may initiate activities to help in the rescue effort and will require coordination and direction.

4. A trained, equipped, organized group of volunteers will provide the capability to conduct methodical SAR operations, search for and rescue lost persons and recover victims.

5. If County resources are insufficient and additional support is required, assistance will be requested from the State EMD.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Lewis County Sheriff's Office

The Sheriff, as chief law enforcement officer of Lewis County, is responsible for Search and Rescue operations in the unincorporated area of the County. The Sheriff's Office will have complete responsibility for ground and water search operations using local resources as available. When local search and rescue resources are exhausted, or if needed resources are not locally available, SAR coordinators will request assistance from State EMD through Lewis County DEM or E911 Communications.

2. Search and Rescue Goal

The goal of search and rescue operations is to save the lives of victims who are unable to ensure survival without assistance. This includes, but is not limited to, locating persons lost and assisting injured people in unsafe areas to reach safety.

3. Downed Aircraft

The Aeronautics Division of the State Department of Transportation (WS DOT) and the Federal Aviation Administration (FAA) assume responsibility for the

search of downed aircraft by air. Lewis County Search and Rescue Units coordinate ground rescue and/or recovery operations of persons in downed aircraft. The Director, State Department of Transportation, has statutory authority to conduct air searches for missing or downed civil aircraft in the State of Washington.

4. SAR Coordinators

The Sheriff's Office Search and Rescue Coordinators are responsible for coordinating and monitoring search and rescue operations with supporting government units and volunteer organizations trained in accordance with RCW 38.52 and WAC 118-04. The SAR Coordinators will also track volunteer training requirements under WAC 118-04.

a. The SAR Coordinator is responsible for coordinating actual administrative and field operations by government and volunteer search and rescue supporting units.

5. Recovery of Bodies

The search for and recovery of bodies will conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by search and recovery personnel.

B. ORGANIZATION

1. Search and rescue volunteer units are organized under the authority of the Lewis County Sheriff's Office. Volunteers are all registered as emergency workers and follow guidelines established by RCW 38.52 and WAC 118-04. Volunteers specific to air search and rescue missions are registered by Washington State DOT, Aviation Division under RCW 47.68 and WAC 468-200.
2. The Sheriff appoints SAR Coordinators to provide coordination of the various SAR units, training activities, and search missions.
3. The Lewis County Division of Emergency Management (DEM) supports the Sheriff's Office in its use of registered emergency workers and provides coordination with State Emergency Management Division (State EMD).
4. DEM and/or E911 Communications assists with the support of search and rescue activities by:
   - Obtaining state mission numbers for actual and training missions
   - Registering local SAR volunteers as emergency workers
5. DEM will provide support through activation of the Emergency Operations Center (EOC/ECC) or coordinate the use of emergency workers as requested.

C. PROCEDURES

1. When a report of a search and rescue incident is received by E911, a Sheriff's patrol unit will be dispatched to the scene to evaluate the need for Search and

Rescue. The deputy will then alert the SAR Coordinator of the pending search and rescue mission.

2. The SAR Coordinator will alert search and rescue agencies, organizations, and volunteers, and initiate search and rescue operations.

3. A state mission number will be obtained by DEM or E911 Communications from the State EMD Duty Officer.

4. A Sheriff's Office SAR Coordinator will respond to the area where the search and rescue operation is to be conducted. The coordinator will establish a search base and coordinate requests for needed resources for the search and rescue operations.

5. Volunteer search and rescue units qualified in accordance with RCW 38.52 and WAC 118-04 will be used as a nucleus around which greatly expanded rescue operations may be conducted in a major emergency.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Maintain up-to-date information on known hazards present in Lewis County.

2. Provide prevention type programs for schools and general public.

B. PREPAREDNESS ACTIVITIES

1. Maintain a schedule for testing, maintenance, and repair of rescue equipment.

2. Maintain a list of all Search and Rescue (SAR) resources and stock specialized supplies.

3. Make arrangements for responders to obtain appropriate maps during emergencies.

4. Identify sources of SAR K-9's that can be used for SAR operations.

5. Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.

6. Plan and execute training and field exercises for all SAR personnel on a regular basis.

7. Revise and update response plans at regular intervals.

C. RESPONSE

1. Initiate rescue missions.

2. Mobilize support resources.

D. RECOVERY

1. Perform or assist in demobilization efforts.
2. Assess damage to SAR equipment and facilities and report the same.
3. Inventory and replace depleted supplies in preparation for next mission.
4. Ensure any injuries are reported.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Lewis County Sheriff

a. Provides oversight and direction for all SAR operations provided by Lewis County responders and occurring within Lewis County as specified in RCW 38.52.400[1].

b. Provides management for search and rescue operations within unincorporated areas of Lewis County.

2. Search and Rescue Coordinators - LCSO

a. Maintains an updated call-out list.

b. Identifies emergency equipment and supply needs.

c. Pre-stages resources in convenient locations.

d. Requests Lewis County DEM or E911 Communications to initiate requests to State Emergency Management (State EMD) to fill local resource shortages.

e. Coordinates search and rescue activities and training with SAR volunteer organizations.

f. May provide direction for search operations in the incorporated cities at the request of the police chief.

g. Maintains SAR mission records.

h. Reports all injuries or damages to Lewis County Sheriff's Office DEM and completes the proper paperwork for State EMD.

B. SUPPORT

1. Fire Services

a. Extricates trapped person(s).

b. Renders medical aid.

c. Accomplishes other tasks commensurate with the situation and capabilities.

2. Governmental Entities

a. Assist and support SAR operations when requested and feasible.

3. Lewis County Division of Emergency Management (DEM)

a. Secures SAR mission numbers from State Emergency Management as requested by the SAR Coordinator.

b. Requests state and federal assistance when required.

c. Processes reimbursements for personal injury; property loss/damage; fuel, toll and ferry; and extraordinary expense claims through Lewis County government and State EMD. Maintains expense records.

d. Registers emergency workers as required in WAC 118-04-080.

4. Lewis County E911 Communications

a. Secures SAR mission numbers from State EMD after regular business hours, weekends, and holidays.

b. Assists SAR Coordinators in requesting resources for searches.

5. Search and Rescue (SAR) Organizations

a. Provides manpower for search and rescue activities under the direction and control of the Sheriff's Office.

b. Develops and implements local SAR programs in coordination with the Sheriff's Office.

c. Provides other assistance as requested.

d. Trains and prepares for SAR activities within the scope of the assignment.

e. Maintains emergency operating procedures.

f. Maintains personnel and equipment resource lists.

g. Maintains an updated call-out list with procedures for implementation.

h. Assists with the recruiting and training of SAR volunteers.

i. Assesses equipment and training needs. Ensures that equipment is in proper working order and response personnel retain proper certification to meet state and local requirements.

6. State Emergency Management Division (State EMD)

a. Assigns mission numbers for searches and training.

b. Receives and processes requests for resources.

c. Processes applicable SAR claims/equipment reimbursements.

d. Provides 24-hour, 7-day-a-week Duty Officer coordination services and State EOC support for searches and resource requests.

VII. RESOURCE REQUIREMENTS

Sufficient commissioned deputies, support staff, qualified volunteers and equipment to provide 24-hour-a-day coverage until the demands of the emergency situation or disaster are over.

VIII. REFERENCES

A. *Lewis County Comprehensive Emergency Plan (CEMP)*

B. *Lewis County Hazard Identification and Vulnerability Analysis (HIVA)*

C. RCW 38.52 - Emergency Management

D. RCW 38.52.010(8) - Definition of “Search and Rescue”

E. RCW 38.52.400(1) - Emergency Workers

F. WAC 118-04-080 - Registering Emergency Workers

Lewis County

HAZARDOUS MATERIALS RESPONSE PLAN

EMERGENCY SUPPORT FUNCTION #10 (ESF #10)

of the Lewis County
Comprehensive Emergency Management Plan
(Formatted as a Standalone Plan)

May 25, 2011

Lewis County Local Emergency Management Planning Committee (LEPC)

Lewis County Sheriff's Office
Division of Emergency Management

345 W. Main Street, Chehalis, WA 98532
Phone: (360) 740-1151 Fax: (36) 740-1471 E-mail: DEM@lewiscountywa.gov

Created: 2001
Reformatted: 12-22-10
Revised: May 25, 2011
Adopted: 2010

RECORD OF CHANGES

NOTICE TO PLAN HOLDERS: In order to maintain a current ***Lewis County Emergency Support Function (ESF) #10 Hazardous Materials Response Plan***, *changes* will be issued periodically by the Lewis County Sheriff's Office Division of Emergency Management. Please make those changes upon receipt, and record them on this page. **If a previous change number shows no entry, you may not have an up-to-date version of this plan.**

CHANGE	DATE	LOCATION/PAGES(S) CHANGED	INITIALS
01	12-31-01	Complete reformatting, updating. Change all.	
02	09-01-02	ESF #10 revision, replace all sections	
03	07-03-03	ESF #10 revision, replace all sections	
04	08-10-05	ESF #10 revision, replace all sections	
05	08-10-06	Complete 4-year revision, replace all sections	
06	12-22-10	Complete reformat to be consistent with State and Federal Response Plans	
07	05-25-11	2011 Revision as listed on revision attachment	
08			
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PLAN DISTRIBUTION LIST

Book	CD	Plan Agency	Staff Title	Date Issued
1		BOCC	Clerk of the Board	
2		Risk Management	Administrator	
3	X	Human Resources	Administrator	
4	X	E911	Manager	
5	X	LC DEM	Deputy Director	
6	X	LC DEM	Deputy Director	
7	X	LC DEM	Deputy Director	
8	X	LC DEM	Deputy Director	
9	X	WA State EMD	Plans Section Coordinator	
10	X	Chehalis	EM Liaison	
11	X	Mossyrock	EM Liaison	
12	X	Morton	EM Liaison	
13	X	Napavine	EM Liaison	
14	X	Pe Ell	EM Liaison	
15	X	Toledo	EM Liaison	
16	X	Vader	EM Liaison	
17	X	Winlock	EM Liaison	
18	X	Centralia TRL	Librarian	
19	X	Chehalis TRL	Librarian	
20	X	Packwood TRL	Librarian	
21	X	Randle TRL	Librarian	
22	X	Salkum TRL	Librarian	
23	X	Winlock TRL	Librarian	
	X	LEPC Representative	Elected Officials -1	
	X	LEPC Representative	Law Enforcement - 1	
	X	LEPC Representative	Law Enforcement - 2	
	X	LEPC Representative	Law Enforcement - 3	
	X	LEPC Representative	Law Enforcement - 4	
	X	LEPC Representative	Emergency Mgmt. - 1	
	X	LEPC Representative	Emergency Mgmt. - 2	
	X	LEPC Representative	Fire Services - 1	
	X	LEPC Representative	Fire Services - 2	
	X	LEPC Representative	EMS - 1	
	X	LEPC Representative	Public Works - 1	
	X	LEPC Representative	Public Works - 2	
	X	LEPC Representative	Public Works - 3	
	X	LEPC Representative	Public Health Services - 1	
	X	LEPC Representative	Hospital - 1	
	X	LEPC Representative	Transportation - 1	
	X	LEPC Representative	Media - 1	
	X	LEPC Representative	American Red Cross - 1	
	X	LEPC Representative	The Salvation Army - 1	
	X	LEPC Representative	Facility Owners - 1	
	X	LEPC Representative	Facility Owners - 2	
	X	LEPC Representative	Facility Owners - 3	

Book	CD	Plan Agency	Staff Title	Date Issued
	X	LEPC Representative	Facility Owners - 4	
	X	LEPC Representative	Facility Owners - 5	
	X	LEPC Representative	Facility Owners - 6	
	X	LEPC Representative	Support Agencies - 1	
	X	LEPC Representative	Support Agencies - 2	
	X	Centralia	EM Liaison	
	X	LC Assessor	Assessor	
	X	LC Auditor	Auditor	
	X	LC Clerk	Clerk	
	X	LC Coroner	Coroner	
	X	LC District Court	Judge	
	X	LC Superior Court	Judge	
	X	LC Prosecuting Attorney	Prosecutor	
	X	LC Sheriff	Sheriff	
	X	LC Treasurer	Treasurer	
	X	LC Community Development	Director	
	X	LC Public Health & Social Services	Director	
	X	LC Central Services	Director	
	X	LC Budget/Fiscal	Director	
	X	LC Public Works	Director	
	X	LC Facilities	Director	
	X	Information Services (IT)	Manager	
	X	LC Radio Tech	Administrator	
	X	Fish & Wildlife	Supervisor	
	X	LC Cooperative Extension	Director	
	X	American Red Cross	Coordinator	
	X	AMR	Supervisor	
	X	Salvation Army	Administrator	
	X	ARES/RACES	Regional Coordinator	
	X	ARES/RACES	Radio Officer	
	X	Providence Hospital	Asst. Admin. Patient	
	X	Morton Hospital	Director	
	X	Lewis County PUD	Manager/Supervisor	
	X	Centralia City Light	Manager/Supervisor	
	X	Adna School District	Superintendent	
	X	Boistfort School District	Superintendent	
	X	Centralia Community College	Dean of Students	
	X	Centralia School District	Superintendent	
	X	Chehalis School District	Superintendent	
	X	Cispus Learning Center	Manager	
	X	Morton School District	Superintendent	
	X	Mossyrock School District	Superintendent	
	X	Napavine School District	Superintendent	
	X	Pe Ell School District	Superintendent	
	X	Toledo School District	Superintendent	
	X	White Pass School District	Superintendent	
	X	Winlock School District	Superintendent	
	X	Evaline School District	Superintendent	
	X	Onalaska School District	Superintendent	
	X	LC Adventist School	Principal	
	X	St. Joseph’s School	Principal	

Book	CD	Plan Agency	Staff Title	Date Issued
	X	South County EMS Toledo	Supervisor	
	X	Riverside Fire Authority #1 (Centralia)	Chief	
	X	Riverside Fire Authority #2 (Harrison)	Chief	
	X	Chehalis Fire Department	Chief	
	X	Lewis County FD # 1 - Onalaska	Chief	
	X	Lewis County FD # 2 - Toledo	Chief	
	X	Lewis County FD # 3 - Mossyrock	Chief	
	X	Lewis County FD # 4 - Morton	Chief	
	X	Lewis County FD # 5 - Napavine	Chief	
	X	Lewis County FD # 6 - Chehalis	Chief	
	X	Lewis County FD # 7 - Vader	Chief	
	X	Lewis County FD # 8 - Salkum	Chief	
	X	Lewis County FD # 9 - Mineral	Chief	
	X	Lewis County FD # 10 - Packwood	Chief	
	X	Lewis County FD # 11 - Pe Ell	Chief	
	X	Lewis County FD # 13 - Curtis	Chief	
	X	Lewis County FD # 14 - Randle	Chief	
	X	Lewis County FD # 15 - Winlock	Chief	
	X	Lewis County FD # 16 - Doty	Chief	
	X	Lewis County FD # 17 - Ashford	Chief	
	X	Lewis County FD # 18 - Glenoma	Chief	
	X	Washington State Patrol	Sergeant	
	X	Centralia Police Department	Chief	
	X	Chehalis Police Department	Chief	
	X	Morton Police Department	Chief	
	X	Napavine Police Department	Officer in Charge	
	X	Town of Pe Ell	Marshal	
	X	Toledo Police Department	Chief	
	X	Vader Police Department	Chief	
	X	Winlock Police Department	Chief	
	X	Cowlitz County Emergency Mgmt.	Director	
	X	Grays Harbor County Emergency Mgmt.	Director	
	X	Mason County Emergency Mgmt.	Director	
	X	Pacific County Emergency Mgmt.	Director	
	X	Skamania County Emergency Mgmt.	Director	
	X	Thurston County Emergency Mgmt.	Director	
	X	Wahkiakum County Emergency Mgmt.	Director	
	X	Yakima County Emergency Mgmt.	Director	

Lewis County

Hazardous Materials Response Plan

Emergency Support Function #10 (ESF #10)

Approvals and Concurrences:

Steve Mansfield, Lewis County Sheriff/Emergency Management Director — Date: 8/15/11

Mark Anders, Lewis County LEPC Chairperson — Date: 5-25-11

Submitted to Washington State SERC:

By:

Signature/Title — Date: 8/16/2011

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EMERGENCY SUPPORT FUNCTION #10
HAZARDOUS MATERIALS RESPONSE

CO-LEADS: **Fire Services**
Law Enforcement
Lewis County Division of Emergency Management (DEM)
Responsible Party
Tier II Facilities
Washington State Department of Ecology (State ECOLOGY)
Washington State Department of Health (DOH)
Washington State Patrol (WSP)

SUPPORT: **Advanced Life Support Providers (ALS)**
American Red Cross, Mount Rainier Chapter (ARC)
Lewis County E911 Communications
Lewis County Public Health & Social Services
Local Emergency Planning Committee (LEPC)
Public Works
State Emergency Management Division (State EMD)

NOTE: This ESF is formatted as a 'standalone' plan of the Local Emergency Planning Committee (LEPC) and is ESF #10 of the Lewis County Comprehensive Emergency Management Plan

I. INTRODUCTION

A. PURPOSE

1. To insure a coordinated response to a Hazardous Materials (HAZMAT) incident, oil spill, or other release while minimizing the effects of a hazardous materials incident on people and the environment.

2. To provide guidance for establishing and maintaining information available to the public under SARA Tile III, "The Emergency Planning and Community Right-To-Know Act of 1986", hereafter referred to as EPCRA.

3. This plan shall be used in conjunction with the Lewis County Comprehensive Emergency Management Plan (CEMP) and other state and federal plans as applicable.

B. SCOPE

1. This Emergency Support Function (ESF #10) describes the situation, planning assumptions, concept of operations and the responsibilities of a hazardous materials response in Lewis County.

2. Agencies responding to hazardous materials releases have their own internal procedures. This ESF does not supersede those procedures; instead it is designed to support coordination of the efforts of the various agencies responding to the same incident.

II. POLICIES

A. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPCs). It is the responsibility of each LEPC to develop a Hazardous Materials Response Plan (HMRP).

B. Planning may include coordination with outside agencies, recognition procedures, safe distance, identification of places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment.

III. SITUATIONS AND ASSUMPTIONS

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Hazardous materials emergencies could occur from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents. Hazardous materials may involve gases, solids, liquids, and radiation, which may endanger life, property, and the environment.

2. Response to Hazardous Materials incident will be defensive in nature and responding departments will perform only to the level trained and equipped. Primary consideration will be given to protection of the public by either evacuation or sheltering in place.

3. Extreme weather conditions or other unforeseen factors can cause a response delay; response can be delayed by location, availability, shortage and/or dispersal of the appropriate response equipment; initial response may be affected by limitations to alert and warning systems in the community; or the incident may overwhelm staff and equipment.

4. It is neither implied nor should it be inferred that this plan guarantees a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources and or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon tactical execution that may be imperfect. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

5. The threat of a major disaster involving hazardous materials has escalated over the years due to the increase in everyday use and transportation of chemicals by the various segments of our population.

6. Evacuation or sheltering in place may be required to protect portions of the population of Lewis County.

7. Victims of a hazardous materials incident may require unique or special medical treatment.

8. The release of hazardous materials may have short and/or long term health, environmental, and economic effects depending upon the type of product.

9. Hazardous materials emergencies may occur without warning requiring immediate emergency response actions.

10. Every incident will be different depending on the chemical or the waste involved, size of the release, location of the spill, and other factors such as season, time of day, wind speed or direction.

11. In the event of a serious hazardous material incident, spontaneous evacuations may occur without official recommendations to do so. Local officials must address the protection of property and provide public information to those who leave the area. Public Information should include: the actions taken, the possible duration and the outcome forecast.

B. PLANNING ASSUMPTIONS

1. A hazardous material release or spill may develop slowly or occur suddenly and without warning.

2. A hazardous materials incident may be caused by or may occur during another emergency, such as flooding, fire, or earthquake.

3. Business and industrial facilities located in Lewis County have complied with EPCRA rules and have coordinated their facility emergency response plans with their serving Fire District/Departments and Emergency Management organization.

4. A hazardous materials incident may require the evacuation of citizens at any location within Lewis County.

5. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

6. During the course of an incident, winds may shift and other changes in weather conditions may necessitate changes in protective action recommendations.

7. Vulnerable and special needs populations may require assistance to evacuate during an emergency.

8. Hazardous materials could possibly enter water or sewer systems and may necessitate the shutdown of those systems.

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

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Hazardous materials response operations shall be conducted using the National Incident Management System (NIMS) in accordance with state and federal laws and will be in concert with the National Response Framework (NRF).

2. In the event of a hazardous materials incident, the Communications E911 dispatch center shall be the first to be notified. A hazardous materials incident includes but is not limited to the following conditions:

   a. Any release of a hazardous material which poses or has the potential to pose a threat to public health, safety or the environment.

   b. Any condition that has the potential to become a release that will pose a threat to public health, safety or the environment.

3. Depending on the nature of the incident, Communications E911 dispatch will notify the appropriate agency, i.e., fire services, law enforcement, the local hospital, and/or Lewis County Emergency Management.

4. The Incident Commander (IC) is responsible for the coordination and management of the on-scene response. For the purposes of this plan, the IC will be the senior on-scene official from the first response agency until relieved by a person that meets the requirements for IC at a hazardous materials incident. The designated incident command agency by jurisdiction can be found in Appendix 5.

5. Medical facilities within Lewis County are limited in their capability to receive contaminated patients.

   a. Decontamination operations should be conducted on-site under the local agency's established procedures and capabilities to preclude contamination of EMS personnel/vehicles and subsequent contamination of medical personnel and facilities.

   b. When contaminated victims must be transported to a medical facility, the IC or their designated representative will ensure the receiving medical center has been

alerted so they may initiate preparations to setup decontamination stations and ensure staff/facility safety.

6. When the Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) is activated, the designated fire service representative is responsible for coordinating support for hazardous materials response. In his/her absence, the EOC/ECC Supervisor shall assume this responsibility.

7. The Washington State Department of Ecology (ECOLOGY), Washington State Department of Natural Resources (DNR) and the Lewis County Public Health and Social Services will assist water and sewer utilities in the investigation of contamination and recovery from the effects of a hazardous material incident.

8. DEM notifies Washington State Military Department Emergency Management Division (State EMD), who then contacts state ECOLOGY and/or DNR. DEM will also notify State Department of Health (DOH) of a HAZMAT incident as appropriate.

B. ORGANIZATION

1. Emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, decontamination of those exposed at the scene, evacuation of persons at risk, initial isolation of the area, and identification of involved materials.

2. Wherever possible, mutual aid agreements among emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.

3. Each agency involved in the response will seek to ensure that there are trained responders, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.

4. State agencies will respond to hazardous materials incidents according to appropriate federal and state laws, regulations, and agency plans.

5. 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.

C. PROCEDURES

1. All lead and support agencies will respond in accordance with federal, state, local and agency plans and regulations and will function under the Incident Command System (ICS) as set forth in the National Incident Management System (NIMS).

2. Washington State Department of Ecology (ECOLOGY) will act in accordance with the Ecology Spill Response Operations Manual and the Northwest Area Contingency Plan. Department of Ecology has spill response staff who, when required, will report to the scene and make sure that cleanup is completed.

3. It is the obligation of the responsible party to arrange cleanup of a release site. If the site is abandoned or if the responsible party is unable to pay for cleanup, or if the responsible party cannot be identified, ECOLOGY or the US Environmental Protection Agency (US EPA) will be the lead agency.

4. Facilities with hazardous materials should have in place methods for determining if a release has occurred within the facility and if it may affect public health off-site. The facility will be responsible for notifying emergency response agencies and reporting the following:

a. The name of the chemical being released, its UN number, and CAS number.

b. The estimated quantity released.

c. Time and duration of the release.

d. Medium into which the release occurred.

e. Appropriate precaution, such as evacuation or shelter in place.

f. The reactivity, health effects, toxicology, and chemistry of the agent involved.

g. Name, location and phone number(s) of contact person.

1) If the release is such that human health or the environment is threatened, regardless of the quantity, the facility coordinator must contact the Washington Department of Ecology 24-hour spill reporting number 360-407-6300 or 1-800-258-5990.

2) If the quantity released is greater than the quantity listed under Section 304 of SARA Title III or the CERCLA reporting quantity, an authorized facility representative must immediately contact:

a) Emergency Management / LEPC

(1) DEM - 360-740-1151 or through Communications E911 - 360-740-1105

b) State Emergency Response Commission (SERC) 1-800-258-5990

c) National Response Center (NRC) 1-800-424-8802

5. In Transit (Railroad & Overland Truck) release reporting will be done by the driver of the transporting vehicle or accident witnesses by calling Communications E911 and providing the following (if known):

a. Location of the release/vehicle

b. The name of the chemical and UN number

c. Estimated quantity released

d. Capacity of the container holding the chemical

e. Medium into which the release occurred

6. Upon receiving a report of a potential hazardous materials incident, Communications E911 will notify the appropriate jurisdiction:

a. Fire District/Department

b. Washington State Patrol

c. Local Law Enforcement agency

d. Emergency Management agency

e. BNSF Railway for incidents involving rail shipments within Lewis County at 1-800-832-5452

f. Local hospital

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Residents are given the opportunity to dispose of chemicals at the Lewis County Hazardous Waste Collection Station. Residents are encouraged to inspect their homes for chemical hazards and to properly store and dispose of chemicals.

2. Facilities and businesses within Lewis County make themselves aware of and comply with the local, state and federal environmental regulations that apply to their operations.

3. Lewis County Fire Districts and Departments, and the County Fire Marshal conduct building and facility fire safety inspections. Fire department personnel make recommendations as needed. However, fire districts do not have the authority to enforce codes.

4. Washington State Patrol conducts safety inspections on vehicles transporting hazardous materials/waste, and enforces state and federal transportation regulations, per Chapter 46.48 RCW. The WSP provides technical assistance to shippers and carriers and also enforces rules and regulations pertaining to the transportation of hazardous materials. They also investigate all transportation accidents involving hazardous materials on state highways or when requested by the Incident Commander, to determine the cause.

5. Emergency Management and the LEPC maintain and review issues relating to hazardous material vulnerability analysis. Records pertaining to EPCRA and individual organization Risk Management Plans (RMPs) are maintained and accessible to the staff and the public. Coordination with county and city planning agencies is vital, as the location of hazardous materials fixed sites and transportation routes could have a significant impact on life and property, as well as future construction of roads and buildings.

6. Department of Labor & Industries conducts inspections of facilities where hazardous materials are generated, used, stored, disposed of or destroyed.

7. Ecology Prevention Section (Washington State Department of Ecology - Spill Prevention, Preparedness and Response Program) identifies high-risk vessels that may pose a threat to people, property and the environment.

8. Washington State DNR manages state owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.

9. Washington State Department of Transportation (WSDOT) provides supporting information on shippers and handlers of hazardous materials statewide. WSDOT provides personnel and equipment to support response operations on highways and lands under state and federal jurisdictions.

10. The Environmental Protection Agency (EPA) responds with advice and technical resources to protect the environment from all types of hazardous substances. EPA is responsible for enforcement of applicable federal hazardous materials statues and has authority to conduct inspections and levy fines.

B. PREPAREDNESS

1. Fire Services

a. Develop, test and maintain SOPs for responding to hazardous materials incidents in coordination with this plan.

b. Train personnel to identify potential hazardous materials incidents through the use of the North American Emergency Response Guidebook (NAERG), additional and advanced training offered through the Washington State Patrol Office of the State Fire Marshal.

c. Train fire service personnel to understand and use the Incident Command System (ICS) as required by NIMS.

d. Train EMS personnel in proper initial medical care for patients exposed to hazardous materials.

2. Washington State Patrol (WSP)

a. Develop and conduct hazardous materials training for all levels of local and state responders.

b. Participate on the State Emergency Management Council and SERC, a sub-committee of the Emergency Management Council, to address hazardous materials issues.

3. Local Emergency Planning Committee (LEPC) Lewis County Division of Emergency Management (DEM)

a. Maintain and coordinate the updating of this plan, develop interagency agreements for response to hazardous materials incidents.

b. Coordinate training of non-uniform personnel for HAZMAT response/recovery support functions.

c. Sponsor exercises, drills, and plans for evacuation and shelter.

d. Develop lists of specialized resources available.

e. Coordinate and host local LEPC meetings.

f. In conjunction with the LEPC, conduct outreach to review organizations plans and preparedness for HAZMAT incidents.

4. Law Enforcement

a. Develop, test and update Standard Operating Procedures (SOPs) for response to hazardous materials incidents in coordination with this plan.

b. Assure that law enforcement response personnel are familiar with the SOPs and this plan, and personnel are trained to identify potential hazardous materials incidents. Training for identification of hazardous material includes how to use the Emergency Response Guide (ERG) (minimum awareness level).

c. Train department response personnel in the Incident Command System (ICS) and NIMS.

d. Maintain list of available resources.

e. When a criminal element is present in a HAZMAT incident, coordinate with other responding agencies.

5. Lewis County E911 Communications

a. Maintain emergency contingency plans and resources to ensure continuation of service.

6. Public Works

a. Equip and train response personnel for a hazardous material event to awareness level.

b. Provide current 24-hour call rosters to respective emergency management divisions and a state of readiness to provide for a rapid deployment of resources when requested.

7. Lewis County Public Health & Social Services

a. Develop procedures and criteria to close an incident site for health and safety reasons.

b. In conjunction with ECOLOGY and Department of Health (DOH), develop procedures to help investigate and mitigate threats to public health from the impacts on water supplies and sewer systems.

8. Washington State Emergency Management Division (State EMD)

a. Coordinate and maintain the Washington State Comprehensive Emergency Management Plan (CEMP).

b. Maintain 24-hour notification capacity.

c. Provide communications links to state agencies and local jurisdictions to the State EOC.

d. Coordinate and update notification lists of local, state and federal resources.

e. Coordinate and participate in local training and exercises.

9. Washington State Department of Transportation (WSDOT)

a. Develop procedures for non-hazardous materials clean-up activities on state and interstate highways.

b. Assist first responders by providing supporting information on shippers and handlers of hazardous materials statewide. Provide personnel and equipment to support response operations on highways and lands under state and federal jurisdiction.

10. Washington State Department of Ecology (ECOLOGY)

a. Conduct 24-hour hazardous materials response activities as provided in the State ECOLOGY Spill Response Operation Manual.

b. Train staff to use the 24-hour response procedures, and conduct exercises to evaluate those procedures.

c. Coordinate Natural Resources Damage Assessment (NRDA) activities for the State.

11. Other Support Agencies & Businesses (Tier II)

a. Prepare hazardous materials emergency plans and provide copies to LEPC when requested.

b. Maintain and share current internal plans, standard operating procedures, and checklists detailing status of resources with other supporting agencies to this plan.

c. Coordinate the plans with the local fire jurisdictions.

d. Train and equip personnel to implement the plans.

e. Maintain current mutual aid agreements as indicated.

C. RESPONSE

1. Lewis County Residents

Residents who encounter a hazardous material situation that they do not have the ability to mitigate or stop are advised to call the local emergency phone number (9-1-1) to report the hazardous situation as an emergency.

2. Fire Services

a. Identify the type or types of materials involved, and the scope of the incident as quickly as possible. Information can be gathered from the Reporting Party, 9-1-1 dispatch, the Responsible Party, placards, and references such as the Emergency Response Guidebook (ERG) and CHEMTREC.

b. The first emergency responder on-scene should report and size-up the incident, request assistance as needed, and begin establishing the Incident Command System (ICS). The size-up and other information gathered will determine the establishment of exclusion and evacuation zones, as well as what emergency medical aid may be needed for anyone exposed to the incident.

c. To provide the greatest assurance for responder safety, the Incident Commander (IC) must communicate all known or suspected incident site hazards through dispatch and/or other communications means to all responding agencies to provide the greatest assurance for responder safety.

d. As other responders are en route, it is imperative to identify a safe route of entry and an area for staging.

e. Depending upon the size and nature of the incident, initial notifications should be made by the first responding agency to the National Response Center,

jurisdictional Emergency Management agency, and Washington State Emergency Management Division (State EMD).

f. The Incident Command staff and other personnel should try to determine who the Responsible Party is, so they can be contacted for further information, assistance and financial responsibility.

3. Washington State Patrol (WSP)

a. Provide 24-hour response to all hazardous material or oil spill incidents in areas under their jurisdiction, or when requested by local authorities.

b. Assume the role of Incident Commander on highways and other specified jurisdictions, unless local MOU's provide for local assumption of incident command.

c. Assist local jurisdictions with law enforcement and evacuations when requested.

d. When acting in the role of Incident Command, initiate proper notification procedures as discussed above.

e. Coordinate and maintain liaison with other state agencies involved with an incident, and assist in receiving and disseminating warning information.

f. Provide communications and technical support to the incident, when requested.

g. Provide, when requested and practical, aerial reconnaissance of the impacted area.

h. Coordinate with fire responders when emergency mobilization is authorized for a hazardous materials incident.

4. Division of Emergency Management (DEM)/LEPCs

a. Support First Response agencies and the Incident Commander with information and resource coordination as required.

b. Assist the Responsible Party or Incident Commander in making federal, state, and other notifications, obtaining cleanup assistance, and meeting applicable federal requirements.

c. Assist the Incident Commander in determining the need for evacuation or shelter-in-place.

5. Lewis County Public Health & Social Services (LCPHSS)

a. In conjunction with ECOLOGY and DOH, assists water and sewer utilities in the investigation, mitigation, and recovery from hazardous materials incident impacts.

b. Initiate actions to close contaminated sites when indicated.

c. Identify the Responsible Party for the incident. Assume responsibility for incident management and clean-up (in conjunction with EPA), if the Responsible Party is unavailable, unresponsive, or unidentified.

d. Set clean-up standards for the incident in accordance with federal and state laws, and ensure that source control, containment, clean-up, and disposal are accomplished.

e. Assist in monitoring and ensuring the safety of first responders and other personnel.

f. Initiate enforcement actions as appropriate.

g. Coordinate spill response with other state and federal agencies and local jurisdictions using the Incident Command System (ICS) as promulgated by NIMS.

h. As required by the size and/or duration of the incident, establish a Joint Information Center (JIC) with involved agencies and the Responsible Party to provide current and accurate information to the community.

i. Activate and coordinate the activities of the Natural Resource Damage Assessment Team.

j. Participate in the activities of the Washington Wildlife Rescue Coalition, and notify the appropriate resource trustee agency of injury or potential injury to fish, shellfish, habitat, or other wildlife.

6. Other Supporting Agencies and Businesses (Tier II)

a. Notify E911 and other agencies as required/necessary, or when a hazardous materials incident occurs.

b. Using NIMS, implement agency/business emergency plans in coordination with local fire jurisdictions.

c. Provide direct contact/coordination with the IC or their designated representative for all aspects related to access, inventory, location, and hazards of chemicals on-site as requested.

D. RECOVERY

1. When the initial response to an incident has ended, further effort may be required for access control, clean up, disposal of spilled materials, and to recover response costs from the responsible party. The recovery process may continue for an extended period.

2. The Responsible Party must pay for cleanup costs. If the Responsible Party is unable to pay for cleanup or cannot be identified, funding may be available from the State ECOLOGY or the EPA.

3. General recovery activities include documentation of the incident and any actions taken as well as participation in post-event critiques. It is the responsibility of responding agencies to follow recovery procedures specific to their agencies.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Fire Services

a. Respond and provide initial response to hazardous materials spills and releases not occurring on state highways and perform initial identification and containment activities, within their capabilities.

b. Understand and use the Incident Command System (ICS) as required by NIMS.

c. Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).

d. Isolate the area according to the Emergency Response Guidebook (ERG) or other appropriate resource information.

e. Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.)

f. Provide for the safety of the public by whatever actions are necessary (evacuation, shelter-in-place).

g. Act as incident commander (except on State, Interstate highways or in undesignated areas where the WSP will assume incident command).

h. Effectively deploy all necessary, and available, fire jurisdiction equipment and manpower.

i. Deploy mutual aid as requested.

j. Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.

k. Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.

l. Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials whenever possible.

m. Provide emergency medical care and transportation for those injured in a hazardous material incident.

n. Conduct building and facility fire safety inspections.

2. Law Enforcement

a. Lead agency for all drug lab operations.

b. Understand and use the Incident Command System (ICS) as required by NIMS.

c. Coordinate with other responding agencies in the event that a criminal element is present in a hazardous materials incident.

d. Provide coordination of resources during a hazardous materials emergency.

e. Provide a limited initial response to hazardous materials incidents based on responder training and expertise.

f. Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).

g. Isolate the area according to the Emergency Response Guidebook (ERG) or other appropriate resource information.

h. Identify hazardous materials without compromising safety (placard number, shipping documents, driver comments, etc.)

i. Provide for the safety of the public by whatever actions are necessary (evacuation, shelter-in-place).

j. Provide for traffic control and the process of evacuation during a hazardous materials emergency.

k. Assure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.

l. Perform evacuations and other operations within parameters established for specific incident action plans.

m. Assist where necessary in the rapid dissemination of warning and evacuation information to the public.

3. Lewis County Division of Emergency Management (DEM)

a. Function as a lead agency for the LEPC.

b. Designate a coordinator to work with the Local Emergency Planning Committee (LEPC).

c. Provide public education materials to the public and businesses on hazardous materials and preparedness.

d. Provide public information on response activities and public safety as necessary during major incidents.

e. Provide duty officer support for hazardous materials emergency response.

f. The duty officer, or other Emergency Management staff, will as necessary:

   1) Provide notification of agencies and organizations as requested by either the facility representative or first responders.

   2) Open the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) when indicated.

   3) Provide on-scene liaison when requested by incident/unified commander.

   4) Script and transmit emergency alert system (EAS) messages when requested and appropriate, coordinating with the identified incident PIO.

   5) Attempt other methods of notification to the public either for informational purposes, shelter-in-place or for evacuation as indicated by the situation, coordinating with the identified incident PIO.

g. Maintain and review issues relating to hazardous material vulnerability analysis, EPCRA and risk management plans.

h. Coordinate with county and city planning agencies regarding the location of hazardous material fixed sites and transportation routes.

4. Lewis County Public Health & Social Services

a. In conjunction with ECOLOGY and DOH, assists water and sewer utilities in the investigation, mitigation, and recovery from hazardous materials incident impacts.

b. Initiate actions to close contaminated sites when indicated.

c. Identify the Responsible Party for the incident. Assume responsibility for incident management and clean-up (in conjunction with EPA), if the Responsible Party is unavailable, unresponsive, or unidentified.

d. Set clean-up standards for the incident in accordance with federal and state laws, and ensure that source control, containment, clean-up, and disposal are accomplished.

e. Assist in monitoring and ensuring the safety of first responders and other personnel.

f. Initiate enforcement actions as appropriate.

g. Coordinate spill response with other state and federal agencies and local jurisdictions using the Incident Command System (ICS) as promulgated by NIMS.

h. As required by the size and/or duration of the incident, establish a Joint Information Center (JIC) with involved agencies and the Responsible Party to provide current and accurate information to the community.

i. Activate and coordinate the activities of the Natural Resource Damage Assessment Team.

j. Participate in the activities of the Washington Wildlife Rescue Coalition, and notify the appropriate resource trustee agency of injury or potential injury to fish, shellfish, habitat, or other wildlife.

k. Provide information to the public on the health effects of, and how to avoid contamination from a hazardous materials release as needed.

5. Other Supporting Agencies & Businesses (Tier II)

a. Designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information.

b. Prepare hazardous material emergency plans and submit Tier II - Emergency and Hazardous Chemical Inventory reports to local fire services, LEPC, and Department of Ecology, representing the State Emergency Response Commission, as required by federal and state law.

c. Train and equip personnel to implement the plans.

d. Coordinate hazardous material emergency plans with the local fire jurisdiction.

e. Provide liaison to the EOC/ECC during a hazardous material incident as required.

6. Responsible Party

a. The responsible party (owner or shipper) has ultimate accountability for ensuring effective and expeditious abatement of a release or threatened release of oil or hazardous materials (RCW 4.24.314) to include cleanup costs and reimbursement for the local responders.

b. The responsible party will notify all required agencies as required under Sections 301, 302, 303, 304, 311, 312, 313, and 324 of EPCRA and any enabling legislation at the state level.

7. Washington State Department of Ecology (State ECOLOGY)

a. Provide overall responsibility for 24-hour environmental pollution prevention, preparedness and response within the State of Washington.

b. Act as the pre-designated state agency for incidents, which occur on marine and fresh waters, and for inland spills where the Washington State Patrol (WSP) or local incident command has curtailed emergency response operations.

c. Provide advice on response equipment and training needs.

d. Provide technical assistance to businesses regarding compliance with Emergency Planning and Community Right-To Know Act (EPCRA).

e. Manage reports and notifications submitted by businesses.

f. Provide the state on-scene coordinator to continue management of the response when appropriate.

g. Act as the lead agency for spill containment, cleanup and the natural resources damage assessment activities.

8. Washington State Department of Health (DOH)

a. The DOH is responsible for providing comprehensive assessments of the public health impacts of chemical events/incidents.

b. Coordinates utilization of resources with federal agencies including the Centers for Disease Control and Prevention (CDC).

c. Assists local health districts with inventory and supply of medical equipment and facilities.

d. Provides laboratory support in the detection, identification, and analysis of biological, chemical, radiological agents, and other hazardous substances that may present a threat to public health.

e. Provides technical assistance and consultation regarding human exposure to hazardous materials.

f. Conducts inspections of facilities where hazardous materials are generated, used, stored, disposed of or destroyed through the Department of Labor & Industries.

9. Washington State Patrol (WSP)

a. The Washington State Patrol (WSP) is the designated state incident command agency for hazardous materials incidents on interstate and state highways.

b. Within Lewis County, if the local jurisdiction does not designate an incident command agency, the Washington State Patrol assumes incident command for that jurisdiction (RCW 70.136.030).

B. SUPPORT

1. Advanced Life Support Providers (ALS)

a. Provides advanced and basic life support services to hazardous materials exposure victims when requested.

b. Provides emergency medical care and transportation for those injured in a hazardous material incident.

2. American Red Cross, Mount Rainier Chapter (ARC)

a. Provides temporary housing; mass care shelter and feeding facilities; emergency first aid and medical services; and welfare inquiries. Information services and financial aid for essentials based on the immediate need at the time of the emergency.

3. Lewis County E911 Communications

a. Maintains current Pre-designated Resource (run) cards for fire dispatch.

b. Dispatches the appropriate response resources.

c. Notifies local hospital and Division of Emergency Management.

d. Scripts and transmits emergency alert system (EAS) messages when requested by DEM and/or the incident PIO.

4. Local Emergency Planning Committee (LEPC)

a. Coordinates with all appropriate agencies to ensure operational readiness through emergency response planning, development, and updating.

b. Coordinates with local departments/agencies and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.

c. Coordinates and participates in emergency response exercises, drills and training.

d. The LEPC is responsible for the development of this plan and the distribution of emergency response plans to the appropriate agencies and the general public.

e. Receives records, and maintains all reports submitted under the EPCRA regulations including Sections 302, 303, 304, 311, and 312.

f. Compiles a list of companies with reportable quantities of hazardous materials.

5. Public Works

a. Provides equipment and manpower to assist in the containment of a hazardous material release.

b. Provides equipment and manpower to repair essential city and county facilities damaged as a result of a hazardous material release.

c. Provides assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.

d. Provides protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.

e. Provides the current 24-hour call roster to respective emergency management offices and maintains a state of readiness to provide for a rapid deployment of resources when requested.

6. Washington State Emergency Management Division (State EMD)

a. Coordinate and maintain the Washington Comprehensive Emergency Management Plan (CEMP).

b. Maintain 24-hour notification capability.

c. Provide communications links to state agencies and local jurisdictions to the State EOC.

d. Coordinate and update notification lists of local, state and federal resources.

e. Coordinate and participate in local training and exercises.

VII. RESOURCE REQUIREMENTS

A. COMMUNICATIONS

1. The Incident Commander shall establish the mode(s) of communications to be used between the command post and responding agencies. Communications may include:

- Telephones
- Cellular telephones
- Public safety and tactical radio channels
- OSCCR
- Amateur radio systems
- REDNET
- Runners

2. It is the responsibility of the responding agency's communications personnel to organize, establish and maintain a communications capability sufficient to meet the emergency services requirements during a hazardous materials incident. In order to avoid possible fire/explosion hazards, all communications equipment used within the hazardous area should be operated in a safe manner.

B. ALERTS, WARNINGS AND EMERGENCY PUBLIC NOTIFICATION

1. Warning Systems

There are no fixed emergency warning siren systems in place to alert the public of a dangerous hazardous materials situation within Lewis County.

2. Emergency Public Notification

a. In place of warning siren systems, one of the following methods will be used to notify the public of potential danger:

- Door-to-door notification by uniformed personnel
- NOAA all hazard radio
- Computer-based telephone program for notifying response personnel and select groups of an incident
- Public announcements using public address systems on radio equipped County vehicles
- Emergency Alert System (EAS)
- News media releases and both press and public access to emergency information on the County's main website

b. If the EOC/ECC is activated, an incident PIO will be designated to provide public alerts and notifications from a single source.

c. If an incident PIO is not assigned, individual authority to initiate emergency public notification shall be according to local emergency plan procedures. If not designated, any of the following individuals has the authority to initiate emergency public notification:

- Incident Commander
- Lewis County Fire Department/District Chief or designee
- Lewis County Sheriff or Deputy
- Public Works Director or designee
- County Commissioner
- County Engineer
- DEM Deputy Director or designee

d. The decision to initiate emergency public notification will be based on decisions made by Emergency Management.

e. When life-threatening materials are released, speed of response is crucial. Delay in alerting the public can lead to injury and loss of life. It is not enough to have plans for alerting the community; one department must be assigned direct responsibility of alerting the public on short notice. As such, each city and the County shall designate (in their emergency operations plans) specific individuals who are accessible on short notice, 24-hours a day and have designated alternates to be responsible for alerting the public and conducting evacuation operations.

VIII. REFERENCES

A. Washington Administrative Code (WAC):

1. Chapter 118-040 WAC: Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting.
2. Chapter 173-180 WAC: Facility Oil Handling Standards.
3. Chapter 173-182 WAC: Facility Contingency Plan.
4. Chapter 296-843 WAC: Hazardous Waste Operations.
5. Chapter 173-303 WAC: Dangerous Waste Regulations.
6. Chapter 296-824 WAC: Emergency Response (http://www.mrsc.org/wac.htm).

B. Revised Code of Washington (RCW)

1. Chapter 4.24.480 RCW: Liability of Members of the State Hazardous Materials Planning Commission and Local Emergency Planning Committee.
2. Chapter 49.70 RCW: Worker and Community Right-to-Know
3. Chapter 70.136 RCW: Hazardous Materials Incident "Good Samaritan Act".
4. Chapter 70.136.030 RCW: Incident Command Agencies Designation by Political Subdivision.
5. Chapter 90.48 RCW: Water Pollution Control.
6. Chapter 90.56 RCW: Oil and Hazardous Substance Spill Prevention and Response Act.

(http://www.access.gpo.gov/nara/cfr/cfr-table-search.html)

C. Other

1. *Washington State Comprehensive Emergency Management Plan* (CEMP)
2. *The National Response Framework* (NRF)
3. Superfund Amendments and Re-authorization Act (SARA Title III)

IX. ACRONYMS

ACRONYMS	
ACRONYM	**DESCRIPTION**
ALS	Advanced Life Support
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund Act)
DEM	Division of Emergency Management
DOH	Department of Health
DOT	Department of Transportation
EAS	Emergency Alert System
ECOLOGY	State Department of Ecology
EMAC	Emergency Management Assistance Compact
EOC/ECC	Emergency Operations Center/Emergency Coordination Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERG	Emergency Response Guide
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HMRP	Hazardous Material Response Plan
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
MOU	Memorandum of Understanding
NAERG	North American Emergency Response Guide (changed to Emergency Response Guide)
NDMS	National Disaster Medical System
NRF	National Response Framework
NGO	Non Governmental Organization
NIMS	National Incident Management System
NRDA	Natural Resources Damage Assessment
OSCCR	On Scene Command Control Radio
PIO	Public Information Officer
PVO	Private Voluntary Organization
REDNET	Fire Department Command Frequency
SARA	Superfund Amendment & Reauthorization Act of 1986 (SARA Title III)
SERC	State Emergency Response Commission
SITREP	Situation Report
SO	Safety Officer
State EMD	Washington State Emergency Management Division
UC	Unified Command
US&R	Urban Search & Rescue

ESF #10 - Hazardous Materials - Appendix 1

Sample Evacuation / Shelter-in-Place Public Warning Message:

(Substitute Specific Local Information at Underlining)

ATTENTION! (Sheriff's Deputy, Police Chief, or Mayor/City Manager) of _____, and the _____ Fire District have issued the following emergency bulletin _____ (time) this _____ (morning/afternoon/evening): A chemical leak of _____ occurred at _____ (time) this morning/afternoon/evening

at _____ (Facility name) at _____ (Address).

This is a highly poisonous chemical and you are in immediate danger if exposed. No leak of the chemical is occurring at this time, I repeat, there is no leak at this time; but a leak is possible while workers repair the damaged valve/pipe. You are directed to follow these emergency instructions now!

All persons within the area bounded by _____ Street on the north, _____ Avenue on the East, _____ Street on the South and _____ Avenue on the West are directed to

☐ **evacuate immediately** ☐ **shelter-in-place immediately**.

Shelter-in-Place Shelter-in-Place is used when there is not time to evacuate or when the chemical released is expected to disperse with the weather before causing injuries. Close all outside windows tightly and lock all exterior doors, shut down all heating and air conditioning; and take your family to an inside room that can be effectively sealed. Turn your radio to (**local station**) and listen for further instructions and the all clear.
Evacuate If instructed to evacuate, tie a white cloth or towel to the outside front door knob to indicate the premises are vacated. Police will secure the area vacated and no one will be allowed to enter.

Use _____ Avenue to the East and _____ Street to the North as evacuation routes. Public Shelters are set up at (**__name and address of facility_____**) if you need shelter. The buses will provide transportation for residents of (**__Facility Names _____**). School children will (**Shelter-in-Place/be evacuated**) to (**Facility Name_____**) by their school buses. **DO NOT** go to the school to pick them up.

Evacuation of (**__Name of Facility__**) shall be accomplished in accordance with published emergency plans.

If you need transportation or special help, call (**telephone number**). DO NOT call 9-1-1 for assistance or information. Emergency Workers are in the area to assist. Stay tuned to this radio (**radio station**) for further instructions and for the "All Clear" to be issued.

ESF #10 - Hazardous Materials - Appendix 2
(Page 1 of 2)
Population Protection Methods

1. Warning and Notification

Warning and notification shall be performed in accordance with ESF #2 Communications of the Comprehensive Emergency Management Plan (CEMP). The law enforcement officer-in-charge will be responsible for additional evacuation notification. Assembly, staging areas and shelter selection will be determined by the Incident Commander based upon recommendation from the local American Red Cross and the Division of Emergency Management in accordance with ESF #6. The population within the determined vulnerability zone will be alerted by the Emergency Alert System (EAS) and/or CodeRED.

2. Evacuation

The determination to evacuate will be made by the on-scene Incident Commander. If evacuation is deemed necessary, the Incident Commander will have the communications center (9-1-1) inform the broadcast media to activate the Emergency Alert System (EAS). EAS personnel will issue the following information: area(s) to be evacuated, designated shelter sites, evacuation routes, and an emergency number to call for those who need evacuation transportation. Special facilities may be evacuated or instructed to shelter-in-place as determined by the Incident Commander. Evacuation and assembly areas designation will be performed in accordance with guidance provided in ESF #6. The Incident Commander or law enforcement officer-in-charge will determine the primary evacuation routes based on the conditions of the release and available road networks.

3. Shelter

A. Temporary Displacement Shelters

When time and/or resources permit evacuation of the affected area of a vulnerability zone, the IC or his designee shall select appropriate and available shelters in coordination with local American Red Cross and Emergency Management representatives. Shelter information will be communicated through the local media and participating local EAS stations. Shelter periods over 12 hours in length shall be considered short-term shelters and involve the use of public health and sanitation officials to ensure that minimum health standards are enforced.

B. Shelter-in-Place

When time and/or resources do not permit the evacuation of the affected area of a vulnerability zone, the IC or his designee may generate a shelter-in-place directive. Such directive shall recommend a floor level to shelter-in-place, guidance on substance defense in the shelter, and general shelter-in-place time duration. Special facilities such as hospitals, nursing homes, schools and day care centers may be required to shelter-in-place because of resident population disposition or population number constraints.

ESF #10 - Hazardous Materials - Appendix 2
(Page 2 of 2)

Population Protection Methods

Shelter-in-Place directives shall be communicated through the broadcast media and local participating EAS Stations. Shelter-in-Place guidance shall include, but not be limited to the following:

- Close all doors to the outside and close and lock all windows
- Shut down or set to “re-circulate” all HVAC systems
- Turn off all exhaust fans in kitchens, bathrooms and other spaces
- Close all fireplace dampers
- Close as many internal doors as practicable
- Seal all building vents and gaps that may cause substance infiltration
- If necessary, hold a wet cloth over nose and mouth when inhaling
- If necessary, stay in closed bathroom with shower on to “wash” the air
- Minimize the use of elevators. Elevator shafts create chimney effects
- Stay turned to a local EAS station for further information and guidance

ESF #10 - Hazardous Materials - Appendix 3
(Page 1 of 2)

Lewis County Hazardous Materials Identification

1. Fixed Facilities

a. There are 76 fixed facilities located throughout Lewis County with hazardous substances (Tier II reporters). The substances range in quantity from 1,100 to 262,000 pounds per facility site.

2. Transportation

a. Road:

1) Hazardous substances are transported through Lewis County primarily on I-5, US Hwy 12, State Highways 6, 505, 506, 507, 508, 122, 123 and 131.

2) Hazardous substances transported to intermediate and final destinations within Lewis County can generally be expected on any primary or secondary state, county, or municipal road.

3) The majority of the tractor-trailer/tanker transport vehicles are in the 80,000 pound and larger category of vehicles.

4) The majority of hazardous items shipped by road are petroleum products which include diesel, gasoline, aviation fuel, and liquefied petroleum gas (LPG).

b. Rail:

1) Burlington Northern-Santa Fe (BNSF) operates over 73.73 miles of north/south rail lines, sidings and switch conjunctions in Lewis County.

2) The majority of rail-cargo cars carry 100,000 to 220,000 pounds of product. The majority of rail-tank cars carry 33,000 gallons of product.

c. Pipeline:

1) Olympic Pipeline operates over 27.46 miles of north/south running bulk liquid petroleum pipeline. This system consists of 16 and 20 inch diameter lines and operates between 960 and 1440 psi. Primary products are diesel and gasoline; the secondary product is jet fuel.

ESF #10 - Hazardous Materials - Appendix 3
(Page 2 of 2)
Lewis County Hazardous Materials Identification

2) Williams Pipeline operates over 29.78 miles of north/south and 3.86 miles of east/west running bulk distribution natural gas pipeline. This system consists of 36 inch diameter lines and operates at 960 psi. Bulk natural gas is odorless and colorless; scent agents are added to gas in the 8-inch lines to aid in identification of gas leaks.

d. Airport:

1) The Chehalis-Centralia Airport is a General Aviation airport with a runway length of 5,000 feet x 150 feet wide. Primary operations are general aviation, corporate, and military. Twenty-four hour fueling is available on request including full service jet fuel. Airport is attended from 0700-1700 weekdays only.

2) The Morton Airport is a General Aviation airport. Primary operations are small single/multi-engine recreational aircraft.

3) The Packwood Airport is a General Aviation airport. Primary operations are small single/multi-engine recreational aircraft.

4) The Toledo Airport is a General Aviation airport. Primary operations are small single/multi-engine recreational aircraft.

ESF #10 - Hazardous Materials - Appendix 4

Lewis County Hazardous Materials Contact List

Name	Telephone Number
Burlington Northern Santa Fe Railroad (BNSF)	800-832-5452
CHEMTREC	800-424-9300 (24 Hr.)
Environmental Protection Agency - Region X	800-424-4372
Lewis County DEM/LEPC Weekdays (After Hours/Weekends/Holidays)	 360-740-1151 360-740-1105
Lewis County Public Health & Social Services	360-740-1222
National Response Center	800-424-8802 (24 Hr)
National Weather Service – Seattle (NWS)	206-526-6087
Olympic Pipeline (Bulk Liquid Petroleum Pipeline)	888-271-8880
United States Coast Guard - Seattle	206-217-6400
WA State Dept. of Ecology (Spill Line)	360-407-6300
WA State Dept. of Health (DOH)	206-682-5327 (24 Hr.)
WA State EMD (Duty Officer)	800-258-5990 (24 Hr.)
WA State Emergency Response Commission (SERC)	800-258-5990
WA State Poison Control Center	800-222-1222 (24 Hr.)
Williams Pipeline (Bulk Natural Gas Pipeline)	888-271-8880

ESF #10 - Hazardous Materials - Appendix 5

Designated Incident Command (IC) Agencies

JURISDICTION	NAME	IC AGENCY	DATE
LCFD # 1	Onalaska	WSP	01-13-88
LCFD # 2	Toledo	WSP	04-06-94
LCFD # 3	Mossyrock	WSP	02-01-88
LCFD # 4	Morton	WSP	11-16-87
LCFD # 5	Napavine	WSP	12-14-87
LCFD # 6	Chehalis	WSP	12-08-87
LCFD # 8	Salkum	WSP	02-01-88
LCFD # 9	Mineral	WSP	02-01-88
LCFD # 10	Packwood	WSP	05-21-97
LCFD # 11	Pe Ell	WSP	02-01-88
LCFD # 13	Curtis	WSP	02-01-88
LCFD # 14	Randle	WSP	12-10-87
LCFD # 15	Winlock	WSP	02-01-88
LCFD # 16	Doty	WSP	02-01-88
LCFD # 17	Ashford	WSP	02-01-88
LCFD # 18	Glenoma	WSP	02-01-88
LCFD # 20	Cowlitz/Lewis	WSP	07-14-11
Riverside Fire Authority	RFA	WSP	07-13-11
Chehalis Fire Department	Chehalis	WSP	05-12-97
Morton (city)	Morton	WSP	02-01-88
Mossyrock	Mossyrock	WSP	02-01-88
Napavine	Napavine	WSP	02-01-88
Pe Ell	Pe Ell	WSP	09-29-84
Port of Centralia	Centralia	WSP	02-01-88
Port of Chehalis	Chehalis	WSP	02-01-88
Toledo	Toledo	WSP	02-01-88
Vader	Vader	WSP	02-01-88
Winlock	Winlock	WSP	02-01-88
Unincorporated Area		WSP	02-01-88

EMERGENCY SUPPORT FUNCTION #11
AGRICULTURE AND NATURAL RESOURCES

LEAD: **See Function Specific Appendix for referenced information.**

SUPPORT: **See Function Specific Appendix for referenced information.**

I. INTRODUCTION

A. PURPOSE

ESF #11 provides guidance to agencies/departments during disaster/emergency situations to address:

1. Emergency provision of nutritional assistance.
2. Coordinated animal and plant disease and pest response.
3. Assurance of food safety and security.
4. Protection of natural and cultural resources and historic properties.
5. Animals and livestock.

B. SCOPE

ESF #11 functions include, but are not limited to:

1. Emergency provision of nutritional assistance:
   a. Obtain appropriate food supplies.
   b. Coordinate for delivery of food supplies.
   c. Coordinate with ESF #6 - Mass Care, Housing, and Human Services.
2. Animal and plant disease and pest response.
   a. Coordinate emergency response with the Lewis County Public Health & Social Services Department.
   b. Coordinate with ESF #8 - Public Health and Medical Services.
   c. Coordinate emergency response with State Department of Agriculture and State Veterinarian.
3. Assurance of food safety and security:
   a. Coordinate the inspection and verification of food safety.

b. Assist in the laboratory analysis of food samples, control of products suspected to be adulterated, plant closures, food-borne disease surveillance, and field investigations.

4. Protection of natural and cultural resources and historic properties and coordination with the appropriate local or state agency for the protection and preservation of:

a. Water and terrain ecosystems

b. Hydrology and hydroelectric resources

c. Farmlands

d. Endangered species

e. Fish, wildlife, plants and their habitats

f. Mount Rainier National Park, Lewis & Clark State Park, and Mount St. Helens

g. Historic and archeological landmarks

h. Tribal reservations

5. Animals and Livestock (livestock, domestic pets, exotic animal species, wildlife):

a. Advise and assist in solving animal related issues that arise in emergencies, disasters, and evacuations.

b. Coordinate with ESF #6 - Mass Care, Housing, and Human Services.

c. Coordinate with ESF #8 - Public Health and Medical Services.

d. Coordinate with other ESFs or stakeholders as appropriate.

II. POLICIES

A. GENERAL

1. This ESF coordinates the emergency response of a multitude of agencies and organizations. As a result, it is impossible to list all of the policies that regulate the specific operations. Each lead and support agency or organization in this ESF is responsible to develop realistic and manageable policies specific to their respective emergency operations.

2. Each supporting agency is responsible for managing its assets after receiving direction from the lead agency at the Emergency Operations Center/Emergency Coordination Center (EOC/ECC). On-scene assets will be coordinated by Incident Command in conjunction with the EOC/ECC for the incident.

3. The lead agency for each ESF coordinates with the other ESF agencies to ensure appropriate use of all workers and volunteers and to ensure appropriate measures are in place to protect their health and safety.

B. NUTRITION ASSISTANCE

1. Food supplies secured and delivered under ESF #11 are appropriate for household or mass-feeding meal service.

2. Transportation and distribution of food supplies within the situation area are arranged by appropriate authorities or volunteer organizations.

3. Officials of the ESF support the use of mass-feeding as the primary outlet for disaster food supplies.

C. ANIMAL AND PLANT DISEASE AND PEST RESPONSE

1. All animal depopulation activities are conducted as humanely as possible while preventing or stopping pathogen spread and limiting the number of animals that must be euthanized.

2. Disposal methods of infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping or preventing pathogen spread and for their minimal impact on the surrounding environment.

D. FOOD SAFETY AND SECURITY

1. The Lewis County Public Health and Social Services Department will notify appropriate State agencies of food adulteration and will be the liaison for communications with other agencies with food safety and security duties.

2. Actions undertaken are guided and coordinated by local food safety officials. If the situation escalates beyond the capacity of local resources, actions may be guided by state and/or federal food safety authorities, including Homeland Security officials.

E. NATURAL, CULTURAL, HISTORIC (NCH) RESOURCES PROTECTION

1. The general administration of Lewis County and incorporated cities/towns are the primary agencies for protecting NCH resources.

2. Actions taken to protect, recover, and restore NCH resources are guided by the policies and procedures of the corresponding lead agency.

F. ANIMALS AND LIVESTOCK

1. Ensure owners provide an appropriate standard of care for their animals during emergencies/disasters.

2. Coordinate and provide information on animal evacuation, sheltering, and care when owners are unknown or unable to care for them during disasters.

3. Ensure animals are not a threat to public health.

4. Ensure animals do not harm property or spread contagious disease.

5. Establish provisions for responding to sick, diseased and/or injured indigenous wildlife and exotic animals to minimize risk to public health and safety.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATION

Refer to the *Lewis County Hazard Identification Vulnerability Analysis* (HIVA) (published separately) for the natural and manmade events that may affect Lewis County.

B. ASSUMPTIONS

See Function Specific Appendix for referenced information.

IV. CONCEPT OF OPERATIONS

See Function Specific Appendix for referenced information.

V. RESPONSE ACTIVITIES BY PHASES

See Function Specific Appendix for referenced information.

VI. RESPONSIBILITIES

See Function Specific Appendix for referenced information.

VII. RESOURCE REQUIREMENTS

See Function Specific Appendix for referenced information.

VIII. REFERENCES

See Function Specific Appendix for referenced information.

IX. ATTACHMENTS

See Function Specific Appendix for referenced information.

ESF #11 - Agriculture and Natural Resources
Appendix 1

Emergency Provision for Nutritional Assistance

LEAD: **Lewis County Public Health & Social Services**

SUPPORT: **American Red Cross, Mount Rainier Chapter (ARC)**
Emergency Operations Center/Emergency Coordination Center (EOC/ECC)
Lewis County Division of Emergency Management (DEM)
Public Works
Schools
The Salvation Army (TSA)
WA State Department of Transportation (WSDOT)

I. INTRODUCTION

A. PURPOSE

To facilitate and coordinate the provision of nutritional assistance (food and water) following a disaster in the Lewis County region.

B. SCOPE

Includes determining the nutritional assistance needs, obtaining and arranging for delivery and distribution of appropriate food and water supplies.

II. POLICIES

A. All efforts are coordinated with local incident management officials and state/federal officials as needed.

B. ESF #11 officials coordinate with and support as appropriate, agencies responsible for ESFs involved in mass feeding.

C. Each supporting agency is responsible for managing its assets after receiving direction from the responsible authority in the Emergency Operations Center / Emergency Coordination Center (EOC/ECC).

D. Food supplies secured and delivered under ESF #11 are appropriate for household or mass-feeding meal service.

E. ESF #11 officials encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.

F. Transportation and distribution of food supplies within the situation area are arranged by appropriate authorities, contracted agencies, and/or volunteer organizations.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATION

1. Refer to the *Lewis County Hazard Identification Vulnerability Analysis* (HIVA) (published separately) for the natural and manmade events that may affect Lewis County.

2. An emergency situation in the County may deprive a substantial number of people of food and/or water; and/or means to prepare foods. In addition, the emergency situation may result in the destruction of food and water supplies as well as the distribution networks.

B. ASSUMPTIONS

1. Requests from local jurisdictions or disaster relief organizations for food and/or water supplies will be received in the EOC/ECC.

2. The following conditions will exist within the event area:

a. Individuals and families will be displaced from their homes and will be provided shelters by one or more volunteer organizations.

b. On-hand food inventories at volunteer organizations will be inadequate to support the number of individuals in the shelter.

c. Water supply may be unusable requiring juices or potable water supplies to be made available.

d. There may be a near total disruption of energy resources. The only energy resources available will be fuel for generators and propane tanks.

e. Most commercial cold storage and freezer facilities in the affected area will be inoperable.

f. Land delivery to affected areas may be temporarily cut off requiring the use of air delivery.

3. Schools, institutions, and other like facilities are supplied with inventories of USDA commodities, and should have sufficient supplies for three days.

4. Displaced persons may require transportation to shelter facilities.

5. Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of the available products.

6. This ESF will encourage the use of congregate care feeding areas as the central location for the distribution of food supplies.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. All requests for food and water, including the types, amounts, and destination locations will be processed through the EOC/ECC.

2. Available institutional food and water supplies should be inventoried at the first indication of an emergency situation likely to require such supplies.

3. The EOC/ECC will consolidate all requests for food and water support from American Red Cross, Salvation Army, and other requesting organizations / municipalities for processing.

4. The EOC/ECC will coordinate the distribution of bulk food and bottled water as required.

5. Priority of providing food and water will be to areas of critical need as established by the EOC/ECC Supervisor and Command staff in the Incident Action Plans (IAPs), which may include emergency shelters, medical facilities, emergency responders in the field, or other groups/areas as determined.

6. Potable water supplies that are available shall be identified and certified by the Lewis County Public Health & Social Services Department with assistance from the State Department of Health (DOH). Public Health shall assume the lead agency role until other qualified personnel are appointed and approved.

B. ORGANIZATION

The County will use existing government organizations and resources with the assistance of local nongovernmental organizations (NGO) to carry out the provision of ESF #11. If required, the County will obtain outside assistance to supplement local capability.

C. PROCEDURES

Existing agency procedures for distributing food and water and providing transportation of these commodities will be followed. All operations will be coordinated through the EOC/ECC.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Educate staff and family members on the importance of 3-7 days of preparedness.

2. Conduct public education for the awareness of emergency or disaster preparedness and support those organizations that have preparedness as a program goal.

B. PREPAREDNESS

1. Develop procedures to identify and assess the requirements for food and water distribution. Procedures will be for:

   a. Critical emergency needs during or immediately after the event.

   b. Long-term sustained needs after the event is over.

2. Prepare procedures for determining whether foods are fit for human consumption.

3. Identify potential problems caused by contaminated foods.

4. Coordinate a back-up plan for staffing the EOC/ECC in the event that designated staff is unavailable to respond because of event conditions.

5. Provide communications training to the staff.

6. Participate in emergency management training and exercises at the local jurisdiction, state, and federal level.

7. Conduct emergency management training and exercises with ESF # 11 support agencies.

8. Train inspection teams to determine the quality of stored food stocks.

9. Prepare food preparation/storage, health training, and education activities / instruction for emergency or disaster situations.

C. RESPONSE

1. Identify and assess the requirements for immediate and long-term food and food distribution services.

2. Prioritize mission requests in support of ESF #11, activated by an emergency or disaster.

3. Upon request, staff the EOC/ECC.

4. Identify and certify foods and water that is fit for human consumption.

5. Identify problems that will be or have been caused by contaminated foods.

6. Provide food and water for distribution from local assets.

7. Provide inspection teams to ensure the viability of stored food and water stocks.

8. Conduct health education activities on proper food preparation and storage.

D. RECOVERY

1. Continue to support response activities, as required.

2. Revise procedures based on the lessons learned from the emergency or disaster.

VI. RESPONSIBILITIES

A. GENERAL

1. All individuals, families, and organizations within Lewis County will be prepared for a minimum of 3-7 days of self sufficiency in regards to food and water.

2. All organizations that support this ESF are responsible for developing internal procedures to conduct food and water distribution operations in the County.

3. All organizations supporting this ESF in the County will coordinate their plans and operations with DEM.

4. Any organization supporting this ESF that requires additional resources or assistance is required to forward their request to the EOC/ECC (when activated) or DEM for processing and prioritization.

B. LEAD

1. Lewis County Public Health & Social Services (LCPHSS)

a. Assists with the coordination of provision and distribution of food and water for mass feeding and the transportation for food and water stocks.

1) Determines the critical needs of the affected population in terms of numbers of people, their location, and usable facilities for congregate feeding.

2) Catalogs available resources for transportation, handling, storage and distribution of food/water.

3) Develops emergency food and water procurement and distribution strategies and procedures with supporting agencies.

4) Requests outside assistance for emergency food and water supplies when local resources do not exist or have been exhausted.

b. Coordinates with the EOC/ECC PIO for the dissemination of information regarding preventive measures for contamination of food and purification of water.

c. Monitors emergency food and water supplies for compliance with health regulations.

C. SUPPORT

1. American Red Cross, Mount Rainier Chapter (ARC) The Salvation Army

a. Assists Lewis County Public Health & Social Services and DEM in developing strategies and procedures for identifying, obtaining, distributing, and sustaining food and water supplies during an emergency.

b. At the outset of an emergency, assists in obtaining inventories of locally available food and bottled water supplies.

c. Assists in obtaining food and water needs for disaster victims during an emergency.

d. Develops emergency food and water sources for take home consumption or bulk distribution.

e. Consistent with internal policies and capabilities, assists in mass care and feeding operations.

f. Upon request, provides canteen services to emergency responders and disaster workers.

g. When activated, provides a liaison to the county EOC/ECC.

h. Assists in managing the food and water collection and distribution from the distribution site.

2. Emergency Operations Center / Emergency Coordination Center (EOC/ECC)

a. In coordination with the Red Cross and the Salvation Army, identify sources and develop procedures to obtain and distribute bulk food and water, if required.

b. In coordination with the Administration/Finance Chief, establish procedures to track expenditures, receipt of, and distribution/consumption of emergency food and water for possible future reimbursement or auditing requirements.

c. At the outset of an emergency situation, and in coordination with other support organizations to this ESF, obtain the local inventories of food and bottled water supplies from Lewis County Schools, local institutions, and businesses for use in emergency operations.

d. Purchase or solicit food and bottled water supplies to sustain the disaster workers and disaster victims, as required.

e. Identify warehouse space to store temporary food and water supplies, if required.

f. Establish logistical links with local organizations engaged in long-term mass care and feeding.

g. Coordinate transportation and distribution requirements for this ESF through the ESF #1 Transportation lead.

3. Lewis County Division of Emergency Management (DEM)

a. Assists Lewis County Public Health & Social Services and Non Governmental Organizations (NGO) in developing strategies and procedures for identifying, obtaining, distributing, and sustaining food and water supplies during an emergency.

b. Assists lead agency as requested.

c. Activates the EOC/ECC as necessary in response to emergencies related to nutritional assistance.

d. Assists in identifying bulk drinking water suppliers and managing water distribution points.

e. Develops and assists in the development of county and local plans, training sessions, workshops, and exercises to assist the community in preparation for and response to nutritional assistance emergencies.

4. Public Works
State Department of Transportation (WSDOT)

a. Assists the EOC/ECC with required transportation for the collection and distribution of bulk food and water.

5. Schools

a. Maintains a 3-day inventory of USDA commodities and a supply of fluids.

6. The Salvation Army (TSA)

a. In coordination with DEM, the Red Cross, and the Salvation Army, assists in identifying sources of and obtaining bulk drinking water supplies, and identifying and managing water distribution points, if required.

VII. RESOURCE REQUIREMENTS

VIII. REFERENCES

IX. TERMS AND DEFINITIONS

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Appendix 2

Animal and Plant Disease and Pest Response

LEAD: **Lewis County Division of Emergency Management (DEM)**
Lewis County Public Health & Social Services (LCPHSS)

SUPPORT: **Law Enforcement**
Lewis County Animal Shelter (LCAS)
Lewis County WSU Extension Office

I. INTRODUCTION

A. PURPOSE

To support local agencies in addressing the control and eradication of a outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease or devastating infestation.

B. SCOPE

Includes implementing an integrated Federal, State, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease; an outbreak of a highly infective exotic plant disease; or an economically devastating plant pest infestation.

II. POLICIES

A. All animal depopulation activities are conducted as humanely possible while preventing or stopping pathogen spread and limiting the number of animals that must be euthanized.

B. Disposal methods for infected or potentially infected carcasses are chosen for their effectiveness in stopping or preventing pathogen spread and for their minimal impact on the surrounding environment.

C. Actions are coordinated with local incident management officials and with State and Federal officials or in coordination with the local and/or State EOC. If the situation is an Incident of National Significance, Lewis County agencies will play a supporting and/or liaison role to Federal agencies and officials.

D. Each supporting agency is responsible for managing its assets after receiving direction from the lead agency at the EOC/ECC. On-scene assets will be coordinated by Incident Command in conjunction with the EOC/ECC for the incident.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Refer to the *Lewis County Hazard Identification Vulnerability Analysis* (HIVA) (published separately) for the natural and manmade events that may affect Lewis County.

B. ASSUMPTIONS

1. Local agriculture or livestock agencies will be the first to discover and report suspected animal or plant disease or infestation outbreaks.

2. Local veterinarians or agricultural specialists will confirm and report suspected disease or infestation outbreaks to local, county, state, and/or federal authorities.

3. State and/or federal agricultural specialists will initiate appropriate response protocols.

4. Lewis County EOC/ECC will activate to an incident appropriate level and assist in response and recovery efforts.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. ESF #11 provides for integrated local response and local liaison duties with state and federal resources for situations involving an outbreak of a highly contagious animal or zoonotic disease, an outbreak of a highly infective plant disease or infestation affecting crops in Lewis County.

B. ORGANIZATION

1. WSU Extension - Lewis County provides education and informational resources related to agriculture.

2. The Washington State Department of Agriculture, Department of Health, and Department of Fish and Wildlife provide agency specific subject matter expertise in accordance with the Washington State Comprehensive Emergency Management Plan.

3. The United States Department of Agriculture provides subject matter expertise in accordance with the National Response Framework.

C. PROCEDURES

1. Upon notification of a suspected or confirmed outbreak of a highly contagious animal or zoonotic disease, an outbreak of a highly infective plant disease or infestation affecting crops, DEM will notify the State EMD who will notify the appropriate state/federal agencies.

2. In the event of an outbreak of a highly contagious or economically devastating animal/zoonotic disease:

   a. The State Coordinating Officer, who may be the State Veterinarian or other official from either the animal health or the emergency management community, serves as the State's principal point of contact with the federal government, represented by the USDA Area Veterinarian in Charge.

   b. The State activates its state, regional, or local emergency operations center (EOC), as needed, as the State's base of operations for interfacing with local governments, state agencies, federal government, and the private sector.

   c. The State Veterinarian and Area Veterinarian in Charge will establish a joint Operations Center/Unified Command, which serves as the focal point for coordinating the disease management decision making process.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Develop mutual aid agreements with government agencies, professional associations, and private agencies/organizations.

2. Provide surveillance for foreign animal disease or an animal disease, syndrome, chemical, poison, or toxin that may pose a substantial threat to the animal industries, aquaculture or seafood industries, economy, or public health of Lewis County.

3. Provide surveillance for pests which may pose a potential or substantial threat to agriculture, horticulture, economy, or public health of Lewis County.

B. PREPAREDNESS

1. Train first responders and the agricultural industry to the awareness level in agricultural security and agricultural terrorism.

2. Develop county and local plans and resources to enhance surveillance and awareness to provide for early detection of animal health emergencies and agro terrorism.

3. Conduct training sessions and workshops to assist local communities and support agencies and organizations.

4. Participate in and/or conduct exercises and tests.

C. RESPONSE

1. Collect samples, ensure proper packing and handling, and submit the samples to designated laboratories for appropriate testing.
2. Manage the crisis response and the resulting consequences, and cooperate with the law enforcement officials in criminal investigations, if a terrorist act is suspected.
3. Oversee the decontamination and/or destruction of animals, plants, cultured aquatic products, food, and their associated facilities as determined necessary.
4. Quarantine, stop sale, stop movement and otherwise restrict animals, plants, equipment, and products as necessary to control and eradicate diseases and pests.
5. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations, and other resources to carry out the response plans associated with animal health emergency management or any act of agricultural terrorism that may pose a substantial threat to the county.
6. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
7. Provide consultation and coordinate response with the Lewis County Health & Social Service Department on animal and plant issues which may impact public health.
8. Coordinate with support agencies for the removal and proper disposal of animal waste, dead animals, and contaminated agriculture products.

D. RECOVERY

1. Coordinate public information and provide updates for ESF #15 - External Affairs.
2. Coordinate damage assessments and reporting.
3. Maintain financial records on personnel, supplies and other resources utilized.
4. Restore equipment and supplies to normal state of operational readiness.
5. Resume day-to-day operations.

VI. RESPONSIBILITIES

A. LEAD

1. **Lewis County Division of Emergency Management (DEM)**
   Lewis County Public Health & Social Services (LCPHSS)

a. Implement an integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic exotic plant disease, or plant pest infestation.

b. Identify geopolitical boundaries for quarantine areas as appropriate.

c. Make recommendations for appropriate treatment or disposal of contaminated crops or livestock as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas).

d. Coordinate veterinary and wildlife services in affected areas.

e. Coordinate with ESF #8 on animal/veterinary/wildlife issues in disease and natural disaster issues.

B. SUPPORT

1. Law Enforcement

a. Provides security and access control to selected areas.

2. Lewis County Animal Shelter (LCAS)

a. Assists with providing shelter and food for displaced animals.

b. Assists with reuniting displaced animals with owners as possible.

c. Assists lead agencies as requested.

3. Lewis County WSU Extension Office

a. Assists lead agencies as requested.

b. Provides subject matter expertise, education and informational resources related to agriculture.

VII. RESOURCE REQUIREMENTS

VIII. REFERENCES

IX. TERMS AND DEFINITIONS

ESF #11 - Agriculture and Natural Resources
Appendix 3

Assurance of Food Safety and Security

LEAD: **Lewis County Public Health & Social Services (LCPHSS)**

SUPPORT: **Law Enforcement**
Lewis County Division of Emergency Management (DEM)
Lewis County WSU Extension Service

I. INTRODUCTION

A. PURPOSE

Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and points of entry, laboratory analysis of food samples, control of products suspected to be adulterated, food-borne illness surveillance, and field investigations.

B. SCOPE

Assurance of the safety and security of the commercial food supply to include the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and points of entry, laboratory analysis of food samples, control of products suspected to be adulterated, food-borne illnesses surveillance, and field investigations.

II. POLICIES

A. The Lewis County Public Health and Social Services Department will notify appropriate state agencies of food adulteration and will be the liaison for communications with other agencies with food safety and security duties.

B. Actions undertaken are guided and coordinated by local food safety officials. If the situation escalates beyond the capacity of local resources, actions may be guided by state and/or federal food safety authorities, including Homeland Security officials.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

Refer to the *Lewis County Hazard Identification Vulnerability Analysis* (HIVA) (published separately) for the natural and manmade events that may affect Lewis County.

B. ASSUMPTIONS

1. Local food service agencies and/or medical institutions will be the first to discover and report suspected food safety/security issues.
2. Local medical, veterinarian or agricultural specialists will confirm and report suspected food safety/security issues to county, state, and/or federal authorities.
3. State and/or federal specialists will initiate appropriate response protocols.
4. Lewis County EOC/ECC will activate to an incident appropriate level and assist in response and recovery efforts.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. In the event of a food supply safety/security incident, the Lewis County Division of Emergency Management (DEM) may activate the EOC/ECC to provide a local base of operations according to internal policies and procedures.
2. The Lewis County Public Health and Social Services Department, as the lead agency for this function, will delegate a representative for the affected area. This representative will serve as a liaison between local and state government to coordinate efforts.
3. The Lewis County EOC/ECC is activated locally as needed, and it performs the base of operations for interfacing with local governments, state government, private sector and volunteer agencies.

B. ORGANIZATION

1. The Lewis County Public Health and Social Services Department ensures the safety and security of Lewis County's commercial supply of food products following a potential or actual incident affecting Lewis County. It supports a liaison role to state and/or federal government should the situation necessitate.
2. The Food, Safety, Animal Health, and Consumer Services Division, Washington Department of Agriculture and Washington Department of Health provide subject matter expertise for matters related to food safety and security.
3. The Food Safety and Inspection Service (FSIS) of the Department of Homeland Security (DHS) coordinate federal response for food safety and security issues as warranted.

C. PROCEDURES

1. The Food Safety, Animal Health, and Consumer Services Division, Washington Department of Agriculture (WSDA) and Washington Department of Health (DOH) will be notified immediately by the local public health agency, the State Warning and Notification Center, or any other means (as appropriate).

2. The Food and Safety Program Manager will coordinate directly with the Department of Health. The two primary agencies will notify the Food Safety and Inspection Service (FSIS) and the State Emergency Operations Center (State EOC).

3. The Food and Safety and Inspection Service (FSIS) is activated upon notification of the occurrence of a potential or actual Incident of National Significance by the Department of Homeland Security (DHS) that a federal response is warranted.

4. Actions undertaken are guided and coordinated by state and local food safety officials; emergency preparedness and response officials; Homeland Security officials; existing WSDA and DOH internal policies and procedures.

5. State, regional, or local emergency operations centers (EOC) will activate as needed and serve as the base of operations for interfacing with local governments, state agencies, federal government, and the private sector.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Conduct threat, risk, and vulnerability assessments of key ESF infrastructure.

2. Review and analyze lessons learned in emergency/disaster incidents that have occurred elsewhere, and make changes where applicable.

3. Participate in and/or conduct exercises and tests with all appropriate agencies and organizations.

4. Coordinate the development of policy and procedures to provide for an efficient and swift response to food tampering to protect public health.

B. PREPAREDNESS

1. Review and revise Standard Operating Procedures (SOPs) annually.

2. Establish procedures for alerting personnel and other key employees in an incident of local or regional significance.

3. Update equipment and resource listings on an annual or more frequent basis, and distribute appropriately.

4. Revise mutual aid agreements as needed.

5. Train employees on specific ESF functions.

6. Develop interests and partnerships with businesses; food and water suppliers; and distribution support agencies.

7. Regularly attend scheduled tabletop exercises and all other applicable training events.

8. Review and analyze lessons learned in emergency/disaster incidents that have occurred elsewhere, and make appropriate corrections/additions to respective SOPs and this ESF.

C. RESPONSE

1. Establish and maintain contact with the Incident Commander and/or appropriate Emergency Operations Center (EOC) for instructions.

2. Coordinate with appropriate law enforcement in events where contamination of the food supply with a chemical or biological agent may have been intentional or suspicious.

3. Designate certain individuals to serve as expert points of contact for law enforcement.

4. Provide for communication, surveillance, and response with all appropriate agencies and coordinate with the support where appropriate, ESF #8, the Joint Operations Command (JOC), and Joint Information Center (JIC), in an act of food tampering.

5. Coordinate public information and provide updates for ESF #15, Public Information.

6. Maintain complete and accurate documentation of all related costs, actions, and communications.

D. RECOVERY

1. Consult with ESF #5 (Emergency Management) and ESF #14 (Long Term Community Recovery) regarding needed recovery strategy.

2. Assess losses of equipment and personnel, develop estimates of monetary loss, and identify possible funding sources.

3. Assess the need for critical incident stress management for personnel.

VI. RESPONSIBILITIES

A. LEAD

1. Lewis County Public Health & Social Services (LCPHSS)

a. Provide food inspections to ensure a safe food supply to the public.

b. Investigate cases of food borne illness.

c. Catalog findings of adulterated food.

d. Provide the guidance for immediate protection actions within Lewis County.

e. Report any findings of adulterated food to the Washington State Department of Health.

f. Advise local law enforcement and the State of Washington of suspected or determined crimes related to food safety and security.

g. Advise local government officials of health hazards.

h. Draft health advisories for affected area(s).

i. Keep the Washington State Department of Health (DOH) informed of health emergencies.

j. Inspect and screen food facility sites.

k. Suspend operations of food production sites as appropriate.

l. Send representatives to the EOC/ECC as requested.

B. SUPPORT

1. Law Enforcement

a. Provide security for food related events as requested by the Lewis County Public Health Department and/or State Department of Health.

2. Lewis County Division of Emergency Management (DEM)

a. Distribute health advisories to the public via the Warning Plan as directed by the Lewis County Public Health Department and/or State Department of Health.

b. Activate the EOC/ECC for food safety events as necessary.

c. Conduct and participate in food safety trainings and exercises.

3. Lewis County WSU Extension Service

a. Provide assistance to the Lewis County Public Health Department as requested during food safety and security events.

VII. RESOURCE REQUIREMENTS

VIII. REFERENCES

IX. TERMS AND DEFINITIONS

ESF #11 – Agriculture and Natural Resources
Appendix 4

Protection of Natural, Cultural Resources and Historic Properties

To be published

ESF #11 – Agriculture and Natural Resources
Appendix 5
Animals and Livestock

LEAD: **Animal / Livestock Owners**
Lewis County Animal Shelter (LCAS)

SUPPORT: **American Red Cross, Mount Rainier Chapter (ARC)**
Animal Care Professionals
Fire Services
Friends of the Lewis County Animal Shelter (FOLCAS)
Law Enforcement
Lewis County Division of Emergency Management (DEM)
Lewis County Public Health & Social Services (LCPHSS)
Municipal Animal Control Agencies
Non Governmental Organizations (NGO)
Public Works
Solid Waste Management
State Emergency Management Division (State EMD)
Federal Response Teams

I. INTRODUCTION

A. PURPOSE

1. This Emergency Support Function (ESF) provides guidance and assignment of responsibility for animal protection issues before, during, and after an actual or potential emergency situation; and is designed to facilitate overall coordination of animal issues during emergency operations.

B. SCOPE

1. The goal of this ESF is to protect domesticated and non-domesticated animals (including pets, livestock, and wild animals), the public health, the public food supply, the environment, and to ensure the humane care, and treatment of animals in the event of an emergency situation.

2. This plan is applicable to livestock and pet owners as well as state, local, and private agencies with response and support capabilities for evacuation, shelter, and care of domestic animals during non-disease disasters and emergencies.

II. POLICIES

A. Priority is given to human safety; at no time during an emergency or disaster situation should responder, emergency worker, or the public safety be compromised due to an animal issue.

B. Coordination of animal disaster operations will be conducted according to the standards and practices of the National Incident Management System - Incident Command System.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Refer to the *Lewis County Hazard Identification Vulnerability Analysis* (HIVA) (published separately) for the natural and manmade events that may affect Lewis County.

B. ASSUMPTIONS

1. Emergency planning for animals requires extensive collaboration among emergency management officials, animal control agencies, animal welfare organizations, veterinarians, county and state agencies, animal shelter providers, breeders, volunteer groups, and citizens.

2. Pet and livestock owners, when notified of an impending emergency will take reasonable steps to protect and care for animals in their possession, and if evacuated, will normally take their domestic animals with them, or place them in prearranged private boarding kennels, stables, or similar facilities.

3. There will be circumstances when pet and livestock owners will not be able to protect their animals during an emergency situation, or will abandon their pets during disasters. This includes unscheduled drop-offs at animal facilities.

4. In an emergency or disaster, a significant number of companion animals or livestock may escape. Abandoned animals are likely to suffer in an emergency and pose a risk to rescuers and the public.

5. Evacuation of large animals must be conducted well in advance of an emergency situation such as a flood.

6. Many people may not evacuate without their animals, or will delay, to their own detriment, their evacuation in attempting to prepare for leaving their animals behind.

7. Some people, if unable to take their animals will prefer to weather the storm in an unsafe structure or vehicle. This is particularly true of the elderly and disabled citizens with service animals.

8. If not properly planned for during an emergency situation, animal issues could escalate to the point of detracting from other higher priority emergency operations jeopardizing public health and safety.

9. Pre-screened and qualified individuals and groups may be utilized to provide assistance to animal service organizations. Such services include collection, boarding, and owner reunification.

10. Veterinarians at designated shelters and private offices would triage and treat sick and injured animals.

11. Animal food supplies may become contaminated, destroyed, or be in limited supply and would need to be imported from outside the area.

12. The greatest concentration of small domestic animals exists in urban areas along major transportation corridors (I-5, US Highway 12, US Highway 6, 505, 506, 507, 508, and 122) in Lewis County.

⋆ **Estimated Lewis County Small Domestic Animal Population 2010**	
Dogs	**18,100**
Cats	**20,400**
Birds	**2,825**

13. The greatest concentration of large domestic and production animals exists in the rural areas of Lewis County

⋆ **Estimated Lewis County Large Domestic & Production Animal Population 2010**	
Horses	**4,200**
Dairy Cows/Cattle	**27,500**
Broilers/layer Chickens	**3.2 million**
Hogs/Sheep	**2,100**

⋆ Domestic animal population estimate derived from American Veterinary Medical Association (AVMA) calculator. Large domestic and production animal population derived from Washington Dairy Association and National Agriculture Statistics Service.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Animal owners (domestic and/or livestock) have the basic responsibility for care and protection of their animals, during an emergency situation.

2. Animals not being cared for by their owners; or a danger to the public will be sheltered, fed, and if possible, returned to their owners. If animals cannot be returned to their owners, or are otherwise a danger to the public, they will be disposed of in a humane and expeditious manner.

3. Wild animals will normally be left to their own survival instincts. Wild animals that have strayed out of their natural habitat should be allowed to return to their natural habitat. If the wild animals are a danger to the public, they will be disposed of in a humane and expeditious manner by animal control services, State Fish and Wildlife officers, or law enforcement personnel.

4. All organizations that support this ESF are responsible for developing their respective SOPs for conducting emergency operations in support of the County, or the surrounding municipalities' infrastructure.

5. All organizations that support this ESF in the county, or surrounding municipalities, are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.

6. All organizations supporting this ESF in the county, or the surrounding municipalities, will coordinate their plans and operations with the Lewis County EOC/ECC.

7. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the County EOC/ECC, when activated, for processing and prioritization.

B. ORGANIZATION

1. The Lewis County Animal Shelter provides service to unincorporated Lewis County and may contract to provide services to municipalities of Lewis County. Services to municipalities are "at will" and billed "per animal received" or "actual staff time to assist".

2. Other Lewis County municipalities implement animal control services including animal sheltering through various city departments or by contract to various animal shelters, boarding kennels, or rescue agencies.

3. The Board of County Commissioners (BOCC) determines the licensing and policies/issues/fee schedules related to animal control. Additionally, the Lewis County Animal Shelter promotes public education and awareness.

4. Friends of the Lewis County Animal Shelter (FOLCAS) and other non-profit organizations provide funding and assist the Lewis County Animal Shelter with animal rescue, shelter, and care services throughout Lewis County.

C. PROCEDURES

1. Pre-Disaster Activities

a. Develop an Emergency Operations Plan (EOP) and / or animal care plan as appropriate.

1) Establish a county animal response team.

2) Meet with representatives of DEM and gather support to develop an EOP/Animal Care plan that is integrated with the local CEMP.

3) Develop and disseminate public education materials on the care of animals in emergencies, disasters and evacuations that emphasize and encourage self-reliance among owners.

4) Establish a method to manage donations.

b. Assess Response Capability

1) Identify susceptible animal populations in the local community.

2) Compile a list of potential needs for each type of animal population.

3) Identify local vendors that would be willing to supply cages, food and accessories for animals brought in by shelter occupants.

4) Identify local schools, churches, and other groups that can offer facilities to establish public shelters suitable for the housing of animals accompanied by their owners.

5) Classify shelters according to whether they shelter people only, shelter people and animals, or shelter animals only.

6) Identify other suitable facilities in which to shelter animals. This may include facilities also used to shelter people, portable housing, such as trailers, or arrangements with a tent and awning company. Additional considerations for livestock or large domestic animal populations include portable stalls, corrals, barns, pastures, and paddocks with shelter for inclement weather.

7) Determine how community resources, such as housing, cages, food and accessories, can be obtained and sustained.

c. Shelter Capability

1) There are seven primary functional areas which must be considered when assessing facility capability to shelter animals. These are supervision, animal restraint, veterinary care, costs, animal relief, owner communications, and mental health services.

d. Preparedness Activities with local government entities, local animal care agencies, business associations and organizations

1) Meet with local veterinarians, animal shelter directors, owners of animal boarding/grooming facilities, pet stores, local kennel clubs, and cat fancier associations, livestock and horse owner groups to:

   a) Encourage these groups to play an active role in animal care during emergencies/disasters.

b) Develop and disseminate public information on the care of domestic animals in emergencies, disasters and evacuation that emphasizes and encourages self-reliance among owners.

c) Encourage local animal care agencies, associations and organizations to play an active role in disaster preparedness exercises.

2) Meet with community-based shelter owners and operators to clarify how animals and their owners will be cared for in emergencies, disasters and evacuations.

3) Meet with mental health groups and determine the appropriate integration of their resources in the care of animal owners in emergencies, disasters and evacuations.

e. Preparedness activities with State and Federal Government

1) Identify contact information for personnel and offices of the US and State Departments of Agriculture, Veterinarian, Health and Natural Resources.

2) Identify/discuss the handling of animal welfare and animal disease notification issues.

2. Notification / Activation Activities

a. Initial notification of any disaster or evacuation involving animals may come from various sources, including:

1) Rescue workers dealing with a livestock or horse trailer wreck.

2) Emergency management, police, fire, animal control, Red Cross and Non Governmental Organizations (NGO)

b. This ESF will be activated when there is an emergency situation causing an increased requirement for animal protection in Lewis County or a surrounding municipality.

1) The level of activation and the deployment of field teams will be based upon the type and size of incident and the need for rescue/care resources.

2) Public information regarding animal protection will be issued through various media outlets, as needed.

3. Response Activities

a. Domestic Animals

1) **County and support agency animal evacuation shelters**

a) If the need arises, the county, cities, or Progressive Animal Welfare Society (PAWS), or other animal support agencies/organizations may sponsor and/or open emergency animal evacuation shelters.

b) If animals are placed under the care of the County, or one of the animal support agencies, the owner will be required to sign a release of liability form, and provide proof of vaccinations. In the absence of the records, veterinarians will screen the animals to determine whether the animal may enter the shelter, or should be transported to an animal medical facility.

c) In the event that local animal shelters are destroyed or incapable of operating due to the emergency situation, animals may be moved outside the County for care and protection.

2) **Pets of Evacuated Special Needs Citizens**

a) Special Needs Citizens (individuals with mental or physical handicaps who require evacuation assistance) may also require assistance in evacuating their pets.

b) In the event that the individual and the animal cannot be separated due to the individual's handicap, the assistance animal will be sheltered in the same facility in a separate room or area if available.

3) **Stray / Lost Domestic Pets**

a) All stray/lost domestic pets recovered by the animal control agencies during an emergency situation will be sheltered, as circumstances dictate, at an appropriate animal shelter, boarding, or medical facility.

b) Any pets whose owners who cannot care for their pets or pets found by citizens will also be sheltered at an appropriate facility.

c) Unclaimed animals will be managed in accordance with established County or State laws and procedures.

4) **Evacuated and Stray / Lost Livestock**

a) Due to the size of most livestock and the inability to transport large numbers of livestock, owners are expected to develop their own animal shelter and/or evacuation plans.

b) County farms and stables previously approved may be used as livestock shelter facilities. In an emergency situation, the County Fairgrounds may provide shelter assistance.

b. Wild Animals

1) The Washington State Department of Fish and Wildlife may provide limited transport of endangered wild animals to their natural habitat. If the animal cannot be transported back to its natural habitat, due to the

emergency, or to sustained injuries, it will be transported to an appropriate wildlife rehabilitation facility, if possible.

Note: Wildlife requires specialized fencing and/or cages that are not readily available at boarding and/or medical facilities.

2) If the animal presents an immediate danger to the public; has sustained untreatable injuries, or appears inflicted with an incurable disease; it will be disposed of in accordance with established animal control procedures.

Note: Wild and/or domestic animals that appear inflicted with a disease may require laboratory testing to determine the nature/implications of the illness.

c. Animal Medical Facilities

1) Local animal medial facilities will be the primary facilities to provide medical care to animals during an emergency situation.

2) During an emergency situation when injured animals cannot be accommodated by local animal medical facilities, Non Governmental Organizations (NGO) may assist in locating outside animal medical assistance.

3) Depending on the extent of the emergency situation, volunteers or Veterinary Medical Assistance Teams from the American Veterinary Medical Association may be requested to assist in the medical treatment of domestic and wild animals through the Division of Emergency Management (DEM).

d. Animal Search and Rescue

1) **Domestic Pets**

Animal control agencies will be responsible for and coordinate the rescue of stray domestic pets, or those animals needing assistance due to the emergency, or the owner's death or evacuation of their owners.

2) **Livestock**

Animal control agencies will be responsible for and coordinate the rescue of stray livestock, or livestock needing assistance due to the emergency, the owner's death or evacuation.

3) **Wild Animals**

The Department of Fish and Wildlife will be responsible for and coordinate the search and rescue of any wild animals out of their natural habitat that are endangering either themselves or the human population.

e. Stranded Animals

If an emergency situation prevents domestic animals from being rescued, food and medical assistance for the animals will be coordinated with available animal care organizations.

f. Additional Aid

If county resources cannot meet animal search and rescue requirements, DEM will request outside assistance from the State EOC, or other available animal rescue groups.

g. Animal Bites/Disease Control

1) Rabies and other zoonotic disease outbreaks are a serious threat during an emergency situation, and the Lewis County Public Health & Social Services Department and/or WA Department of Agriculture will be notified on any reported rabies or other zoonotic disease outbreak.

2) WA Department of Agriculture will be notified on any suspicion of Foreign Animal Disease (FAD) in livestock or poultry.

4. Recovery Activities

a. Release / Destruction

1) **Domestic Pets/Livestock**

   a) Animal Control agencies will support efforts to identify owners of stray/lost animals. If owners cannot be found, animal support agency personnel will attempt to put the animals up for adoption according to their established procedures and applicable state and local law.

   b) Animals whose owners cannot be located, and which cannot be adopted due to temperament, disease, injury, etc., will be managed in accordance with established procedures that may include euthanasia.

2) **Wild Animals**

   The Washington State Department of Fish and Wildlife will support efforts to reintroduce wild animals back to their natural habitats when possible/practical.

b. Disposal of Animal Carcasses

1) Owners of domestic animals (cats and dogs) killed during an emergency situation are responsible to conduct or coordinate for the proper disposal of their deceased pets by either burial (if appropriate) or cremation (through their animal care provider).

2) Domestic animals in the care of County/municipal animal control services killed or euthanized during an emergency situation will be disposed of in accordance with their established procedures and applicable state and local law.

3) Livestock killed during an emergency situation will be disposed of in accordance with appropriate procedures as determined by the County Health Officer, County Public Works Solid Waste Manager, Animal Shelter, and/or the State / US Departments of Agriculture.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Identify all personnel and resource requirements to perform assigned missions.

2. Identify pre-disaster evacuation areas/facilities to relocate animals prior to a disaster occurring.

3. Estimate numbers of domestic animals and livestock that may be affected by disasters in Lewis County.

4. Analyze the impact of an outbreak or agricultural terrorism attack on domestic animals and livestock.

5. Encourage citizens, animal shelters, and livestock operations to develop emergency procedures and evacuation plans for animals in their care and custody.

B. PREPAREDNESS

1. Conduct at least one program during the federal training and exercise cycle to address issues dealing with this ESF.

2. Coordinate with ESF #15 to annually release information on disaster planning and safety for domestic animals.

3. Coordinate efforts to relocate domestic animals prior to the disaster.

4. Coordinate the development of a system to register identification data on domestic animals in an effort to reunite them with their owners post-disaster.

5. Maintain contact information for medical and non-medical volunteers and agencies that can provide care assistance.

C. RESPONSE (by Pre-Qualified Responders)

1. Assist emergency response teams with animal-related problems.

2. Assist in capture of animals that have escaped confinement.

3. Maintain status of veterinary and animal hospital capabilities.
4. Provide humane care and handling of animals by providing animal shelters as well as treatment/euthanasia assistance as needed.
5. Coordinate the supply and delivery of needed animal food, medicine and equipment.
6. Coordinate with the incident PIO to ensure information is provided on the location of animal shelters and pet friendly shelters for companion animals.

D. RECOVERY

1. Continue to coordinate the assignment of relief personnel and distribution of supplies.
2. Coordinate damage assessment with ESF #14.
3. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as needed.
4. Assist support agencies for long term maintenance, placement, or disposition of wildlife which cannot be returned to their normal habitats or domestic animals which have been separated from their owners.

VI. RESPONSIBILITIES

A. LEAD

1. ANIMAL / LIVESTOCK OWNERS

a. Provide an appropriate standard of care for their animals at all times, including during emergencies, disasters and evacuations.

b. Be prepared to utilize their own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer.

c. Ensure that their animals are not a threat to public health.

d. Ensure that their animals do not harm other persons' property, including animals, and limit the spread of contagious disease to other animals.

2. Lewis County Animal Shelter (LCAS)

a. Be the principle resource to DEM and the EOC/ECC, when activated, to coordinate the care of animals affected by emergencies, disasters, and evacuations.

b. Familiarize its members with the local emergency operations procedures.

c. Identify legislated and/or pre-qualified groups or persons who will care for animals in emergencies, disasters and evacuations.

d. Identify resources in the community needed to adequately plan and respond to the needs of animals in emergencies, disasters and evacuations.

e. Coordinate legislated and/or pre-qualified groups and persons to plan for and respond to the care of animals in emergencies, disasters, and evacuations.

f. Maintain a current list of committee members and community resources that support planning and operations for the care of animals in emergencies, disasters and evacuations.

g. Coordinate the care of animals which are accompanied by their owners in emergencies, disasters and evacuations.

h. Refer the care of stray animals, i.e., animals which are not accompanied by their owner at the time the animal is found or help is sought, to the county or municipal animal control agency in which the animal was found.

i. Work with DEM in developing methods for liability protection and resource funding.

B. SUPPORT

1. American Red Cross, Mount Rainier Chapter (ARC)

a. Assist in the development of plans and coordinates with the appropriate agencies for the care and control of animals brought to Mass Care Shelters.

Note: The Red Cross does not take a formal leadership role for the care of animals.

2. Animal Care Professionals

a. Provide medical care for injured and diseased animals in a capacity with which the animal care professional is qualified.

b. Provide boarding care for displaced animals in a capacity with which the boarding care provider is qualified.

c. Offer adoption of animals that have been housed for a statutory limit of time or euthanize and dispose of animals that cannot be adopted for any reason in accordance with state and local laws.

Note: Animal care professionals enter into service contracts with animal owners for the care of animals and are usually based on a fee for service. In disasters, animal care professionals may provide pro bono service, but it should never be assumed that this will be the case.

3. Fire Services

a. Assist in the rescue of stranded animals or livestock within capabilities, as needed (human life takes priority in all cases).

4. Friends of the Lewis County Animal Shelter (FOLCAS)

a. FOLCAS provides direct assistance to the Lewis County Animal Shelter (LCAS) and community through funding and volunteer work.

b. FOLCAS assists the LCAS with deployment of the DEM Rescue Trailer for use in a disaster or other emergency where services need to be taken to an area of the community rather than having animals go to the shelter itself.

5. Law Enforcement

a. Ensure safety of veterinarians and inspection personnel and resolve any conflicts that may arise.

b. Enforce movement restrictions and establish perimeters as provided by the designated State Veterinarian and/or Lewis County Public Health Department.

c. Law enforcement may be asked to aid in the investigation if the incident is ruled a deliberate disease introduction. The FBI will be the lead agency since this would be considered an act of terrorism.

6. Lewis County Division of Emergency Management (DEM)

a. Endorse the need for an animal care resource in emergencies, disasters and evacuation.

b. Coordinate with the Lewis County Animal Shelter and Non Governmental Organizations (NGO) in solving problems that arise out of the need to provide care for animals in emergencies, disasters and evacuations.

c. Develop methods for liability protection and cost reimbursement after the EOC/ECC has been activated for an emergency or disaster.

7. Lewis County Public Health & Social Services Department (LCPHSS)

a. Coordinate with this ESF to diagnose, prevent and control zoonotic diseases (such as rabies) and other animal-related conditions of public health significance.

8. Municipal Animal Control Agencies

a. Ensure that public safety is not endangered by (stray) animals.

b. Capture stray animals and seek temporary housing of animals when owners cannot be identified.

c. Assist in educating pet/livestock owners on disaster preparedness for animals.

d. Provide oversight of animal rescue/care/control activities.

9. Non Governmental Organizations (NGO) / Individuals

a. Do not have jurisdiction over stray animals.

b. Any non-governmental agency providing care to stray animals must be pre-qualified to act as such and have a Memorandum of Understanding (MOU) in place with the animal control agency having jurisdiction.

c. Only trained and pre-qualified animal care groups and individuals will operate as Emergency Workers in Lewis County. This is to provide the greatest protection of worker safety, animal health and welfare, and effective utilization of personnel/equipment resources.

d. Untrained/uncertified self-deploying individuals and groups while well-meaning can be disruptive to emergency operations and put themselves and others at risk.

1) Untrained/uncertified animal care groups and individuals should not be utilized as emergency workers.

2) Untrained/uncertified animal care groups and individuals that interfere or obstruct emergency operations, or misrepresent themselves for illegal purposes will be held accountable for their actions up to and including criminal prosecution.

Note: Examples of animal care groups and individuals may include animal welfare organizations, local human organizations (not to be confused with the Humane Society of the United States), breed (rescue) groups (usually for dogs, cats, and horses), producer (livestock, poultry) associations, and (national) emergency animal response programs.

10. Public Works
Solid Waste Management

a. Assist with setting barricades for traffic detours of quarantined areas.

b. Assist in transport of soil, carcasses or debris.

11. State Emergency Management Division (State EMD)

a. The Washington State Comprehensive Emergency Management Plan describes the agencies and resources available to assist Lewis County during a disaster.

12. Federal Response Teams

a. The National Response Framework (NRF) describes the trained and certified federal teams/agencies available to assist Lewis County during a disaster.

VII. RESOURCE REQUIREMENTS

VIII. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. *National Response Framework (NRF)*

C. Animals in Disaster, Independent Study Course, IS-10 Module A

D. Animals in Disaster, Independent Study Course, IS-11, Module B

E. Livestock in Disasters, Independent Study Course, IS-111

IX. TERMS AND DEFINITIONS

TERM	DEFINITION
Animal Adoption	The permanent allocation of an animal to a new owner.
Animal Fostering	The temporary allocation of an animal to a person other than the animal's original owner.
Animal Housing Area	A distinct area in a public shelter where animals are housed.
Emergency Animal Housing Facility	A temporary facility where animals (only) are housed.
Feral Animals	Domestic animals that survive and reproduce in the wild without human intervention.
FOLCAS	Friends of the Lewis County Animal Shelter.
Housing	The temporary accommodation of animals.
LCAS	Lewis County Animal Shelter.
Livestock	Definitions vary by state. In most states, livestock include horses, donkeys, mules, cattle, bison, sheep, goats, and pigs. In some states, camelides (llamas, alpacas) and cervidae (deer, elk, moose) are also considered livestock.
Native Wildlife	Any free range non-domesticated animal that is indigenous to North America.
Non-Native Wildlife	Non-domesticated animals that are not indigenous to the United States.

TERM	DEFINITION
PAWS	Progressive Animal Welfare Society.
Pet	Any animal that lives primarily within a person's home and at the time of contract is accompanied by its owner or designated care provider. Most pets are domestic species of animals. However, there is an increasing number of "exotic" animals being kept as pets, ranging from insects, herpetiforms (e.g., turtles, snakes, iguanas, frogs) large cats, and others.
Poultry	Chickens (broilers, layers) turkeys, ducks. In some states ratites (ostriches, emus) are also considered poultry.
Public Shelter	A temporary facility where both humans are sheltered and animals are housed. Shelters that house both people and animals are also referred to as "Pet-friendly Shelters".
Red Cross Shelter	A temporary facility, operated by the American Red Cross, where humans (only) are sheltered.
Service Animal	Section 26.302(c) of the Americans with Disabilities Act (requires public accommodations generally to modify policies, practices and procedures to accommodate the use of service animals in place of public accommodation". The Act defines Service Animals as: "any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items".
Sheltering	The temporary accommodation of people.
Stray Animals	A domestic animal that, at the time of contact, is not accompanied by its owner or a designated care provider.

EMERGENCY SUPPORT FUNCTION #12
ENERGY

LEAD: **Utility Providers**

SUPPORT: **Fire Services**
Lewis County Division of Emergency Management (DEM)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to describe the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health and safety in the local area.

B. SCOPE

1. The scope of this Emergency Support Function (ESF) includes:

a. Assessing energy systems and utilities damage, supply, demand, and determining requirements to restore such systems.

b. Helping Lewis County departments and agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.

c. Helping Lewis County energy suppliers and utility systems obtain equipment, specialized labor, and transportation to repair or restore service to pre-emergency levels.

II. POLICIES

Lewis County's priority will be to protect lives and property including critical energy sources, utility lifelines, and the environment.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Lewis County is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, water and wastewater services, as well as natural gas service.

2. The loss of utility services could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service. Utility loss may also create additional health and safety risks for the general public.

3. Public utilities are defined as those companies and organizations, including private entities, authorized to provide utility services to the general public in a specified geographic area. Public utilities include: electricity, water, sewer, service, natural gas, and telecommunications.

4. All public utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operations centers. Those that do not, normally have procedures to establish temporary facilities when needed.

5. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.

B. ASSUMPTIONS

1. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas. Fire fighting, transportation, communication, and other lifelines needed for public health and safety may also be affected.

2. There may be widespread and/or prolonged electric power failure. With no electric power, communications, water, wastewater, and solid waste disposal systems will be affected. Traffic signals may not operate, leading to gridlock.

3. There may be extensive pipeline failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.

4. There may be panic hoarding of fuel in some areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.

5. Natural gas lines may fracture, creating a hazardous, volatile, environment.

6. Water pressure may be low, hampering fire fighting efforts and impairing sewer system function.

7. Lewis County departments, under emergency conditions, may need to access private property to evaluate and repair utities that jeopardize public and private property, threaten public health, or threaten the environment.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Response activities for ESF #12 - Energy will follow the Incident Command System (ICS) guidelines. An Incident Commander (IC) will be determined. The Emergency Operations Center/Emergency Coordination Center (EOC/ECC) may be opened to assist in coordinating resources. Local and regional mutual aid agreements may be implemented.

2. In the event of a loss of utility service for any reason, local government is not expected to direct utility companies to repair utility problems. Local government is expected to rapidly assess the possible impact on public health, safety, and property, and take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan (COOP). Where utility service cannot be quickly restored, the government will have to take timely action to protect people, property, and the environment from the loss of service effects.

3. Utilities have a franchise that requires them to provide service to their customers and they have the ultimate responsibility for repairing utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and are expected to keep customers and officials informed of the utility outage; and, when possible, they are expected to provide estimates of when service will be restored.

4. Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both utility and non-utility resources to accomplish that task.

5. For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate efforts to restore service to the local area.

6. During an emergency affecting utilities, the County should identify critical local facilities and establish general priorities for restoration of utility service. The list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities may include:

   a. The Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

   b. Police, fire, and Emergency Medical Services (EMS) stations

   c. Hospitals

   d. Water treatment and distribution facilities

   e. Sewage pumping and treatment facilities

   f. Buildings serving as public shelters or mass feeding facilities

   g. Fueling facilities

7. Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced, or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility

companies may have to compete regionally with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies.

B. ORGANIZATION

1. The operation of utilities will be directed by those individuals who manage the utility on a daily basis. These individuals are expected to continue to manage the operations of those utilities during emergency situations.

2. Emergency operations will follow the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

C. PROCEDURES

1. To the maximum extent possible, utility distribution systems (energy, utility, and petroleum) will continue to provide services by normal means during a disaster.

2. Utility information will be furnished to local emergency government officials to inform the public on the proper use of services.

3. Utility companies will compile and transmit damage assessment reports to the EOC/ECC, as needed or requested. The EOC/ECC will collect, evaluate and report conditions to public safety and other impacted agencies and organizations.

4. Local fire services will likely be the first arriving agency on the scene of an energy-related emergency i.e., natural gas leak and/or fire, downed electrical lines and poles, etc. Initial response includes but is not limited to:

   a. Establish incident/unified command

   b. Establish incident priorities:

      1) Life safety

      2) Property

      3) Economy

      4) Environment

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

During proposed utility construction or renovating, utilities should determine if existing hazards will be increased by such activities. Emergency management personnel should also review proposed construction or renovation plans to identify any increased vulnerabilities.

B. PREPAREDNESS

1. Train local utilities on type of damage assessment information needed in an emergency.

2. Provide utilities with names and contact information of key officials and the EOC/ECC. Utilities can use the EOC/ECC PIO to provide information to local government during an emergency.

3. Reduce vulnerability of new utility infrastructure through proper site selection and facility design.

4. Develop plans to protect public utility facilities and equipment at risk from known hazards and maintain supplies and equipment to carry out such plans.

5. Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators.

6. Ensure the EOC/ECC has emergency 24-hour contact numbers for utilities serving the local area (other than published customer service numbers).

7. Establish a tentative utility restoration priority list for critical governmental and non-government facilities. Provide the restoration priority list to appropriate utilities.

8. Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities.

9. Encourage utilities to participate in local emergency drills and exercises.

10. Train workers, especially supervisors, on the ICS incident management procedures.

11. Develop and update aid agreements.

C. RESPONSE

1. When an incident interrupts services, regularly report the utility status and number of customers affected by service outages to the EOC/ECC.

2. To the extent possible, provide substitutes for inoperable utilities at critical facilities or if necessary, relocate those facilities. Update critical facilities restoration priorities as necessary.

3. If an extended utility outage is anticipated, take actions necessary to protect public health, life safety, and property. Implement utility conservation measures when necessary.

4. Facilitate utility emergency response to the extent possible.

5. Submit and distribute utility status information to the EOC/ECC during major emergencies and disasters.

D. RECOVERY

1. Continue to submit operational status to the EOC/ECC. Include the number of customers affected by service outages, areas affected, and estimated restoration time.
2. For major emergencies and disasters, obtain estimates of damages from utilities for inclusion in local requests for disaster assistance.
3. Update critical facilities utility restoration priorities as appropriate.
4. Include utilities in local After Action Reports.

VI. RESPONSIBILITIES

A. LEAD

1. Utility Providers

Lewis County utility providers include all public and private entities that provide energy, water, sewer, and telecommunications to the Lewis County area. This includes: electric production and distribution, pipeline, gas and any other energy producers or distributors.

a. Identifies and coordinates restoration priorities with other impacted energy companies.

b. Participates in field unified command, if indicated.

c. Liaisons with the EOC/ECC when requested. Provides status reports as necessary.

d. Provides a public information officer to the Joint Information Center (JIC) when requested.

e. Provides timely and accurate information to end-users.

f. Performs life safety and property preservation operations when indicated.

g. Assesses infrastructure damage, supply adequacy and market situation, as necessary.

h. Determines location, extent and restoration of electricity supply and outages/disruptions.

i. Determines status of shortages or supply disruptions and implements conservation/rationing as necessary.

j. Reports status to EOC/ECC.

k. Complies with energy allocations and curtailment programs as determined by the governor.

l. Coordinates out-of-area private and public energy assistance. Implements mutual aid agreements when appropriate.

B. SUPPORT

1. Fire Services

a. Provides assistance to affected utilities during events.

2. Lewis County Division of Emergency Management (DEM)

a. Maintains lists of public and private utilities, including names, addresses, and telephone numbers of key officials.

b. Develops and maintains an inventory of utility emergency contacts and resources, noting availability and response criteria.

c. Includes utilities in After Action Reports.

VII. RESOURCE REQUIREMENTS

All County departments and public and private utilities will acquire resources from normal supply sources. The Lewis County Emergency Operations Center/Emergency Coordination Center (EOC/ECC) will assist in resource procurements after all normal sources have been expended or are about to be expended.

VIII. REFERENCES

A. Chapter 194-22 WAC, Washington State Curtailment Plan for Electrical Energy

B. RCW 43.21f.045, Washington State Department of Community, Trade, and Economic Development

C. RCW 43.21f.060, Additional duties and authority of Washington State Department of Community, Trade, and Economic Development

D. RCW 44.39.070, Meeting - Energy supply alert or energy emergency duties

E. RCW 38.52.070, Mayors of cities and towns are legally responsible for appointing an Emergency Management Director, for the development of an emergency management organization and for preparing local plans conforming to the County emergency management plans.

F. RCW 35.33.081 - Cities under 300,000 in population

G. RCW 36.40.180 - Counties

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

CO-LEADS: Law Enforcement
Lewis County Sheriff's Office

SUPPORT: Emergency Operations Center/Emergency Coordination Center (EOC/ECC)
Fire Services
Lewis County Coroner
Lewis County Division of Emergency Management (DEM)
Public Works
State Department of Transportation (WSDOT)
State Emergency Management Division (State EMD)
Washington State Patrol (WSP)

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement, public safety and security requirements in the event of an emergency or disaster. It also provides support for state law enforcement operations and utilizes local law enforcement communications resources to support emergency operations.

B. SCOPE

This Emergency Support Function (ESF) is applicable to all agencies, organizations and personnel assigned law enforcement, public safety and security functional responsibilities. It is also applicable to other support agencies assigned support functions in this ESF.

This ESF directs maintaining law and order through traffic and crowd control, providing security for vital facilities and supplies, controlling access to operating scenes and vacated areas, and preventing and investigating crimes against people and property.

II. POLICIES

A. The Lewis County Sheriff's Office will maintain standard policies and procedures whenever possible. Adjustments may be made when necessary to protect life, property and the environment.

B. Under emergency/disaster conditions, ESF #13 - Public Safety, Law Enforcement, and Security activities are the responsibility of the local law enforcement agency within the impacted jurisdiction.

Police authority in the incorporated cities rests with the police chief; in towns it is the marshal. In unincorporated areas of the county, the Sheriff exercises police authority.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. Law enforcement agencies are expected to continue efforts to protect lives and property during emergency situations.

2. Generally law enforcement challenges are compounded by emergency related community interruptions.

3. Law enforcement activities under emergency conditions are the responsibility of the local law enforcement agency with jurisdiction in the area.

4. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand operations and undertake certain tasks that are not performed on a day-to-day basis.

5. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

B. ASSUMPTIONS

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.

2. Local conditions may overwhelm local law enforcement capabilities, and it may be necessary to activate mutual aid plans or request law enforcement support from outside the area. In extreme emergencies, outside support may include requesting assistance from the Washington Army National Guard.

3. During large-scale evacuations, law enforcement support may be needed to control traffic.

4. In the aftermath of an evacuation or other emergency action, it may be necessary to control access to damaged areas to protect public health, protect property, provide safety and deter theft.

5. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require law enforcement protection.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, emergency traffic control, and crowd control.

2. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on a daily basis. These include: warning & evacuation, Search and Rescue, emergency transportation, emergency communications, damage assessment, protecting key facilities, enforcing curfews, enforcing restrictions on the sales of certain products, and controlling access to damaged areas.

3. Law Enforcement agencies presently available for emergency operations in Lewis County consist of:
    - Lewis County Sheriff's Office and reserves
    - City Police Departments and reserves
    - Washington State Patrol
    - Washington State Fish & Wildlife
    - Other state and federal law enforcement agencies

4. The major law enforcement agencies in Lewis County have 24-hour operational capable two-way radio communication links between respective mobile units and the county Emergency Operations Center/Emergency Coordination Center (EOC/ECC). This becomes a valuable resource during a disaster situation. (See ESF #2 Communications, Information Systems and Warning for available communication frequencies).

5. The Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7[1]) provides law enforcement with mutual assistance capabilities between jurisdictions. Assistance is facilitated by the signatory agencies to the Mutual Law Enforcement Assistance Agreement.

6. When local law enforcement resources are exhausted, supplementary assistance may be requested through Washington State Emergency Management Division (State EMD).

7. Law Enforcement units, with the use of the sirens and public address systems, may be used to disseminate warning and emergency information.

8. Law enforcement agencies involved in the response to the emergency situation may be requested to provide a representative to the Lewis County EOC/ECC to coordinate emergency law enforcement activities between local, regional, and state law enforcement agencies.

B. ORGANIZATION

1. Use of National Incident Management System (NIMS)

a. Law enforcement emergency response operations shall be conducted in accordance with National Incident Management System (NIMS). NIMS requires the use of the Incident Command System (ICS) to manage events.

2. Implementation of Incident Command System (ICS)

a. The first official responder on the scene of an emergency situation should initiate the Incident Command System (ICS) and establish an Incident Command Post (ICP). The Incident Commander (IC) will manage and direct the on-scene response from the ICP. As other responders arrive, the individual most qualified will serve as the IC. The IC will direct and control responding resources and designate emergency operating areas at the scene.

b. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the single Incident Command system to a Unified Command (UC) involving other responder disciplines such as fire, medical, transportation, etc.

c. The Emergency Operations Center/Emergency Coordination Center (EOC/ECC) functions as a conduit for coordinating information and resources. When requested to mobilize by the IC, the EOC/ECC will request resources, coordinate external resource and technical support, research problems, provide information to senior managers, analyze and disseminate emergency public information, and perform other tasks to support on-scene operations.

3. Lead Agency - Lewis County Sheriff's Office

a. During emergency or disaster situations, the Sheriff's Office is the lead agency for the coordination of law enforcement functions in Lewis County.

C. PROCEDURES

1. Implementation of NIMS/ICS

a. Incident Command and the Incident Command Post

The first official responder on the scene of an emergency situation should initial ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the Incident Commander (IC). The IC will direct and control responding

resources and designate emergency operating areas at the scene. At the beginning of an incident, the EOC/ECC will generally not be activated.

b. Unified Command and the EOC/ECC

During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the single ICS structure to a Unified Command. The EOC/ECC is central to this system and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC/ECC will mobilize technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

2. Mutual Aid

a. If an emergency occurs that is beyond the capability of local law enforcement agencies, the law enforcement agencies are expected to initiate mutual aid agreements with neighboring jurisdictions, the region, and then the state. If additional assistance is required, the Chief of Washington State Patrol (WSP), under existing laws, shall provide additional resources by activating the Law Enforcement Mobilization Act.

3. Warning and Notification - General Public

a. Warning and notification of any natural disaster or emergency may be from all sources including: E911 Communications, CodeRED direct telephone alert, Emergency Alert System (EAS), local radio, siren system, or door-to-door contact.

4. Emergency Notification - Response Agencies

a. Emergency notification to response agencies may be by tone-out, radio contact, instant messaging, E-mail, fax or telephone.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Coordinate a local warning and notification system.
2. Carry out anti-terrorist activities.
3. Participate in regular hazard vulnerability analyses to identify potential hazards.

B. PREPAREDNESS

1. Review and update plans and procedures.
2. Conduct drills and exercises to test plans, procedures, and training.

3. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
4. Identify and train law enforcement personnel to staff the EOC/ECC and ICP.
5. Identify key facilities and determine possible security requirements.
6. Identify pre-planned evacuation routes for known risk areas and prepare traffic control plans.
7. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
8. Maintain mutual aid agreements with other jurisdictions for law enforcement services, and provide law enforcement support as requested.

C. RESPONSE

1. Notify E911 Communications and the Lewis County Sheriff's Office, Lewis County Division of Emergency Management (DEM) of major police emergencies.
2. Notify law enforcement agencies and key staff members of the emergency so that assigned responsibilities can be enacted.
3. Notify reserves and volunteers; place on standby as needed.
4. Establish priorities for law enforcement operations.
5. Suspend leaves and special assignments as needed.
6. Coordinate with the Emergency Operations Center/Emergency Coordination Center (EOC/ECC), Joint Information Center (JIC), and Public Information Officer (PIO) regarding emergency news releases advising the public regarding the emergency.
7. Coordinate traffic control.
   a. Coordinate with the Lewis County Engineer's Office, WSDOT, and Public Works for signs, barricades, and other resources.
   b. Coordinate with Washington State Patrol (WSP), WSDOT and engineers to verify proposed routing traffic on state highways and to establish traffic control points.
8. Prepare a traffic control plan for movement of evacuees, essential workers, and essential resources.
9. Establish staging areas for personnel and equipment.
10. Establish emergency area entry control points.

11. Establish liaison for law enforcement operations in the EOC/ECC.

12. Provide security for the EOC/ECC if necessary.

13. Maintain communication links between EOC/ECC, law enforcement mobile units, and other strategic operation points.

14. Assist with movement to shelters.

15. Survey essential facilities (e.g., food, water, fuel, utilities) requiring security.

16. Perform damage assessments and make reports to the EOC/ECC.

17. Maintain order in and around the emergency/disaster scene. Safeguard property in and around the scene. Investigate crimes.

18. Provide warning and communication support. Recommend the evacuation of endangered populations. Provide security of evacuated property, if resources are available.

19. Inform the public of evacuation orders including, but not limited to:

a. Door-to-door notification of persons in affected areas.

b. Warning the public through the use of mobile public address systems.

20. Coordinate ground and water search and rescue (SAR) operations within the county.

21. Assist the Coroner in necessary investigation, identification and recovery of deceased person(s). Assist with notifications of next-of-kin.

D. RECOVERY

1. Continue security operations as needed.

2. Perform traffic control for evacuees return, if needed.

3. Provide access control for damaged areas, issuing passes/permits if required.

4. Assist in damage assessment.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Law Enforcement

a. Provides law and order during emergency situations.

b. Assists with planning, directing, and controlling evacuations.

c. Provides security for critical facilities and public infrastructure.

d. Protects property in evacuated areas.

e. Provides access control to damaged areas.

f. Performs emergency traffic control as needed.

g. Provides crowd control as needed.

h. Assists with counter-terrorism and anti-terrorist operations.

i. Assists in search and rescue (SAR) operations.

j. Assists with security for shelter and mass care operations.

k. Assists the coroner in investigation, identification, recovery and management of deceased persons.

l. Develops, trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.

m. Participates in annual *Comprehensive Emergency Management Plan (CEMP)* exercises and plan revisions.

n. Maintains law enforcement inter-local agreements.

o. Provides qualified individuals to staff the EOC/ECC and ICPs when activated.

p. Supplies the appropriate financial and administrative reports to the EOC/ECC.

2. Lewis County Sheriff's Office

a. Coordinates and provides law and order during emergency situations.

b. Coordinates law enforcement inter-local agreements.

c. Plans, directs, and controls evacuations.

d. Coordinates and provides security for critical facilities and infrastructure.

e. Coordinates and protects property in evacuation areas.

f. Coordinates and provides traffic control functions when and where needed.

g. Coordinates and provides access control to impacted areas.

h. Coordinates and provides crowd control when needed.

i. Conducts counter-terrorism and anti-terrorist operations.

j. Supports search and rescue operations.

k. Coordinates and provides security for shelter and mass care operations.

l. Evacuates prisoners from the jail to another suitable facility, if necessary.

m. Assists the coroner in necessary investigation, identification, recovery and management of deceased persons.

n. Participates in annual *Comprehensive Emergency Management Plan (CEMP)* exercises and plan revisions.

o. Coordinates other emergency functions as necessary.

p. Coordinates and provides qualified individuals to staff the EOC/ECC and ICPs when those facilities are activated.

q. Develops, trains and exercises an Emergency Action Plan (EAP) for the unincorporated county.

B. SUPPORT

1. Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

a. Provides planning initiatives, resource priorities, and operational objectives as requested by the Incident Commander.

b. Requests state/federal resources through State EMD when local resources are about to be depleted.

c. Coordinates resource requests and priorities.

d. Designates a Lewis County Incident Public Information Officer (PIO) for single source distribution and information uniformity/consistency.

e. Activates and issues emergency warnings as necessary.

2. Fire Services

a. Provides crowd control as needed.

b. Assists with search and rescue operations.

c. Assists with hazardous materials incidents in Lewis County.

d. Assists with counter-terrorism and anti-terrorist operations.

e. Provides qualified individuals to staff the EOC/ECC and ICPs when activated.

f. Supplies appropriate financial and administrative reports to the EOC/ECC.

g. Develops, trains and exercises an Emergency Action Plan (EAP) for their area of responsibility.

h. Participates in annual CEMP exercises and plan revisions.

3. Lewis County Coroner

a. Investigates, identifies, recovers and manages information regarding deceased persons.

b. Notifies next-of-kin.

4. Lewis County Division of Emergency Management (DEM)

a. Collects, analyzes and distributes warning information to the general public, response community and the public at large.

b. Initiates and supports the EOC/ECC operations.

c. Receives, compiles and distributes incident reports, damage assessments and required state/federal reports.

d. Plans, schedules and conducts annual training and exercise program for the *Comprehensive Emergency Management Plan (CEMP).*

e. Coordinates and updates responder entity contact information.

f. Maintains historical records for disaster incidents.

5. Public Works

a. Assists with traffic control as needed.

b. Provides access control equipment and barricades to damaged areas.

c. Provides qualified individuals to staff the EOC/ECC and ICPs when activated.

d. Develops, trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.

e. Provides appropriate financial and administrative reports to the EOC/ECC.

f. Participates in annual *Comprehensive Emergency Management Plan (CEMP)* exercise and plan revisions.

6. State Department of Transportation (WSDOT)

a. Coordinates evacuations and traffic modifications on state highways in accordance with local jurisdictions impacted by emergencies or disasters.

b. Performs traffic control as needed.

c. Provides access control to damaged areas.

d. Provides qualified individuals to staff the EOC/ECC and ICPs when activated.

e. Develops, trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.

f. Participates in annual *Comprehensive Emergency Management Plan (CEMP)* exercises and plan revisions.

7. State Emergency Management Division (State EMD)

a. Coordinates resource requests as needed.

b. When local entities become overwhelmed, assists local jurisdictions with disaster event information collection, analysis, and dissemination.

8. Washington State Patrol (WSP)

a. Assumes Incident Command for hazardous materials events occurring in Lewis County as outlined in the Mutual Aid response plan.

b. Provides qualified liaison individuals to staff the EOC/ECC and ICPs when activated.

c. Develops, trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.

d. Participates in annual *Comprehensive Emergency Management Plan (CEMP)* exercises and plan revisions.

VII. RESOURCE REQUIREMENTS

Resource requirements will vary depending on the scope and type of emergency. Support agencies will provide personnel, vehicle, and specialized support equipment as requested.

VIII. REFERENCES

A. Lewis County Ordinance #2109, March 31, 1952

B. Lewis County Sheriff's Office Policy Manual

C. *Washington State Comprehensive Emergency Management Plan*

D. Revised Code of Washington (RCW)

E. Washington Administrative Code (WAC)

F. *National Response Framework*, January 2008

EMERGENCY SUPPORT FUNCTION #14
LONG TERM COMMUNITY RECOVERY

CO-LEADS: Applicant Agents
Lewis County Assessor's Office
Lewis County Board of County Commissioners
Lewis County Budget/Fiscal Department
Lewis County Division of Emergency Management (DEM)
Lewis County Sheriff's Office

SUPPORT: Fire Services
Government Entities
Law Enforcement
Lewis County Community Development Department/Building Department
Lewis County Departments & Offices
Public Works

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide a framework for local government support to non-governmental organizations and the private sector during the community's recovery from an emergency or disaster. It is designed to enable community recovery from the long-term consequences of a disaster; to provide for effective coordination for recovery and restoration tasks; including assessment of damages. This support function consists of the available programs and resources of local departments and agencies to enable recovery and to reduce, mitigate, or eliminate risk from future incidents where possible.

B. SCOPE

This Emergency Support Function (ESF) applies to appropriate local government departments and agencies following a disaster that affects the long term recovery of a community. Support and resources may vary depending upon the extent and type of incident and the potential for long-term consequences, and the need for restoration. ESF #14 will likely be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure.

II. POLICIES

A. Local government support is based on the event type, extent of damages, duration of the event and the recovery period. Should the event exhaust local resources and

mutual aid agreements, the State of Washington will be asked to provide assistance. When the event exhausts state resources, the federal government will be asked to provide assistance.

B. Local government agencies provide recovery assistance to the affected areas and coordinate need assessments for additional assistance by making reports to the Lewis County Division of Emergency Management (DEM).

C. Lewis County DEM will coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities and tribes, and forward the information to State Emergency Management Division (State EMD) for a determination of whether the county will be recommended for federal individual assistance, public assistance, or both recovery programs.

D. When it is apparent that local jurisdictions will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) process must be completed. DEM coordinates and compiles reports from local jurisdictions and taxing authorities.

E. Whenever Lewis County qualifies for the Federal Individual Assistance Program, DEM will inform the public on the process and deadlines to make applications for recovery funds. Individuals and families that don't qualify for federal assistance will be referred to available non-governmental organizations and faith based support services.

F. When Lewis County declares a local emergency that is not followed by a state or federal declaration, assistance may be provided by volunteer agencies.

G. Public damage and response costs are borne by the incurring organization. Reimbursement will be provided through state and federal programs, as available.

H. Mitigation grant applications will be the responsibility of the requesting organizations. The *Lewis County Multi-Jurisdictional Hazard Mitigation Plan*, published separately, identifies mitigation actions to reduce the risks associated with potential loss.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. As identified in the *Lewis County Hazard Identification and Vulnerability Analysis* (HIVA), Lewis County is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.

2. The Stafford Act authorizes federal disaster assistance to individuals and to government entities in the aftermath of a major emergency or disaster and outlines

the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.

3. Federal assistance is governed by the Stafford Act and 44 CRF, part 206.

B. ASSUMPTIONS

1. Recovery may be a long-term process that will impact residents and businesses for weeks, months, and possibly years after an emergency or disaster has occurred.

2. Recovery efforts to provide immediate and urgent need for medical aid, sanitation, food, water, shelter, clothing, and transportation may be delayed following an emergency or disaster.

3. It is expected that individuals and families be self-sufficient for 3-7 days after an emergency or disaster as outside help is mobilized.

4. Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

5. Timely and accurate damage assessment of private and public property forms the basis for requesting state and federal assistance for citizens and for repairs to infrastructure and should be a vital concern to local officials following a disaster.

6. Damage reporting deadlines are often unrealistic and difficult to meet; however, every effort must be made to meet the deadlines in order to qualify the county for recovery funding.

7. State and federal assistance may be requested to assist citizens or government entities. This assistance is intended to be a beginning for recovery and will not restore citizens to pre-disaster conditions. State assistance is typically in the form of operational support such as technical assistance. Federal assistance, if approved, will generally be in the form of partial financial reimbursement and will require considerable paperwork and take a lengthy time to complete.

8. Volunteer organizations will be available to assist citizens in meeting some basic needs, but the organizations may not be able to provide all requested assistance.

9. Damage assessments and recovery operations will begin while some emergency response activities are still underway.

10. Public and private energy and utility services will have implemented plans that outline how to continue the respective services during recovery and restoration operations.

11. There are two types of damage assessment:

a. **URGENT**: rapid assessment of what has happened countywide to prioritize initial response activities and determine the immediate need for outside assistance, and

b. **DETAILED**: document the magnitude of private and public damage for planning recovery activities and to justify requests for the state and federal assistance.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Local governmental shall coordinate methods to provide for long-term community recovery by meeting the following provisions:

1. Conduct preliminary and post event damage assessments, documentation, loss analysis and coordination efforts to address long-term community recovery and mitigation issues.

2. Determine responsibilities for recovery activities, provide continuity of government, and involve other organizations to ensure the follow-through of recovery and hazard mitigation efforts.

B. ORGANIZATION

1. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

2. The Division of Emergency Management (DEM) is responsible for coordinating the meetings between local jurisdictions, the State and the Federal Emergency Management Agency (FEMA) for application for federal recovery programs (Public Damage Assessment and Individual Assistance).

3. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

a. Familiarity of the current program guidance, procedures, and required forms.

b. Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

4. The Lewis County Assessor's Office will re-appraise properties affected by the event to provide tax reductions as required by law, as requested.

5. Lewis County Public Works will utilize heavy equipment and transportation to assist with debris removal as authorized.

6. GIS staff will provide mapping and basic property information necessary for damage reports via its Global Information Services (GIS) programs.

7. Lewis County Planning and Community Development will facilitate the application of loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to begin repairs and to mitigate potential losses in the future.

C. PROCEDURES

1. Necessary recovery procedures following a disaster will vary widely.

2. Recovery and restoration operations are concurrent with the response phase of the emergency or disaster. DEM forwards initial urgent damage assessment reports to State EMD to meet local and state minimum thresholds to seek federal recovery funding.

3. State Emergency Management Division (State EMD) reviews urgent damage assessments and makes a determination if there is sufficient damage from the event to make a request for a Presidential Declaration for recovery funding. If the damage is sufficient, State EMD will establish a timetable and request local county DEMS prepare Preliminary Damage Assessments (PDAs) and/or Individual Assistance (IA) reports.

4. If PDAs and/or IA reports are requested by State EMD, Lewis County DEM will prepare a Supplemental Justification Report (SJ) describing the impact of the emergency or disaster on the community. Local governmental entities and support groups in the impact area will provide response and damage information for the content of the SJ Report.

5. In rare instances when the effects of the disaster are so dramatic the extent of the damage is evident, a Presidential Declaration may be made prior to the PDA being completed. Entities should continue the normal PDA and IA process in order to establish the local impacts and better identify potential unmet needs.

6. If a jurisdiction has an active Presidential Disaster Declaration, teams of federal and state inspectors working from a Joint Field Office (JFO) may inspect damaged public facilities to verify local thresholds have been met. DEM will coordinate tour activities and transportation. Local jurisdictions will appoint a representative to meet with the inspection team and explain damages.

7. If the Declaration request is unsuccessful, DEM will coordinate available resources that may be able to fulfill unmet needs for IA services. If the PDA is denied, local entities will need to complete recovery with their own resources.

8. Critical Facilities List

   The following list identifies the safety evaluation of critical facilities and prioritization for safety evaluation:

   a. E911 Communications
   b. EOC/ECC (DEM)
   c. Roads and Bridges
   d. Schools (if in session)
   e. Fire Stations
   f. Police Stations
   g. Hospitals and other facilities for the care of the injured
   h. Red Cross designated public shelters and mass care centers
   i. Other care facilities and shelters
   j. Airports
   k. Utilities
   l. Dams/levees
   m. Pipelines
   n. County Buildings
   o. Other community use buildings where failure poses an imminent threat to the public.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

The *Lewis County Multi-Jurisdictional Hazard Mitigation Plan* serves as the official mitigation plan of Lewis County and provides many strategies to reduce the risks of hazards associated with disasters. The Lewis County Division of Emergency Management (DEM) maintains this plan, which is available for use by all response agencies and the general public.

B. PREPAREDNESS

1. The Lewis County Division of Emergency Management (DEM) ensures contact information; procedures and programs are up to date.

2. DEM considers lessons learned from events and exercises and incorporates the information into planning and exercise activities.

3. Identifies damage assessment team members and provides appropriate training in assessment techniques.

4. Conducts public education on disaster preparedness.

5. Conducts and participates in training exercises.

6. All governmental agencies identify and prioritize critical facilities for post-event safety inspections.

C. RESPONSE

1. Lewis County DEM requests and compiles information from county departments and agencies to assess the scope and magnitude of structural, social and economic impacts from the affected areas.

2. DEM provides Essential Public Information (EPI) to the citizens regarding available recovery resources and identifies community service and recovery resources needed. This may include conducting local Unmet Needs surveys to establish severity of the impact.

3. DEM keeps complete records of all incident actions and expenses.

4. DEM maintains liaison with the State EMD to identify state/federal recovery programs to support implementation of long-term community recovery plans and to cover gaps for unmet needs.

D. RECOVERY

1. Considerations for short-term recovery should commence as soon as the immediate life saving response efforts are completed. Some considerations include: expanding and transitioning the EOC/ECC into a Recovery Coordination Center (RCC); evaluating departmental administrative capacity; management of information dissemination; setting short-term recovery priorities, and providing a public information campaign.

2. Identify unsafe structures and recommend condemnation as necessary.

3. Transition from on-scene incident command and EOC/ECC operations to management of recovery needs. Set recovery priorities with partnership organizations in cities, towns, and the private sector.

4. When necessary, enact provisions of Chapter 38.53 RCW requesting a delegation of authority from the Governor that regulations be imposed upon access and security that are beyond the authority of local officials or when the policy

decisions of local authorities conflict and render security impossible or impractical.

5. The EOC/ECC will merge response operations into recovery operations early in the response phase. The EOC/ECC will transition as soon as possible from a consequence management EOC to a Recovery Coordination Center (RCC).

6. DEM will assist all county departments, contracted cities and towns, and public safety stakeholders with the fiscal documents required of a Governor's Proclamation of Disaster and a Presidential Declaration of Emergency.

7. Lewis County Radio Communications will make an assessment and provide restoration of the county's communication system.

8. Lewis County Information Technology Division will ensure that the county's phone system and essential computers operate, keeping everyone connected.

9. DEM will disseminate information about the FEMA disaster assistance registration process and specific local, state, and federal programs for citizens and small businesses (Individual Assistance). This assistance is intended to aid Lewis County residents and small businesses in the return to pre-event life and not to provide complete restitution for injuries and property damage.

10. DEM will coordinate meetings among local public jurisdictions, State EMD, FEMA, and elected officials to meet requirements for federal recovery programs (Public Assistance) and any other assistance that may be available.

11. The Twin Cities Chamber of Commerce will assist with small business damage report collection; they will also function as liaison to DEM for damage assessment and information distribution.

12. Special consideration issues regarding historic properties requiring recovery and restoration activities that are not time sensitive will be coordinated with the state Office of Archaeology and Historic Preservation.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Applicant Agents

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Coordinates preliminary and post event damage assessments as required by Emergency Management.

d. Compiles disaster/emergency expenses and provides urgent and detailed reports as requested.

e. Participates in FEMA/State inspection team damage assessment site inspections and entity applicant agent briefings.

f. Documents emergency expenses, collects damage and emergency assessment costs, and serves as liaison to the Washington State Disaster Field Office (DFO).

g. Serves as the project coordinator for presidentially declared FEMA disaster recovery events.

h. Maintains event financial records for the required retention period (10 years from close of project) and coordinates audit requirements.

2. Lewis County Assessor's Office

a. The Lewis County Assessor's Office will re-appraise properties affected by the event to provide tax reductions as required by law and requested.

b. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

c. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

3. Lewis County Board of County Commissioners (BOCC)

a. Approves emergency and disaster proclamations.

b. Appoints an applicant agent and alternate applicant agent to represent the County for FEMA damage assessment and fiscal reporting/reimbursement.

4. Lewis County Budget/Fiscal Department

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

   1) Familiarity of the current program guidance, procedures, and required forms.

   2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Maintains a database of county government damages/expenses.

d. Establishes a means of recording emergency purchases authorized by the County Commissioners (BOCC).

e. Provides for essential county services including payroll operations, purchasing, emergency contracts, and payments.

f. Provides fixed assets inventory as needed for damage assessment and equipment replacement in conjunction with Public Works.

g. Provides for critical payroll information.

h. Monitors all expenditures and use of resources, coordinating with the Lewis County Applicant Agent/Alternate Applicant Agent, during a disaster to facilitate documentation of overall disaster costs eligible for reimbursement.

i. Coordinates the compilation of disaster response and recovery labor, equipment, material, and service costs for post-disaster reporting purposes.

j. Coordinate post-disaster activity with the County Treasurer, Public Works, the Assessor, and other departments as needed.

k. Provides essential services to the fire agencies including processing payroll and emergency vouchers and tracking the budget.

5. Lewis County Division of Emergency Management (DEM)

a. Coordinates the collection of damage assessment information for both public loses and uninsured private losses from local jurisdictions and public entities. DEM compiles and forwards the information to State EMD for a determination of whether the county will be recommended for Federal Individual Assistance (IA), Public Assistance (PA), or both.

b. Completes the required Supplemental Justification Report (SJ) required to justify requests for IA and PA assistance after emergency or disaster events.

c. Coordinates and advises county government on recovery requirements and procedures as necessary.

d. Submits disaster assistance reports in a timely manner.

e. Notifies citizens and public entities when Presidential Declarations have been authorized to make recovery funding available following emergencies or disasters that overwhelm the local ability to recover.

f. Coordinates meetings between local jurisdictions, the State, and Federal Emergency Management Agency (FEMA) for application for federal recovery programs (Public Damage Assessment and Individual Assistance).

g. Coordinates private non-profit recovery efforts.

h. Provides information regarding available recovery resources and grants to the general public.

i. Includes damage assessment administration and reporting as part of the countywide emergency management training program.

6. Lewis County Sheriff's Office

a. Operates/maintains the EOC/ECC and initiates the transition from a consequence management EOC/ECC to a Recovery Coordination Center (RCC).

b. Coordinates PIO functions with affected entities.

B. SUPPORT

1. Fire Services

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops and maintains procedures to support urgent damage assessment and reporting to the EOC/ECC. Critical facilities within the fire district/city receive highest priority for assessment.

2. Government Entities

All agencies in government have duties directly associated with the recovery of the community following a disaster. Additionally, all governmental agencies have the responsibility to return to normal business capabilities as soon as possible following an event.

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops an agency recovery plan and appropriate procedures; trains personnel; and periodically tests/revises recovery procedures.

d. Keeps accurate records of disaster expenses and provides reports as requested to DEM.

e. Assesses critical facility, public infrastructure, and business damages and provides requested reports to DEM.

f. Assesses capabilities to conduct normal business.

g. Re-establishes normal services as quickly as possible.

h. Coordinates PIO functions with the Lewis County Incident Public Information Officer (PIO).

i. Includes damage assessment activities in organizational training programs and participates in countywide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.

j. Assists those organizations in the jurisdiction with specific damage assessment responsibilities, as requested.

3. Law Enforcement

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops and maintains procedures for field personnel to support urgent damage assessment. Immediately following a hazardous event, reports damage information to the EOC/ECC or DEM as requested. Critical facilities within the field area receive highest assessment priority.

4. Lewis County Community Development Department / Building Department

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops and maintains procedures for urgent assessment of critical facilities, public buildings, and structures.

d. Develops and maintains procedures for detailed inspections of residential, business, public buildings, and structures. The initial focus will be on critical facilities.

e. Ensures adequate resources and trained personnel are identified to conduct inspections.

f. Develops and maintains procedures for both urgent and detailed damage assessments.

g. Facilitates the application of loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to begin repairs and to mitigate potential losses in the future.

5. Lewis County Departments and Offices

All agencies in government have duties directly associated with the recovery of the community following a disaster. Additionally, all governmental agencies have the responsibility to return to normal business capabilities as soon as possible following an event.

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

   1) Familiarity of the current program guidance, procedures, and required forms.

   2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Develops a department recovery plan (with a continuity of operations plan) and appropriate procedures, trains personnel, and periodically tests/revises procedures.

d. Keeps accurate record of disaster expenses and provides reports as requested.

e. Assesses damages and provides requested reports.

f. Assesses capabilities to conduct normal business and reports findings as requested.

g. Re-establishes normal services as quickly as possible.

h. Coordinates the PIO functions with the Lewis County Incident Public Information Officer (PIO).

6. Public Works

a. All participating organizations and governmental entities shall work together to provide staff in the EOC/ECC in the event of an emergency or disaster.

b. When notified of the implementation of federal assistance programs, Lewis County government department/agencies involved with recovery assistance programs are responsible for the following:

1) Familiarity of the current program guidance, procedures, and required forms.

2) Collecting, completing, and submitting necessary assessment forms to DEM within the required timelines.

c. Utilizes heavy equipment and transportation to assist with debris removal as authorized.

d. Provides mapping and basic property information necessary for damage reports through the GIS (Global Information Services) Division.

e. Develops and maintains procedures for both urgent and detailed inspections of bridges, roads and transportation rights-of-way.

f. Ensures adequate resources and trained personnel are identified to conduct inspections.

g. Develops and maintains procedures for work crews and personnel to support urgent damage assessments. Immediately following a hazardous event, reports damage information to the EOC/ECC and /or DEM as requested. Critical facilities within the work area receive highest assessment priority.

VII. RESOURCE REQUIREMENTS

Resources required for recovery are dependent on the event, its location, duration and population impacted.

VIII. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. *Disaster Assistance: A Guide to Recovery Programs*

C. *Disaster Assistance Guide for Local Governments*

D. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988

EMERGENCY SUPPORT FUNCTION #15
PUBLIC AFFAIRS

CO-LEADS: Lewis County Division of Emergency Management (DEM)
Lewis County Incident Public Information Officer (PIO)
Lewis County Sheriff

SUPPORT: Government Entities
Local Media Broadcasters

I. INTRODUCTION

A. PURPOSE

1. The purpose of this Emergency Support Function (ESF) is to outline the means, organization, and process to provide appropriate information and instructions to the public during emergency situations.

2. This Emergency Support Function (ESF) also provides for public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

B. SCOPE

1. This Emergency Support Function (ESF) details the establishment of support positions to coordinate communications to various audiences. It applies to all County departments and coordinating agencies that may require public affairs/information support; and it also applies to entities whose public affairs/information assets may be deployed during an emergency or disaster.

2. The context of this Emergency Support Function (ESF) is for emergency or disaster situations that exhausts or nearly exhausts the capacity of public affairs/information operations or when support is requested. These incidents are typically complex in nature and extend beyond one operational period.

II. POLICIES

A. The County government recognizes the importance of providing vital health and safety information to affected populations. The Lewis County Board of County Commissioners (BOCC) and the Lewis County Incident Public Information Officer (PIO) will do everything possible to ensure that the information is consistent, accurate, complete, and promptly delivered using communication methods that will disseminate the information as widely as possible to affected populations.

B. The BOCC has delegated overall responsibility for everyday public information to the Sheriff as the Director of Emergency Management.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

1. The County faces a number of hazards which may cause emergency situations.

2. During emergencies, the public needs timely, accurate information on the emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life and damage to property.

3. For some slowly developing emergency situations, such as weather events, there may be several days for local government and the media to provide detailed information about the hazard and what citizens should do.

4. For other emergency situations, there may be no warning, leaving the public information system unable to respond rapidly enough to inform the public how to prepare. For this reason, it is important that the public be pre-advised of likely hazards and protective measures to lessen their effects.

B. ASSUMPTIONS

1. An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until personally affected and do not participate in or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of emergency information during the emergencies.

2. During emergency situations, local media will cooperate in disseminating warning emergency public information. Media may also participate in pre-disaster awareness programs and other disaster education activities.

3. Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter.

2. A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.

3. Education efforts are to be directed toward increasing public awareness about potential hazards and how to prepare for them. All information and education efforts will rely heavily on the cooperation of many types of media organizations.

B. ORGANIZATION

1. The Lewis County Board of County Commissioners (BOCC) has delegated overall responsibility for the emergency public information program to the Lewis County Sheriff as Director of Emergency Management. The Sheriff shall provide general guidance for emergency-related public education and information activities. During emergencies, a Lewis County Incident Public Information Officer (PIO) shall be appointed. The Lewis County Incident Public Information Officer (PIO) and the Incident Commander (IC) shall approve all information released to the news media.

2. The Lewis County Incident Public Information Officer (PIO) shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.

3. To the extent possible, the Public Information Officer (PIO) shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the Lewis County Incident Public Information Officer (PIO).

4. When the Incident Command System (ICS) is activated for an emergency situation, the Incident Commander (IC) will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), will normally provide information on the emergency situation to the media if the EOC/ECC has not been activated. All information relayed to the media by the PIO will be approved by the IC and/or the Sheriff (DEM Director) or designee, regardless of the command structure - single or unified.

5. Once the EOC/ECC has been activated for an emergency situation, the EOC/ECC Supervisor will determine the need for additional warning and instructions. The PIO will formulate additional warning messages and public instructions. The EOC/ECC will normally execute such warnings by activating the warning system, including transmitting Emergency Alert System (EAS) messages to broadcasters. The PIO will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.

6. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery efforts are expected to continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public information efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy.

C. PROCEDURES

1. Participation in regularly scheduled disaster exercises is important for training personnel needed for larger scale events.

2. Personnel must be identified by the departments and designated as PIO, community-relations staff, or general support for the JIC. Staff will be used on a rotating basis during emergencies and disasters. PIO and support staff will participate in training and EOC/ECC exercises in order to develop and maintain skills. The media will be contacted and informed on how information will be disseminated during emergencies.

3. During the response phase of the disaster event, the PIO will coordinate the dissemination of all disaster information. The PIO will provide public information news to the media via news releases, news conferences, and media telephone inquiries. Information will also be provided directly to the public via the Internet using Lewis County public information sites.

4. The public information program will continue through the recovery period, providing information and instructions about county, state, and federal government emergency operations, future plans for restoration of disaster affected areas, and instructions on how to apply for federal disaster assistance programs administered by the state.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Conduct hazard awareness programs.

2. Develop systems to enhance information dissemination during emergency situations.

B. PREPAREDNESS

1. Develop and distribute educational materials; conduct public education programs.

2. In coordination with the Division of Emergency Management (DEM), prepare pre-scripted warning and public instruction messages for known hazards.

3. Brief local media on warning systems and coordinate procedures for transmitting emergency information to the media.

4. Conduct public education on warning systems and the actions that should be taken for various types of warnings.

5. Train public information staff.

6. Brief local officials and emergency responders on working with the media.

7. Identify suitable facilities for a Joint Information Center (JIC).

C. RESPONSE

1. Develop, obtain authorization, and release public information regarding the emergency situation.

2. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.

3. Manage rumor control.

4. Conduct news conferences and arrange interviews as needed.

D. RECOVERY

1. Provide public information relating to recovery processes and programs.

2. Compile records of the events.

3. Assess effectiveness of public information and education programs.

VI. RESPONSIBILITIES

A. CO-LEADS

1. Lewis County Division of Emergency Management (DEM)

a. Advises the BOCC/PIO on dissemination of emergency instructions to the public.

b. Coordinates with the PIO in the development of pre-scripted emergency messages.

c. Coordinates with the PIO in public education activities relating to Emergency Management.

d. Identifies concerns raised by the public, rumors, and other issues involving citizens to the PIO to be addressed in public information activities.

e. Maintains the Warning System Notification Plan and contact lists.

2. Lewis County Incident Public Information Officer (PIO)

a. Represents and advises the IC on all public information matters relating to the management of the incident.

b. Ensures the IC approves the release of all incident-related information.

c. Coordinates and integrates public information functions across jurisdictional lines.

d. Develops accurate and complete information on the incident for both internal and external use.

e. Coordinates the overall emergency public information efforts of local government.

f. Serves as the official County representative in the JIC.

g. Develops and disseminates public information materials and maintains a stock of prepared materials for emergency use based on hazards likely to occur in the jurisdiction. Such materials should include:

   1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.

   2) Hazard specific instructions on “where to go and what to do in an emergency”.

   3) Information on how emergency warnings are disseminated and the meaning of warning signals.

h. In coordination with the Division of Emergency Management (DEM), develops pre-scripted warning messages for known hazards for use by the local warning point and the EOC/ECC.

i. Develops methods for distribution of emergency preparedness information materials to the public, to include materials for non-English speaking groups, as needed.

j. In cooperation with DEM, coordinates with radio broadcasters, television stations and cable television companies to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.

k. Authenticate sources of information, verify for accuracy, and obtain authorization before issuing news releases.

l. Provides authorized news releases to the media while keeping the Board of County Commissioners (BOCC) informed of message content.

m. Monitors media coverage of emergency operations for accuracy of reports and issues corrections where necessary.

n. Takes action to control rumors.

o. Briefs potential Incident Commanders, department heads/key staff, and the EOC/ECC staff on basic public information needs. Works with the media during emergency operations.

p. Maintains a media briefing area.

q. Periodically briefs the media on local warning systems and warning procedures.

3. Lewis County Sheriff (Director of Emergency Management)

The Sheriff, or designee, has the responsibility to:

a. Appoint a Lewis County Incident Public Information Officer (PIO).

b. Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.

c. Authorize release of all Incident Command (IC) approved incident information to the media.

d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.

B. SUPPORT

1. Governmental Entities

a. Refers media inquiries during emergency situations to the PIO.

b. Assists the PIO in responding to requests for information from the public or the media.

2. Local Media Broadcasters

a. Disseminates warning messages and special news advisories provided by local government to the public as rapidly as possible.

b. Participates in periodic tests of the Emergency Alert System (EAS) and other warning systems.

c. Provides coverage of Division of Emergency Management (DEM) activities and preparedness campaigns.

d. Coordinates with the Lewis County Incident PIO and DEM to develop and disseminate public educational programs relating to emergencies.

e. Checks accuracy of information on emergency operations with the PIO or DEM.

VII. RESOURCE REQUIREMENTS

Pre-designated facilities and equipment have been identified to support the PIO functions during disasters.

VIII. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. *The National Response Framework (NRF)*

C. FEMA, *Guide to All-Hazard Emergency Operations Planning (SLG-101)*

D. Department of Homeland Security, National Incident Management Systems (NIMS)

EMERGENCY SUPPORT FUNCTION #20
DEFENSE SUPPORT TO CIVIL AUTHORITIES

LEAD: **Emergency Operations Center/Emergency Coordination Center (EOC/ECC)**

SUPPORT: **State Emergency Management Division (State EMD)**
Washington Army National Guard

I. INTRODUCTION

A. PURPOSE

The purpose of this ESF is to familiarize officials and emergency management staff with Washington State and federal government agencies and programs that may provide resource and logistical support to Lewis County and the incorporated municipalities located within the county during an emergency or disaster.

B. SCOPE

This ESF provides only a general overview of how support is provided by non-local governmental entities. For specific information on how support will be provided by state and federal agencies, refer to those respective plans and procedures.

This ESF applies to all requests for military support coordinated by the county Division of Emergency Management (DEM) following a local declaration of emergency.

II. POLICIES

Provisions exist under state and federal law authorizing the state or federal government to assume the direction and control of county level functions should there be a total breakdown of county government. Given that adequate continuity of government planning is accomplished and procedures are followed in accordance with this plan, there will be no need for state or federal officials to assume county government roles and responsibilities. Therefore, it is the policy of the Lewis County Board of County Commissioners (BOCC) that locally elected government officials will remain in control during all emergencies and disasters.

III. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

Military assistance may normally be requested only when local resources have been exceeded and/or exhausted. Requests shall be made through county emergency management channels and shall occur only after a declaration of emergency by the Governor.

B. ASSUMPTIONS

1. The military is capable of providing a wide range of support to local governments in an emergency.
2. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been or are about to be exhausted.
3. All military assistance, except requests during imminently serious situations as described herein, will be requested through the local Division of Emergency Management (DEM) or the Emergency Operations Center/Emergency Coordination Center (EOC/ECC) and State EMD.
4. Military support may be delayed until a state of emergency is declared by the Governor or there has been a Presidential Declaration.
5. It may take 48 hours or longer to receive military assistance.
6. When deployed, military forces will work under the direction of local authority, but will retain unit integrity and the military chain of command.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Other requests for military assistance are made through the Washington State Emergency Management Division Duty Officer.
2. The Washington Army National Guard is primarily available after activation by the Governor.

B. ORGANIZATION

1. Local jurisdictions must demonstrate that the need is indeed beyond local capability or that a special capability only provided by the military is immediately required.

The National Guard provides support, as requested by the State EOC, to include but not be limited to:

a. Air and land transportation

b. Armories, tent shelters, and available land

c. Security forces and traffic control

d. Light urban search and rescue operations

e. Supplementary communications

f. Air support for reconnaissance

g. Limited emergency medical assistance

h. Limited mass feeding

i. Damage assessment of state military facilities, and other state and local jurisdiction facilities

j. Limited water purification

k. Limited power generation

l. Coordination with other military services

m. Representation for discussion of emergency highway traffic regulations

n. Wildland firefighting operations

C. PROCEDURES

During all phases of emergency management, governments will work in partnership with each other and the private and nonprofit sectors to prepare responses for emergencies and disasters.

V. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

1. Coordinate with Washington State Military Department (State EMD) in implementation of this ESF.

2. Coordinate with the Washington Army National Guard

B. PREPAREDNESS

1. Identification of the most probable emergency scenarios.

2. Identification of expected areas for support.
3. Inventory of military assets that could be marshaled in support of this ESF.
4. Conduct exercises with state and federal military agencies to enhance response capabilities.

C. RESPONSE

National Guard resources may be available after local resources have been committed. Prior to making National Guard resources available, the state will explore use of other available resources at its disposal. Resources available through the National Guard include: limited mass feeding, mobile/fixed communications, delivery of supplies, security and quarantine of shelter sites, emergency shelter, limited electrical power, limited medical supplies, aerial reconnaissance, and limited potable water.

D. RECOVERY

Implementing checklists will identify activities to be undertaken to return life support systems to minimum, normal, or improved levels.

VI. RESPONSIBILITIES

A. LEAD

1. Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

a. Lead agency for the coordination with military resources sent to assist local jurisdiction's operations.

b. Determines if and when a recommendation will be made to request military assistance.

c. Prepares requests for military assistance.

d. Transmits all requests to WA State Emergency Management (State EMD).

e. Identifies suitable staging areas and coordinates logistic support with the responding unit, as appropriate.

f. Coordinates activities to ensure efficient use of requested assets.

B. SUPPORT

1. State Emergency Management Division (State EMD)

a. Tasks Federal military forces only when the Washington State Governor has made an activation request.

b. Processes local requests for National Guard activation and forwards same to Governor.

2. Washington State Army National Guard

a. Provides military assistance to Lewis County during civil emergencies when authorized by the governor. The National Guard provides support, as requested by the State EOC, to include but not be limited to:

1) Air and land transportation
2) Armories, tent shelters, and available land
3) Security forces and traffic control
4) Light urban search and rescue operations
5) Supplementary communications
6) Air support for reconnaissance
7) Limited emergency medical assistance
8) Limited mass feeding
9) Damage assessment of state military facilities, and other state and local jurisdiction facilities
10) Limited water purification
11) Limited power generation
12) Coordination with other military services
13) Representation for discussion of emergency highway traffic regulation
14) Wildland firefighting operations

b. Local military commanders, state and federal, may immediately respond to an emergency when it is justified to save human life, prevent human suffering, and/or lessen major property damage or destruction.

VII. RESOURCE REQUIREMENTS

Support requests to the military will address the task not the specific number of personnel or equipment. The military liaison will determine how best the National Guard can meet the need.

VIII. REFERENCES

A. *Washington State Comprehensive Emergency Management Plan*

B. Title 42, U.S.C. 5121, et seq. The Stafford Act

C. Department of Defense Directive 3025.1 Military Support to Civil Authorities

D. National Guard Regulations 500-1 Military Support to Civil Authorities

E. Air National Guard Instruction 10-8101 Military Support

Definitions

Name	Description
A Centralized Computer Enforcement Service System	(**ACCESS**) Used by law enforcement agencies. Transmission line for sending NOAA National Weather Service Information.
Absorption	The passing of substance into the circulatory system of the body.
Acute Exposure	An exposure to a toxic substance that occurs in a short or single time period.
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advisory	National Weather Service product for weather events that can result in significant impact to people, not expected to result in physical or property damage.
After Action Report	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
Agency for Toxic Substances and Disease Registry	(**ATSDR**) Maintains the Hazardous Substances Emergency Events Surveillance (HSEES) system, a database of reports of hazardous substances releases from fixed facilities and during transportation & determines public health issues from hazardous substances.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
Amateur Radio Emergency Service	(**ARES**) Is the American Radio Relay League (ARRL) public service arm for providing support primarily to non-government agencies during an emergency/disaster. A primary user of the ARES is the American Red Cross.
AMBER Alert	Abducted Minor Broadcast Emergency Response. Alert sent out locally or from the state law enforcement agencies over the EAS system. The alert is intended to enlist the support of the community to assist in the search and safe recovery of an abducted child. Not to be used for “missing” children.
AMBER Plan	Protocol for alerting the public to child abduction in order to solicit information useful in the investigation and safe recovery of the abducted child. It is a partnership between local law enforcement entities, broadcasters, and the community to ensure that people within the community are immediately provided with information when there is a local child abduction. The LARC committee oversees the AMBER Plan and submits it to the LAECC committee for approval.
American Radio Relay League	(**ARRL**) Use ARES as the public service arm for providing support primarily to non-government agencies during an emergency/disaster.

Name	Description
Animal Adoption	The permanent allocation of an animal to a new owner.
Animal Fostering	The temporary allocation of an animal to a person other than the animal's original owner.
Animal Housing Area	A distinct area in a public shelter where animals are housed.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.
Appendices	An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples: non-critical lists such as phone lists or annual lists of events.
Applicants Briefing	A meeting conducted by the Governor's Authorized Representative (GAR) for all potential applicants for public assistance grants.
Area Command	(Unified Area Command) An organization established to oversee the management of multiple incidents that are each being handled by an ICS organization, or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure the objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.
ARES/RACES	(**RACES**) A volunteer amateur radio operation that provides reserve communications within government agencies in times of extraordinary need (emergencies/disasters). (**ARES**) **Amateur Radio Emergency Services** is the public service arm for providing the communications support primarily to non-governmental agencies.
Asphyxiates	Chemicals that starve the cells of an individual from the life-giving oxygen needed to sustain metabolism.
Assigned Resources	Resources checked in and available for assignment.
Assignment of Responsibility	Name of the Delegation of Authority document used for the Lewis County IMT team directing the scope of work to be performed.

Name	Description
Base	Incident Command location where primary logistics function is coordinated and administered. The Incident Command Post may be located with the Base. There is only one Base per incident.
Base Flood Elevation	(**BFE**) Elevation of the 100-year flood. A flood that has a one percent probability of being equaled or exceeded in any given year. (Also known as the 100-year flood). This elevation is the basis of the insurance and floodplain management requirements of the National Flood Insurance.
Berm	Small levees, usually built from fill dirt.
Biodegradable	Capable of decomposing quickly through the action of microorganisms
Biomagnifications	The tendency of certain chemicals to become concentrated as they move into and up the food chain.
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Bulletins	National Weather Service products to provide updates to life-threatening weather events in progress.
Cache	A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
Camp	A geographical site, within the general incident areas, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
CASM Tool	Communications Assets Survey & Mapping Tool. Standardized collection method for emergency response agencies to store and visually display data about their public safety communications assets and how these assets are used.
Catastrophic Event	An emergency event that renders a department's or jurisdiction's primary facility unusable for a sustained period of up to or exceeding 30 days.
CEMNET	Comprehensive Emergency Management Network. Primary backup communications link between State EOC and Local EOC's throughout the State.
Central Nervous System Depressants	Toxicants that deaden the nervous system, diminishing sensation.
Chain of Command	A series of management positions in order of authority.
Channel Capacity	The maximum flow of water that a channel is capable of carrying before its banks are overtopped.

Name	Description
Channel Migration	The lateral movement of a river channel within a valley due to the continual process of land and channel erosion and deposition of sediment and rock.
Channel Migration Zone	The area within which a river channel moves laterally over time.
Check-in	The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).
Chief	The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Administration/Finance
Chronic Exposure	Process by which small amounts of toxic substances are taken into the body over an extended period.
Civil Defense Warning System	(**CDWS**) FEMA is required to provide Civil Defense warning messages to the public. This is accomplished through the use of NAWAS broadcasts directly to state and local government agencies.
Clear Text	The use of plan English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
CoCoRaHS	Non-profit, community based network of volunteers working together to measure and map precipitation (rain, hail, and snow). Data collected by CoCoRaHS support the weather forecasting and warning responsibilities of the NWS.
Code of Federal Regulations	(**CRF**) The primary volume regarding the Public Assistance Program under FEMA's direction.
CodeRED	CodeRED is a high-speed notification system used throughout Lewis County to enable local officials to communicate time-sensitive alert information via voice, email and text directly to homes and businesses by telephone. Also known as Lewis County Emergency Community Notification System (ECNS).
Cold Zone	The fully safe operating area around the warm zone at a hazardous materials site where everyone can work unprotected. The Command Post and staging areas are located in the Cold Zone.
Command	The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.
Command Staff	The Command Staff consists of the Safety Officer, Liaison Officer, and Public Information Officer, who report directly to the Incident Commander. They may also have an Assistant or Assistants, as needed.
Communications	Provisions made to ensure that the effects of a specific hazard do not prevent or impede the ability of response personnel to communicate with each other during response operations.
Communications Unit	Functional unit within the Service Branch of the Logistics Section. Responsible for the incident communications plan, the installation

Name	Description
	and repair of communications equipment, and operation of the Incident Command Center. May also refer to a mobile unit to provide the major part of an Incident Communications Center.
Compacts	Formal working agreements among agencies to obtain mutual aid.
Compensation Claims Unit	Unit within the Administration/Finance Section of Incident Command. Responsible for financial concerns resulting from injuries or fatalities at an incident.
Complex	Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to a Unified Command.
Comprehensive Emergency Management Plan	(**CEMP**) The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Environmental Response, Compensation, and Liability Act of 1980	(**CERCLA**) The federal statute that authorized "Superfund". Administered by the EPA, the law provides funding for cleanups and emergency response actions for hazardous substances at the worst hazardous waste sites in the U.S.
Contingency staff/team	The personnel of the department or jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	**(COG)** Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations	**(COOP)** An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
COOP Emergency Response Team	The individuals, identified by position, within the state department or local jurisdiction who are responsible for ensuring the essential functions are performed in an emergency and for taking action to facilitate that performance.
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement, public works, etc.)
Coordination	The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra or interagency)

Name	Description
	does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.
Coordination Center	A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.
Corrosive	A chemical that destroys or irreversibly alters living tissue by direct chemical action at the site of contact.
COSIN	Control Staff Instructions. Master scenario list for training exercises.
Cost Estimating Format	(**CEF**) A cost estimating methodology used by FEMA to better estimate the cost of large projects.
Cost Share	A sharing of costs between the federal and state governments when the President declares a disaster or emergency.
Cost Unit	Functional unit within the Administration/Finance Section of Incident Command. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
Critical Customers	Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
Critical Incident Stress Debriefing	A group intervention and educational session for emergency service workers to alleviate stress related symptoms and minimize the harmful effects of responding to the disaster.
Critical Infrastructure Protection (CIP) Program	The capability description of the CIP is the capability of public and private entities to identify, assess, prioritize, and engage in protection of critical infrastructure and key resources in order to detect, prevent, deter, degrade, and mitigate deliberate efforts to destroy, incapacitate, or exploit such critical infrastructure and key resources (2009).
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event.
Damage Assessment Unit	(**DAU**) Unit to coordinate the urgent and detailed damage assessment to help document the magnitude of private and public damages from disasters/emergencies.
Debris Flow	Mixture of water-saturated earth that flows down slope, often very rapidly; debris flows can be destructive to buildings and deadly to the people in the flow path.
Decontamination	The process of removing hazardous substances from the body or equipment.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.

Name	Description
Delegation of Authority	**(DOA)** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectation, constraints, and other considerations or guidelines as needed. Many agencies require a written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents. For the Lewis County IMT team, this document is called an Assignment of Responsibility.
Demobilization Unit	Functional unit within the Planning Section of Incident Command. Responsible for ensuring orderly, safe, and efficient demobilization of resources committed to the incident.
Deputy	A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Designated Area	Any county in the state identified with emergency or major disaster affected areas that have been determined eligible for federal assistance.
Detailed Damage Assessment	Document the magnitude of private and public damage for planning recovery and to justify requests for the state and federal assistance.
Dike	An embankment or dam made to prevent flooding by the sea or by a stream.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.
Director	The ICS title for individuals responsible for supervision of a Branch.
Dirty Bomb	AKA name for Radioactive Dispersion Device (RDD). A conventional explosive containing some source of radioactivity.
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented. A disaster (or emergency) shall mean an event or set of circumstances which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to a stricken community overtaken by such occurrences, or reaches such a dimension or degree of destructiveness as to warrant the

Name	Description
	Board of County Commissioners declaring a local disaster pursuant to RCW 36.40.180 and 38.52.070. Disaster or emergency does not mean an emergency as used in RCW 38.52.430 which is an incident that requires a normal police, coroner, fire, rescue, emergency medical, utility, or public works response.
Disaster Analysis	The collection, reporting and analysis of disaster related damages to determine the impact of the damage.
Disaster Assessment	Estimation of damages made after a disaster has occurred.
Disaster Assistance Team	(**DAT**) Team selected to coordinate the provision of disaster related humanitarian assistance and services to all citizens of the county.
Disaster Field Office	(**DFO**) The office where federal and state disaster relief recovery efforts are coordinated and which is staffed by representatives of the responding agencies.
Disaster Policy Team	(**DPT**) Established by the Emergency Management Director to advise him during a disaster/emergency.
Disaster Recovery Center	(**DRC**) A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.
Disaster Recovery Unit	(**DRU**) Unit to coordinate the county's recovery and restoration activities and to identify and recommend appropriate mitigation strategies.
Disaster Search and Rescue	Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.
Dispatch	The implementation of a command decision to move a resource or resources from one place to another.
Dispatch Center	A facility from which resources are ordered, mobilized, and assigned to an incident.
District Hazardous Materials Coordinator	(**DHMC**) Incident Commander at the scene of a major hazardous materials incident.
Division	Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team (see Group). Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.
Documentation Unit	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.
Domestic Nuclear Detection Office	(**DNDO**) DHS department to oversee attempts to import/transport nuclear explosive devices or radiological materials for illegal use.
Donated Resources	Volunteer labor, donated equipment, and donated materials.

Name	Description
Drill	Single emergency response functional exercise. Single agency involvement and is often a field component.
Earthquake	Sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface.
EAS - Emergency Alert System	(**EAS**) A federally mandated program that requires local broadcasters to relay emergency information. Replaces the Emergency Broadcast System (EBS). Communications link between Dispatch and KELA radio station. This system is for immediate action emergencies where the public needs to be informed. Example: dam failure, hazmat chemical cloud.
EAS Plan	A document which outlines the organization and implementation of EAS in Washington State. It includes monitoring assignments, actions to be taken in emergency activations, and other guidelines for broadcasters and cable personnel in the use of the EAS.
ECNS	Emergency Community Notification System (aka CodeRED). The high-speed Lewis County emergency notification system is capable of delivering pre-recorded messages directly to homes and businesses via phone and text messaging. It delivers information on specific actions the public needs to take in life threatening emergencies, such as evacuation and shelter-in-place.
El Niño	The phenomenon of warm current replacing normally cool waters off the coast of Peru. Coastal winds usually push away surface water and the water is replaced by cold, nutrient-rich water from deep in the ocean.
Eligible Applicant	An entity that may apply for FEMA disaster assistance. There are four types: state government, local government, private non-profit (or institutions that own PNP facilities) and Indian Tribes (organizations and Alaska Natives).
Emergency	The term "emergency" means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. Any incident(s), human-caused or natural, that requires responsive action to protect life or property. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operation location environment.
Emergency Alert System (EAS)	Emergency Alert System. The national alerting system composed of broadcast networks; cable networks and program suppliers; AM, FM, and TV broadcast stations; low power television (LPTV) stations, cable systems; and other entities and industries operating in an organized basis during emergencies at the national, state, or

Name	Description
	local level. Formerly known as the Emergency Broadcast System (EBS).
Emergency Animal Housing Facility	A temporary facility where animals (only) are housed.
Emergency Coordination Center	A central location at an EOC staffed by multiple jurisdictions and/or agencies involved in response to a single large or several smaller events occurring at the same time.
Emergency Health Services	Services required to prevent and treat the damaging health effects of an emergency including communicable disease control, immunization, laboratory services, dental and nutrition services, providing first aid for treatment of ambulatory and minor injuries at temporary treatment facilities and special care facilities; providing public health information on emergency treatment prevention and control; and providing administrative support including maintenance of vital records.
Emergency Environmental Health Services	Services required to correct or improve damaging environmental health effects on humans including inspection for food contamination, inspection for water contamination, vector control; providing for sewage and solid waste inspection and disposal clean up and disposal of hazardous materials and providing sanitation inspection for emergency shelter facilities.
Emergency Hospital	Services required to assure proper medical care and specialized treatment for patients in a hospital and the coordination of related hospital services.
Emergency Management	Organizing, analyzing, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazard.
Emergency Management Assistance	(**EMA**) Name changed to SLA-State and Local Assistance. Matching State (originating from federal dollars) grants for Emergency Management offices.
Emergency Management Assistance Compacts	**(EMAC)** Agreements that provide for one jurisdiction to provide resources or other support to another jurisdiction during an incident.
Emergency Management Committee	**(EMC)** The Emergency Management Committee is established to coordinate the development of the CEMP. The EMC Committee is chaired by the Director of Emergency Management, or designee, and made up of members representing each city contracting for services from Emergency Management and representation from each organization with ESF lead agency responsibilities. The committee may include other representatives as appropriate. The EMC Committee will meet annually, and after each EOC/ECC activation, to review the plan and advise the Director on recommended changes.

Name	Description
Emergency Management Institute	(**EMI**) The Federal Emergency Management Agency's training campus in Emmitsburg, Maryland. EMI offers training in a variety of emergency management topics.
Emergency Medical Services	(**EMS**) Emergency Medical Services is a system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles. Lewis County is in the West Region EMS. The EMS Council is headed by a director, usually from the Emergency Room of the hospital. This Council sets the protocols for EMT's and ambulance services. Emergency Management is involved in Mass Casualty situations where additional resources may be needed.
Emergency Medical Technician	(**EMT**) A person trained and licensed by the state to provide emergency medical care to the sick and injured.
Emergency Mental Health Services	Mental health crisis response and involuntary detention services and outpatient health services.
Emergency Operations Center	(**EOC**) A central location from which overall direction control, and coordination of a single community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public. The EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g. federal, state, regional, county, city, tribal, or some combination thereof).
Emergency Operations Plan	A document that contains information on the actions that may be taken by a governmental jurisdiction to protect people and property before, during, and after a disaster.
Emergency or Disaster	As used herein, emergency or disaster shall mean an event or set of circumstances which demands immediate action to preserve public health, protect life, protect public property, or provide relief to a stricken community overtaken by such occurrences, or reaches such a dimension or degree of destructiveness as to warrant the Board of County Commissioners declaring a local disaster pursuant to RCW 36.40.180 and 38.52.070

Name	Description
	Emergency or disaster does not mean an emergency as used in RCW 38.52.430 which is an incident that requires normal police, coroner, fire, rescue, emergency medical, utility, or public works response.
Emergency Protective Measures	Actions taken by applicants before, during, and after a disaster to save lives, protect public health, and to prevent damage to improved public and private property.
Emergency Public Information	(**EPI**) Information the public will need to know about a specific hazard or emergency event (e.g., special evacuation routes and shelter- in-place protective actions, etc.).
Emergency Support Function	(**ESF**) Emergency Support Functions are functional annexes to the basic Comprehensive Emergency Management Plan. They outline the general guidelines by which County Organizations will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.
Emergency Work	Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.
Emergency Worker	Emergency Worker means any person registered with a local emergency management organization for the purpose of engaging in authorized emergency management activities. An emergency worker may also be an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.
Enhanced 911	(**E911**) Can track location of incoming calls.
Essential Functions	Those functions, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.
Essential Operations	Those operations, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise deemed necessary.
Essential Personnel	Staff of the department or jurisdiction that is needed for the performance of the organization's mission-essential functions.
Evacuation Assembly	Predetermined gathering area after an evacuation. Also known as "Rally Point".
Event	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.
Exercise	A simulated emergency condition carried out for the purpose of testing and evaluating the readiness of a community or organization to handle a particular type of emergency. See types: Drill, Tabletop, Functional and Full Scale.

Name	Description
Extremely Hazardous Substance	(**EHS**) Any one of over 300 hazardous chemicals on a list compiled by EPA to provide a focus for state and local emergency planning activities.
Facility	Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
Federal Coordinating Officer	(**FCO**) The person appointed by the FEMA Director (by delegation of authority from the President) to coordinate assistance in a federally declared disaster.
Federal Disaster Declaration	Formal action by the President to make a state eligible for federal disaster assistance.
Federal Emergency Management Agency	(**FEMA**) Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for the state and local emergency management agencies.
FEMA Operations Center	(**FOC**) Located at the Mt. Weather Emergency Assistance Center in Berryville, Virginia.
FEMA/State Agreement	Formal legal document between FEMA and the state, which states the understanding, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. The agreement is signed by the FEMA Regional Director, or designee, and the Governor.
Feral Animals	Domestic animals that survive and reproduce in the wild and without human intervention.
Field Operations Guide	A pocket-size manual of instructions on the application of the Incident Command System.
Field Operations Post	Due to the topography in the County, many natural events cause specific areas to be cut off from main transportation and access routes. In these circumstances, it may be necessary to employ multiple Field Operations Posts in order to more effectively manage response, resources and supply deliveries throughout that area. All Field Operations posts will report directly to the EOC/ECC.
Finance/Administration Section	Responsible for all costs and financial/administrative considerations of the incident. AKA: **Administration/Finance**.
First Responders	Those in occupations that require they respond immediately to an emergency event. Example: firefighters, law enforcement officers, emergency medical services personnel and Hazmat team members.
Five hundred year Floodplain	Means the area including the base floodplain, which is subject to inundation from a flood having a 0.2% chance of being equaled or exceeded in any given year (or a .2% chance floodplain).

Name	Description
Flood	A partial or complete inundation of normally dry land areas from 1) the overland flow of a lake, river, stream, ditch, etc.; 2) the unusual and rapid accumulation or runoff of surface waters, and 3) mudflows or the sudden collapse of shoreline land.
Flood Control Works	Facilities constructed for the purpose of eliminating or reducing the threat of flooding. Examples would be floodwalls and protective levees.
Flood Elevation	Height of flood waters above an elevation datum plane.
Flood Insurance Rate Map	(**FIRM**) The official map of a community prepared by FEMA, showing base flood elevations along with the special hazard areas and the risk premium zones.
Flood Protection Elevation	(**FPE**) Elevation of the highest flood that a retrofitting method is intended to protect against.
Floodplain	A floodplain is a federally mandated buffer near a river and is where waters tend to reach during heavy rains or a flood event. Development is allowed in the floodplain, but must meet city, county, state and federal guidelines such as flood-proofing and building above the base flood level. The relatively flat lowland that borders a river, stream or lake (formed under the current climate regime) which is usually dry but is subject to flooding; the sediment and rock materials on a floodplain are actually deposits from earlier floods.
Flood-proofing	Using materials and practices that will prevent or minimize flood damage in the future.
Floodwall	Flood barrier constructed of manmade materials, such as concrete or masonry.
Flood Warning	The National Weather Service product intended to indicate when hazardous weather or a flood event is occurring, imminent, or has a very high probability of occurrence. A warning is typically issued within 12 hours of conditions posing a threat to life or property.
Flood Watch	The National Weather Service product intended to indicate conditions are favorable for flooding, but the occurrence is not certain (generally issued 36 or more hours prior to arrival of event).
Floodway	The floodway is the size of a river and where it flows during flood stage. No development is allowed in the floodway, with the exception of certain infrastructure such as dikes and levees. The portion of the floodplain which is effective in carrying flow, within which this carrying capacity must be preserved and where the flood hazard is generally highest and velocities are the greatest. The channel of a river and the adjacent overbank areas reserved to carry base flood discharge without raising the BFE more than a designated amount (one foot).

Name	Description
Floodway Fringe	The floodway is the channel of a watercourse plus any adjacent floodplain areas that must be kept free of encroachment so that the cumulative effect of the proposed encroachment, when combined with all other existing or proposed encroachments, will not increase the 100-year flood elevation more than one foot at any point within the community. The area between the floodway and 100-year floodplain boundaries is termed the floodway fringe. The floodway fringe encompasses the portion of the floodplain that could be completely obstructed without increasing the water-surface elevation of the 100-year flood by more than one foot any one point.
FOLCAS	Friends of the Lewis County Animal Shelter, a volunteer support group for the Lewis County Animal Shelter.
Food Unit	Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.
Force Account	An applicant's own labor forces and equipment.
Force Account Labor	Phase I debris operations. State, tribal or local government employers engaged in debris removal activities within their own jurisdiction.
Forest Fire	The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events.
Full Scale Exercise	Takes place in real time. Employs real people and equipment. Coordinates many agencies, tests several emergency functions. High stress in set time frame. Activates EOC.
Function	Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Administration/Finance. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.
Functional Exercise	Policy and Coordination personnel practice emergency response. Stressful, realistic simulation but field equipment not deployed. Takes place in real time and EOC is activated.
Fusion Centers	Blend Law Enforcement and Intelligence agencies together for information analysis and coordination for security measures.
General Support Unit	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Administration/Finance Section Chief.
Government Emergency Telecommunications Service	(**GETS**) A service providing priority access telephone-dialing during circuit overload conditions.
Governmental Entities of Lewis County	A generic term to denote any and all government or government affiliated offices, departments, division, agencies, districts, and municipalities that are signatories to the Comprehensive Emergency Management Plan (CEMP).

Name	Description
Governor's Authorized Representative	(**GAR**) Person or alternate empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit organizations, and state agency requests for assistance to the Regional Director following a major disaster.
Governor's Proclamation of a State of Emergency	A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes state resources to be used to assist affected political jurisdictions.
Grant	An award of financial assistance. The grant award shall be based on the total eligible federal share of all approved projects.
Ground Support Unit	Functional Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.
Groundwater	Water that is located beneath ground in soil pore spaces, among pebbles, cobbles and boulders, and in fractures of geological formations.
Group	Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (see: Division). Groups are located between Branches (when activated) and Resources in the Operations Section.
Hazard	Any threat with the potential to disrupt services, cause damage, or create casualties. Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Abatement	The identification of potential or actual hazardous areas, structures, or conditions and the action taken to eliminate them.
Hazard Analysis	Process of identifying the hazards that may impact a community and forms the basis for emergency management.
Hazard Identification	A review of hazards and of locations and conditions associated with hazards in a particular area; being aware of those hazards that, if they occur, could harm your community.
Hazard Identification and Vulnerability Analysis	(**HIVA**) The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.
Hazard Mitigation	Any measure that will reduce or prevent the damaging effects of a hazard.
Hazard Probability	The likelihood that a hazard will occur within a given time frame.
Hazard Vulnerability	The ratio of population, property, commerce, and essential infrastructure and services at risk from a given hazard relative to the entire community.
Hazardous Materials Emergency Preparedness Planning Grant	(**HMEP**) Planning grant issued through the U.S. Department of Transportation, Washington State Department of the Military, Division of Emergency Management.

Name	Description
Hazardous Materials Response Team	(**HMRT**) A team of specially trained personnel who respond to a hazardous materials incident.
Hazardous Substances Emergency Events Surveillance System	(**HSEES**) Database of hazardous substances kept by ATSDR.
Hazmat	Hazardous Materials.
Hazmat Team	Hazardous Materials team members.
HAZWOPER	Hazardous Waste Operations and Emergency Response
Headwaters	The source (or sources) of a river or stream; headwater sources include lakes, springs, wetlands, glaciers or groundwater seeps.
Helibase	The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.
Helispot	Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment or personnel.
High Impact Emergency	Any emergency requiring a high degree of coordination and generally involving state and federal assistance.
High Wind Warning	The National Weather Service product intended to indicate a wind storm that could affect life and property that includes **BOTH** of the following: • Sustained wind speeds of 40 MPH • Minimum gust speeds of 58 MPH
Historic Floodplain	A full width of a river's lateral movement over geologic time.
Hospital	A critical care facility continuously staffed to provide diagnosis or specialized medical treatment to individuals over a period of 24 hours.
Hot Zone	The total exclusion area around a hazardous materials incident.
Housing	The temporary accommodation of animals.
Hydrodynamic Force	Force extended by moving water.
Hydrostatic Force	Force exerted by water at rest, including lateral pressure on walls and uplift (buoyancy) on floors.
Immediate Threat	The threat of additional damage or destruction from an event that can reasonably be expected to occur within five years.
Improved Property	A structure, facility, or piece of equipment, which was built, constructed or manufactured. Land use for agricultural purposes is not improved property.
Incident	An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Name	Description
Incident Action Plan	(**IAP**) An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Base	Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base). The Incident Command Post may be collocated with the Base. There is only one Base per incident.
Incident Command Post	(**ICP**) A centralized base of operations established near the site of an incident. The location at which primary command functions are exhausted; usually collated with the incident base.
Incident Command System	(**ICS**) A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level management operations.
Incident Commander	(**IC**) The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting the incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team	(**IMT**) The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.
Incident Objectives	Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.
Incident Period	The time span during which the disaster-causing incident occurs.
Incident of National Significance	Those high-impact events that require a coordinated and effective response by an appropriate combination of federal, state, local, tribal, private sector and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. All Presidential declared disasters are considered Incidents of National

Name	Description
	Significance. Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by a combination of agencies.
Incident Types	Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex, and Type 1 incidents are the most complex.
Incident Support Organization	Includes any off-incident support provided to an incident. Examples would be agency dispatch centers, airports, mobilization centers, etc.
Individual Assistance	Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.
Individual and Family Grant (IFG) Program	The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program.
Infrastructure Protection Program	(**IPP**) For protection of critical national infrastructure such as seaports, mass transit, railways and energy facilities.
Initial Action	The actions taken by resources that are the first to arrive at an incident site.
Initial Response	Resources initially committed to an incident.
Intelligence Officer	The intelligence officer is responsible for managing internal information, intelligence, and operations security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.
Interoperable Communications	Alternate communications that provide the capability to perform minimum essential departmental or jurisdictional functions, in conjunction with other agencies, until normal operations can be resumed.
Interoperability	The ability of systems or forces to provide services to and accept services from other systems, units or forces and use the services to enable them to operate effectively together to enhance mission accomplishments.
Inversion	An atmospheric condition caused by a layer of warm air preventing cool air trapped beneath it from rising, thus holding down pollutants that could otherwise be dispersed.

Name	Description
Joint Field Office	(**JFO**) The JFO is a temporary federal facility established locally to coordinate operational federal assistance activities to the affected jurisdiction(s) during incidents of national significance. The JFO is a multi-agency center that provides a central point of coordination for the federal, state, local, tribal, nongovernmental and private-sector organizations with primary responsibility for threat response and incident support and coordination. The JFO enables the effective and efficient coordination of federal incident-related prevention, preparedness, response, and recovery actions. The JFO replaces the Disaster Field Office (DFO) and accommodates all entities (or their designated representatives) essential to incident management, information-sharing, and the delivery of disaster assistance and other support.
Joint Information Center	(**JIC**) A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collate at the JIC.
Joint Information System	(**JIS**) Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Joint Project Officer Team	Three-member team responsible for the preparation of large project "Project Worksheets". The three-member team is made up of federal, state, and applicant representatives.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state or federal boundary lines) or functional (e.g., law enforcement, public health).
Jurisdictional Agency	The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
Kinds of Resources	Describes what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers.)

Name	Description
Lahar	Indonesian word meaning "rapidly flowing mixture of rock, debris, and water that originates on the slope of a volcano". Sometimes called "volcanic mudflow" or "debris flow". A lahar is a fast-moving mixture of mud, rock and water that flows down the sides of volcanoes. They resemble rivers of flowing concrete. Lahars may originate from landslides or they may form from the mixing of hot lava and snow and ice water. Lahars travel at speeds up to 50 miles an hour, and they can destroy nearly everything within their paths.
Land Use	A description of how people utilize land and the socio-economic activity associated with how they utilize it; urban housing and agriculture are two common land uses.
Landing Zone	See Helispot.
LCAS	Lewis County Animal Shelter
Lead Agency	A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Lead agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF).
Leader	The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.
Levee	Flood embankment barrier constructed of compacted soil to prevent a river or a stream from flooding adjacent land.
Levels of Life Support	(**ALS**) (Advance Life Support); **BLS** (Basic Life Support); **ILS** (Intermediate Life Support)
Levels of MCI	Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
Lewis County Emergency Community Notification System	(**ECNS**) Also known as "CodeRED". The high-speed Lewis County emergency notification system capable of delivering pre-recorded messages directly to homes and businesses via phone and text messaging. Use is restricted to life-saving action instructions such as evacuation or shelter-in-place.
Lewis County Government	A generic term to denote any and all Lewis County government under the direction and authority of the Board of County Commissioners (BOCC). Example: Public Works and other county departments. This definition also includes elected officials of Lewis County government such as the Auditor and Sheriff.
Lewis County Incident Public Information Officer	(**Lewis County Incident PIO**) The Lewis County Incident Public Information Officer (PIO) coordinates all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency information functions. The Lewis County Incident PIO is appointed by the Sheriff (Director of Emergency Management).

Name	Description
Lewis County River Watcher Program	The Lewis County River Watcher Program is a secondary sight-originated data collection program used to enhance the primary technological forecasting of the National Weather Service (NWS). Over 100 volunteers living along the rivers and tributaries report observations directly to DEM.
Lewis County Weather Spotter (Skywarn) Program	The Lewis County Weather Spotters program employs over 60 volunteers, mainly in rural areas of the county, to report significant "observed" weather conditions to DEM and the National Weather Service in Seattle. Observations include wind speed, rainfall recordings, river level increases, and damage reports.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	(**LNO**) A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.
Liaison Officer	The point of contact for assisting or coordinating agencies.
Livestock	Definitions vary by state. In most states, livestock include horses, donkeys, mules, cattle, bison, sheep, goats, and pigs. In some states, camelides (llamas, alpacas) and cervidae (deer, elk, moose) are also considered livestock.
Local AMBER Review Committee	(**LARC**) Lewis County committee that reviews all local AMBER Alert activations and provides guidance to law enforcement on the AMBER Alert system; makes changes and decisions guiding the AMBER Plan; ensures proper training and documentation on the local and state AMBER Alert Plans.
Local Area Emergency Communications Committee	**(LAECC)** A committee made up of representatives from broadcast radio and television stations, cable systems, county/city government and emergency management. It is a subcommittee of the Washington State Emergency Communications Committee (WSECC) and is responsible for approving and administering the local EAS and AMBER Plans and submits them to the SECC committee for state approval.
Local Emergency Declaration	A resolution by the Board of County Commissioners in accordance with RCW 36.40.180 and 38.52.070(2) which activates the Lewis County Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52.
Local Emergency Management Agency	(**LEMA**) An organization with the authority to perform local emergency management functions.
Local Emergency Planning Committee	(**LEPC**) A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.

Name	Description
Local Government	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).
Local Planning District	A geographic planning area established by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Local Resources	The combined resources, of the type needed to respond to a given hazardous event, of the County and all taxing jurisdictions within the County, and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted.
Logistics	Providing resources and other services to support incident management.
Logistics Chief	In an incident, responsible for resource management and responding to resource requests.
Logistics Section	In Incident Command, responsible for providing facilities, services, and materials for an incident.
Low Level Emergency	Minor emergencies requiring minimal supervision, coordination, and assistance.
Manual of Uniform Traffic Control Devices	(**MUTCD**) Standards for placing traffic control signs.
Major Disaster	As defined in the Stafford Act "a natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
Management by Objective	A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignment, plans, procedures and protocols; establishing specific, measureable objectives for various incident management functional activities and directing efforts to fulfill them, in support of denied strategic objectives; and

Name	Description
	documenting results to measure performance and facilitate corrective action.
Managers	Individuals within ICS Organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.
Mass Care	Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.
Mass Casualty Levels	Level 1: less than 10, or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
Material Safety Data Sheet	(**MSDS**) A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.
MCI Bag	The MCI bag contains materials necessary for triage and establishing the medical branch of the Incident Command System (ICS).
MCI Levels	Level 1: less than 10, or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
Meandering River	A river with distinct series of alternating bends that forms a snaking pattern as it flows through a wide valley or flat plain; the formation and the shape of the bends in a meandering stream are a result of erosion and deposition of sediment and rock.
Medical Command Post	Medical command functions are executed at this location. The medical command post may be co-located or proximal to the Incident Command Post.
Medical Supply Area	Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel. In a MCI incident, medical supplies are cached at this location. The medical supply area should be located proximal to the treatment area to facilitate re-supply of the individual treatment areas.
Medical Unit	In Incident Command, a functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.
Medium Impact Emergency	Any emergency situation requiring more than routine coordination and assistance and generally involving multiple jurisdictions.
Message Center	The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resources status, and administrative and tactical traffic.

Name	Description
Military Assistance to Safety and Traffic Mitigation	(**MAST**) Airlift evacuation from Fort Lewis 54th Medical Detachment. The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Mitigation	Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards.
Mobilization	The process and procedures used (federal, state, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Monomers	A chemical compound that can undergo polymerization.
MSEL	Master Scenario Events List for training exercises. Lists all exercise events and anticipated reactions by time.
Multiagency Coordination	(**MAC**) The coordination of assisting agency resources and support to emergency operations.
Multiagency Coordination Entity	(**MCE**) A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.
Multiagency Coordination Systems	(**MACs**) Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include: facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.
Multiagency Incident	An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.
Mutual Aid Agreement	(**MAA**) A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.

Name	Description
National Fire Academy	(**NFA**) Located on the campus of the Federal Emergency Management Agency's National Emergency Training Center in Emmitsburg, Maryland.
National Incident Management System	(**NIMS**) A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal state, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information; and incident resources.
National Incident Management System Capability Assessment Support Tool	(**NIMSCAST**) Web based self assessment system that allows organizations to evaluate and monitor progress in implementing NIMS. Access via www.fema.gov/nims
National Oceanic and Atmospheric Administration	(**NOAA**) A division of the U.S. Department of Commerce. An organization responsible for operation of the NWS and providing alert/warning weather information.
National Oil & Hazardous Substances Pollution Contingency Plan	Name changed to National Contingency Plan in 2010.
National Response Center	(**NRC**) Serves as a focal point for notification of government authorities when a pollution incident occurs.
National Response Framework	(**NRF**) The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance. Previously called the Federal Response Plan (FRP).
National Response Plan	(**NRP**) A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.
National Search and Rescue Plan	(**NSP**) A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.
National Teleregistration Center	A nationwide toll-free number, operational within 24 hours after the President has declared a major disaster, which applicants can use to apply for assistance or receive information.

Name	Description
National Warning System	(**NAWAS**) The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state.
National Weather Service	(**NWS**) National Weather Service is a federal operation of NOAA that is directly responsible for issuing nation-wide local weather-related emergency alerts and warnings in addition to day-to-day forecasts and other weather products. Lewis County receives its weather forecasting zones from the Seattle NWS station; although its weather patterns most often reflect predictions from the Portland NWS station for the Longview area.
Native Wildlife	Any free range non-domesticated animal that is indigenous to North America.
NAWAS	National Warning System. Federal government national warning telephone system linking 2200+ primary and secondary state and county agencies contact points.
NOAA Weather Radio	(**NWR**) A service of the National Weather Service that provides continuous broadcasts of the latest weather information and any weather-related emergency warnings to a local area. NWR uses seven VHF radio frequencies.
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
Non-Native Wildlife	Non-domesticated animals that are not indigenous to the US.
Notice of Interest	(**NOI**) Notification to FEMA, by public agency applicants in need of disaster assistance, to be submitted within 30 days after the disaster area is designated eligible for aid.
Notification	Legal obligation to identify the occurrence of an event. PL 99-44, Title III, Subtitle A, Sec. 303(c) (4). (A citizen is ***warned***; a regulatory body is ***notified***).
Objectives	The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measureable.
Officer	The Incident Command title for individuals responsible for Operations, Planning, Logistics, or Administration/Finance
One-Hundred Year Flood	A term to express probability. The flood that has a 1% probability (1 in 100) of being equaled or exceeded in any year is referred to as the 100-year flood. It should not be interpreted to mean a flood that happens exactly once every 100 years. Nor does it imply that once a 100-year flood occurs there is little risk of another 100-year flood occurring in the near future.
One-hundred Year Floodplain	The area of the 100-year riverine floodplain is often divided into a floodway and a floodway fringe. The floodway is the channel of a watercourse plus any adjacent floodplain areas that must be kept free of encroachment so that the cumulative effect of the proposed encroachment, when combined with all other existing or proposed encroachments, will not increase the 100-year flood elevation more than one foot at any point within the community.

Name	Description
Operational Period	In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan.
Operations Chief	In an incident, a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders.
Operations Sections	In Incident Command, responsible for all tactical operations at the incident.
Order of Succession	The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.
Orphan Tanks	Tanks or drums containing hazardous materials, such as heating fuel, that are removed from their original location by flood waters.
Other Essential Governmental Service Facility	Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities that provide health and safety services of a governmental nature. All such facilities must be open to the general public.
Out-of-Service Resources	Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
PAWS	Progressive Animal Welfare Society.
Permanent Work	The restorative work that must be performed through repairs or replacement to restore an eligible facility based on its pre-disaster design.
Permissible Exposure Limits	(**PEL**) Set by OSHA as a guide to acceptable levels of chemical exposure.
Pet	Any animal that lives primarily within a person's home and at the time of contact is accompanied by its owner or designated care provider. Most pets are domestic species of animals. However, there is an increasing number of "exotic" animals being kept as pets, ranging from insects, herpetiforms (e.g., turtles, snakes, iguanas, and frogs), large cats, and others.
Pickling Agents	A solution or bath for preserving or cleaning processes used in industrial cleaning and processing.
Plan Maintenance	Steps taken to ensure that plans are reviewed regularly and updated whenever major changes occur.
Planning Chief	In an incident, responsible for situation analysis and anticipating future response or recovery needs and activities.
Planning Meeting	A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Name	Description
Planning Section	Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of the Incident Action Plan. The Section also maintains information on the current and forecasted situation, and the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.
POD	Community Point of Distribution.
POD Manager	Person identified by the participating organization that manages the operation of a Point of Distribution.
Point of Distribution	A location established by a local jurisdiction to provide life sustaining commodities (food, water, etc.) to the public in the aftermath of an emergency or disaster when the surrounding infrastructure is incapable of sustaining demand.
Poultry	Chickens (broilers, layers), turkeys, ducks. In some states ratites (ostriches, emus) are also considered poultry.
Pre-Hospital Care Provider	(**PHCP**) A person with training below that of an emergency medical technician or paramedic who provides initial care to the sick and injured.
Preliminary Damage Assessment	(**PDA**) The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.
Preliminary Damage Assessment Team	An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
Preparedness Organizations	The group that provides interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Name	Description
Presidential Declaration	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency (FEMA) preliminary damage assessments. Once a Presidential Declaration is made for a disaster, FEMA recovery funds become available to citizens and local jurisdictions.
Presidentially Declared Disaster	Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Private Nonprofit Facility	Any private nonprofit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, other facilities providing essential governmental type services to the general public and such facilities located on Indian reservations.
Private Nonprofit Organization	Any nongovernmental agency/entity that currently has a) an IRS letter granting tax exemptions, or b) satisfactory evidence from the Secretary of State that the organization is non-revenue producing and nonprofit under state law.
Private Nonprofit Organization with Critical Facilities	A private non-profit organization as previously defined with a facility noted below: a) Power – facilities for generation, transmission, and distribution of electrical power. b) Water – facilities for the treatment, transmission, and distribution of potable water or water for fire protection. c) Sewer and wastewater treatment – facilities for collection, transmission, and treatment of wastewater. d) Communications – facilities for transmission, switching, and distribution of telephone traffic.
Program Papers	Terms used to define scope of Emergency Management Operation for SLA Grant program.

Name	Description
Programmatic Closure	Occurs when FEMA ensures that all grants awarded under the Public Assistance Program for a given disaster meet the statutory and regulatory requirements governing the program.
Project	A representation of the work and costs associated with disaster-related activities. The Public Assistance Coordinator and the applicant work together to develop a scope of work.
Project Impact	A project introduced by FEMA as a result of the increasing number and severity of disasters over the last decade to reduce the damage resulting from hurricanes, tornadoes, severe storms, floods, earthquakes, and fires. It helps communities protect themselves from the effects of natural disasters by taking actions to reduce disruption and loss.
Project Officer	An emergency management employee with demonstrated experience and training in management of large and complex repair projects.
Project Worksheet	Form used to document the scope of work and cost estimate for a project.
PS Preparedness Standards	Private Sector Preparedness Standards set by FEMA for accreditation of private sector business continuity and preparedness programs.
Public Assistance	(**PA**) Supplementary federal assistance provided under the Stafford Act to state and local governments or eligible private, nonprofit organizations.
Public Assistance Coordinator	(**PAC**) Customer service manager providing continuity of service to an applicant in the Public Assistance program operation. PAC's will be involved from Preliminary Damage Assessment to closure of the disaster assistance application.
Public Assistance Officer	(**PAO**) The federal official specifically responsible for the Public Assistance Program during disaster operations.
Public Entity	A facility owned by a state or local government, special purpose district or Indian Tribe.
Public Health	Lewis County Public Health & Social Services Department (LCPHSS).
Public Information Officer	(**PIO**) Public Information Officers are the communications coordinators or spokespersons of certain governmental organizations (i.e. city, county, school district, state government, and police/fire departments). They differ from public relations departments of private organizations in that many of them typically do not engage in marketing, but solely in providing information to the public and the media as required by law and according to the standards of their profession.
Public Shelter	A temporary facility where both humans are sheltered and animals are housed. Shelters that house both people and animals are also referred to as "Pet-friendly Shelters".
RACES	Radio Amateur Civil Emergency Services. SEE: ARES/RACES

Name	Description
Radio Amateur Civil Emergency Services	(**RACES**) A volunteer amateur radio operation that provides reserve communications within government agencies' in times of extraordinary need (emergencies/disasters). (**ARES**) **Amateur Radio Emergency Services** is the public service arm for providing the communications support primarily to nongovernment agencies.
Radio Amateur Civil Emergency Service Plan	(**RACES Plan**) The plan provides guidance and responsibilities on how amateur radio, through the ARES/RACES programs and organizations, can be employed to support state and local government emergency operations. In Washington, employment of amateur radio through ARES/RACES is paramount during emergencies or disasters when normal governmental communications systems have sustained damage or are overwhelmed.
Radioactive Dispersion Device	(**RDD**) AKA "Dirty Bomb". Conventional explosive containing some source of radioactivity.
Rally Point	Predetermined gathering area after an evacuation. Also known as "Evacuation Assembly Area".
Recorders	Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Administration/Finance Units.
Recovery	A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. In ICS, the development, coordination, and execution of service-and-site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Red Cross Shelter	A temporary facility, operated by the American Red Cross, where humans (only) are sheltered.
Regional Director	The appointed FEMA official in Region X who has the responsibility for the review and approval of the state Administrative Plan for PA; the authority for monitoring the conduct of the program and for approving the obligation of the funds for program costs and providing guidance on interpretation and implementation of policy, regulations, and directives.
Rehab Unit	Responder term referring to a feeding station to be used on site during an emergency operation for refreshments and food served to the responders themselves.

Name	Description
Reinforcement	Inclusion of steel bars in concrete members and structures to increase their strength.
Relocation	In retrofitting, the process of moving a house or other building to a new location outside the flood hazard area.
Reporting Locations	Incident location/facilities where incoming resources can check in.
Request for Public Assistance	(**RPA**) Form a public or private non-profit organization uses to apply for disaster assistance.
Resource Conservation and Recovery Act of 1976	(**RCRA**, pronounced 'wreck-ra') A federal statute that FEMA is subject to that establishes a framework for proper management and disposal of all wastes. Generation, transportation, storage, treatment, and disposal of hazardous wastes are all regulated under this Act. It requires safe disposal of waste materials, cooperation between local agencies, and promotes recycling of waste materials.
Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special federal, state, local and tribal teams; and resource mobilization protocols.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC/ECC.
Resources Unit	Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.
Response	The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery. In ICS, activities that address the short-term, direct effect of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bring them to justice.

Name	Description
Retrofitting	Making changes to an existing house or other building to protect it from flooding or other hazards.
Riparian Zone	The interface between the land and a body of flowing surface water; vegetation along these river margins is referred to as riparian vegetation.
Riprap	A pile or layer of stones intended to prevent erosion, scour, or sloughing of an embankment, in efforts to protect or stabilize a structure.
Risk	The identification of a hazard and the mathematical analysis of the chances of that hazard occurring.
Risk Assessment	In regard to Hazardous Materials, broadly defined as the scientific activity of evaluating the toxic properties of a chemical and the conditions of human exposure to it, with the objective of determining the probability that exposed humans will be adversely affected.
River Watchers	Sight-originated volunteer (over 100) data collection program to monitor and report unusual or rapidly rising Lewis County river levels along 5 major rivers and 9 tributaries.
Runoff	Water from rainfall or melting snow that flows across the surface of the ground but does not infiltrate into the ground.
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.
SAGE Unit	Used to activate alert messages for the EAS system to notify public of an eminent emergency. The equipment is located in Dispatch. See the EAS Plan book for more information.
SAWS	School Alert Warning System. A Lewis County alert warning system established for Lewis County E911 and DEM to transmit emergency information directly to schools.
School Alert Warning System	(**SAWS**) An alert warning system established for Lewis County E911 Communications or Emergency Management to transmit emergency information directly to Lewis County Schools via hand-held radio.
Scope of Work	The components of the proposed repair of a project. It is the basis for the cost estimate.
Search and Rescue	The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event.
Section	The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Administration/Finance, and Intelligence (if established). The section is organizationally situated between the Branch and the Incident command.
Sediment	Particulate that is transported by flowing water and may be deposited on the riverbed during low flows and re-suspended in higher flows.

Name	Description
Segment	A geographical area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.
Service Animal	Section 26.302(c) of the Americans with Disabilities Act "requires public accommodations generally to modify policies, practices and procedures to accommodate the use of service animals in places of public accommodation". The Act defines Service Animals as: "any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.
Service Branch	A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.
Shelter	Short-term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.
Single Resource	An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.
Sinuosity	A measure of the degree of meandering of a river; it is calculated as the ratio of the length of a river to the length of the river valley through which it flows.
Situation Unit	Function Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.
Size Up	The initial evaluation phase of emergency situations, to include a description of what is seen, resources needed, initial actions, and safety considerations. The size-up shall be reported by the first arriving unit or Incident Commander and updated as needed throughout the situation.
Skywarn	Lewis County Weather Spotter Program
SLA	**State and Local Assistance**. Grant issued through Washington State Department of the Military, Division of Emergency Management to local counties for Emergency Management functions. Originally federal dollars. Previous name was EMA. In pre-2000 files support documents titled "Staffing Patterns". Changed to EMPG in 2006.

Name	Description
Slab on Grade	Home without a basement.
Social Services	Lewis County Public Health & Social Services Department (LCPHSS)
Span of Control	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7).
Special Care Facility	An intermediate care facility providing limited treatment to individuals. Special care facilities shall include private immediate care clinics, physician's offices, psychiatric care facilities, alcohol and drug treatment centers, nursing homes, hospice facilities, elderly day care homes and half way houses.
Special Considerations	Issues that involve insurance, floodplain management, hazard mitigation, historic preservation, and environmental reviews as they relate to Public Assistance program funding.
Special Flood Hazard Area	(**SFHA**) Portion of the floodplain subject to inundation of the base flood, designated by zones on a flood insurance rate map.
Special Needs Individuals/Groups	Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.
Spill Response	All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials.
Staffing Patterns	Term used in SLA Grant applications relating to operation of Emergency Management office scope of work.
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides the single source of federal disaster assistance.
Staging Area	In Incident Command, location where incident personnel and equipment are assigned on an immediately available status.
Standards	The adopted and uniformly enforced codes, specifications, or standards required for the construction of facilities.
State	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 111 Stat. 2135 (2002).
State Coordinating Officer	(**SCO**) The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts.
State Emergency Response Committee	(**SERC**) Committee appointed by the Governor to fulfill the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986.

Name	Description
State Warning Point	(**SWP**) For Washington these are Camp Murray (primary) and Yakima (secondary).
Strategy	The general direction selected to accomplish incident objectives set by the Incident Commander.
Strategic	Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
Stray Animals	A domestic animal that, at the time of contact, is not accompanied by its owner or a designated provider.
Strike Team	A specified combination of the same kind and type of resources with common communications and a Leader.
Substantial Damage	Damage from the declared disaster sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
Sump Pump	Device used to remove water from seepage or rainfall that collects in areas protected by a levee, floodwall, or dry flood-proofing. In addition, a sump pump is often a part of a standard house drainage system that removes water that collects below a basement slab floor.
Supervisor	The ICS title for individuals responsible for a Division or Group.
Supply Unit	Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for the incident operations.
Support Agency	An agency designated to assist a specific lead agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities.
Support Branch	A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.
Supporting Materials	Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.
Support Resources	Non tactical resources under the supervisor of the Logistics, Planning, Administration/Finance Sections, or the Command Staff.
Surfactant	A substance capable of reducing the surface tension of a liquid in which it is dissolved, like a detergent.
Tabletop Exercise	Informal discussion of simulated emergency without time pressures, low stress. Used for evaluating plans and procedures, and resolving questions of coordination and responsibility.

Name	Description
Tactical Direction	Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.
Tactics	Deploying and directing resources on an incident to accomplish incident strategy and objectives.
Task Force	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
Team	See Single Resource.
Technical Specialist	Personnel with special skills who are activated only when needed.
Temporary Treatment Facility	A sheltered *non-medical* facility, temporarily staffed with medical personnel and temporarily provided with medical supplies and equipment for the purpose of treating individuals injured during a multiple casualty incident.
Terrorism	The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.
Threat	An indication of possible violence, harm, or danger.
Time and Materials Contracts	(**FEMA limits this to a maximum of 70 hours for reimbursement**) Actual emergency debris clearance work and should be used only after all available local, tribe and state governmental equipment has been committed.
Time Unit	Function Unit within the Administration/Finance Section responsible for recording time for incident personnel and hired equipment.
Tipping Fees	A fee based on weight or volume of debris dumped that is charged by landfills and other waste management fee to cover costs (operating and maintenance) (these fees are reimbursable disaster recovery costs). The fee may also cover the cost of closing the current facility and opening a new facility (this cost is not a reimbursable charge for state and federal damage recovery costs).
Title III	Public Law 94-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPC) to conduct emergency planning for hazardous materials incidents.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Topography	The shape of the surface of an area of land including its relief and positions of natural and manmade features.

Name	Description
Toxicity	The degree of danger posed by a substance to animal or plant life.
Transport Zone	All patients are moved to this designated area following treatment to await transportation to a medical facility.
Treatment Area	The designated area to medically treat all patients and prepare them for transport to a medical facility. The same color surveyor tape or flags that are found on the triage tags identify the treatment areas.
Triage	The sorting of patients into categories based upon their need for treatment and chance of survival.
Triage Funnel	A central point designated by the Triage Officer that every patient filters through prior to movement into the treatment area. The triage funnel is usually located at the entrance to the treatment area. All patients will receive a triage tag at the triage funnel, if one is not already in place. A tag corner will be removed for patient accountability and their tag will be torn to the appropriate triage level as determined by the Triage Officer.
Triage Tag	A tag that is affixed to each patient's extremity before entering the treatment area that is color-coded to indicate the patient's triaged level. The tag contains an area for basic patient information and two stubs with unique identifying numbers for patient tracking.
Triage Tag Stub	The two upper corners of the triage tag that have unique identifying numbers for patient tracking purposes.
Tribal	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as described in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) (43 U.S.C., Chapter 33 and 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Tsunami	A Japanese word that means "wave in the harbor". It is a series of enormous waves created by an underwater earthquake. They can smash into land with 100 foot waves.
Type	A classification of resources in the ICS that refers to capability. Type I is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of incident management teams, experience and qualifications.
Unified Area Command	A Unified Area command is established when incidents under an Area command are multi-jurisdictional. (See Area Command and Unified Command).
Unified Command	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Name	Description
Unit	In Incident Command, an organizational element having functional responsibility for a specific incident's Operations, Planning, Logistic, or Administration/Finance activity.
Unit Price Contracts	Phase II operations Debris in cubic yards, tons, or each. Uses construction units and prices for the units to develop line item costs and total contract costs. The unit price contract should be used when the scope of work is difficult to define and is based on estimated quantities.
Unity of Command	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible officer for every objective.
Urban Fire	Fire primarily found within the boundaries or limits of a city.
Urban Flooding	Flooding of streets, underpasses, low lying areas, or storm drains. This type of flooding is mainly an inconvenience and is generally not life threatening. It causes ponding of water in urban areas, especially in low places, and results in minor flooding of small streams and creeks.
Urban Search and Rescue (USAR)	Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.
Urgent Damage Assessment	Rapid assessment of what has happened countywide to prioritize initial response activities and determine the immediate need for outside assistance.
Vetted	To subject to expert appraisal or correction; evaluate.
Vital Records and Databases	Records necessary to maintain the continuity of operations during an emergency, to recover full operations following an emergency, and to protect the legal rights and interest of citizens and the government.
Vulnerability Analysis	Identifying how people, property, and structures will be damaged by the disastrous event.
Warm Zone	The area between the Hot and Cold zones at a hazmat site.
Warning	A moral obligation to identify, to a population at risk, of an impending or possible imminent danger. PL99-44, Title III, Subtitle A, Sec 303 (c) (4). (A citizen is ***warned***; a regulatory body is ***notified***). Also, the National Weather Service product intended to indicate a certain weather phenomena is occurring or imminent and may cause damage to property or persons.
Warning and Information	Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.
Warning Plan	Primary Lewis County plan and system for ensuring communications to pre-designated stakeholders throughout the county at any time of the day or night.
Watch	The National Weather Service product intended to indicate conditions are favorable for certain weather phenomena to occur but not yet certain, nor is the impact area certain.

Name	Description
Water Systems - Community	System that regularly serves 15 or more year-round residential connections or 25 or more year-round residents (for 180 or more days/year).
Watershed	The region of land, separated from adjacent basins by a ridge or mountain that captures rain, snowmelt and glacier-melt and feeds it to a particular river; a watershed also includes the underground area that feeds groundwater to the river; a groundwater watershed, however, may differ in surface area from the surface-water watershed that feeds the same river.
Weapon of Mass Destruction (Title 18 USC, Section 2332a)	**(WMD)** Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.
Weather Spotters	Lewis County volunteer observers organized to report significant "observed" weather conditions to DEM and the National Weather Service (including wind speed, rainfall recordings, river level increases, and damage reports).
Welfare Checks	Welfare checks are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by an emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Welfare Inquiry system to handle such inquiries.
Water Systems - Group A	Systems that regularly serve 15 or more residential connections or 25 or more people/day for 60 or more days/year.
Water Systems - Group B	Systems that serve less than 15 residential connections and less than 25 people/day or 25 or more people/day during fewer than 60 days/year.
Water Systems - Non-community	Any system that is not a community system.
Wet Flood-proofing	Protecting a building by allowing flood waters to enter so that internal and external hydrostatic pressures are equalized. Usually only enclosed areas used for parking, storage, or building access are wet flood-proofed.

Name	Description
White Goods	Name used for debris cleanup of household appliances such as stoves, refrigerators, freezers, washers and dryers.
Wildland	An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.
Wildland Fire	Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.
Wildland Search and Rescue	Search and rescue conducted in wildland areas.
Winter Storm Warning	The National Weather Service product intended to indicate a Winter weather event having more than one predominant hazard (e.g. heavy snow and wind). The storm may threaten life or property and is expected within the next 12 hours.
Zodiak	A hard-bottomed rubber raft. Good for using in floodwaters.

ACRONYMS

Name	Description
AAR	After Action Report
ABO	Agents of Biological Origin
ACCESS	A Centralized Computerized Enforcement Service System
ACE	Army Corps of Engineers
ACHP	Advisory Council on Historic Preservation
ACP	Access Control Points
ACPSEM	Advisory Council on Professional Standards for Emergency Managers
ACS	Alternate Command Staff
ADAMS	Automated Disaster Assistance Management System
ADLE	Advanced Distance Learning Exercise (Homeland Security)
ADRS	Automated Disaster Reporting System
AFH	Adult Family Home
AG	Attorney General or Adjutant General
AGAR	Alternate Governor's Authorized Representative
AI&H	Assistance to Individuals and Households
AIMS	Automated Inventory Management System
ALS	Advanced Life Support
AMBER Alert	**A**bducted **M**inor **B**roadcast **E**mergency **R**esponse Alert
ANI	American Nuclear Insurers
APCO	Associated Public Safety Communications Officer, Inc.
APHIS	Animal & Plan Health Inspection Service
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ASCII	American Standard Code for Information Interchange
ATA	Actual Time of Arrival
ATDP	Annual Training and Development Plan
ATSDR	Agency for Toxic Substances and Disease Registry
AWC	Association for Washington Cities
B/C	Benefit/Cost
BATF	Bureau of Alcohol, Tobacco, and Firearms
BCC	Building Code Council
BCR	Benefit-Cost Ratio
BFE	Base Flood Elevation
BH	Boarding Home
BISIR	Bi-Annual Strategic Implementation Review
BLS	Basic Life Support
B-NICE	The acronym for identifying the five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical or Explosive

Name	Description
BOCC	(Lewis County) Board of County Commissioners
BSE	Bovine Encephalopathy (mad cow disease)
BSIR	Biannual Strategy Implementation Report
BW	Biological Warfare
BZPP	Buffer Zone Protection Plan
CAA	Clean Air Act
CAD	Computer-Assisted Design
CAEC	County Animal Emergency Coordinator
CAMEO	Computer-Aided Management of Emergency Operations
CASM Tool	Communications Assets Survey & Mapping Tool
Category A	Debris Removal (PA)
Category B	Emergency Protective Measures (PA)
Category C	Roads and Bridges (PA)
Category D	Water Control Facilities (PA)
Category E	Buildings and Contents (PA)
Category F	Utilities (PA)
Category G	Parks, Recreational, and Other (PA)
CATEX	Categorical Exclusion from NEPA Review
CBRA	Commonly known as COBRA. Coastal Barrier Resource Act
CBRNE	Chemical, Biological Radiological, Nuclear, or Explosive
CCA	Comprehensive Cooperative Agreement
CD	Civil Defense
CDC	Centers for Disease Control
CDP	Center for Domestic Preparedness
CDWS	Civil Defense Warning System
CEF	Cost Estimating Format
CEM	Certified Emergency Manager or Comprehensive Emergency Management
CEMNET	Comprehensive Emergency Management Network (radio test)
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund Act)
CERT	Community Emergency Response Teams
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHER-CAP	Comprehensive HAZMAT Emergency Response - Capability Assessment Program
CHS	Committee on Homeland Security (Washington State), was COT
CIKR	Critical Infrastructure & Key Resources
CIL	Center for Independent Living
CIPP	Critical Infrastructure Protection Program
CIPS	Critical Infrastructure Protection Survey
CISM	Critical Incident Stress Management
COAD	Community Organization Active in Disaster

Name	Description
COBRA	(Also known as CBRA) Coastal Barrier Resource Act. To protect the barrier islands.
CoCoRaHS	Community Collaborative Rain, Hail, and Snow Network (Volunteer Rain Gauge Measuring System)
COE	U.S. Army Corps of Engineers
COG	Continuity of Government
COMMO	Communications
COMVAN	Communications Van
COOP	Continuity of Operations
COPS	Community Oriented Policing Services
COSIN	Control Staff Instructions (for Training exercises)
COT	Committee on Terrorism, now changed to CHS
CPC	Climate Prediction Center, National Weather Service
CPG	Civil Preparedness Guide, FEMA publications that provide guidance in Civil Preparedness Emergency Management programs and activities
CRS	Community Rating System (for National Flood Insurance Program)
CRTK	Community-Right-To-Know
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Team
CTED	(Washington) Dept. of Community, Trade and Economic Development
CVO	Cascades Volcano Observatory
CZM	Coastal Zone Management
CZMA	Coastal Zone Management Act
DA	Damage Assessment
DAC	Disaster Application Center or Disaster Assistance Council
DAE	Disaster Assistance Employee
DAP	Disaster Assistance Program
DART	Disaster Assistance Response Team
DAT	Disaster Assistance Team
DAU	Damage Assessment Unit
DCD	Department of Community Development (Lewis County)
DCFS	Division of Children and Family Services (part of DSHS)
DCO	Defense Coordinating Officer
DECON	Decontamination
DEM	Division of Emergency Management
DES	Department of Emergency Services
DFIRM	Digital Flood Insurance Rate Map
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHMC	District Hazardous Materials Coordinator
DHS	U.S. Department of Homeland Security (Federal)
DIS	Department of Information Security (Washington State)
DMA	Disaster Mitigation Act
DMAT	(US) Disaster Medical Assistance Teams

Name	Description
DMCC	Disaster Medical Control Centers
DMORT	Disaster Mortuary Operational Response Team
DNDO	Domestic Nuclear Detection Office
DNR	Washington State Department of Natural Resources
DOA	Dead on Arrival; Delegation of Authority
DOD	Department of Defense
DOE	Department of Energy (US)
DOH	Department of Health
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation
DPMU	Disaster Portable Morgue Units
DPT	Disaster Policy Team
DRAC	Disaster Resource Assistance Center
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DRP	Division of Radiation Protection (DOH)
DRU	Disaster Recovery Unit
DSHS	Department of Social and Health Services (State office over **DCFS**)
D-SNAP	Disaster Supplemental Nutrition Assistance Program (formerly known as Food Stamps)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Information
DWG	Drought Work Group
E911	Enhanced 911
EA	Environmental Assessment
EAD	Executive Associate Direct, Response and Recovery Directorate, FEMA
EAP	Emergency Action Plan
EAS	Emergency Alert System
EBS	Emergency Broadcast System. *Obsolete.* Name changed to **EAS**
ECC	Emergency Coordination Center
ECC	Exercise Control Center
ECL	Emergency Classification Level
Ecology	Department of Ecology (Washington State)
ECP	Exercise Control Plan
ED	Emergency Department (hospitals)
EDA	Economic Development Act
EENET	Emergency Educational Network
EHP	Environmental & Historic Preservation
EHS	Extremely Hazardous Substance
EIC	Environmental Impact Statement
EICC	Emergency Information Coordination Center (FEMA)
EIDL	Economic Injury Disaster Loans

Name	Description
EIS	Environmental Impact Statement
ELO	Environmental Liaison Officer
EMA	Emergency Management Assistant
EMAC	Emergency Management Assistance Compacts
EMAP	Emergency Management Accreditation Program
EMC	Emergency Management Committee (Lewis County)
EMC	Emergency Management Council (Washington State)
EMD	(Washington State) Emergency Management Division
EMERS	Emergency Management Exercise Reporting System
EMI	Emergency Management Institute
EMP	Emergency Management Program
EMPG	Emergency Management Planning Grant
EMS	Emergency Management Service
EMS	Emergency Medical Service
EMT	Emergency Management Training
EMT	Emergency Medical Technician
EMWIN	Emergency Managers Weather Information Network
EO	Executive Order
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPIO	Emergency Planning Information Officer
EPZ	Emergency Planning Zone
ER	Emergency Relief Program
ER	Emergency Room - now known as Emergency Department (ED)
ERDR NET	Emergency Response & Disaster Recovery Network
ERT	Emergency Response Team (changed to IMAT in 2007 by NRF)
ESF	Emergency Support Function
ESF #1	Transportation Emergency Support Function
ESF #10	Hazardous Materials Response Emergency Support Function
ESF #11	Agriculture and Natural Resources Emergency Support Function
ESF #12	Energy Emergency Support Function
ESF #13	Public Safety, Law Enforcement & Security Emergency Support Function
ESF #14	Long Term Community Recovery Emergency Support Function
ESF #15	Public Affairs Emergency Support Function
ESF #2	Communication, Information & Warning Emergency Support Function
ESF #20	Defense Support to Civil Authorities Emergency Support Function
ESF #3	Public Works & Engineering Emergency Support Function
ESF #4	Fire Services Emergency Support Function
ESF #5	Emergency Management Emergency Support Function
ESF #6	Mass Care, Housing and Human Services Emergency Support Function
ESF #7	Resource Support Emergency Support Function

Name	Description
ESF #8	Public Health and Medical Services Emergency Support Function
ESF #9	Search and Rescue Emergency Support Function
EST	Emergency Support Team
EXPLAN	Exercise Plan
FAA	Federal Aviation Administration
FAC	Family Assistance Center
FAP	Federal Aid Primary
FAS	Federal Aid Secondary
FAX	Facsimile
FBFM	Flood Boundary and Floodway Map
FBI	Federal Bureau of Investigation
FCAAP	Flood Control Assistance Account Program
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FERC	Federal Emergency Regulatory Commission
FHA	Federal Housing Administration
FHWA	Federal Highway Administration
FIPS	Federal Information Processing Standard
FIR	Final Inspection Report
FIRM	Federal Insurance Rate Map
FMAGP	Fire Management Assistance Grant Program
FMD	Foot and Mouth Disease
FNF	Fixed Nuclear Facility
FmHA	Farmers Home Administration
FNS	(USDA) Food and Nutrition Service
FOC	FEMA Operations Center
FOLCAS	Friends of the Lewis County Animal Shelter
FONSI	Finding of No Significant Impact from NEPA
FOUO	For Official Use Only
FPE	Flood Protection Elevation
FRC	Federal Response Center
FRMAP	Federal Radiological Monitoring and Assessment Plan
FRP	Federal Response Plan
FRS	Field Reporting System
FSE	Full Scale Exercise
FSIS	USDA Food Safety & Inspection Service
GA	Department of General Administration
GAAP	Generally Accepted Accounting Principles
GAR	Governor’s Authorized Representative
GE	General Emergency
GEDAPER	Acronym used to describe an incident analysis process. The steps include: 1) Gathering information 2) Estimating course and harm 3)

Name	Description
	Determining strategic goals 4) Assessing tactical options and resources 5) Planning and implementing actions 6) Evaluating and 7) Reviewing.
GETS	Government Emergency Telecommunications Service
GIS	Geographic Information Systems
GRT	Grants Reporting Tool
Hazmat	Hazardous Materials
Hazmat Team	Hazardous Materials team members
HAZUS	Hazards in the United States
HAZWOPER	Hazardous Waste Operations and Emergency Response
HEAR	Hospital Emergency Administrative Radio
HEICS	Hospital Emergency Incident Command System
HERN	Hospital Emergency Radio Network
HHS	Department of Health and Human Services (US)
HICS	Hospital Incident Command System
HIVA	Hazard Identification and Vulnerability Analysis
HLS	Homeland Security (DOD)
HM	Hazard Mitigation
HMAC	Hazardous Materials Advisory Committee
HMEP	Hazardous Materials Emergency Preparedness Planning grant
HMGP	Hazardous Mitigation Grant Program
HMRT	Hazardous Materials Response Team
Hot Zone	The total exclusion area around a hazardous materials incident
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise & Evaluation Program
HSEES	Hazardous Substances Emergency Events Surveillance System
HSPD-5	Homeland Security Presidential Directive-5
HVA	Hazard Vulnerability Analysis
HWM	High Water Mark
IA	Individual Assistance
IAEM	International Assistance of Emergency Managers
IAIP	Information Analysis of Infrastructure Protection
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IEMC	Integrated Emergency Management Course
IFG	Individual and Family Grant
IFGP	Individual and Family Grant Program
IFPS	Interactive Forecast Preparation System (National Weather Service program to issue reports as requested from agencies)
IHMT	Interagency Hazard Mitigation Team
ILS	Intermediate Life Support
IMAT	Incident Management Assistance Team
IPP	Infrastructure Protection Program
IRR	Initial Response Resources
IRZ	Immediate Response Zone

Name	Description
ISIP	Initial Strategy Implementation Plan
IT	Information Technology
JFO	Joint Field Office (name changed 2007 to Unified Coordination Group UCG in NRF)
JIC	Joint Information Center
JTTF	Joint Terrorism Task Force
KSA	Knowledge, Skills & Abilities
LAECC	Local Area Emergency Communication Committee (EAS)
LAN	Local Area Network
LAP	Local Area Plan (EAS)
LARC	Local AMBER Review Committee (AMBER)
LCAS	Lewis County Animal Shelter
LCDEM	Lewis County Division of Emergency Management
LCPHSS	Lewis County Public Health & Social Services Department
LCFRP	Lewis County Flood Reduction Plan
LEMA	Local Emergency Management Agency
LEPC	(Lewis County) Local Emergency Planning Committee
LERN	Law Enforcement Radio Network
LES	Law Enforcement Sensitive
LESA	Law Enforcement Support Administration
LETPP	Law Enforcement Terrorism Prevention Program
LETS	Law Enforcement Teletype System
LHJ	Local Health Jurisdiction
Liaison Officer	The point of contact for assisting or coordinating agencies
LLEA	Lead Law Enforcement Agency
LLPD	Limited Local Planning District
LOA	Local Operations Areas (EAS)
LOE-0	Limited Objective Experiment Zero
LPTV	Low Power Television
LRN	Local Relay Network (EAS)
LTRO	Long Term Recovery Organization
MAA	Mutual Aid Agreement
MAC	Multiagency Coordination System
MARSEC	Maritime Security Level
MAST	Military Assistance to Safety and Traffic
MCE	Multiagency Coordination Entity
MCI	Mass Casualty Incident
ME	Medical Examiner
MEDNET	Medical Emergency Delivery System
MERT	Medical Emergency Response Team
MHE	Message Handling System
MHW	Mean High Water
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding

Name	Description
MRC	Medical Reserve Corp
MSA	Metropolitan Statistical Area
MSCA	Military Support to Civil Authorities
MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
MSH	Mt. St. Helens
MUTCD	Manual of Uniform Traffic Control Devices
NADB	National Asset Database
NAERG	North American Emergency Response Guidebook (aka DOT, ERG, and/or Hazardous Materials Book)
NARDA	Natural Resource Damage Assessment
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCP	National Contingency Plan (formerly known as National Oil & Hazardous Substances Pollution Contingency Plan)
NDMS	National Disaster Medical System
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Earthquake Management Association (State Directors)
NEP	National Earthquake Loss Reduction Program
NEPA	National Environmental Policy Act
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program (also see Community Rating System)
NFP	Not-For-Profit
NFPA	National Fire Protection Association
NG	National Guard
NGO	Nongovernmental organizations (non-profit)
NH	Nursing Home
NHPA	National Historic Preservation Act
NIMBY	Not in My Backyard
NIMSCAST	National Incident Management System Capability Assessment Support Tool
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety & Health
NIPP	National (Critical) Infrastructure Protection Plan
NLEEC	National Law Enforcement Emergency Channel (radio)
NOAA	National Oceanic and Atmospheric Administration
NOAEL	No Observable Adverse Effect Level
NOI	Notice of Interest
NOK	Next of Kin
NOUE	Notice of Unusual Event
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRCS	National Resources Conservation Service

Name	Description
NRF	National Response Framework
NRP	National Response Plan (changed to National Response Framework 2007)
NRT	National Response Team
NTC	National Tele-registration Center
NWC	National Warning Center
NWR	National Weather Radio
NWS	National Weather Service
NW-WARN	National Warning, Alert & Response Network
ODP	Office of Domestic Preparedness (name changed to OGT in 2006)
OES	Office of Emergency Services
OFM	Office of Financial Management (Washington State)
OGT	Office of Grants & Training (name replacement for ODP in 2006)
OIC	Officer in Charge
OPS	Operations Unit
OPS-CAN	Olympic Public Safety Communications Alliance Network
OSC	On Scene Commander (Title of highly skilled, on-scene federal responders who conduct, direct & coordinate emergency response oil & hazmat actions by interfacing with local, tribal and state officials)
OSCCR	On Scene Command and Coordination Radio
OSHA	Occupational Safety and Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness (Includes ODP and will eventually take over administration of FEMA grants)
PA	Public Assistance
PAC	Public Assistance Coordinator
PAD	Protective Action Design
PAM	Protective Action Message
PAO	Public Assistance Officer
PAPR	Powered Air-Purifying Respirators
PAWS	Progressive Animal Welfare Society
PCB	Polychlorinated biphenyls
PCH	Providence Centralia Hospital
PDA	Preliminary Damage Assessment
PDD-39	Presidential Decision Directive 39
PDS	Professional Development Series
PEEP	People, Environment, Economy, and Property
PEL	Permissible Exposure Limits
PHCP	Pre-Hospital Care Provider
PHEPR	Public Health Emergency Preparedness and Response
PIO	Public Information Officer
PL	Public Law
PNP	Private Nonprofit
POA	Plan of Action
POD	Point of Distribution (community)

Name	Description
PPE	Personal Protective Equipment
PPP	Population Protection Planning
PS	Private Sector (related to FEMA preparedness standards)
PSAP	Public Safety Answering Point
PTSD	Post-Traumatic Stress Disorder
PVC	Polyvinyl chloride or vinyl
PW	Project Worksheet
PWP	Primary Warning Point
R	Roentgen (unit of radiation exposure)
RACES	Radio Amateur Civil Emergency Services
RCC	Regional Coordination Council
RCRA	(wreck-ra) Resource Conservation and Recovery Act of 1976
RCW	Revised Code of Washington
RD	Regional Director (FEMA)
RDD	Radiological Dispersal Devices (Conventional explosive containing some source of radioactivity)
RFP	Request for Proposal
RHSCD	Regional Homeland Security Coordination Districts
RKB	Responder Knowledge Base
RLS	Regional Learning Specialists
RMT	Required Monthly Test (EAS)
ROC	Regional Operations Center
RPA	Request for Public Assistance
RRP	Regional Response Plan
RRT	Regional Response Team
RSP	Render-Safe Procedures
RTII	Regional Technology Integration Initiative
RWT	Required Weekly Test (EAS)
SAA	State Administering Agent
SAC	Special Agent in Charge
SAE	Site Area Emergency
SAR	Safety Analysis Report
SAR	Search and Rescue
SAR/E	Supplied Air Respirator with Escape
SARA	Superfund Amendment & Reauthorization Act of 1986 (SARA Title III)
SBA	Small Business Administration
SCBA	Self-Contained Breathing Apparatus
SCIP	Statewide Communication Interoperability Plan
SCL	Special Considerations Liaison
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SECC	State Emergency Communications Committee (EAS)
SECURE	State Emergency Communications
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission

Name	Description
SFHA	Special Flood Hazard Area
SHLCP	DSH Office of State and Local Government Coordination & Preparedness
SHLS-OGT	State Homeland Security Office of Grants & Training
SHMO	State Hazard Mitigation Officer
SHPO	State Hazard Preservation Office
SHSGP	Supplemental State Homeland Security Grant Program
SIC	Standard Industrial Classification
SIEC	State Interoperability Executive Committee
SIP	Shelter-in-Place
SIRT	Special Incident Response Team (WSP)
SITMAN	Situation Manual (for training exercise)
SITREP	Situation Report
SLA	State and Local Assistance
SLE	State and Local Exercise
SOD	Statement of Documentation in Support of Financial Disaster Assistance
SOP	Standard Operating Procedures
SOW	Statement of Work (FEMA)
SRN	State Relay Network (EAS)
SSA	Social Security Administration
SSA	Sector Specific Agencies (Federal)
SSC	Seismic Safety Commission
SSP	Sector Specific Plans
State EMD	(Washington) State Emergency Management Division
STATEX	Statutory Exclusion from NEPA review
SWAT	Special Weapons and Tactics
SWP	State Warning Point. For Washington these are Camp Murray (primary) and Yakima (secondary)
T3	Title III (SARA)
TAC	Technical Assistance Contractor
TCL	Tacoma City Light
TCL	Target Capabilities List
TCMP	Terrorism Consequence Management Preparedness
TCP	Traffic Control Points
TDS	Time, Distance and Shielding. Three types of protective measures commonly associated with hazardous materials training.
TDSR	Temporary Debris Storage & Reduction Sites
Title III	SEE: SARA, Title III
TLDNR	Too Long, Do Not Read
TPQ	Threshold Planning Quantity
TR	Technical Report
TRACEM	The acronym used to identify the six types of harm one may encounter at a terrorist incident: Thermal, Radioactive, Asphyxiation, Chemical, Etiological, and Mechanical
TSA	The Salvation Army

Name	Description
UA	Urban Area
UASI	Urban Area Strategic Initiative
UBC	Uniform Building Code
UC	Unified Command
UCG	Unified Coordination Group (new name for Joint Field Office)
UHF	Ultra High Frequency
USACE	U.S. Army Corps of Engineers
USAR	Urban Search & Rescue
USC	United States Code
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
USFS	U.S. Forest Service
USFWS	U.S. Fish and Wildlife Service
USGS	U.S. Geological Survey
UTL	Universal Task List
VA	Veterans Affairs (formerly Veterans Administration)
VIP (form)	Very Important Person (Form used to collect ante-mortem data)
VISTA	Volunteers in Service to America
VOAD	Voluntary Organization Active in Disasters
WA State DEM	SEE: State EMD
WABO	Washington Association of Building Officials
WAC	Washington Administrative Code
WACIRD	Washington Computer Incident Response Center
WACO	Washington Association of County Officials
WAJAC	Washington Joint Analytical Center
WAOL	Washington On-Line
WARM Team	Washington Animal Response Management Team
WASPC	Washington Association of Sheriffs and Police Chiefs
WDFW	Washington Department of Fish & Wildlife
WEIC	Washington Emergency Information Center
WMD	Weapons of Mass Destruction
WSALPHO	Washington State Association of Local and Public Health Officers
WSDA	Washington State Department of Agriculture
WSDOH	Washington State Department of Health (DOH)
WSDOT	Washington State Department of Transportation (DOT)
WSEMA	Washington State Emergency Management Association
WSEO	Washington State Energy Office
WSF	Washington State Ferries
WSP	Washington State Patrol
WUTC	Washington Utilities and Transportation Commission
WYSIWYG	What You See Is What You Get
ZULU	Greenwich Mean Time

LEGAL COMPENDIUM

LOCAL GOVERNMENT EMERGENCY MANAGEMENT IN THE STATE OF WASHINGTON

Assembled and Abridged for Quick Reference

PLEASE NOTE: This quick reference material has been compiled for information purposes only, and eliminates some of the language found in the original text. For a complete and accurate text, please refer to the official government documents.

EMERGENCY MANAGEMENT

RCW 38.52.010(1) - Defined. "Emergency Management…means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to prepare for, respond to, and recovery from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards…"

EMERGENCY OR DISASTER

RCW 38.52.010(6) (a) Defined
"…shall mean an event or set of circumstances which: (i) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such (disaster) occurrences, or (ii) reaches such dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010."

PL 93-288 (Robert T. Stafford Disaster Assistance Act) - Presidential "Emergency" defined
"…any occasion…for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property…"

PL 93-288 - Presidential "Major Disaster" defined
"…any natural catastrophe…which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance…to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering…"

LOCAL EMERGENCY MANAGEMENT ORGANIZATIONS

RCW 38.52.070(1) - Local emergency management organization based on the state plan. "Each political subdivision of this state is hereby authorized and directed to establish a local organization for emergency management in accordance with the state emergency management plan and program…"

WAC 118-30-030(6) - Local emergency management organization defined.
"Emergency management organizations means the local government organization established by either a political subdivision…for the purpose of carrying out emergency management functions as described in RCW 38.52.010."

WAC 38.52.070(1) - Joint emergency management organizations.
"The (state) director may authorize two or more political subdivisions to join in the establishment and operation of a local organization for emergency management…in which case each political subdivision shall contribute to the cost of emergency management upon such fair and equitable basis as may be determined…"

WAC 118-30-040(1) - Organization established by ordinance or resolution.
"Each political subdivision must establish an emergency management organization by ordinance or resolution passed by the legislative body…"

WAC 118-30-050(8) - Submission of the emergency management resolution to the state director.
"Each political subdivision shall submit a copy of the ordinance or resolution establishing its emergency management organization to the (state) director for evaluation and approval of the organizational plan or structure".

WAC 118-30-050(9) - Ordinance or resolution constitutes an approved organization.
"Such ordinance or resolution shall constitute an approved organization for the purposes of RCW 38.52.195 and 38.52.260(2)".

LOCAL EMERGENCY MANAGEMENT PLANS

RCW 38.52.070(1) - Coordination of local plans with the state plan required.
"…a political subdivision…shall submit its plan and program for emergency management to the state director and secure his or her recommendations thereon, and certification for consistency with the state comprehensive emergency management plan, in order that the plan of the local organization for emergency management may be coordinated with the plan and program of the state."

WAC 118-30-030(9) - Comprehensive emergency management plan defined.
"Comprehensive emergency management plan…means a basic plan with elements which address all natural and man-made emergencies and disasters to which a political subdivision is vulnerable. The …plan specifies the purpose, organization, responsibilities and facilities of agencies and officials of the (county/city) in mitigation of, preparation for, response to, and recovery from emergencies and disasters."

WAC 118-30-060(1) - Emergency plans required.
"Each political subdivision shall maintain a current plan of operations…"[1]

WAC 118-30-060(4) - Plan format may vary.
"The plan may vary from the annex format (defined in WAC 118-30-060(2))…provided that each of the operational components listed…is addressed. In such case, the plan must include a cross-reference index which specified exactly where the operation components are located in the plan."

WAC 118-30-060(7) - Review by the state required.
"The plan shall be reviewed and updated at least once every two calendar years."

LOCAL DIRECTOR

RCW 38.52.070(1) - Provisions for appointment of a local director.

WAC 118-30-060(2) Describes the twenty-six "operational components" to be addressed. "Each local organization for emergency management shall have a director who shall be appointed by the executive head of the political subdivision…"

RCW 38.52.070(1) - General duties of a local director of emergency management.
"(The director) shall have the responsibility for the organization, administration, and operation of such organization for the emergency management, subject to the direction and control of (the) executive officer or officers."

WAC 118-030-050(5) - Appointment of a director. "Each political subdivision shall specify in the ordinance…that the agency shall be headed by a director of emergency management who shall be appointed by and directly responsible to the executive head of the political subdivision."

WAC 118-30-050(7) - Duties of the director. "Each political subdivision shall specify by ordinance or resolution that the local director…shall be responsible for the organization, administration, and operation of the emergency management operation."

PROGRAM PAPER

WAC 118-30-040(3) - Requirements for a program paper
"Each political subdivision shall submit an emergency management program paper annually to the director not less than sixty days prior to the beginning of the calendar year."

"Political subdivisions that have joined together to form a joint emergency management organization may submit a single plan and program paper."

[1] WAC 118-30-060(2) describes the twenty-six "operational components" to be addressed.

WAC 118-30-070(1) - Content of the program paper
Each political subdivision shall be responsible for the preparation and submission of a program paper, not less than sixty days prior to the start of the calendar year, which defines the emergency management program objectives of the political subdivision January 1 through December 31 or for a lesser period at the discretion of the director. Each program paper shall be submitted by November 1, unless specified by the director, and shall address the following activities:

(a) Comprehensive emergency plan development or updating
(b) Training and education
(c) Communications, warning and notification systems development maintenance
(d) Radiological and hazardous materials incident response capabilities or maintenance
(e) Tests, drills and exercises to assist emergency plan, personnel training and system effectiveness
(f) Public information
(g) Hazard analysis and assessment
(h) General program administration
(i) Response to emergencies and disasters

WAC 118-30-070(2) - Program paper objectives
"Each program paper shall have objectives consistent with federal and state emergency management program requirements as published by the director on or before September 1 of each year. The program paper may include, in addition to the objectives listed under subsection (1) of this section, specific local program objectives relating to local program needs."

WAC 118-40-070(3) - Format of the program paper
The program paper shall be submitted in accordance with format and instructions specified and published by the director.

WAC 118-30-070(4) - Submission of the program paper
The political subdivision(s) shall submit a statement of progress on each objective of the categories listed in subsection (1) of this section in two reports, a mid-year report to cover the time period of January 1 through June 30 to be submitted to the director by July 15 of each year, and a year-end report to cover the time period of July 1 through December 31 to be submitted by January 15 of the following year. The director may, at his discretion, determine that an alternative activity may substitute for the mid-year report. In such case, the director will provide written notification to the political subdivision by May 15 of each year specifying the acceptable alternate activity.

INCIDENT COMMAND SYSTEM

RCW 38.52.030(3) - Included in the plan (must be consistent with the state plan)
"The comprehensive emergency management plan must specify the use of the incident command system for multi agency/multi jurisdiction operations…"

WAC 468-200-120(c) - Qualifications of search and rescue emergency workers.
"…Possess knowledge of the incident command system and how the system works."

WAC 70.136.020(7) - Required for hazardous materials emergency response.
"Incident command agency means the pre-designated or appointed agency charged with coordinating all activities and resources at the incident scene."

EMERGENCY POWERS

RCW 38.52.070(2) - Emergency actions without regard to time-consuming procedures.
"In carrying out the provisions of this chapter each political subdivision, in which [a disaster] occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication or notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

RCW 38.52.110(2) - Authority to commandeer services and equipment.
"The chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter….for registered emergency workers."

RCW 35.33.081 - Emergency expenditures without notice or hearing (cities - under 300,000 population).
"Upon the happening of any emergency caused by violence of nature…or other unanticipated occurrence requiring the immediate preservation of order or public health…the city…legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members…stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing."

RCW 36.40.180 - Emergency expenditures without notice or hearing (counties).
"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or for the immediate preservation of order or of public health…or for the relief of any community overtaken by calamity…the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting…of a resolution stating the facts constituting the emergency…make expenditures necessary to meet such emergency without further notice or hearing."

DECLARATION OF EMERGENCY

When required: When a disaster occurs requiring local action beyond normal capabilities to protect lives and property (full activation of the local emergency management plan) a local Declaration of Emergency should be made by local government officials.

Purpose: The purpose of the local declaration (proclamation) of emergency is to 1) authorize the activation of the local disaster plan and program; 2) authorize the emergency use of all local resources as required by RCW 38.52.110(1); and 3) allow for emergency expenditures without notice or hearing.

Authorities: Authorities for Proclamation of Emergency are RCW 35.33.081 (cities under 300,000, RCW 36.40.180 (counties), and RCW 38.52.070(2) (all political subdivisions).

How is a Declaration of Emergency Made: A Declaration of Emergency is made by adoption of resolution or ordinance under the emergency rules of the jurisdiction.

RCW 35.33.081 - Emergency expenditures - Non-debatable emergencies (cities).
"Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing."

RCW 36.40.180 - Emergencies subject to hearing - Non-debatable emergencies (counties)
"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order of public health or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which all such commissioners have had reasonable notice of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing."

RCW 38.52.070(2) - Emergency powers.
"In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

DECLARATION OF DISASTER - LOCAL DECLARATION OF DISASTER AREA

When the local government has fully activated its emergency plan and program by Proclamation of Emergency (see above), and when local capabilities have (or will be) exceeded or exhausted by the needs of the emergency (e.g. the disaster is beyond the capability of local government to respond and specific state or federal assistance is being requested) a Declaration of Disaster is made. This action is taken by adoption of a resolution or ordinance by the legislative body of the jurisdiction as a formal request for assistance from the state or federal government. The local Declaration of Disaster is required as a precursor to a Declaration of Disaster by the Governor under RCW 43.06 (and as required by the State Comprehensive Emergency Management Plan).

MUTUAL ASSISTANCE / MUTUAL AID AGREEMENTS

RCW 38.52.080(1) - Powers and immunities of employees performing mutual aid.
"Whenever the employees of any political subdivision are rendering outside aid…such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivisions in which they are normally employed."

RCW 38.52.080(2) - Who pays for the cost of equipment used in mutual aid.
"The political subdivision in which any equipment is used pursuant to this section shall be liable for any loss or damage thereto and shall pay any expense incurred in the operation and maintenance thereof."

RCW 38.52.090(1) - Mutual aid agreements authorized.
"The director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop…mutual aid arrangements for reciprocal emergency management aid and assistance in case of disaster…"

RCW 38.52.091(3) - Mutual aid and inter-local agreements must include the following:

Purpose

The purpose must state the reason the mutual aid or inter-local agreement or compact is coordinated, the parties to the agreement or compact, and the assistance to be provided.

Authorization

Article I, section 10 of the Constitution of the United States permits a state to enter into an agreement or compact with another state, subject to the consent of Congress. Congress, through enactment of Title 50 U.S.C. Sections 2281(g), 2283 and the Executive Department, by issuance of the Executive Orders No. 10186 of December 1, 1950, encourages the states to enter into emergency, disaster and civil defense mutual aid agreements or pacts.

Implementation

The conditions that guide the agreement or compacts may include, but are not limited to:

(a) A statement of which authority or authorities are authorized to request and receive assistance and the conditions that must exist for the request or receipt of assistance.
(b) A statement of how the requests for assistance may be made, what documentation of the request is required, the specifics of any details included in the request, and the required approval for the request.
(c) A statement of the direction and control relationship between the personnel and equipment provided by the jurisdiction to the requester and the requirements of the requester to coordinate the activities of the jurisdiction providing the assets.
(d) A statement of the circumstances by which the assisting jurisdiction may withdraw support from the requester and the method by which this is to be communicated.

General Fiscal Provisions

The terms of reimbursement must be stated defining the relationship between the requesting jurisdiction and the aiding jurisdiction, when reimbursement will be made, and details of the claim for reimbursement. The provisions may include statements that discuss but are not limited to:

(a) A statement of what costs are incurred by the requesting jurisdiction.
(b) A statement of what costs and compensation benefits are made to individuals from the aiding jurisdiction by the requesting jurisdiction.

Privileges and Immunities

The conditions and immunities that are enjoyed by the individuals from the aiding jurisdiction to the requesting jurisdiction must be stated. These provisions may include but are not limited to:

(a) A statement of the privileges and immunities from liability and the law of an employee of a supporting jurisdiction enjoys while supporting the requesting jurisdiction.
(b) A statement of the privileges and immunities from liability and the law a volunteer from a supporting jurisdiction enjoys while supporting the requesting jurisdiction.
(c) A statement on the use of the National Guard between the requesting and supporting jurisdictions.
(d) A hold harmless agreement between the signatory jurisdictions.
(e) The precedence this agreement takes with existing agreements.
(f) A time line by which information required by the agreement is exchanged and updated annually.
(g) The time in which the agreement becomes effective.
(h) The time and conditions when a signatory may withdraw and render the agreement ineffective.

ACCEPTANCE OF DONATIONS

RCW 38.52.100(3) - Provisions for acceptance of donated goods and services.
"Whenever any person, firm, or corporation shall offer to…any political subdivision…services, equipment, supplies, materials, or funds by way of give, grant, or loan, for the purposes of emergency management…subject to the terms of the offer."

EMERGENCY RESOURCES - USE OF EXISTING SERVICES AND FACILITIES

RCW 38.52.110(1) - All personnel directed to support the emergency management organization.
"In carrying out the provisions of this chapter, the…executive heads of the political subdivisions…are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the…political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations…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 not withstanding any other provisions of law."

PL 93-288, Sec. 307 - Requirement for local hiring when federal funds are used.
"In the expenditure of federal funds for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities which may be carried out by contract or agreement with private organizations…preference shall be given …to those organizations, firms, and individuals residing or doing business primarily in the area affected by the disaster or emergency…"

COMPENSATION FOR INJURY OR DEATH OF AN EMERGENCY WORKER

RCW 38.52.260 - When will compensation be furnished.
"Compensation shall be furnished to an emergency worker…for any injury arising out of or occurring in the course of his activities as an emergency worker, and for the death of any

such worker if the injuries proximately causes death, in those cases where the following conditions occur:

(1) Where, at the time of the incident the worker is performing services as an emergency worker, and is acting within the course of his duties as an emergency worker.
(2) Where, at the time of injury, loss, or damage, the organization for emergency management which the worker is assisting is an approved organization for emergency management.
(3) Where the injury, loss, or damage is proximately caused by his service either with or without negligence as an emergency worker.
(4) Where the injury, loss, or damage is not caused by the intoxication of the worker.
(5) Where the injury, loss, or damage is not due to willful misconduct or gross negligence on the part of a worker.

RCW 38.52.310 - Coverage, classification, registration of emergency workers.
"The (state) department (of emergency management) shall establish by rule…various classes of emergency workers, the scope of duties of each class, and the conditions under which said workers shall be deemed on duty and covered by the provisions of this chapter. The department shall also adopt rules…prescribing the manner in which emergency workers of each class are to be registered."

RCW 38.52.195 - Exemption from liability for construction emergency workers.
"Notwithstanding or other provision of law, no person, firm, corporation, or other entity acting under the direction or control of the proper authority to provide construction, equipment or work as provided for in (this chapter)…shall be liable for the death of or injury to persons or damage to property as a result of any such activity: PROVIDED, that said exemption shall only apply where all of the following conditions occur:

(1) Where, at the time of the incident the worker is performing services as an emergency worker, and is acting within the course of his duties as an emergency worker.
(2) Where, at the time of injury, loss, or damage, the organization for emergency management which the worker is assisting is an approved organization for emergency management.
(3) Where the injury, loss, or damage is proximately caused by his service either with or without negligence as an emergency worker.
(4) Where the injury, loss, or damage is not caused by the intoxication of the worker.
(5) Where the injury, loss, or damage is not due to willful misconduct or gross negligence on the part of a worker.

RCW 38.52.1951 - Exemption from liability for architects or engineers serving as volunteers.
"For purposes of the ability of an architect or engineer serving as a volunteer emergency worker, the exemption from liability provided under RCW 38.52.195 extends to all damages, so long as the conditions specified in RCW 38.52.195(1) through (5) occur."

SEARCH AND RESCUE

RCW 38.52.400(1) - Duties of local officials.
"The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with state and local operations plans…"

CONTINUITY OF GOVERNMENT

RCW 42.14.040 - Action in the absence of a quorum of county commissioners.
"…In the event that enemy attack [2] reduces the number of county commissioners of any county, then those commissioners available for duty shall have full authority to act in all matters as a board of county commissioners. In the event no county commissioner is available for duty, then those elected county officials, except for the members of the county board of education, as available for duty shall jointly act as the board of county commissioners and shall possess by majority vote the full authority of the board of county commissioners."

RCW 42.14.050 - Action in the absence of a quorum of city or town officers.
"…In the event enemy attack [3] reduces the number of city or town council members…then those members available for duty shall have full power to act by majority vote of those present."

RCW 42.14.070 - Adoption of rules for continuity of government.
"The legislative authority of each political subdivision, subject to the provisions of this chapter, shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions."

RCW 42.14.075 - Change of meeting place.
"Whenever, due to natural disaster…it becomes imprudent, inexpedient or impossible to conduct the affairs of a political subdivision at the regular or usual place…the governing body…may meet at any place within or without the territorial limits of the political subdivision on the call of the presiding official or any two members of the governing body. After any emergency relocation, the affairs of political subdivisions shall be lawfully conducted in such emergency temporary location…for the duration of the emergency."

NOTE: Local provisions for continuity of government should be adopted by ordinance or resolution in each political subdivision. Much of the language used in the RCW can be adapted to meet local needs.

[2] Although this statute applies specifically to "enemy attack", the general wording is in common use in local emergency management ordinances and resolutions as a provision of the "continuity of government" requirement.

[3] See note above.

HAZARDOUS MATERIALS PLANNING

WAC 118-40-179(1) - Local Emergency Planning Committee (LEPC) - Responsibilities
"Each local emergency planning committee shall complete the preparation of a hazardous materials emergency response plan. In the development of the plan, as specified by Sections 303 (a), (b), (c) and 324 (a), (b), EPCRA, committee duties include, but are not limited to:

(a) Forming a local planning team.
(b) Designating a team leader.
(c) Evaluating the resources needed to develop, implement, and exercise the emergency plan.
(d) Identifying existing emergency response equipment and personnel.
(e) Conducting a needs assessment of emergency response equipment and personnel requirements.
(f) Providing oversight for preparation of the plan by the local planning team.

WAC 118-40-179(2) - Receipt and processing of public comments
"Each local committee shall establish procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312) EPCRA. Such procedures shall include the designation of an official to serve as committee coordinator for all information requests."

FEDERAL DISASTER ASSISTANCE

Public Law 93-288 - The Robert T. Stafford **Disaster Relief and Emergency Assistance Act,** Public Law 93-288, as amended (the Stafford Act) was enacted to support State and local governments and their citizens when disasters overwhelm them. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available under the Stafford Act, and sets the conditions for obtaining that assistance.

The **Presidential Declaration Process - The Stafford Act** (§§401 and 501) requires that: "All requests for a declaration by the President that a major disaster or emergency exists shall be made by the Governor (chief executive) of the affected State." The Governor's request is made through the regional FEMA office. State, local and federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities. The information gathered during the PDA documents the severity and magnitude of the event and is included in the Governor's request. Normally, the PDA is completed prior to the submission of the Governor's request. However, when an obviously severe or catastrophic event occurs, the Governor's request may be submitted prior to the PDA. Nonetheless, the Governor must still make the request and damage assessments are still conducted.

As part of the request, the Governor must note that the state's emergency plan has been implemented and the situation is of such severity and magnitude that the response is beyond state and local capability and Stafford Act assistance is necessary. The Governor shall furnish information on the nature and amount of state and local resources that have been or

will be committed to alleviating the results of the disaster, provide an estimate of the amount and severity of the damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the Governor will need to certify that, for the current disaster, state and local government obligations and expenditures (of which state commitments must be a significant portion) will comply with all applicable cost-sharing requirements.

Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of federal programs to assist in the response and recovery effort.

Typical Federal Assistance Available: Assistance authorized by an emergency declaration is limited to immediate and short-term assistance, essential to save lives, to protect property and public health and safety, or to lessen or avert the threat of a catastrophe. Examples of emergency assistance that may be provided under §§502(a) of the Stafford Act include:

- Food, water, medicine, and other essential needs
- Shelters or emergency care
- Temporary housing assistance
- Debris removal
- Emergency repairs and demolition
- Search and rescue
- Security forces
- Removal of health and safety hazards
- Emergency communications, emergency access, and emergency public transportation
- Technical and advisory assistance to affected state and local governments
- Emergency assistance through mission assignments to federal agencies in support of state and local efforts to save lives and protect property
- Coordination of disaster relief provided by federal agencies, private organizations, and state and local governments