

## EXECUTIVE SUMMARY

1. City government is charged by law to establish and maintain a program for disaster mitigation, preparedness, response, and recovery. The Emergency Management Division was established in the Tumwater Fire Department to plan for and coordinate the City's planning response and recovery from emergencies or disasters. All City personnel, services and facilities are a part of the emergency management organization as required by the nature and scope of the incident. There may also be incidents that require City personnel to be assigned in other departments during the disaster.
2. It has been identified through the Hazard Identification Vulnerability Analysis the potential threats the City of Tumwater faces because of their geographical location and previous disasters. These include; civil disturbance, critical shortage, drought, earthquake, epidemic, flood, hazardous material incident, heat wave, landslide, storm, terrorism, volcano and wildfire/forest fire. By identifying these potential threats it allows personnel to train for large and small scale natural and man made disasters.
3. The Comprehensive Emergency Management Plan was developed for this purpose. The plan defines the policies and procedures necessary for carrying out a program of emergency management for the preservation of lives, protection of property, the execution of special measures to ensure timely relief from calamity, and recovery from such events.
4. Depending on the size and scale of each specific disaster not all parts of this plan will need to be activated. The activation level will depend on the severity and scale of each separate disaster.
5. The duties of each City department, and various supporting agencies, are specified in the plan. Based on this guidance, internal procedures are developed that define how those duties will be carried out under the overall coordination of the Emergency Management Division. No disasters are alike and each situation must be addressed individually.
6. The plan also defines how the City of Tumwater will coordinate with adjacent jurisdictions and with Thurston County; and specifies coordination protocols with state and federal disaster relief and recovery resources if needed.
7. For planning and organization purposes, the responsibilities have been categorized into Emergency Support Functions (ESF's) consistent with those of the State Comprehensive Emergency Management Plan and the Federal Response Plan. Each ESF has been assigned to a City department to ensure coordination of planning and preparedness.
8. The universally recognized NIMS based on the Incident Command System (ICS) is the coordination and resource management method used for coordination of emergency and disaster response and recovery in accordance with the plan.
9. The primary direction and control point for emergencies and disasters impacting the City of Tumwater is the Emergency Operations Center located at the Fire Department Headquarters Station (311 Israel Rd. SW). An alternative Emergency Operations Center is located at Fire Station T-2 (405 Linwood Ave).
10. This plan consists of a **Basic Plan** which defines the overall disaster mitigation, preparedness, response, and recovery program for the City of Tumwater; and the 15 **Emergency Support Functions** which provide the details necessary to carry out that program. The ESF's include;
  - ESF-1      Transportation and Evacuation: Describes mass transportation availabilities and protocol for evacuations and other emergencies requiring the transportation of the public.

- ESF-2      Communication and Warning: Supplying the public with accurate and rapid response during a disaster as well as using warning systems available.
- ESF-3      Public Works and Engineering: Coordinating of all Public Works activities while a disaster is occurring and in the recovery phase to effectively repair damage, clear debris, etc.
- ESF-4      Firefighting: The coordination of firefighting, prevention and response within the City limits.
- ESF-5      Information Analysis and Planning: defines the planning and information management during emergency response.
- ESF-6      Mass Care: Coordination of mass care and sheltering during a time of disaster.
- ESF-7      Resource Support: Lists all resources that could be needed as well as duties of each unit to support the resources. This includes resource issues such as feeding, water, man power, tools and equipment.
- ESF-8      Health, Medical and Mortuary Services: To provide organization, communication and mobilization during an emergency.
- ESF-9      Search and Rescue: Lists resources that can be used or needed during a search and rescue mission in order to provide a timely rescue.
- ESF-10     Hazardous Materials: To identify local responsibilities for hazardous material incident response and management.
- ESF-12     Energy and Utilities: Lists all the companies with power, pipe, gas, water lines and communication companies throughout the Tumwater area that could be affected during a disaster; describes coordination to restore power to citizens after a disaster.
- ESF-21     Recovery and Restoration: Consists of the members of the Emergency Services Advisory Council and provides a central point of contact for all recovery operations.
- ESF-22     Law Enforcement: Describes law enforcements roles and responsibilities during small and large scale events.
- ESF-23     Damage Assessment: The Development Services assessment protocol and procedures for damaged buildings and structures after an emergency.
- ESF-34     Inter-Government Coordination: Establish a process for making joint policy decisions during emergencies that affect more than one jurisdiction.
11.      The plan includes provisions for periodic review and revision, and for the ongoing training, drills and exercises necessary to assure that the plan can be implemented in a time of emergency.
12.      Not all emergency situations can be foreseen. Based on the hazards we have identified for this geographical area these are the most likely potential disasters. In the event of a new unforeseen disaster, the emergency management system must be able to adapt rapidly to unique and complex conditions. This may include multi jurisdictional situations as well as simultaneous events.

## BASIC PLAN

### I. INTRODUCTION

- A. Mission: The potential for disaster poses a serious threat to the quality of life in this community. It is the responsibility of the government of the City of Tumwater, with the assistance and support of its citizens, to take appropriate actions to mitigate, prepare for, respond to and recover from all natural and manmade disasters within its jurisdiction.

This Emergency Management Plan defines the policies and procedures necessary for the preservation of lives, protection of property, and the execution of special measures needed to ensure effective and timely relief from calamity.

DISCLAIMER: Not all incidents for this plan can be envisioned or planned for. This plan has flexible framework to help in the planning, responding, and recovery for new types of disasters.

- B. Purpose: This plan provides for identification of threats, assignment of responsibilities, and the development of supporting procedures, agreements and capabilities to ensure cooperation, coordination and the maximum use of resources. Overall emergency management objectives are:
1. Establish and maintain a comprehensive program for Emergency Management consistent with overall City philosophy.
  2. Identify major risks and potential disasters for the City of Tumwater.
  3. Involve our citizens in preparation for disaster by encouraging and supporting self sufficiency for at least 72 hours or longer following a major disaster.
  4. Define the disaster responsibilities of each City department, and ensure that all City personnel are adequately trained to perform their special duties.
  5. Take the steps necessary to preserve City facilities and services from the effects of disaster to the extent possible.
  6. Provide for coordination of the timely and complete restoration and repair of damaged public services and public and private property.
  7. Insuring cooperation and coordination with other cities, Thurston County, fire districts, state and federal agencies.
  8. To provide for the continuity of government in the City during and after a disaster.
  9. To provide for the effective assignment and utilization of all City employees, City equipment and other resources made available by mutual aid agreements, county and state emergency services.
  10. To provide fiscal procedures to support emergency measures at all levels of government during an emergency/disaster.

- C. Scope: The City of Tumwater Comprehensive Emergency Management Plan encompasses all major incidents, emergencies and disasters which occur within city limits, and those situations which may involve other adjacent jurisdictions and require activation of special procedures for coordination of shared resources.
- D. Organization:
1. The City Council comprises the legislative body of the city. City Council members collectively hold the ultimate responsibility for disaster mitigation, preparedness, response and recovery within the jurisdiction of the City of Tumwater.
  2. The Mayor, or designee, has the responsibility to assume direction and control of all activities in the city in the event of disaster.
  3. The City Administrator will be responsible for managing the city during a time of disaster as directed by the Mayor and a chair for the Emergency Services Advisory Council.
  4. The Tumwater Fire Department Emergency Management Division is established under the provisions of Municipal Code 2.92 for the purpose of meeting the requirements of Chapter 38.52 Revised Code of Washington.
  5. The Director of the Emergency Management Services will be appointed by the Mayor to carry out the provisions of the plan, and is responsible for coordinating disaster mitigation, preparedness, response and recovery.
  6. The Emergency Services Advisory Council shall consist of the City Administrator and such department heads, their designees or other City personnel as the City Administrator feels are necessary to ensure effective representation from the departments with emergency response and recovery assignments. The purpose of the Emergency Services Advisory Council is to provide guidance and support in the development and maintenance of a comprehensive program of emergency management.
  7. All of the personnel, services and facilities of the City of Tumwater become part of the emergency management organization as needed in times of community crisis. As much as practical, the day-to-day organization of City departments will be maintained for disaster operations.
  8. The appointed officials, departments and offices of the city and supporting organizations, will function under this plan as an emergency management organization under the direction of the Mayor. The essential activities of the emergency management system will be coordinated through the Tumwater Emergency Operations Center (TEOC).
  9. Standard Operating Procedures will be developed for each department which defines how they will carry out their planned activities in an emergency.
  10. THURSTON COUNTY:
    - (a) The county organization for emergency management has been established under the provisions of RCW 38.52. That organization has the responsibility for

coordination of all disaster related activities of county departments. Mutual aid and disaster assistance to the City of Tumwater from Thurston County, if any, will be requested through the Thurston County emergency management organization, if activated.

- (b) Certain regional resources, common to both the county and the City of Tumwater, may be coordinated through the Thurston County, emergency management agency.
- (c) Because of the mutual interests of Thurston County and the adjacent cities of Lacey and Olympia, a region-wide coordination system may be appropriate in order to make the best use of resources.

11. STATE OF WASHINGTON:

- (a) The State of Washington Military Department, Emergency Management Division, has the responsibility for coordination of disaster related activities of the state agencies in cooperation with federal agencies and local governments.
- (b) Member organizations of the Washington State Disaster Assistance Council may assist state and local governments by providing assistance to disaster victims.

12. FEDERAL GOVERNMENT ORGANIZATION: The Federal Emergency Management Agency (FEMA) is responsible for coordination of federal response and recovery.

13. PUBLIC AGENCIES NOT UNDER CITY CONTROL: Other governmental agencies and organizations not under the jurisdiction of the city may commit their resources under the coordination of this plan by means of cooperative agreements, mutual aid plans or otherwise as may be required. In Thurston County the Disaster Assistance Council (DAC) has been organized to coordinate their activities.

14. PRIVATE AGENCIES: Many private agencies and organizations have agreed to assume emergency roles in support of City operations during a disaster, and have agreed to coordinate their activities within the city in the same manner as City agencies. Memorandums of understanding or other appropriate agreements should be used to guide how those private agencies relate to the City emergency management system. Private agencies are welcome to participate in the DAC.

## II. POLICIES

### A. Authorities.

1. Tumwater Municipal Code Chapter 2.92
2. Chapter 38.52 Revised Code of Washington
3. Chapter 35.33 Revised Code of Washington.
4. Washington Administrative Code (WAC) 118.04
5. Washington Administrative Code (WAC) 118.30
6. Public Law 93-288, The Disaster Relief Act of 1974, as amended

7. Title III, superfund Amendments and Reauthorization Act of 1986 (Emergency Planning and Community Right-to-know Act)
- B. General Organizational Responsibilities: Each City department head is responsible for the following:
1. Appointing a liaison and alternates to work with the Emergency Management Division in the development and maintenance of this plan.
  2. If assigned a primary role, develop Standard Operating Procedures that define how that role will be implemented.
  3. Make key staff available for disaster training and assignment.
  4. Establish policies and procedures for initial damage assessment to their facilities and injury to personnel and reporting that information to the TEOC.
  5. Establishing policies and procedures for identification and preservation of essential records to facilitate the re-establishment of operations during and following a disaster.
  6. Designating primary and alternate location from which to establish direction and control of department activities during a disaster.
  7. Establish policies and procedures for organization chain of command and succession of authority during a disaster.
  8. Each department will create and maintain an Emergency Resource list. This should be updated at least once a year and should contain contact information about availability quantities or resources that may be needed.
- C. Limitations
1. Not all emergency situations can be foreseen. The emergency management system must be able to adapt rapidly to unique and complex conditions. This may include multi-jurisdictional situations as well as simultaneous events. No attempt has been made in this document to specify all of the possibilities associated with disasters which might occur.
  2. Initial stages of a major disaster are frequently characterized by chaos and confusion. Much of the early activity must be undertaken independently because of the overwhelming demand for help. This document is not intended to limit or restrict initiative, judgment, or independent action required to provide effective response to emergency needs, provided that the ultimate objective of all emergency action is to achieve centralized coordination as rapidly as practical.
  3. The response capability of the city is usually adequate for daily (routine) response to common emergencies. With the utilization of off-duty personnel, and the implementation of mutual aid agreements, response capability can be augmented when necessary. However, depending upon the nature and scope of the incident, City resources may become overwhelmed, damaged or limited in their ability to respond. The city may not be able to meet all of the emergency needs of its citizens under these extreme

circumstances, and the emergency management system may be required to prioritize the delivery of assistance based on the greatest need as apparent at the time.

4. Carrying out certain duties prescribed in this plan may depend upon appropriations and availability of funding. Lack of City funds may limit the ability of some departments to conduct all disaster response and recovery operations as planned.

D. General

1. THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AND SUPPORTING PLANS AND PROCEDURES:
  - (a) The City of Tumwater Comprehensive Emergency Management Plan (CEMP) (this document) is the foundation guidance for carrying out a program of disaster mitigation, preparedness, response, and recovery in accordance with the requirements of the law.
  - (b) Details of how this plan will be implemented at all levels of City government are included in the City of Tumwater Emergency Operations Plan and the Standard Operating Procedures developed by each City department.
  - (c) The Emergency Operations Plan is the implementation instrument for this plan and is included in the CEMP by reference. The Emergency Operations Plan is designed for wider distribution than the CEMP master plan, and is published separately.
2. NONDISCRIMINATION: No services will be denied on the basis of race, color, national origin, religion, sex, sexual orientation, age or disability, and no special treatment will be extended to any persons or group over and above what normally would be expected in the way of City services under emergency conditions.
3. PERSONS WITH DISABILITIES: Services will be provided until exhausted to help the specific needs of people with disabilities. Special transportation vehicles may be used to help transport, and staff will work with the Department of Health to coordinate special medication needs.
4. REQUIREMENT FOR REVIEW AND REVISION: A schedule will be established by the Director of Emergency Management Services for the periodic review of the plan, as well as the supporting Operations Plan, and appropriate tests will be conducted to ensure that all elements of the plan remain current. Segments of the plan may be reviewed on an annual basis, and updated as needed.
5. TRAINING: Training in the implementation of the plan will be conducted at all levels to ensure that the city can effectively respond to an emergency when necessary.
  - (a) The Director of Emergency Management Services will be responsible for coordination of disaster preparedness and response training, and for coordination of the development of plans and procedures within each department to ensure that all roles can be performed as intended.
  - (b) A comprehensive training program will be conducted to ensure skill development and awareness of roles and responsibilities for City elected officials, incident management staff, department heads and other key personnel, operational

- personnel, business leaders, and others with emergency response and recovery roles.
- (c) Provisions may be made for accelerated (expedient) training to correct any deficits during a disaster should time and circumstances permit.
6. PUBLIC EDUCATION: A program of public awareness is essential to the preparedness posture of the community. Self help can substantially reduce the burden on emergency response organizations in time of emergency. Members of the community who are prepared to deal with the impacts of disaster for at least the first 72 hours will release emergency resources to deal with the more critical needs of disaster victims.
- (a) A program of public education in disaster preparedness will be coordinated by the Emergency Management Division, in concert with the America Red Cross (ARC) and other appropriate social service agencies.
- (b) Emergency Preparedness Education programs for the general public are a vital aspect of disaster planning response. (RCW 38.52.020(1)(e)).
7. DISTRIBUTION OF THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN:
- (a) The City of Tumwater Comprehensive Emergency Management Plan will be distributed to each Department Head and a copy will be provided to the State Division of Emergency Management for review as required by law.
- (b) Copies of the City Emergency Operations Plan will be distributed to all departments and personnel with identified key roles. The Director of Emergency Management Services shall keep a record of all holders of the plan and a system implemented for publishing and issuing changes or revisions to all plan holders will be established. In addition, an electronic will be available for public access.
8. CONTINUITY OF GOVERNMENT: In the event that a City official is charged with specific functions or duties becomes unable to perform, regardless of the cause, lines of succession must be established to ensure the continuity of emergency operations. Policies and procedures will be adopted to ensure the timely designation of successors for all key personnel in order to assure continuity of leadership.
- (a) Continuity of local government is ensured by the Revised Code of Washington, reference; RCW 42.14.050, 42.14.070, 42.14.075. The City of Tumwater will provide continuity of government in accordance with this law.
- (b) Each member of the Emergency Services Council and the Mayor shall have successors to assure continuity of leadership and operations. The successors should be aware of their emergency responsibilities.
- (c) In accordance with RCW:35A.42.030 the City Council has the responsibility to elect from their members replacements for the Mayor, Mayor Pro Tempore, and Council Members in the event of disability, death, resignation, or removal of these officials.



- (d) All other officers and department directors will be succeeded by the person occupying the position of second in command of each agency. At the first opportunity, successions will be approved by the City Mayor.
  - (e) Preservation of records essential for continuity of government is discussed in RCW 40.10.010 and the City of Tumwater will preserve records in accordance with this law.
  - (f) In the event that the primary meeting place of the City Council is not inhabitable because of an unforeseen emergency condition, the designated Emergency Operations Center is the official location of government. When conditions warrant, relocation to a temporary seat of government in an adjacent city may be necessary. Relocation of other City services may also be necessary when operations cannot be conducted at their primary location. First and second alternate business locations should be determined, and procedures developed to provide for emergency relocation.
  - (g) In departments where the chain of command is not clearly defined, the director is responsible for outlining the line of succession for his/her department.
9. ENVIRONMENTAL AWARENESS: The Tumwater Fire Department and City strives in their response and planning stages to consciously think of the environment and its impact. When the TEOC is activated measures will be taken to conserve energy and resources, as well as reduce consumption of recyclable and non recyclable materials in an effort to help the environment and our limited resources.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: The City of Tumwater, due to its location and geological features, is vulnerable to the damaging effects of major natural hazards and man-made hazards. These include, but are not limited to, earthquakes, floods, wind storms, snow storms, volcanic eruptions, land slides, fires, hazardous material incidents, explosions, power outages, transportation accidents and civil disturbances. Other potential emergencies could present a serious threat to public safety and the maintenance of order. A hazard identification and risk assessment will be conducted to identify potential hazards, their likelihood, and possible consequences of those hazards on the health and safety of persons in the affected areas, property and infrastructure damage, interruption to services, environmental impact, and economic impact.

The City of Tumwater Natural Hazards Mitigation Plan (published separately) will provide information on the potential hazards which may require coordinated response under some or all of the provisions of the plan. (Preparation for evacuation or relocation of residents in anticipation of nuclear attack is not included in this plan; reference Chapter 38.52.01 0, Revised Code of Washington.)

- B. Planning Assumptions
- 1. This document is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective disaster mitigation, preparation, response and recovery. At the same time, freedom of initiative cannot be used as an excuse for failure to take necessary coordinated action to successfully accomplish objectives.

2. An "all hazards" philosophy has been used in the development of this plan. The policies and procedures prescribed here, and the concept of operation established for disaster response and recovery, will apply to all of the identified hazards, regardless of the nature and scope.
3. The responsibility for disaster preparedness falls equally on City government and each individual citizen. The major disaster elements of this plan are based on the premise that there may be a minimum of three days without expectation of outside help. Every effort will be made to encourage the development of family and business disaster plans, and the acquisition of essential supplies, to be self-sufficient for at least 72 hours.
4. Business and industry should be encouraged to develop internal disaster response plans and Business Resumption Plans that integrate with the City of Tumwater Emergency Management concept on a cooperative basis.
5. Assets and systems may be overwhelmed, especially during the first few days of a disaster. Accordingly, citizens will be encouraged to prepare to be self-sufficient for a minimum of three days.
6. In situations not specifically foreseen or addressed in this plan, City organizations will improvise and carry out their responsibilities to the best of their abilities under the circumstances.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. The designated Director of Emergency Management Services is responsible for the organization, administration and operation of the emergency management plan and program. He/she is also responsible for creating and maintaining a master Emergency Resource list.
2. The disaster functions of City departments will generally parallel their normal day-to-day activities and responsibilities to the extent possible.
3. Overall direction, control and coordination will be established through the TEOC. The TEOC will:
  - (a) Collect, record, analyze, display and distribute information.
  - (b) Coordinate public information and warning regarding emergency impacts on the city.
  - (c) Coordinate City government emergency activities.
  - (d) Conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.
  - (e) Coordinate with adjacent jurisdictions and agencies through existing plans and procedures, in coordination with Thurston County Division of Emergency Management.

- (f) If disaster response requirements exceed combined local government capabilities, coordinate with Thurston County Division of Emergency Management in the request for state and/or federal assistance through the State Division of Emergency Management.
  - (g) Coordinate disaster planning for mitigation, preparedness, response and recovery with the cities and towns of Thurston County through the Thurston County Emergency Management Council.
  - (h) The TEOC has adequate emergency power generation to carry out the business of the TEOC during a disaster. The Facilities Manager shall maintain that capability.
4. INCREMENTAL ACTIVATION: Upon the occurrence of an emergency incident requiring immediate coordinated action to preserve order or public health, activation of all or portions of this plan is appropriate. In order to provide for the rapid activation of special direction and control procedures, this plan can be implemented incrementally according to the nature and scope of the incident. Response for levels of incident severity are:
- (a) LEVEL 1: Unusual occurrences, where interagency coordination is needed, and which can probably be dealt with using existing City resources without outside help (or mutual aid assistance), and which are short term in nature and limited in scope.  
  
ACTIVATION: May be activated by the Duty Supervisor of the Fire Department, Police Department or the Public Works Department.
  - (b) LEVEL 2: Situations which are larger in scope and require the use of mutual aid resources or special procedures for dealing with the emergency. Appropriate for incidents involving more than one jurisdiction.  
  
ACTIVATION: Maybe activated by the Director of Emergency Management Services or the Mayor.
  - (c) LEVEL 3: Broad scope emergencies with long term impact; representing a significant threat to life and property.  
  
ACTIVATION: By Declaration of Emergency by Mayor, authorizes and directs all City resources to be assigned to the emergency response and recovery effort.

## B. Emergency Management Concepts

- 1. EMERGENCY MANAGEMENT PHASES: Four "phases" of emergency management process have been identified to clarify the difference in primary focus of activities:
  - (a) MITIGATION: Actions taken to prevent disaster, reduce property damage, and to prevent or limit severe impacts. Include land use management, building codes, and essential legislation needed to improve community emergency readiness.
  - (b) PREPAREDNESS: Development of a comprehensive emergency management plan and supporting procedures, training, drills and public information programs, coordinated by the Director of Emergency Management Services.

- (c) **RESPONSE:** Application of local and external resources needed to meet immediate needs of the community, and whatever is necessary to minimize suffering, loss of life, and property damage. Plan levels activated as required by the nature and scope of the emergency.
    - (d) **RECOVERY:** Actions taken to return the impacted community to normal, restore lifeline systems, and extend financial and other assistance where necessary. The emergency management organization is frequently demobilized during this phase, with the long term recovery activities integrated into the day-to-day functions of City government.
  - 2. **OPERATIONAL ZONES:** Regional incidents may require dividing the city into operational areas in order to best coordinate response to multiple priorities. These operational areas provide efficient coordination and communication with the citizens at risk on a citywide basis.
    - (a) **COORDINATION:** A Command Post will be established on or near the scene to direct and coordinate disaster response efforts in the field. The command post will be established by the responsible City official on the scene.
  - 3. **CITY PERSONNEL AND RESOURCE MARSHALING POINTS:** In the event of a breakdown in communication systems, disruption of transportation routes, or any other situation which might cause temporary disruption of the emergency management direction and control system, any City fire station, or police substation, may serve as a command post, staging area, communication center, or marshaling point for City employees and resources until coordination can be established at the primary TEOC.
  - 4. **ASSIGNED DUTY STATION:** All City personnel will be assigned a primary disaster duty station where they will be required, by department procedures, to report following a major emergency. Wherever possible, the assigned duty station will be their normal place of business. (The TEOC is not a primary duty station unless the employee is assigned to the TEOC.) Personnel who report their availability for duty will:
    - (a) Be assigned initial response duties (Shift A), or -
    - (b) Be released for duty at a later specified time and place (Shift B).
  - 5. **AUTOMATIC RESPONSE/STANDING ORDERS:** Automatic response procedures will be observed by City personnel when communications systems are inoperable and employees become aware of an emergency by direct observation or through the community warning system. All employees will report to their primary assigned duty station, or alternate assembly point as necessary.
  - 6. **PERSONNEL IDENTIFICATION AND ACCOUNTABILITY:** Procedures should be established for the identification of all City personnel, and for the real time accountability of those personnel while engaged in incident related activities.
- C. **Direction and Control**
  - 1. **RESPONSIBILITY FOR EMERGENCY MANAGEMENT:** Final responsibility for emergency management direction and control rests with the Mayor. A program of emergency management has been established to carry out that responsibility through the use of City personnel, services and facilities. Executive responsibility is assigned by

the Council to the Mayor, and the Chief of the Fire Department has been designated as the Director of Emergency Management Services for carrying out the detailed implementation of the plan and program.

2. **INCIDENT COMMAND SYSTEM:** The standardized incident command system (ICS) is the mechanism used to accomplish this mission at the local level. The foundation elements of ICS (e.g., Command, Operations, Planning, Logistics and Administration) have been used as the basic format of this plan to simplify organization.
3. **INCIDENT COMMANDER:** The Director of Emergency Management Services shall act as the City Incident Commander in the execution of these plans and procedures. Where appropriate to the nature and scope of the emergency, designated command personnel will be included in the Unified Command. The authority of the Incident Commander is limited to those powers specifically granted by statute or derived from this plan. The final executive authority for Incident Command is held by the Mayor.
4. **DESIGNATION OF THE INCIDENT COMMANDER:** The Director of Emergency Management Services shall act as Incident Commander for the purposes of executing these procedures. The addition of certain department heads to the Unified Command is appropriate. Designation of the Incident Commander (or unified command) may be based on the following criteria:
  - (a) Specific or implied authority or responsibility as identified in this plan; or assignment by the City Mayor on a case-by-case basis.
  - (b) Recognized training and expertise of the official.
  - (c) Largest commitment of resources (equipment, facilities, personnel); service - intensive incident (e.g., law enforcement, fire, public works).
5. **CONSOLIDATED INCIDENT ACTION PLAN:** The Incident Action Plan establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy and priorities. An Incident Action Plan is developed for each operational period (12 or 24 hour increments).
6. **STAFF:** The ICS staff is activated by the Incident Commander based on the requirements of the incident. Staffing assignments should be made on the basis of qualifications for the duties assigned, independent of rank or affiliation. Staff assignments may include:
  - (a) **DEPUTY INCIDENT COMMANDER (EOC MANAGER):** Assist the Incident Commander in the performance of essential duties; provide for shift coverage.
  - (b) **PUBLIC INFORMATION OFFICER:** Coordinate incident related media relations and information dissemination.
  - (c) **LIAISON OFFICER:** Provides for inter-agency and inter-jurisdictional coordination.
  - (d) **OPERATIONS SECTION CHIEF:** Coordinate operations directly applicable to the primary mission.

- (e) PLANNING SECTION CHIEF: Collect, evaluate and display information needed to understand the current situation, predict probable course of events, and prepare alternative strategies.
  - (f) LOGISTICS SECTION CHIEF: Provides facilities, services and material support to the incident.
  - (g) ADMINISTRATION SECTION CHIEF: Coordinate all financial and cost analysis aspects of the incident.
7. COORDINATION WITH OTHER JURISDICTIONS:
- (a) Coordination with Thurston County will be through the Thurston County Department of Emergency Management at the TCEOC.
  - (b) Coordination with the City of Lacey and the City of Olympia will be through their identified EOC's.
  - (c) Coordination with the State Emergency Management Division will be through the state EOC.
  - (d) On large scale incidents coordination of all operations in Thurston County may be coordinated through the TCEOC.

D. Emergency Operations Facilities

1. EMERGENCY OPERATIONS CENTER (EOC): Overall direction, control and coordination of City response to an emergency, under the provisions of this plan, will be carried out at the City Emergency Operations Center located at the **Tumwater Fire Department, Headquarters Station – 311 Israel Rd. SW**. The Director of Emergency Services will be responsible for ensuring operational readiness of the TEOC. The TEOC will provide the capability to:
  - (a) Receive and disseminate warnings and emergency public information to the general public.
  - (b) Collect and analyze data of the affected damaged areas.
  - (c) Maintain contact with the support EOC's, the cities of Lacey, Olympia, and the State of Washington.
  - (d) Provide direction and control of local response and recovery resources.
  - (e) Continue self sufficient operations with extra fuel provided by the Building and Grounds Maintenance Supervisor.
2. SPACE AND EQUIPMENT NEEDS: There should be adequate space in the TEOC to accommodate key City officials, department heads, support staff and others who are responsible for ensuring that essential services and functions continue under emergency conditions. The TEOC has an emergency generator to support emergency functions during power outages. When the generator is being used at full capacity it will use 8.1 gallons per hour. This generator has a 140 gallon tank. This provides 17.3 hours of full capacity power before needing more fuel. The Building and Grounds Maintenance

Supervisor is responsible for providing additional fuel. With the reserves the generator should never run out during an emergency situation.

3. **TEOC COMMUNICATION CAPABILITY:** The TEOC will be equipped with the communication equipment necessary to effectively mobilize and coordinate City resources, and to communicate with Thurston County EOC (TCEOC) and the state Emergency Management Division where necessary. TEOC communication will be supplemental to the communication provided by Thurston County Dispatch (CAPCOM). The Information Services Manager is responsible for keeping the system running and providing solutions for potential problems with power, phone, or internet.
  4. **ALTERNATE EMERGENCY OPERATIONS CENTER(s):** In the event that the primary TEOC becomes inoperable or inaccessible as a result of the incident, alternate Emergency Operations Centers will be established at **Fire Station T-2 405 Linwood AVE.**
  5. **TEOC STAFFING:** The Director of Emergency Management Services will staff the TEOC in time of emergency with sufficient personnel to perform the necessary duties according to the staffing plan. Each City department will provide the necessary personnel and facilities to support the coordination of emergency response and recovery. Designated Department Heads may be assigned to functional units within the Incident Command System (ICS) under the coordination of the Incident Commander or Unified Command.
  6. **NOTIFICATION:** The Director of Emergency Management Services will establish procedures to ensure that the proper notifications are made when the TEOC is activated. In addition, procedures will be established to notify all personnel who have emergency management duties. Provisions should also be made for notification of non-emergency personnel. When possible, TEOC staff will be recalled via an employee call down procedure. (To avoid duplication and confusion, only those assigned to the Emergency Operations Center should report to the TEOC when it is activated.)
  7. **(FIELD) COMMAND POST (CP):** If an incident occurs in a specific limited area within the city, a Command Post may be established for on-scene coordination of emergency response. The TEOC may be activated at minimum staffing to act as support to the site specific situation and for resource coordination. The Incident Commander, in such events, may be located at the CP rather than the TEOC.
- E. **Mitigation Activities:** Disaster mitigation activities are those that are intended to eliminate or reduce the probability of disaster or its effects.
1. **HAZARD MITIGATION PLAN:** A Hazard Mitigation Plan may be developed and implemented which should establish interim and long-term actions to eliminate potential hazards, or reduce the impacts of those hazards to the extent practical.
  2. **RESPONSIBILITIES FOR HAZARD MITIGATION PLANNING:** The Director of Planning and Facilities is responsible for hazard mitigation planning and coordination of the implementation of the plan.
  3. **OBJECTIVES OF THE NATURAL HAZARDS MITIGATION PLAN:** The Hazard Mitigation plan should consider each identified hazard and apply the following minimum strategies:

- (a) Remove or eliminate the hazard where possible.
  - (b) Reduce or limit the potential impact of the hazard.
  - (c) Segregate the hazard.
  - (d) Reduce the likelihood of occurrence.
  - (e) Modify the characteristics of the hazard.
  - (f) Other actions necessary.
  - (g) Establish warning and/or emergency public information procedures to mitigate the threat.
  - (h) Conduct training and public education where appropriate.
4. PRE-INCIDENT IMPACT ANALYSIS: A pre-incident impact analysis may be conducted, utilizing the hazard identification process, to establish goals and objectives for short term and long term recovery. The impact analysis for each identified hazard should include:
- (a) Health and safety.
  - (b) Regulatory and contractual requirements.
  - (c) Environmental impact.
  - (d) Economic impact.
  - (e) Good will.
- F. Preparedness Activities: Those activities necessary to ensure that City resources are ready to respond to the emergency needs of the community.
- 1. Regardless of the commitment of time and resources for mitigation of the effects of disaster, all risks cannot be eliminated, and the potential for serious impacts remains. Emergency preparedness activities will include maintaining this plan and supporting plans and procedures, conducting drills and exercises as a means of testing the plan, establishing inter-local agreements necessary for coordination with adjacent jurisdictions, development of an TEOC for direction and control of emergency operations, and establish a public education program for distribution of disaster survival information to the citizens of the City of Tumwater.
  - 2. The preparedness activities of City departments will be through familiarity with the Emergency Operations Plan, developing internal procedures for disaster response and recovery, and participating actively in disaster preparedness training and exercises.
- G. Response Activities: The actual delivery of emergency services during a disaster is to reduce casualties, minimize damage where possible, and speed recovery.
- 1. Upon notification of a hazardous incident impacting the City, the Director of Emergency Management Services (or designee) will evaluate the situation and recommend activation of the appropriate portions of the Emergency Operations Plan.



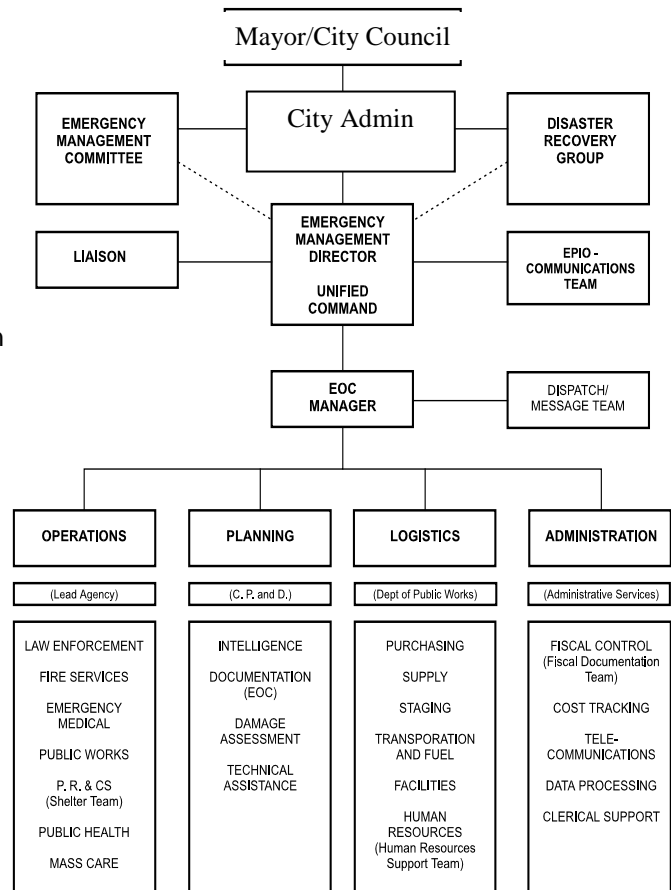
2. The TEOC may be activated to coordinate the response of City resources.
  3. Damage assessment information will be collected through the TEOC, and information forwarded to the State Division of Emergency Management as needed.
  4. City resources will be activated as needed to respond to emergency needs.
- H. Recovery Activities: Those activities, both short term and long term, which are intended to speed restoration of vital services and the restoration of the community to its normal state of affairs. Recovery Activities may include:
1. Activation of the City of Tumwater Recovery Group.
  2. Establishment of ad hoc partnerships with other jurisdictions, federal and state agencies, and the private sector, to advise and assist in development of recovery plans.
  3. Coordinate with the State Division of Emergency Management and FEMA.

V. RESPONSIBILITIES

A. RESPONSIBILITIES OF CITY PERSONNEL: The general disaster related duties and responsibilities of all City department heads and their respective departments are defined below (other details for each function are included in the appropriate annexes). In addition to the duties assigned, each department head will establish and maintain department policies and procedures necessary to ensure coordination of all department resources in carrying out their disaster assignments.

B. DUTIES OF THE CITY COUNCIL: Establish and maintain an organization for emergency management in accordance with the provisions of Chapter 38.52 Revised Code of Washington; Passes ordinances including emergency ordinances, resolutions, and laws governing the City. Counsels the Emergency Services Advisory Council on matters of Policy as needed, and Appoints Mayor Pro-tem.

C. DUTIES OF THE MAYOR: During a community emergency, the Mayor will Appoint the Director of Emergency Management Services, declare disaster, take appropriate steps to seek state and federal assistance, Sign emergency ordinances after the



City Council has passed them, coordinated emergency ordinances with Thurston County, rescinds emergency ordinances when they are no longer needed, and formally accepts resources from state and federal agencies when offered (RCW 38.52.100).

- D. **DUTIES OF THE CITY ADMINISTRATOR:** Reports to the TEOC at the request of the Director of Emergency Management Services to authorize response activities, notifies the Mayor of a disaster situation and briefs members on a periodic basis, designates a Public Information Officer (PIO) if unavailable or vacant, designates a Shelter Director if needed, facilitates planning process on the Emergency Services Advisory Council, authorizes activities of each Emergency Support System (ESF) of this plan, and plays the lead role in direction and control of all activities in the City. In accordance with the Tumwater Municipal Code Chapter 2.92.070 the City Administrator shall direct and control the emergency disaster activities of the city during each phase of a disaster and appoint members of the Administrative Services department.
- E. **DUTIES OF THE DIRECTOR OF EMERGENCY MANAGEMENT SERVICES:** Develop and maintain the City of Tumwater Emergency Management Plan under the guidance provided by the City Administrator; and advise the City Administrator on matters regarding the disaster mitigation, preparedness, response and recovery posture of the city. Coordinate the necessary training, drills and exercises needed to ensure effective implementation of plans and procedures under crisis conditions in time of emergency the Director of Emergency Management Services will execute the appropriate elements of the plan, and will assume Incident Command as provided. In accordance with the Tumwater Municipal Code Chapter 2.92.030 the Director of Emergency Management Services is to;
1. Direct and control all operational activities of emergency services of the city before, during and after a disaster.
  2. Notify the members of the Emergency Services Advisory Council of the status of a disaster and request their presence if necessary in the TEOC.
  3. To develop and execute plans for utilization of resources before, during and after an emergency/disaster.
  4. To assist the Mayor in interpreting and requesting federal and state assistance whenever local resources become insufficient.
  5. Serves as Chairperson of the Emergency Services Advisory Council.
  6. Update the emergency disaster plan annually.
- F. **DUTIES OF THE PUBLIC INFORMATION OFFICER:** Develop an emergency public information capability to be activated in the event of an emergency. The Emergency Public Information - Communication Team will be the central point of coordination and dissemination of all news releases and other information released to the public regarding the city response to the emergency. (Reference ESF-2).
1. The PIO will support the Mayor, Council and department directors in their public information and public confidence roles.
  2. Inform the Personnel Director with updated information to relay to City employees in efforts to reduce rumors and instill confidence.

- G. DUTIES OF THE FIRE CHIEF: May assign qualified senior Fire Department personnel to the Operations Section in the TEOC, Oversees rescue operations in the City, reports to the TEOC when necessary, and will assume coordination of all incident related fire and emergency medical service activities. (Reference ESF-4 and ESF-8).
- H. DUTIES OF THE POLICE CHIEF: Maintains order in and around the emergency area, assign qualified senior Police Department personnel to the Operations Section in the Emergency Operations Center, and will assume coordination of all incident related law enforcement activities. (Reference ESF 09 and ESF 22).
- I. DUTIES OF THE CITY ATTORNEY: Act as legal advisor to the City Council, the City Manager, and the emergency management organization. The City Attorney Office will provide administrative support to the Emergency Services Advisory Council.
- J. DUTIES OF THE EMERGENCY SERVICE ADVISORY COUNCIL: In accordance with the Tumwater Municipal Code Chapter 2.92.060 Council members responsibilities are;
1. To serve as a liaison to emergency services in order to coordinate the emergency disaster plan so that citizens of the city may benefit from a workable, useful plan.
  2. To report to the TEOC when requested by the Director of Emergency Management Services in order to coordinate response activities.
  3. To create an emergency management organization within his/her department to guide the employees of the City during a disaster and to give said employees a clear understanding of the emergency disaster plan and its principles.
  4. To guide the emergency organization of his/her department in writing standard operating procedures for disasters and/or include such disaster procedures in the regular standard operating procedures of the department.
- K. DUTIES OF THE DIRECTOR, DEVELOPMENT SERVICES DEPARTMENT: Responsible for the coordination of all disaster analysis and incident data collection. Provides inspection services of buildings or structures as needed, and provides personnel to staff shelters throughout the City. Qualified Development Services personnel may be assigned to the Planning, Fire, Police or Public Works section in the TEOC, and will assume coordination of the plans and incident information elements as needed, including Damage Assessment. The Development services department may be the lead agency during the recovery period. (Reference ESF-5).
- L. DUTIES OF THE DIRECTOR, PLANNING AND FACILITIES DEPARTMENT: Reports to the TEOC at the request of the Director of Emergency Management Services, recommends zoning and other ordinances to mitigate disaster effects prior to the incident, recommends zoning and other ordinances as needed during recovery, creates and maintains the **Hazard Mitigation Plan** and the Hazard Identification Vulnerability Analysis.
- M. DUTIES OF THE DIRECTOR, FINANCE DEPARTMENT: Responsible for all financial transactions in coordination with the Director of Emergency Management Services. (See ESF-5 and ESF-7). Responsible for establishing fiscal control of the disaster response and recovery effort as specified in the plan. Office staff handles calls from the public and provides file information to the TEOC. Qualified personnel will be assigned to the Administration Section in the TEOC.

1. Financial assistance, manpower, and equipment may be granted to the City by state and or/ federal programs. Any such assistance under the authority of RCW 38.52 will be in accordance with the State of Washington Comprehensive Emergency Management Plan.
  2. Each City department is responsible for developing fiscal procedures for the department under the direction and control of the City Administrator and the Finance Director.
  3. Assumes custody of all funds received by state and federal sources.
  4. The TEOC will have blank purchase order forms in case of need during a disaster.
- N. DUTIES OF THE DIRECTOR, PUBLIC WORKS DEPARTMENT: The director reports to the TEOC at the request of the Director of Emergency Management Services, assigns supervisors for each division to the Command Post, provides engineering maps and information, provides engineering counsel in general for the TEOC, supervises civilian volunteers at worksites, and personnel can be assigned to fire or police departments as necessary. Specific Public Works personnel may also be assigned to the Logistics Section as needed. (Reference ESF-1, ESF-3 and ESF-7).
- O. DUTIES OF THE DIRECTOR, PARKS AND RECREATION DEPARTMENT: Responsible for the coordination of the early stages of emergency mass care until activation of American Red Cross capabilities. Develops and maintains lists of local food shelters and transportation resources, surveys local buildings with the ARC for use as emergency shelters before incident, coordinates shelter feeding and transportation with the TCEOC, ARC and other agencies. Shelter Director responds to the TEOC as requested. Qualified Parks and Recreation Department personnel may be assigned to the Logistics Section in the TEOC to ensure coordination of resources. Some department resources may be assigned to the Public Works Department. (Reference ESF-6).
- P. DUTIES OF THE DIRECTOR, DEPARTMENT OF HUMAN RESOURCES DEPARTMENT: Responsible for coordination of City employee welfare and assistance and the establishment of a volunteer management system. Qualified personnel may be assigned to the Administration Section in the Emergency Operations Center to assume coordination of assigned activities. Volunteers will be coordinated through the Logistics Section.

TABLE 1: EMERGENCY SUPPORT FUNCTION (ESF) ASSIGNMENT		
<i>ESF</i>	<i>TITLE</i>	<i>LEAD AGENCY</i>
1	Transportation and Evacuation	Parks and Recreation
2	Communication and Warning	Public Information Officer and Information Services Manager
3	Public Works and Engineering	Public Works Department and Development Services Department
4	Fire Services	Fire Department
5	Analysis and Planning	Development Services Department, Analysis and Planning

6	Mass Care	Parks and Recreation Department
7	Resource Support	Public Works Department
8	Health, Medical and Mortuary Services	Fire Department, Police Department
9	Search and Rescue	Police and Sheriff's Department
10	Hazardous Materials	Washington State Patrol, Fire Department
12	Energy and Utilities	Puget Sound Energy, Public Works Department
22	Law Enforcement	Police Department
23	Damage Assessment	Development Services
34	Inter-government Coordination	Thurston County EOC

Q. RESPONSIBILITIES OF AGENCIES NOT UNDER DIRECT CITY CONTROL: The necessary agreements, plans and procedures may be established to define the relationship between the city emergency management organization and other essential resources. Assistance expected from those organizations is listed below:

1. THURSTON COUNTY MEDIC ONE: Administrative support of Advanced Life Support and Basic Life Support services, and supplies to City EMS response. The interface with Thurston County Medic One, within the city, will be coordinated by Fire Department Medical Command at the Emergency Operations Center by agreement.
2. THURSTON COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT: Thurston County Emergency Management is the primary point of contact for all county preparedness, response, and recovery.
  - (a) Coordinate acquisition of county mutual aid resources in support of emergency response and recovery in the city.
  - (b) Activate the county TEOC as a central direction and control point for all county activities related to the incident.
  - (c) Forward the Declaration of Disaster (when executed) to the State Emergency Management Division.
  - (d) Provides resource list of volunteers and volunteer organizations.
  - (e) Provides data and information as needed.
3. THURSTON COUNTY ASSESSOR: Provides maps, file information and damage assessment information to the Damage Assessment Unit upon request. Coordinate through Thurston County Emergency Management.
4. THURSTON COUNTY CORONER:

- (a) Responsible for all activities relating to the removal, transportation, identification and disposition of human remains.
  - (b) Coordinates with the Police Department for handling human remains in the city.
5. INTERCITY TRANSIT:
- (a) Provide transportation resources in support of emergency response activities.
  - (b) Coordinates through the Thurston County Department of Emergency Management.
6. AMERICAN RED CROSS (ARC), THURSTON/MASON COUNTIES CHAPTER:
- (a) Identify, establish and operate public relocation and shelter facilities according to local and national ARC disaster plans.
  - (b) Establish and operate public mass feeding facilities.
  - (c) Coordinate with the Damage Assessment Unit in the collection of damage information regarding private dwellings.
  - (d) Provide individual disaster relief where appropriate according to ARC procedures. Provide a point of contact for ARC relief benefits at the Disaster Assistance Center when established after the incident.
  - (e) Provide liaison to the TEOC.
  - (f) Coordinate all activities through the Thurston County Department of Emergency Management.
7. TUMWATER SCHOOL DISTRICT:
- (a) Provides facilities for mass feeding and shelter by agreement with the American Red Cross.
  - (b) Assigns liaison to the TEOC to provide coordination of school district needs.
  - (c) Provides available school busses to the incident for evacuation.

APPENDIX 1  
**DIRECTION AND CONTROL**

- I.      EMERGENCY MANAGEMENT DUTIES AND CHAIN OF COMMAND:
  - A.      POLICY/EMERGENCY MANAGEMENT ADVISORY GROUP: Policy Group is responsible for the overall direction, control of the emergency management organization, and provides the legislative and policy support necessary for efficient operations.
  - B.      ORGANIZATION OF THE EMERGENCY MANAGEMENT ADVISORY GROUP:
    - 1.      MAYOR.
    - 2.      CITY ADMINISTRATOR.
    - 3.      CITY ATTORNEY (advisor).
    - 4.      DEPARTMENT HEADS.
  - C.      DUTIES OF THE MAYOR:
    - 1.      Enact emergency declarations and declare a state of emergency.
    - 2.      Provide policy direction to the emergency management organization. (RCW 38.52)
    - 3.      Enact legislation which commands the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor. (RCW 38.52)
    - 4.      Conduct public hearings and take other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
    - 5.      Provide continuing oversight and council support during the recovery phase. Direct citizen's requests for assistance to appropriate governmental channels. (PL93-288)
    - 6.      Instill public confidence, and relay public information, as provided by the Public Information Officer.
    - 7.      Provide Liaison between the City Council and the emergency management system to ensure support and coordination of legislative action where needed.
    - 8.      Instill public confidence, and relay public information, as provided by the Public Information Officer.
  - D.      DUTIES OF THE CITY COUNCIL:
    - 1.      Enact special legislation, under the emergency rules where appropriate, needed to support effective disaster response and recovery. (RCW 35.33)

2.     Appropriate funds to support the emergency management organization, and to meet emergency needs when they occur. Authorize the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
3.     Fill the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14) (Needs council approval)
4.     Approves Intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
5.     The Council may act as a city liaison when appointed to coordinate response and recovery actions with other governmental agencies.

**E.     CITY ADMINISTRATOR:**

1.     Provide overall direction and control of disaster activities under the provisions of this plan.
2.     Chair the Emergency Management Committee.
3.     Provide liaison between the Emergency Management, the Mayor and the City Council. Ensure that they are adequately briefed on the nature and scope of the incident.
4.     Request Declaration of Emergency when needed to activate the full provisions of this plan.
5.     Provide liaison with State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
6.     Instill public confidence, and relay public information, as provided by the Public Information Officer. (PIO)

**F.     CITY ATTORNEY:**

1.     Provide emergency legal advice to the Mayor and City Council, City Administrator and the Emergency Management Committee.
2.     Review emergency agreements, contracts and disaster-related documents.
3.     Draft a Declaration of Emergency.
4.     Assist in drafting a Declaration of Disaster.
5.     Draft other emergency ordinances as needed.

**II.    THE COORDINATION GROUP:**

- A.     **PURPOSE OF THE COORDINATION GROUP:** The Coordination Group is responsible for detailed direction and control of all City and support resources.
- B.     **ORGANIZATION OF THE COORDINATION (COMMAND) GROUP:** The following positions may be activated as required by the incident.



1. INCIDENT COMMANDER/DIRECTOR OF EMERGENCY MANAGEMENT.
  2. DEPUTY INCIDENT COMMANDER(S).
  3. LIAISON OFFICER.
  4. PUBLIC INFORMATION OFFICER.
- C. DIRECTOR OF EMERGENCY MANAGEMENT SERVICES:
1. Execute the provisions of the plan in times of emergency.
  2. Assume the responsibilities of the Incident Commander where appropriate. Function under Unified Command when activated according to the standards and practices of the Incident Command System.
  3. Notify the City Administrator that an emergency impacting the City has occurred.
  4. Staff the emergency management organization as required to meet the needs of the emergency. Activate the appropriate elements of the Incident Command System in the TEOC.
  5. Establish a liaison with the state Emergency Management Division.
  6. Establish coordination level liaison with the Thurston County Emergency Management organization.
- D. INCIDENT COMMANDER (UNIFIED COMMAND):
1. Overall management and coordination of response and recovery.
  2. Determine incident objectives, strategies and priorities.
  3. Activate the plan as required by the nature and scope of the incident.
  4. Assign incident management personnel as needed.
  5. Activate the necessary incident facilities.
  6. Oversee the development of an Incident Action Plan.
  7. Ensure that joint planning for tactical activities will be accomplished.
  8. Make best practical use of all available resources.
- E. DEPUTY INCIDENT COMMANDER (OR TEOC MANAGER): Assists the Incident Commander in the performance of his duties, or to provide for shift coverage, etc. (A Deputy Incident Commander for "Recovery" may be designated to prepare for expedient transition from the response phase to the recovery phase).
- F. LIAISON OFFICER: Functions as the point of contact for representatives of other agencies responding to the emergency. Duties of the Liaison Officer may include:

1. Identify representatives from each responding agency and their location, and identify the appropriate communications and coordination link.
2. Respond to requests from incident personnel for inter-organizational contacts. May serve as primary liaison with Thurston County at the TCEOC.
3. Act as "trouble shooter" for the purpose of maintaining effective, appropriate inter-organizational cooperation.
4. Monitor spontaneous response of resources not requested, and integrate those responders into the emergency management system as appropriate or otherwise as required.
5. Act as the primary contact point for military assistance to local government.

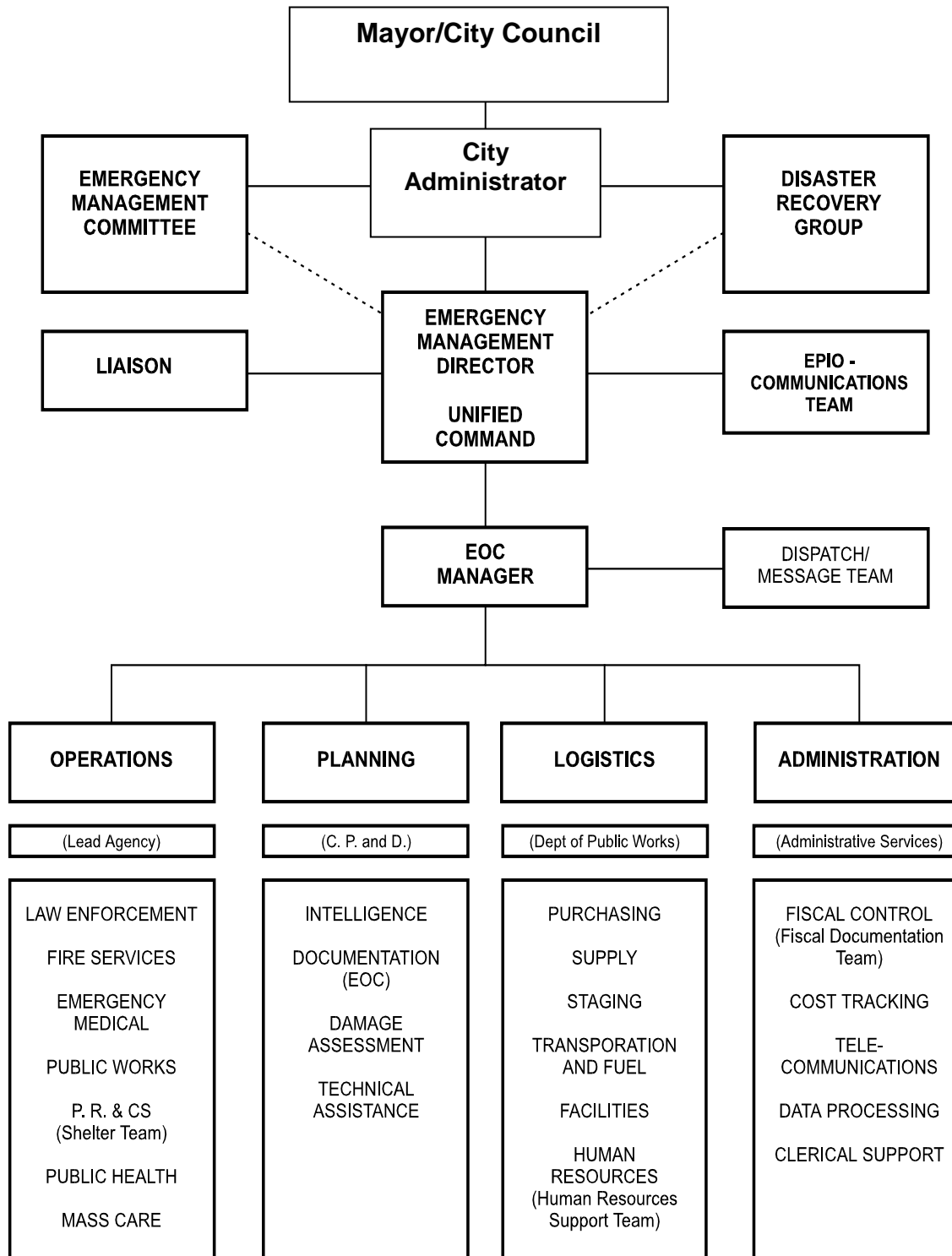
III. **RESPONSIBILITY OF THE OPERATIONS SECTION:** Assume coordination of all activities directly applicable to the primary mission. The Incident Commander will activate an Operations Section as required by the incident. An Operations Section Chief will be designated to oversee coordination of the Section.

A. **ORGANIZATION OF THE OPERATIONS SECTION:** The following functional units may be established as needed for the coordination of all City and mutual aid resources responding to the incident

1. FIRE/MEDICAL SERVICES.
2. LAW ENFORCEMENT.
3. ENGINEERING AND PUBLIC WORKS.
4. MASS CARE.

B. **DUTIES OF THE OPERATIONS SECTION CHIEF:**

1. Staff and supervise the organizational elements of the section.
2. Work with the Planning Section in developing the Incident Action Plan.
3. Determine operational needs and request additional resources as required.
4. Assemble and disassemble strike teams assigned to the Operations Section.
5. Coordinate the execution of the operational elements of the Incident Action Plan.



## APPENDIX 5 ADMINISTRATION

- I. PURPOSE: ADMINISTRATION/FINANCE: The purpose of this appendix is to provide for the development and monitoring of responsible fiscal policies and procedures during times of emergency, and for the coordination of disaster cost recovery where possible and compliance with state and federal requirements for disaster relief for our citizens. The Incident Commander will activate an Administration Section as required by the incident. The Finance Director may be designated to oversee coordination of the activities of this section.

ALL CITY PERSONNEL: This plan assumes the familiarity and training in NIMS/ICS. Classes are available online and all City employees are to obtain the appropriate level of training prior to an incident.

- A. ORGANIZATION OF THE ADMINISTRATION SECTION: The following Functional Units may be established as needed:
1. PROCUREMENT UNIT.
  2. COST UNIT.
  3. CLERICAL SUPPORT UNIT.
  4. EMPLOYEE WELFARE UNIT.
- B. DUTIES OF THE FINANCE DIRECTOR: The Finance Director is responsible for all financial and cost analysis aspects of the incident. Duties include:
1. Staff and supervise the required elements of the Section. Assume those duties of the Section as are appropriate should full activation not be required.
  2. Establish a fiscal control capability.
  3. Provide input in all planning on financial and cost analysis matters.
- II. PROCUREMENT:
- A. DUTIES OF THE PROCUREMENT UNIT: The Procurement Unit will:
1. Provide for allocation of city financial resources in support of the needs of the incident.
  2. Establish and administer a Purchase Order system to control expenditures. Coordinate with the Logistics Section, or implement reestablished systems.
  3. Maintain records regarding financial obligations made relating to the incident.

4. Administer all contractual matters regarding vendor contracts, rental agreements, and ensure that all obligation documents are properly prepared and executed to meet any local, state, or federal requirements.

III. **ADMINISTRATIVE PROCEDURES:** Normal administrative procedures and practices of City government will be followed to the maximum extent possible. The Mayor may amend, reduce or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension or modification of working hours, or other measures necessary to provide full response of city resources to the emergency. The Directors of departments will continue to act in their respective capacities, though several departments assume additional duties as members of the emergency services organization. During a disaster some City functions may be limited or on a delayed schedule.

#### IV. COORDINATION OF EXPENDITURES

- A. **EMERGENCY EXPENDITURES:** Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur that require substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The Mayor, City Council, and City Administrator will be responsible for identifying other sources of funds to meet disaster related expenses if City budgets are exceeded.
- B. **PURCHASING, COORDINATION WITH THE LOGISTICS SECTION:** The actual acquisition of supplies, equipment and material in support of the emergency response will be carried out by the appropriate unit of the Logistics Section.
- C. Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. Each emergency fiscal transaction will be assigned a project number to be utilized on all purchases in order to track later. The project number is readily available from the Finance Director or designee.
- D. **FINANCIAL RECORDS:** The City will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Declaration of Disaster. Detailed records will be kept from the onset of the emergency which includes:
  1. Work performed by force account: Include appropriate extracts from payrolls; schedule of equipment used on the job and associated costs; invoices, warrants and checks issued and paid for materials and supplies used on the job.
  2. Work performed by contract: Include copies of requests for bid, if any; the contract which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
  3. Any other incident related expenditures associated with response to the incident.
- E. **MUTUAL AID RESOURCES:** Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such

agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Tumwater accepts full responsibility for the cost of requested resources. The mutual aid agreements with Tumwater include the Thurston County Inter-local Agreement for Mutual Aid for FF/EMS Services, Olympia Mutual Aid Agreement, Black Lake Mutual Aid Program, and Region 3 Mutual Aid Omnibus Agreement (See Region 3 Mutual Aid Contract, published separately.)

- V. **ESSENTIAL RECORDS:** The Finance Department will identify essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, personnel rosters, etc. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- VI. **CITY BUSINESS RESUMPTION PLAN:** Certain city business processes, if not performed, may directly result in lost revenue, significant increased operations costs, costly legal challenge, or safety and health issues not directly related to the disaster incident. A City Business Resumption Plan should be prepared to assist in sustaining or restoring critical functions and business as usual. These factors may be used to identify vital city services, and develop strategies for recovery:
- A. How will the service interruption impact city customers?
  - B. How long can the process or service be interrupted before the consequences severely impact business?
  - C. Do other departments or agencies provide materials, services or information that would seriously affect the service if not provided on schedule?
  - D. What resources (including personnel) are needed to sustain the process or service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
  - E. What system documentation is available? Can services be provided manually for a short period of time?
  - F. What kind of support is required, including electrical power, water, computer support, transportation, public access facilities, etc?
- VII. **EMERGENCY WORKER COMPENSATION: LIABILITY COVERAGE FOR EMERGENCY WORKERS:** Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the state Emergency Management Division, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law (reference WAC 118-04). The volunteer coordinator (Human Resources Department) will work with emergency workers to get registered as required, to include: name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.

- VIII. INCIDENT COST TRACKING: DUTIES OF THE COST UNIT: The Cost Unit will:
- A. Provide for the real time tracking of all expenditures, obligations and costs incurred relative to the incident.
  - B. Establish a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- IX. CLERICAL SUPPORT: DUTIES OF THE CLERICAL SUPPORT UNIT: Staffed as assigned (augmented where necessary by other departments). The Clerical Support Unit will:
- A. Provide personnel to the TEOC to assist with communication.
  - B. Provide clerical support to the TEOC, to include log keepers, data input services (EIS, and other computer aided data collection efforts), and other clerical services as required.
  - C. Provide for duplication services in the TEOC.
- X. EMPLOYEE WELFARE: DUTIES OF THE EMPLOYEE WELFARE UNIT: This unit will be staffed by the Human Resources Department. The primary responsibility of this unit is to provide for the emergency needs of city employees. The Employee Welfare Unit will:
- A. Provide for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
  - B. Coordinate with Parks and Recreation Department to provide a child care system for employee families as needed.
  - C. Coordinate employee disaster relief as needed.
  - D. Coordinate Post Traumatic Stress debriefings for employees and their families.
  - E. Coordinate workplace disaster safety surveys and modifications.
  - F. Coordinate all Workers Compensation claims and other issues relating to the incident, including injuries and illnesses.
- XI. DUTIES OF THE FINANCE DIRECTOR: Responsible for all financial transactions in coordination with the Director of Emergency Services. (See ESF-5)
1. Financial assistance, manpower, and equipment may be granted to the City by state and or/ federal programs. Any such assistance under the authority of RCW 38.52 will be in accordance with the State of Washington Comprehensive Emergency Management Plan.
  2. Emergency fiscal transactions will be assigned a project number to be utilized on all purchases in order to track later. The same project number will be used on timesheets of all employees working on the disaster. Project numbers are available from the Finance Director.

Each City department is responsible for developing fiscal procedures for that department under the direction and control of the City Administrator and the Finance Director.

4. Assumes custody of all funds received by state and federal sources.

#### CITY FUNCTION BY TIME PHASE

1. Mitigation and Preparedness:
  - (a) Each City Departments
    - i. Develops and maintains emergency fiscal procedures.
  - (b) Director of Emergency Services
    - i. Coordinates emergency fiscal procedures with appropriate departments.
2. Response
  - (a) Each City Department
    - i. will assist and monitor inspection of emergency fiscal purchases.
  - (b) Director of Emergency Services
    - i. Coordinates request for and receipts of emergency assistance from state and federal sources.
  - (c) Finance Director
    - i. Conducts all financial transactions.
    - ii. Audit procedures will conform to those currently in use in the City of Tumwater.
3. Recovery
  - (a) City Administrator
    - i. In coordination with the Director of Emergency Management Services, the City Administrator will control the replacement of emergency fiscal procedures with normal fiscal procedures and necessary.



## EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION AND EVACUATION

### PRIMARY AGENCY

- Parks and Recreation Department

### SUPPORT AGENCIES

- Intercity Transit
- Thurston County School Districts
- Tumwater School Districts
- Thurston County Emergency Management
- Police Department
- Public Works Department
- Fire Department
- Department of Transportation

### I. INTRODUCTION

#### A. Purpose:

Transportation: To ensure effective utilization of all available transportation resources and systems during an emergency/disaster.

Evacuation: To provide coordinated evacuation for the City population from high risk areas during an emergency/disaster.

#### B. Scope:

This ESF addresses transportation and evacuation emergency activities including all types of transportation resources; the evacuation of people from their homes, schools, and places of business.

### II. POLICIES

- A. Intercity Transit, and access to school busses, will be coordinated through Thurston County Emergency Management during a large scale event. On a small localized event the City of Tumwater will coordinate access to school busses or City assets.

- B. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.
- B. Planning Assumptions
  - 1. All City owned vehicles (not otherwise involved in the emergency response) will be available for use by the Transportation Coordinator (Logistics Section).
  - 2. Because Intercity Transit is a “shared” transportation resource (available to more than one jurisdiction), in the event of a multi-jurisdictional incident this plan recognizes Thurston County Emergency Operations Center (TCEOC) as the appropriate coordinator of Intercity Transit activities in support of ESF-1.

### IV. CONCEPT OF OPERATIONS

- A. General
  - 1. Parks and Recreation Department will appoint a qualified designee to serve as Transportation Coordinator.
  - 2. When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.
  - 3. In the event that roads are not accessible the Olympia Regional Airport may bring in supplies on the runway and the Olympia Port may bring in supplies on ferries.
  - 4. The Olympia Regional Airport may also act as a storage place for supplies and donated goods.
- B. Organization: A Transportation Unit will be established in large scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

## V. RESPONSIBILITIES

## A. Primary Agency: Parks and Recreation Department:

1. Coordinate all transportation resources in support of the incident.
2. Coordinate with Thurston County Emergency Management in the case of an incident with multi-jurisdictional impact.
3. Make maximum use of public and private transportation resource providers.
4. Staff the Transportation Unit in the Logistics Section as needed.
5. Assign transportation resources.
6. Arrange for emergency fuel and service.
7. Keep records of incident related transportation expenses.
8. Request additional transportation from the TCEOC if local emergency transportation capabilities are exceeded.

## B. Support Agencies

1. Intercity Transit:
  - (a) Send a representative to the TEOC to assist the Transportation Coordinator upon request.
  - (b) Provide available public transportation resources in support of emergency operations.
2. Tumwater School District: Coordination of small localized incidents where the TEOC is not activated.
3. Thurston County School Districts: During a large scale incident they will coordinate with the Transportation Unit for the provision of District transportation assets.
4. Thurston County Emergency Management: Coordinate transportation with other local emergency management programs through the Emergency Management Council.

## VI. EVACUATION/SHELTER-IN-PLACE (In coordination with ESF-6)

## A. CONCEPT OF OPERATIONS:

1. Recommendation for evacuation and/or shelter-in-place as appropriate, and determination of suitable evacuation boundaries based on the information available, will be issued by the Mayor, the Police Chief, or the Fire Chief.
2. Evacuation/shelter-in-place instructions and information for the public through the media will be coordinated by the Public Information Officer (PIO).
3. Evacuations that have multi-jurisdictional impact will be coordinated with the TCEOC to ensure consistent instructions to the public.
4. Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
5. Population protection methods may include "shelter-in-place" depending upon circumstances.
6. Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the TEOC in the interest of the greater good.

**B. RESPONSIBILITIES FOR EVACUATION/SHELTER-IN-PLACE:**

1. Emergency Management:
  - (a) Recommend evacuation/shelter-in-place where appropriate.
  - (b) Monitor evacuation activities.
  - (c) Coordinate with the Public Information Officer regarding evacuation routes, conditions and other essential information.
  - (d) Establish an Evacuation Unit if necessary.
2. Police Department:
  - (a) Crowd and traffic control operations.
  - (b) Identify and establish evacuation routes.
  - (c) Assist in the removal of stalled vehicles and equipment from evacuation routes.
  - (d) Assist the TEOC in identifying critical evacuation problems.

- (e) Assist in dissemination of evacuation/shelter-in-place instructions to the population.
3. Public Works Department:
- (a) Assist in traffic control operations by providing signs and barricades.
  - (b) Provide assistance with keeping evacuation routes clear of stalled vehicles and equipment.
  - (c) Provide for debris clearance or other maintenance services necessary to keep evacuation routes open.
4. Fire Department:
- (a) Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances.
  - (b) Assist in the dissemination of evacuation/shelter-in-place instructions to the public.
5. Department of Transportation:
- (a) Responsible for the highways and interstate transportation and road issues.
  - (b) A source to use during a large scale event for resources and other help.
6. Parks and Recreation Department:
- (a) Identify location and set up for evacuation shelters.
  - (b) Coordinate with TCEOC and ARC if appropriate.
  - (c) Coordinate transportation when appropriate.

## EMERGENCY SUPPORT FUNCTION 2 COMMUNICATION AND WARNING

(Includes Emergency Public Information Functions)

### PRIMARY AGENCY

- Emergency Management Division
- Public Information Officer
- Information Services Manager

### SUPPORT AGENCIES

- CAPCOM
- Police Department
- Fire Department
- Public Works Department
- Parks and Recreation Department

### I. INTRODUCTION

#### A. Purpose:

Communication: The Public Information Officer (PIO) is responsible for coordinating an orderly release of accurate information for distribution to the press and public in time of emergency; and to establish a communication system for effective flow of information during an emergency.

Warning: The Director of Emergency Management Services will coordinate alerts and warnings to officials and the public of a possible or current disaster or emergency.

#### B. Scope:

The demand for information in time of emergency requires the rapid activation of a public information process. ESF-2 applies to the communication and warning assets of all City organizations including radio, voice and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning Alert System (NAWAS).

### II. POLICIES

- A. The city relies on the warning capabilities of federal and state government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.
- B. Thurston County Division of Emergency Management has the responsibility for maintenance of the primary warning reception point for this region through the facilities of the National Warning System located at CAPCOM.
- C. Care will be taken through close cooperation with Thurston County Division of Emergency Management to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.
- D. A JIC may be established within Thurston County to deliver consistent messages county wide and to provide personnel for large local incidents. (See V, B-3.)

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Communication is an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of an immediate danger, controlling rumors and misinformation, and managing community resources, requires planning for the maximum use of all existing and supplemental communication resources.
- B. Planning Assumptions
  - 1. Objectives of the public information and warning process:
    - (a) To warn the public of disaster dangers, their effects, and proper countermeasures.
    - (b) To instruct the public on protective measures that can be taken during an emergency.
    - (c) To instruct the public on disaster assistance and recovery procedures.
    - (d) To control rumors.
    - (e) To inform the public on the nature, scope and anticipated courses of action relating to the emergency.
  - 2. Objectives of the communication coordination process:
    - (a) Identify all existing communication assets and capabilities.

- (b) Plan for the best use of those resources under emergency conditions.
  - (c) Provide for augmenting existing communication with outside resources as needed.
  - (d) Staff radio and telephones with experienced personnel.
3. The National Warning System established and maintained by the FEMA, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State warning point is operated 24-hours a day by the Washington State Division of Emergency Management. The Thurston County NAWAS receiving point is CAPCOM. Information received via NAWAS which impacts the city is forwarded to the Fire Department on a 24-hour basis. The Fire Department will notify the Director of Emergency Management Services (or designee) as appropriate.
  4. No amount of planning can result in 100% coverage of the warning area. The dissemination of emergency public information and warning depends on survival of communication systems and equipment, time of day (audience attention), speed of onset of the threat, disruption of access to the hazard area, interpretation of the information by a diverse population, language and cultural barriers, and many other unforeseen factors.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. **EMERGENCY ALERT SYSTEM:** According to the Emergency Alert System (EAS) procedures for the Thurston-Mason Counties Operational Area, radio station KGY is the primary EAS station (CPCS-1). Designated officials will activate the EAS through station KGY. All other local participating stations will monitor and repeat official information according to procedures. Details for the activation of the Emergency Alert System for the Thurston/Mason Counties area are published separately.
2. **SPECIAL POPULATIONS:** There is presently no capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups. CAPCOM maintains TDD communication capability.
3. **SPECIAL LOCATIONS:** There is presently no capability, beyond the existing warning system, to provide warnings to special locations such as schools, hospitals, nursing homes and places of public assembly.



4. COMMUNICATION COORDINATION: Day-to-day "routine" communication systems are seldom sufficient to meet the increased communication needs created by a major community emergency. Communication coordination is necessary to provide for the best use of all public, private, and volunteer communication systems, and to ensure that all those systems are linked appropriately to the TEOC. To the extent possible, all departments will operate their communication according to their "routine" protocols. Linkages to the TEOC will be supplemental to standing communication protocols.
5. INFORMATION SERVICES MANAGER: The Director of Emergency Management Services will be responsible for establishing and maintaining an emergency communication capability in support of City operations.
6. CAPABILITIES: Communication equipment will be established at the Emergency Operations Center(s) for the purpose of maintaining links with the necessary elements of the emergency response organization. The TEOC has direct radio and online communication to all Fire, Police, Emergency Medical Services and Public Works.
7. REGIONAL COMMUNICATION: Overall coordination of public safety communication services is the responsibility of CAPCOM. CAPCOM is the 24-hour direction and control point for routine communication. CAPCOM is currently developing interoperable communication with Home Land Security Region 3.
8. SUPPORT COMMUNICATION: Provisions will be made for the use of ancillary communication systems, including Amateur Radio, Citizens Band, and Business Band radio systems. Amateur Radio resources will be coordinated with Thurston County Emergency Management.
9. TELECOMMUNICATION: Emergency 9-1-1 access will remain the responsibility of CAPCOM during an emergency. Public access will be augmented by the establishment of a telecommunication capability at the TEOC. In the event that the telecommunication system goes down, reporting locations will be established at both the City fire stations for walk in reporting.
10. SHELTER COMMUNICATION: The American Red Cross (ARC )will determine the methods for communication between mass care shelters and the TEOC. Communication resources will be provided to the ARC through Thurston County Emergency Management. The Parks and Recreation Department may use their communication capabilities for emergency shelter communication until the ARC system is activated. (Also shelter director)
11. COMMUNICATION WITH THE STATE EOC: Communication between the TEOC and the state EOC will be via the following systems:
  - (a) Telephone.

- (b) RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) state-wide network.
- (c) STATE EMERGENCY RADIO SYSTEM (CEMNET) via Thurston County Emergency Management.
- (d) NATIONAL WARNING SYSTEM HOTLINE (NAWAS) via Thurston County Emergency Management and/or CAPCOM.
- (e) Runner to the state EOC.
- (f) Through the TCEOC.

B. Organization:

1. The Fire Department will function as the 24-hour warning point for receipt of warning information impacting the City.
2. A Communication Team may be established at the TEOC when activated to function as Information Services Manager for City operations.

C. Procedures

1. **WARNING:** The Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.
2. **PRIMARY WARNING POINT:** CAPCOM is the primary receiving and reaction point for warning information. All warning information received which impacts the city will be forwarded to the Director of Emergency Management Services or designee at the earliest possible opportunity.
3. **AUTOMATIC ACTIVATION:** The warning system may be activated by CAPCOM, without prior authorization from the Director of Emergency Management Services, at such time as, in the opinion of the Duty Officer, the timely and immediate dissemination of warnings is warranted by the nature of the threat. Policies and procedures will be in place to define the parameters for automatic activation of the warning system.

V. RESPONSIBILITIES

A. Emergency Management Division:

1. Develop EOC procedures for coordination of city communication resources in an emergency.
  2. Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
  3. Develop and maintain notification lists and procedures for alerting key City personnel.
  4. Develop and maintain procedures for activation of warning systems.
  5. Coordinate warning plans with Thurston County Emergency Management.
  6. Coordinate all warning dissemination with Thurston County Emergency Management.
  7. Determine which warnings are significant to the City of Tumwater and relaying such warning information to the City and staff.
  8. Attempt to provide warning and emergency information to School Districts.
- B. Public Information Officer:
1. Responsible for establishing and coordinating an emergency information capability. The P.I.O. will be the primary point of contact for the news media. In time of emergency, establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Director of Emergency Management Services.
  2. Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the city.
  3. Establish a Joint Information Center (JIC) as needed to coordinate emergency public information where multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
  5. Coordinate with other cities and departments during large scale events.
  4. Establish a rumor control and countermeasures capability.
  5. Obtain approval for all releases from the Incident Commander.
  6. Monitor news media coverage of the incident and respond to media inquiries.

7. Coordinate the release of public information with Thurston County Department of Emergency Management and neighboring jurisdictions when appropriate.
8. Support the Mayor, City Council, City Administrator and Department Directors in their public information and public confidence roles.
9. Press Releases should be written in the following format: ALL NEWS RELEASES MUST BE AUTHORIZED BY THE CITY ADMINISTRATOR OR REPRESENTATIVE.

#### PRESS RELEASE EXAMPLE

Date and time of release

Released By:   Name  
                  Department  
                  Phone  
                  Fax

#### FOR IMMEDIATE RELEASE

The mayor of the City of Tumwater has confirmed that an emergency exist at \_\_\_\_\_ within the City limits as the result of a \_\_\_\_\_. \_\_\_\_\_ Casualties have been reported and loss of property is listed as \_\_\_\_\_. All necessary support has been requested and is responding at this time. Evacuation of citizens (is/is not) necessary at this time. Further details will be provided from the News Center at Tumwater City Hall as they become available.

###

#### C. INFORMATION SERVICES MANAGER

- (a) Maintaining equipment inventories including updates as needed.
- (b) Maintaining current radio frequencies with CAPCOM in use of the Tumwater area and notify the Director of Emergency Management Services with any new frequencies or capabilities.
- (c) Scheduling tests and exercises to ensure communication readiness.
- (d) Assuming operational control of supporting communication systems, in cooperation with CAPCOM and Thurston County Emergency Management; includes allocation of communication resources.

- (e) Coordinating the restoration of communication capabilities in the city following a disaster.
- (f) Upon activation of the TEOC ensures that landline and electronic capabilities are established in the facility.

**D. SUPPORTING AGENCIES**

**1. CAPCOM:**

- (a) Develop and maintain procedures for providing disaster information with the TEOC when activated (via Thurston County Emergency Management when appropriate)
- (b) Assist with the dissemination of information and warnings as requested.

**2. Police Department: Assist with the creation and dissemination of warnings.**

**3. Fire Department:**

- (a) Receive warning information from diverse sources, and forward that information to the Director of Emergency Management Services.
- (b) Assist with the creation and dissemination of warnings.

**4. Public Works Department:**

- (a) Provide support communication with department communication resources.
- (b) Assist with the creation and dissemination of warnings.

**5. Parks and Recreation: Provide support communication with department communication resources.**

## EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

### PRIMARY AGENCY

- Public Works Department

### SUPPORT AGENCIES

- Planning and Facilities Department
- Development Services Department

### I. INTRODUCTION

#### A. Purpose:

To provide emergency coordination for public works, engineering services of franchise utilities and public power resources.

#### B. Scope:

ESF-3 encompasses coordination of all Public Works activities during an emergency; coordination with private utility companies, supervision of outside contractors and providing a point of contact and acquiring outside engineering resources as needed to support local operations. Engineering activities include but not limited to; demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities and inspection of facilities for structural condition, shelter upgrading and safety.

### II. POLICIES

- A. The Public Works Department will be the lead agency for coordination of the effective utilization and restoration of essential utilities. Prioritization of restoration will be determined on a cooperative basis in coordination with the TEOC.
- B. It is the policy of the City of Tumwater to provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Services of any kind to private property, such as debris collection or other city services, may be offered on an emergency basis.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: A major emergency or disaster may cause extensive damage to property and community infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, bridges may need timely inspection and closure.
  
- B. Planning Assumptions
  - 1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  
  - 2. Emergency environmental waivers and other legal clearances may be needed for disposal of materials from debris clearance and demolition activities.
  
  - 3. The City will use inspection guidance in the Applied Technology Council, ATC-20 field manual for post earthquake safety evaluation of buildings. Personnel with engineering skills from outside the area may be needed to augment local inspection resources. (ESF-5 and ESF-23 has been used in this plan to provide for damage assessment and coordination of building inspection by the Development Services Department).
  
  - 4. Aftershocks may require re-evaluation of previously assessed structures and damages.

#### IV. CONCEPT OF OPERATIONS

- A. General
  - 1. The first priority of all Public Works efforts will be to assist public safety personnel in saving lives.
  
  - 2. The Public Works Department, utilizing whatever mutual aid resources may be available to assist, is responsible for coordinating all incident related engineering and Public Works activities
  
  - 3. Public and private utilities operating in the city will coordinate the prioritization of restoration of essential services with the city TEOC. Representatives to the TEOC will be provided where necessary.
  
- B. Organization: A Public Works contact person will be established in the TEOC (Operations Section) to coordinate these activities as needed.

C. Procedures

1. EXTERNAL RESOURCES: Each utility will maintain mutual aid agreements and other arrangements necessary to access external resources (including out-of-state services).



2. COORDINATION: Each utility will perform its own status evaluation, operation and restoration work. A Utilities Coordinator may be designated by the Director of Public Works Department. Coordination with Thurston County Emergency Management is essential. Coordination of work plans will be done through the TEOC. Each utility will manage its resources from its own control center, with liaison assigned to the TEOC as needed.

V. RESPONSIBILITIES

A. Primary Agency

1. Public Works Department:

- (a) Prioritize Public Works response (consistent with the Incident Action Plan).
- (b) Provide assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
- (c) Coordinates City Public Works and engineering activities during emergencies.
- (c) Provide for clearance of debris.
- (d) Coordinate performance of emergency protective measures relating to City property and facilities.
- (f) Coordinate collection of information regarding the condition of Public Works facilities.
- (g) Coordinate temporary and permanent repairs to City facilities and structures, including water service, streets and roads, bridges, etc.
- (h) Responsible for the coordination and removal of snow the City of Tumwater. Priority roads (lifeline) will be cleared first, followed by priority roads (non-life line) and residential streets. There must be over two (2) inches of snow to start this procedure.
- (i) Provide traffic control signs, barricades for road closures, detours and regulates emergency highway traffic. Assist the Police Department in the development of alternate traffic routes around the hazard site.
- (j) Coordinate City flood fighting activities.
- (k) Coordinate all additional private sector engineering assistance needed.

- (l) Coordinate emergency equipment rental or replacement with the Logistics Section.
  - (m) Coordinate the disposal of residential and commercial solid wastes and debris.
  - (n) Perform on contract major recovery work to restore damaged public facilities.
  - (o) Writes and maintains emergency procedures. B.      Support Agencies
1. Planning and facilities:
    - (a) Emergency inspections of all City buildings in Tumwater, as needed.
    - (b) Maintain personnel with ATC-20 and ATC-21-T current certification.
  2. Development Services:
    - (a) Coordinate inspection services in determining safety of buildings and structures.
    - (b) Plan review and building permits.
    - (c) Emergency inspections of all City Buildings in Tumwater, as needed.
    - (d) Maintain personnel with ATC-20 and ATC-21-T current certification.

## EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

### PRIMARY AGENCY

- Tumwater Fire Department

### SUPPORT AGENCIES

- Thurston County Fire Districts and Departments
- Homeland Security Region 3 (HSR3) Mutual Aid
- Other fire resources through Washington State Fire Mobilization Plan

### I. INTRODUCTION

#### A. Purpose:

Firefighting: To provide coordination for fire prevention and response, in the City of Tumwater and contracted fire districts, to effectively utilize and dispatch firefighters and fire fighting equipment to provide efficient operations at the scene.

#### B. Scope:

The Tumwater Fire Department (TFD), utilizing whatever mutual aid resources may be available to assist, is responsible for all fire prevention, suppression and control activities in the City of Tumwater.

### II. POLICIES

- A. During emergency situations, TFD will mobilize the available apparatus and personnel required to cope with the nature and scope of the situation. Mutual aid agreements with adjacent jurisdictions are activated when needed. When mutual aid resources are exhausted, the provisions for state fire mobilization may apply.
- B. The provisions of the Washington State Fire Mobilization Plan is the appropriate access point through which to acquire fire resources outside existing mutual aid agreements.
- C. Mutual aid with adjacent firefighting resources will be enhanced by the use of the Incident Command System (ICS).
- D. Priority will be to saving lives, the environment and protecting property.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Major structure fires are a potential in an urban environment. Additionally, a disaster event, such as an earthquake, may precipitate multiple fires in several different locations throughout the City. Fire resources may become overwhelmed by the demand for services, and access may be hampered by damaged bridges and streets.

**B. Planning Assumptions**

1. Emergency Medical Services (EMS) are typically provided by the fire departments and districts throughout Thurston County. Methods used to mobilize fire resources will often be the same as for mobilization of EMS resources. (See ESF-8)
2. Demand for services in excess of capabilities may make it necessary for the prioritization of response. Some needs may go unmet due to a lack of resources. Prioritization of response will be made through the TEOC and based on the best information available at the time.

**IV. CONCEPT OF OPERATIONS****A. General:**

1. Initial Fire Department response will be in accordance with routine dispatching procedures.
2. The TEOC, and the Tumwater Emergency Communication Center (TECC) will assume coordination of response of fire resources within the city when activated. CAPCOM will be notified when the TEOC assumes coordination of City resources.
3. The TEOC Fire Unit will coordinate acquisition of additional fire (and EMS) resources through activation of existing mutual aid agreements, or the provisions of the State Fire Mobilization plan.
4. All property within the City limits and Thurston County Fire District 15 (Munn Lake) regardless of ownership is the responsibility of the Tumwater Fire Department for protecting life and property. This includes State, County and Federal land.
5. The fire department is the lead agency for small scale operations level hazardous materials incidents in the City. Once outside help is needed the lead agency responsibilities goes to the Washington State Patrol as the designated Incident Command agency.
6. CAPCOM provides communication and dispatch services for all the emergency responding units.
7. In the event of a disaster at the Olympia Regional Airport, the Tumwater Police Department will coordinate security and protection. The Tumwater Fire Department will provide fire, rescue and medical services. (See Olympia Regional Airport Emergency Plan, published separately.)

- B. Organization: A Fire Unit will be established in the TEOC (Operations Section) for coordination of all activities associated with this ESF.
- C. Procedures: Procedures for the deployment of fire service resources are defined in detail in the Tumwater Fire Department Operating Guidelines.

## V. RESPONSIBILITIES

### A. Primary Agency: Tumwater Fire Department:

1. Coordinate all incident related fire services, including all mutual aid supplies, personnel and equipment requested.
2. Prioritize fire service response (consistent with the Incident Action Plan).
3. Provide fire suppression, fire prevention, operations level, hazardous materials response, emergency medical services, aircraft rescue and firefighting.
4. Provide aircraft rescues through a contract with the Port of Olympia.
3. Coordinate light and heavy rescue and extrication.
4. Assist with the dissemination of warnings and emergency public information as requested by the PIO.
5. Provide operation level response to hazardous materials incidents, and coordinate with the proper outside authorities for assistance as necessary. The WSP is the designated Incident Command Agency for all hazardous material incidents in the City of Tumwater. TFD will provide qualified personnel to assume the role of On-Scene Command until the arrival of WSP. (See ESF-10)
6. Provide expedient lighting for night incidents.
7. Develops and implements a fire prevention program. The program includes issuing burn permits, public information and enforcing fire codes.

### B. Support Agencies:

1. Thurston County fire departments and districts: Provide assistance to the TFD under existing mutual aid agreements and/or fire mobilization protocols.
2. Regional Fire Defense Board: Assist in providing external firefighting (and EMS) resources when local and mutual aid capabilities are exhausted; in accordance with the Washington State Fire Mobilization Plan.

3. Homeland Security – and Mutual Aid will provide resources as needed including but not limited to; fire and other government functions, public works, finance director other requested resources for emergency situations.
4. Homeland Security Region 3 Mutual Aid:
  - (a) Mutual Aid Omnibus Agreement outlines the different types of assistance provided within the agreement including; resources through mutual aid contracts, access to pre position supplies, providing staffing, light and heavy equipment use and supplies.

## EMERGENCY SUPPORT FUNCTION 5

# INFORMATION ANALYSIS AND PLANNING

### PRIMARY AGENCY

- Planning and Facilities

### SUPPORT AGENCIES

- Tumwater Emergency Management
- Development Services

### I. INTRODUCTION

- A. Purpose: This section defines the planning and information management elements of emergency response, including damage assessment and documentation, data collection and disaster analysis. The section also includes provisions for damage assessment as a means for analyzing and compiling damage information (including calculation of estimated cost of repair/restoration) of the damaging effects of disaster. This ESF will be implemented incongruence with ESF-2, Communication and Warning as well as the Damage Assessment section below.
- B. Scope: ESF-5 applies to the information needs of the TEOC for assessing disastrous or potentially disastrous situation and assessing the condition and habitability of structures following a major incident. (ESF-5 combines the provisions of ESF-23 Damage Assessment)

### II. POLICIES

- A. SUPPORT OF THE INFORMATION MANAGEMENT SYSTEM REQUIRED: All departments and support services will support the incident information management system by furnishing timely reports and other information as requested or on a scheduled basis where appropriate.
- B. STATE EMERGENCY MANAGEMENT REPORTING REQUIREMENT: State Emergency Management requires transmission of state situation reports to the state TCEOC every eight hours or upon request throughout the emergency/disaster. In addition, all local declarations of emergency or resolutions requesting assistance from the state or federal government will be transmitted to State Emergency Management by the most expedient means.

### III. SITUATION



- A. Emergency/Disaster Conditions and Hazards: Accurate, timely, and precise information is the key to response to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overload of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged, and will require rapid inspection for re-habitation to ensure public safety.
- B. Planning Assumptions:
1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display and dissemination of information regarding the nature and scope of the emergency.
  2. Planning should also focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs.
  3. Coordination of information between TEOC, TCEOC and the State EOC is essential.
  4. With limited staff available several of the functions identified may be assigned to one group.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. DOCUMENTATION REQUIREMENTS: The following incident records should be maintained:
  - (a) CHRONOLOGY: A compilation of all response and recovery efforts into a single document by date and time which reflects the highlights and significant events.
  - (b) SITUATION REPORT (SITREP): A compilation of data from Operational Areas (when activated); the basis for a master SITREP to state Emergency Management Division.
  - (c) DAMAGE ASSESSMENT: Compilation of preliminary data from the Damage Assessment Teams.
  - (d) INCIDENT RELATED EXPENDITURES: Records which separately identify incident related expenditures and obligations, maintained by each department.

- (e) DECLARATIONS: Emergency and Disaster declarations and all supporting resolutions and documentation.
  - (f) LOCAL GOVERNMENT SITUATION REPORT: Recap of local disaster situation, forwarded to state Emergency Management Division on a scheduled basis.
  - (g) UNIT LOGS: The logs of individual Functional Units depicting their activities by date and time (to be included in the Master Log).
  - (h) MAPS: Maps and graphics used to display or depict incident related activities.
  - (i) OTHER DOCUMENTS: Other incident related documentation, including telephone logs, state and federal required for and supporting documentation, and any documents necessary for accurate reconstruction of the activities of the response and recovery process.
    - (a) Emergency Management will be responsible for the following sections; chronology, situation report, incident related expenditures, declarations, and unit logs.
    - (b) The Planning and Facilities Department will be responsible for the following sections; local government situation reports, and maps.
    - (c) Public Works and Engineering Department will also be responsible for maps.
    - (d) The City Attorney's office will share responsibility with emergency management for the declarations.
2. Where information is lacking, the Plans Section may detail field observers to collect specific disaster intelligence, photograph (still or video) damage for analysis and historical purposes, or assign field personnel to report on unique events.
  3. All city departments will support the information needs of the TEOC by providing Situation Reports upon request.

B. Organization:

1. The Incident Commander will activate a Planning Section as required by the incident. A Planning Section Chief may be designated to oversee coordination of the activities of the Section.
2. ORGANIZATION OF THE PLANNING SECTION: The following Functional Units may be established as needed:

- (a) SITUATION UNIT.
- (b) DOCUMENTATION UNIT.
- (c) DAMAGE ASSESSMENT UNIT.

C. Procedures

1. DUTIES OF THE PLANNING SECTION CHIEF:
  - (a) Staff and supervise the elements of the Planning Section needed to respond to the emergency.
  - (b) Establish an information gathering and organization system to meet the needs of the Incident.
  - (c) Coordinate the development of Incident Action Plans by operational period at the request of the Incident Commander.
2. DUTIES OF THE SITUATION UNIT: The Situation Unit will provide the mechanism for the collection, and analysis of information necessary for understanding the nature and scope of the emergency, predicting the probable course of events, preparing alternative strategies, and controlling operations. The Situation Unit will:
  - (a) Coordinate the collection and organization of incident status and situation intelligence. Collect spot reports (reports on specific conditions or circumstances requested from the TEOC) from field as needed.
  - (b) Assemble situation and spot reports. Prepare required reports to be forwarded to the State Emergency Management Division.
  - (c) Assist the Planning Section Chief in the preparation of the Incident Action Plan.
  - (d) Make use of field forces for the collection of essential information. Use photography, including still photos and video tape, for planning, briefing and historical recording purposes.
3. DUTIES OF THE DOCUMENTATION UNIT: This unit provides for the maintenance of complete incident files as a part of the information management system. The Documentation Unit is responsible for providing status display and internal communication in the TEOC. The Documentation Unit will:
  - (a) Establish and maintain an incident chronology and master log.

- (b) Establish and organize incident files.
  - (c) Prepare incident documentation for the Planning Section Chief when requested.
  - (d) Provide for collection of historical documentation, including audio and video tapes, photographs and other historical records.
  - (e) Provide for the filing and long-term storage of incident records (in cooperation with the Finance Department).
  - (f) Assist with clerical and duplications services in the TEOC.
5. DAMAGE ASSESSMENT CATEGORIES: Note - these categories are included here for reference purposes only. Conditions and requirements change, and these definitions may not be current.
- (a) PRIVATE DAMAGE: (The rough formula for Rapid Visual Assessment is: DESTROYED = > 75%; MAJOR DAMAGE = > 10%; MINOR DAMAGE = < 10%.)
    - (1) Homes.
    - (2) Mobile homes.
    - (3) Farm homes.
    - (4) Multiple family homes.
    - (5) Businesses.
    - (6) Agricultural losses (crops, livestock, farm facilities).
  - (b) PUBLIC DAMAGE: Local governments, private non-profit organizations, and tribes:
    - (1) Debris clearance.
    - (2) Protective measures.
    - (3) Non-federal road systems.

- (4) Water and sewer systems.
- (5) Flood control systems.
- (6) Public buildings and equipment.
- (7) Public facilities under construction.
- (8) Private non-profit facilities for education, emergency, utility, medical, custodial care, etc.
- (9) Parks, public recreation facilities, other.

## V. RESPONSIBILITIES

### A. Primary Agency: Planning and Facilities Department

1. Establish a Planning Section as instructed by the Incident Commander.
2. Establish appropriate functional units as required by the nature and scope of the emergency.
3. Carry out initial ATC-20 inspection of damaged city owned structures.

### B. Support Agencies:

1. Tumwater Emergency Management:
  - (a) Develop procedures, in concert with the Planning and Facilities Department, for collection and codification of emergency information.
  - (b) Develop procedures for display of information in the TEOC.
  - (c) Assign personnel from other city departments to staff the primary sector.
2. Development Services:
  - (a) Collect data information through the damage assessment process for damaged buildings and relay that information to the Planning Section.

Attachment 1: ATC-20

## EMERGENCY SUPPORT FUNCTION 6 MASS CARE

### PRIMARY AGENCY

- Parks and Recreation Department

### SUPPORT AGENCIES

- American Red Cross
- Salvation Army

### I. INTRODUCTION

#### A. Purpose:

To coordinate efforts to provide mass care and sheltering to the population following a major emergency or disaster.

#### B. Scope:

Addressing sheltering needs for persons unable to provide for themselves, and defines coordination of shelters, feeding stations, and other special services following an emergency.

### II. POLICIES

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

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Disaster conditions may be of such severity as to prevent habitability of homes, damage essential services such as water and power, disrupt the distribution of food, and significantly stress local emergency aid.

B. Planning Assumptions

1. Mass care will normally be carried out during and immediately after an emergency or disaster until individual services can be provided.
2. Not all persons evacuated from their homes will need shelter and support. Sheltering with family members, the use of recreational vehicles, and other expedient and self sufficient means may reduce the overall load on public shelter capabilities.

IV. CONCEPT OF OPERATIONS

A. General

1. Mass care provides for the immediate survival needs of disaster victims through group services and facilities coordinated by the Parks and Recreation Department.
2. The American Red Cross is the primary resource for opening and operating public shelters. This will be coordinated through the Thurston County Emergency Management on large scale events. During localized events the ARC may be directly contacted for support.
3. The ARC can not guarantee supplies such as cots and blankets when a shelter is activated. Resources can be requested through them on larger scale events but the City is responsible, until outside help is needed, to supply blankets, cots and other supplies for sheltering.
4. When the incident impacts more than one jurisdiction, coordination with the ARC will be through the TCEOC.

B. Organization:

1. A Mass Care Unit may be established by Incident Command for coordination of emergency shelter and feeding.

C. Procedures

1. MASS CARE CENTERS: In order to provide for the rapid care of dislocated persons, mass care centers will be identified by the Mass Care Unit as quickly as possible. The purpose of these centers is to provide an immediate focus for meeting emergency personal needs of disaster victims displaced by evacuation or destruction:
  - (a) NO SHELTER NEEDED (WILL SEEK SHELTER ELSEWHERE): Disaster victim check-in will be encouraged at mass care centers. That information (names,

address, destination and other details) will be forwarded to the Disaster Welfare Information Center.

- (b) SHELTER NEEDED (NO ALTERNATIVE RESOURCE): Processed and sheltered or routed to a special needs shelter facility.
  - (c) FEEDING ONLY: Provisions will be made for feeding stations in or near the impact area that allows for drop-ins.
  - (d) HEATING AND COOLING STATIONS: Limited day use locations for the public during weather extremes.
2. POST INCIDENT DISASTER ASSISTANCE CENTERS: The Director of Emergency Management Services will assist state and federal agencies in the location, staffing and supervision of Disaster Assistance Centers as needed following a disaster. All individual assistance programs, public and private, will be accessible at the local level through the Disaster Assistance Centers.
3. DISASTER ASSISTANCE TO INDIVIDUALS: Certain assistance may be available on a limited basis through local volunteer and disaster service organizations (e.g., ARC, Salvation Army, Thurston County Health Department) without a local, state or federal declaration of disaster. Services may include:
- (a) Distribution of food supplies.
  - (b) Distribution of clothing, bedding and personal comfort items.
  - (c) Establishment of temporary feeding stations.
  - (d) Public shelter or temporary housing.
  - (e) Limited nursing services for seniors and persons with disabilities.
4. COORDINATION WITH THE AMERICAN RED CROSS: The Mt. Rainer ARC chapter will have a liaison officer in the TCEOC when required.
5. STATE AND FEDERAL DISASTER RELIEF AND INDIVIDUAL ASSISTANCE PROGRAMS: In the event of an emergency or disaster declaration by the President of the United States, certain federal disaster assistance programs will be available to the impacted population.

Disaster assistance to individuals, upon declaration of a disaster, is coordinated by the State Emergency Management Division and FEMA. In addition, certain aid is available



from private disaster assistance and social service agencies. All external disaster aid will be coordinated through the Disaster Assistance Center.

6. **COMMUNITY MENTAL HEALTH SERVICES:** The Director of Emergency Management Services will coordinate with Thurston County Emergency Management in the carrying out of post incident community mental health services and religious affairs. A region wide inventory of qualified mental health professionals should be established for this purpose. Services may include information and referral, spiritual guidance services, and critical incident stress debriefing.
7. **DISASTER WELFARE INFORMATION SYSTEM:** The Mass Care Unit – ARC has plans to establish and maintain a system of disaster victim registration in order to provide for a central clearinghouse of information on persons impacted by disaster. A single official register will be kept which lists the information available on known injuries, the status of relocated persons, and other information essential for response to welfare inquiries. The Disaster Welfare Information system will not include a confirmed casualty list. Information available through the Disaster Welfare Information (DWI) System will include:
  - (a) Information about persons injured (as provided by local hospitals to the DWI system).
  - (b) Information on casualties evacuated to hospitals outside of the disaster area (as provided to the DWI system).
  - (c) Status of individuals living in the disaster area obtained through shelter registration or a community-wide DWI registration process.
8. **CASUALTY LIST:** A single casualty list of known confirmed dead will be maintained by the Thurston County Coroner, and accessed through Thurston County Emergency Management when activated (See ESF-8). The category "missing" will not be used. Fatality lists will not be transmitted by radio to prevent accidental monitoring by unauthorized persons. The Thurston County Coroner will determine the appropriate means of dissemination of information on deceased persons.
9. **RELEASE OF INFORMATION:** ARC procedures for the release of information on disaster victims will be observed. Confidentiality of information provisions will be observed. Only information cleared for release will be included in the DWI system.
10. **PROVISIONS FOR SPECIAL POPULATIONS:** A Special Populations Coordinator position may be established within the Mass Care Unit to ensure that the needs of the elderly, children, persons with disabilities, and non-english speaking persons are met to the extent possible. The Special Populations Coordinator should:

- (a) Identify the special population needs.
- (b) Coordinate with existing social service and disaster assistance/relief organizations to make sure needs are being addressed.

- (c) Coordinate with local utilities to identify special needs of people who depend on utilities for life support.
  - (d) Establish a capability at the Disaster Assistance Center to provide support in understanding information and government regulations, completing forms, and obtaining the necessary relief.
  - (e) Coordination with volunteers to provide translators when available.
11. SHELTERS FOR DOMESTIC ANIMALS AND LIVESTOCK: There is work being done to coordinate adjacent shelters for domestic animals during a time of emergency. The animal shelter on Martin Way can hold domestic animals during a disaster and TCEOC can coordinate with the ARC to set up shelters next to theirs for animals. Sheltering of livestock is done through nonprofit organizations and animal services will coordinate those actions.

## V. RESPONSIBILITIES

### A. Primary Agency: Parks and Recreation Department

1. MASS CARE AND SHELTER UNIT: Responsible for providing for direct services to the citizens impacted by a disaster, including feeding, temporary shelter, disaster victim registration (welfare inquiry), and disaster relief to individuals and businesses.
2. MASS CARE UNIT: The Parks and Recreation Department will coordinate staffing the Mass Care Unit, in cooperation with the ARC, to ensure the immediate comfort and care of the victims of disaster. The Mass Care Unit will:
  - (a) Determine public care needs and activate the appropriate elements of the mass care system and community shelter plan.
  - (b) Coordinate with the ARC. Transfer coordination of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
  - (c) Coordinate, locating, staffing and equipping relocation centers and emergency shelters as needed.
  - (d) Coordinate activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
  - (e) Coordinate long term individual and family disaster recovery programs in concert with the ARC and various governmental agencies. Coordinate with the Disaster Recovery Group when activated.

B. Support Agencies

1. American Red Cross:
  - (a) Provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care as well as other urgent needs.
  - (b) Opens shelters and feeding stations upon request by the Emergency Management Division.
  - (c) Maintains agreements with facility owners and operators for their emergency use as shelters.
  - (d) Coordinates their activities through the Thurston County Emergency Operations Center when activated for a multi-jurisdictional incident.
2. Salvation Army: Provides personnel, facilities and services to assist the Parks and Recreation Department in meeting emergency care needs.

## EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

(ESF-11, Food and Water, and ESF-20 Military Support are combined with ESF-7)

### PRIMARY AGENCY

- Public Works Department

### SUPPORT AGENCIES

- Emergency Management Division
- Human Resources Department
- Tumwater Police Department
- Finance Director

### I. INTRODUCTION

#### A. Purpose:

ESF-7 defines how supply, equipment, services, and facilities support of the incident will be provided; and how food and water resources will be coordinated. The purpose of the Logistics function is to provide for the effective use, prioritization and conservation of available resources. This ESF also defines the methods for utilizing military support to civil authorities when appropriate to augment local efforts.

#### B. Scope:

Resource support involves coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services and personnel.

### II. POLICIES

- A. **DISASTER RESPONSE AND RECOVERY RESOURCES:** The personnel, services, equipment, supplies and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.
- B. **LOGISTICS SUPPORT:** Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency

by the Mayor, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

- C. CONTROL OF LOCAL PRIVATE RESOURCES: A free market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum and other essential items, stabilization of prices and rents, and other actions necessary. All economic stabilization measures will be enacted by Ordinance. Prioritization of the distribution of essential resources will progress as follows:
1. UNLIMITED ACCESS: Routine point of sale distribution through existing local wholesale and retail outlets.
  2. VOLUNTARY LIMITATIONS: Enacted by local merchants on a voluntary basis as requested by the emergency management system. Requests for voluntary limitations will be made by official action of the Mayor.
  3. MANDATORY LIMITATIONS: Imposed on local merchants by Ordinance; includes priorities of allocation, production directives, conservation measures, rationing, anti-hoarding, and construction regulations.
  4. SEIZURE OF ESSENTIAL GOODS: Accomplished under the emergency powers activated by a Governor's declaration of a state of emergency.
- D. COORDINATION WITH THURSTON COUNTY/LACEY/OLYMPIA: Because of the multi-jurisdictional impact of controls on private resources, coordination with the Thurston County Board of County Commissioners and the City Councils of Lacey and Olympia is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of Thurston County Emergency Management.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.
- B. Planning Assumptions
1. Resources beyond the capacity of City departments will be coordinated through the TEOC (Logistics Section when activated).

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

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. LOGISTICS AND EMERGENCY RESOURCE ALLOCATION: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
2. The Logistics Section Chief, when activated by the Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
3. The Mayor and/or City Council may invoke controls on resources and establish resource allocation priorities during a state of emergency. (RCW 38.52.110)
4. Resource allocation policies envision the continued operation of a free market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
5. Where necessary, under a declaration of emergency, the Mayor and/or City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
6. During the preparedness phase, the Director of Emergency Management Services will identify local industries and other public and private resources that may be needed in a disaster.
7. VOLUNTEER ORGANIZATIONS: The Human Resources Department will make use, of schools, churches, and existing volunteer organizations as a volunteer base; coordinate with Thurston County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
  - (a) Amateur radio (HAM) organizations (communication support).
  - (b) Salvation Army (supports the ARC in disaster victim care and assistance).
  - (c) ARC volunteers (accessed through the ARC headquarters, volunteer section).

8. MILITARY SUPPORT TO CIVIL GOVERNMENT: Requests for military assistance can be coordinated through Thurston County Emergency Management. Military assistance is only supplemental to local resources.
  
9. TYPES OF MILITARY ASSISTANCE AVAILABLE: When made available by the Governor or other authority, military assets will be attached to the appropriate (requesting) functional unit. The Liaison Officer will act as the primary contact to ensure the maximum use of military resources. All military operations and support will be conducted under existing military structure. The capability of military resources includes but is not limited to;
  - (a) Assistance with mass feeding.
  - (b) Civil disturbance operations/area security patrol.
  - (c) Roadblocks and traffic control.
  - (d) Limited military engineering.
  - (e) Mobile and fixed communication support.
  - (f) Delivery of critical supplies and equipment.
  - (g) Emergency evacuation/transportation (land, sea and air).
  - (h) Limited emergency electrical power.
  - (i) Limited emergency medical aid.
  - (j) Limited potable water.
  - (k) Aerial reconnaissance/damage assessment.
  - (l) Search and rescue.
  
10. ASSISTANCE AVAILABLE FROM THE CIVIL AIR PATROL: CAP resources will be coordinated through Thurston County Emergency Management. Assistance available includes, but is not necessarily limited to:
  - (a) Courier and messenger services.
  - (b) Aerial surveillance.



- (c) Light transportation flights for emergency personnel and supplies.
- (d) Aerial photographic and reconnaissance flights.
- (e) Communication support.
- (f) Search and rescue.
- (g) Other emergency needs within the capability of the CAP, including ground transportation, support personnel, etc.

B. Organization:

1. The Incident Commander may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section. Functional Units may be established by the Logistics Section Chief as needed. If a larger incident occurs the ESF may be coordinated through the TCEOC.
2. ORGANIZATION OF THE LOGISTICS SECTION: The following Functional Units may be established:
  - (a) SUPPLY UNIT.
  - (b) FACILITIES UNIT.
  - (c) FOOD UNIT.
  - (d) WATER UNIT.
  - (e) HUMAN RESOURCES UNIT (Human Resources Support Team).
3. EMERGENCY ASSISTANCE FROM LOCAL RELIGIOUS GROUPS: They will provide assistance to meet the spiritual needs of people during and following disasters.
  - (a) Churches and volunteer organizations may be a valuable means of managing manpower and mass care facilities.
  - (b) The Department of Emergency Management will maintain liaison with necessary religious organizations and volunteer agencies to review the resources they can offer. He/She will also coordinate requests for assistance with necessary organizations as requested by the Incident Commander or the TEOC.

- (c) The appropriate religious and volunteer agencies will develop procedures for emergency activities and send procedures to the Director of Emergency Management Services for evaluation.

C. Procedures

1. DUTIES OF THE LOGISTICS SECTION CHIEF:
  - (a) Staff and supervise the organizational elements of the Section. Assume those duties of the Section as are appropriate.
  - (b) Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
  - (c) Contribute to the Logistics portion of the Incident Action Plan.
2. DUTIES OF THE SUPPLY UNIT: Staffed with available qualified personnel. This unit is responsible for ordering and processing equipment and supplies. The Supply Unit will:
  - (a) Coordinate the acquisition of all material requested by the incident staff.
  - (b) Provide for the reception, storage, accountability and distribution of ordered supplies and material. Maintain an inventory of supplies.
  - (c) Coordinate purchasing with the Finance Department. Assure that all orders are supported by purchase orders issued by the Finance Department.
  - (d) Provide for coordination of service or repair of non-expendable supplies and equipment.
  - (e) Coordinate transportation resources. Coordinate with Thurston County Emergency Management for use of Intercity Transit and school busses in support of transportation needs.
  - (f) Coordinate allocation of fuel resources.
3. DUTIES OF THE FACILITIES UNIT: Established by the Logistics Section Chief as needed to provide for incident facilities. The Facilities Unit will:
  - (a) Coordinate establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim processing facilities, etc.

- (b) Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. DUTIES OF THE FOOD UNIT: Established by the Logistics Section chief as needed to provide for coordination of food and water needs of the incident. The Food Unit will:
- (a) Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food supplies from local merchants.
  - (b) Coordinate acquisition and distribution of potable water.
  - (c) Support the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
  - (d) Establish food stocks distribution centers where food can be stored and distributed.
  - (e) Establish contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
  - (f) Coordinate with the Public Information Officer (PIO) in the development of instructions to the public regarding location of distribution centers.
  - (g) The State Division of Emergency Management is responsible for alerting appropriate state agencies of the possible requirement for emergency food distribution and/or of the possible contamination of food resources.
  - (h) The Department of Public Health and Social Services will ensure food and other commodities are safe and within acceptable levels of contamination.
5. DUTIES OF THE WATER UNIT:
- (a) Public Works Department
    - i. Responsible for water system throughout the city including drinking tap water.
    - ii. The water crew within the department will be responsible for fixing contaminated or broken water lines.
  - (b) Parks and Recreation, or other available departments
    - i. Responsible for providing a clean watering distribution point to those in need during a time of disaster/emergency when tap water is unavailable

or not potable.

- ii. Depending on the situation it may be different city departments providing bottled water as people may be split up or in charge of other items.

6. EMERGENCY FEEDING STATIONS: Parks and Recreation and the Shelter Director will oversee The American Red Cross with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.
  - (a) Coordinates feeding procedures with the Shelter Director in advance of a disaster.
  - (b) Obtains food supplies from private sector as needed.
  - (c) Provides food and personnel for mass feeding.
  
6. DUTIES OF THE HUMAN RESOURCES UNIT:
  - (a) Coordinate the acquisition, registration, assignment and management of spontaneous volunteers.
  - (b) Establish a volunteer management center. Augment staff with qualified volunteers.
  - (c) Volunteer coordinators shall issue passes to all volunteers and should say the following:
    - Person's name and date
    - Organization represented
    - Specific reason for entry to area; including job assignment
    - Time period the pass is valid for
  - (d) In cooperation with the Supply Unit, establish a receiving and processing capability for donated goods. Coordinate with Thurston County Emergency Management in the joint establishment of a donated goods facility as needed.
  - (e) Establish a pool of skilled personnel provided by business, labor organizations, or other sources.
  - (e) Coordinate with the Human Resources Department for the placement of City personnel not otherwise assigned in the emergency plan.
  - (g) Coordinate with the Human Resources Department for the temporary emergency hire of personnel to meet emergency needs.
  - (h) Document any human resources used and forward to the TEOC for processing.
  
6. VOLUNTEER REGISTRATION: Compensation for injury, death or loss of certain personal equipment may be available to volunteer emergency workers under RCW 38,52. In order to qualify for benefits certain information must be obtained from each volunteer.

- (a) Name.
  - (b) Address.
  - (c) Social Security number.
  - (d) Qualifications or training.
  - (e) Actual duties assigned/emergency worker classification.
  - (f) Applicable dates and times.
8. REGIONAL RESOURCE MARSHALING CENTER: A regional facility for the reception, warehousing, accounting, and distribution of essential supplies and equipment will be established in cooperation with Thurston County Emergency Management. The Emergency Resource Department may be established at the Olympia Airport. Additional staging may be established at the Port of Olympia, depending upon needs.
  9. STAGING AREAS: The central in-city distribution point for incoming supplies and equipment will be the Port of Olympia. An alternate distribution center may be established elsewhere if Port facilities are inaccessible.

## V. RESPONSIBILITIES

### A. Primary Agency: Public Works Department:

1. Analysis of incident resource requirements, and the establishment of resource priorities.
2. Identification of available resources, and the development of inter-local agreements for acquisition and use.
3. Establishment of an inventory, control and material delivery capability.

### B. Support Agencies:

1. Emergency Management Division:
  - (a) Establish and maintain resource lists.
  - (b) Assist in the development of procurement procedures to support emergency operations.
  - (c) Work with appropriate religious groups in time of disaster to provide spiritual support for the employees and general public.

2. Human Resources Department:
  - (a) Establish a volunteer registration and coordination capability.
3. Tumwater Police Department:
  - (a) Provide security for resources being delivered etc.
4. Finance Department:
  - (a) Financial assistance, manpower, and equipment may be granted to the City by state and or/ federal programs. Any such assistance under the authority of RCW 38.52 will be in accordance with the State of Washington Comprehensive Emergency Management Plan.
  - (b) The City may have a continuous need to purchase items and services on the open market. Normal credit card functions may not work or be in limited service. Alternative means of finance and documentation will need to be established.

Attachment 1: FEMA safety and resource information.

Attachment 2: American Red Cross safety and resource information.

## EMERGENCY SUPPORT FUNCTION 8 HEALTH, MEDICAL AND MORTUARY SERVICES

### PRIMARY AGENCY

- Tumwater Fire Department
- Thurston County Public Health
- Tumwater Police Department

### SUPPORT AGENCIES

- Providence/St. Peters Hospital
- Columbia Capital Medical Center
- Thurston County Medic One
- Thurston County Department of Public Health
- Thurston County Coroner
- Airlift North West

### I. INTRODUCTION

#### A. Purpose:

ESF-8 is intended to provide for the organization, communication and mobilization of emergency medical, and mortuary services during an emergency.

#### B. Scope:

This ESF encompasses the delivery of emergency medical services, coordination with hospital disaster plans, public health, identification and disposition of human remains, and community mental health.

### II. POLICIES

No specific policies relating to this ESF.

### III. SITUATION

- #### A. Emergency/Disaster Conditions and Hazards:
- A potential for mass casualty situations exists which could easily overwhelm existing services; medical and health care facilities could be structurally damaged or destroyed; a disaster could pose public health threats to food, and water; secondary spills caused by the disaster could result in toxic environmental hazards;



and the effects of a major disaster will require mental health crisis counseling for disaster victims and emergency personnel.

**B. Planning Assumptions**

1. Thurston County Mutual Aid Emergency Medical Services (EMS) responders providing assistance to the City of Tumwater will operate under the standard Thurston County EMS procedures and protocols.
2. The Mass Casualty Incident Plan will detail operational concepts and responsibilities, including coordination of triage and transportation of injured persons and the coordination of available Basic Life Support and Advanced Life Support capabilities in the event of multiple casualties.
3. Hospitals will develop and maintain internal disaster plans and protocols.
4. The coroner's office will have an emergency plan dealing with mass casualties.

**IV. CONCEPT OF OPERATIONS**

**A. General**

1. **ACTIVATION OF HOSPITAL DISASTER PLANS:** The destination hospital will be notified by Medical Command of the number, type and severity of injuries. The hospital disaster plan will be activated according to need. That plan will identify methods for expanding hospital capabilities reducing patient populations as needed, evacuating hospital facilities, and generally ensuring effective hospital care.
2. **PATIENT DISTRIBUTION:** The Command Hospital will coordinate inter-hospital as required to ensure effective casualty distribution. Medical Command will provide liaison between the hospital and field EMS resources where necessary to ensure proper patient distribution.
3. **MASS CASUALTY INCIDENT PLAN:** The provisions of the Thurston County area Mass Casualty Incident Plan (Attachment 1) will be observed in response to medical emergencies relating to the incident. This plan includes an inventory of medical facilities, personnel, medical transportation capabilities, communication and supply sources, as well as protocols for triage and transportation of large numbers of injured persons.
4. **PUBLIC HEALTH:** The Thurston County Department of Public Health will be responsible for organization and mobilization of public health services during an emergency. That

agency will be responsible for monitoring water supplies, sanitation, food and potential causes of communicable diseases. The Health Department will provide for inoculations and other measures as needed.

5. CASUALTIES AND THE DISPOSITION OF HUMAN REMAINS: The Thurston County Coroner is responsible for the recovery, identification and disposition of all casualties. Details on the handling of human remains, including transportation, storage, mortuary facilities (and expansion of mortuary facilities as needed) are included in the Thurston County Emergency Management Plan. The coroner has direct supervision of the office, field and autopsy staff as Coordinator of mortuary services. The Tumwater Police Department will assist the Thurston County Coroner with any casualties in the city.
  6. SPECIAL CARE FACILITIES: The Providence St. Peter Hospital disaster plan includes provisions for coordinating the use of private immediate care clinics, physicians' offices, mental health care facilities, nursing homes, elderly care facilities, and other similar facilities needed to support hospital care efforts.
- B. Organization: When the TEOC is activated, an EMS Unit may be established and staffed to assume overall coordination of Advanced Life Support and Basic Life Support activities in the city associated with the disaster.
- C. Procedures
1. Procedures for the delivery of emergency medical services are published separately.
  2. The Thurston County Mass Casualty Incident Plan identifies the procedures for dealing with multiple casualties.
  3. The Thurston County Department of Public Health coordinates health and sanitation services, including:
    - (a) Identification of health hazards.
    - (b) Identification and control of communicable disease.
    - (c) Vector control.
    - (d) Inspection of food and water supplies for contamination.
    - (e) Ensure compliance of emergency sanitation standards for disposal of garbage, sewage, and debris.
    - (f) Assessment of environmental contamination and public health risk from hazardous materials spills.

- (g) Mental health services, including stress management services for emergency responders.
  - (h) Keep emergency management officials informed regarding health conditions, warnings and advisement.
4. The Thurston County Coroner has jurisdiction over all human remains (per RCW 68.08.010). The Coroner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.

**V. RESPONSIBILITIES**

**A. Primary Agency: Tumwater Fire Department**

The responsibility of the EMS unit is to provide coordination and mobilization of all medical and health services during an emergency. TFD will assume Medical Command at the TEOC, and will coordinate all incident related pre-hospital EMS activities. The EMS Unit will:

1. Prioritize EMS response (consistent with the Incident Action Plan (IAP). Conduct pre-hospital needs assessment (number, type and severity of injuries).
2. Provide for on-scene triage and treatment of injured persons.
3. Coordinate the transportation of injured persons to the appropriate hospital(s), staging areas, or medical evacuation sites.
4. Coordinate all requests for additional EMS personnel and equipment. Coordinate requests for supplies with the hospitals.
5. Assist in coordinating private ambulance resources.
6. Assist the EMS unit at the TEOC in coordination of mass casualty response.
7. Provide a representative to the TEOC to assist in staffing the EMS unit if requested.
8. Provide casualty and damage information to the TEOC.
9. Coordinate with Thurston County Medic One for acquisition of additional supplies.

**B. Support Agencies:**

1. Tumwater area hospitals:

- (a) Maintain procedures for reducing patient population for incidents that may require evacuation of the facility.
  - (b) Maintain internal procedures for dealing with major in-house emergencies, including fire, evacuation, etc.
  - (c) Maintain a disaster plan and procedures for receipt, triage, processing and treatment of multiple casualties.
2. Thurston County Medic One:
- (a) Will provide supplies during a disaster/emergency.
  - (b) The lead agency in any medical disaster, but not the responders.
3. Thurston County Department of Public Health:
- (a) Provides and coordinates the provision of health and sanitation services.
  - (b) Where multiple jurisdictions are involved, coordinate health and sanitation services from the TCEOC.

4. Thurston County Coroner:
  - (a) Assume responsibility for identification and disposition of human remains and notification of next-of-kin.
  - (b) Determine the manner and cause of death and provide information to Thurston County Public Health and Social Services Vital Records Office for issuance of the death certificate.
  - (c) Identify suitable facilities for expedient/emergency morgues and maintain a current list of mortuaries, morgues and other facilities for the care of the dead.
  - (d) Provide a representative to the TEOC, if requested.
  - (e) Keep all necessary records and supply the PIO with updates on casualties.
  - (f) Obtain additional supplies, as needed, including body bags, tags, special manpower. Make requests for additional supplies through the TCEOC.
5. Tumwater Police Department:
  - (a) The Police Department will assume initial responsibility for potential crime scenes and human remains.
6. Airlift North West
  - (a) A resource that can be used when requested through CAPCOM.

Attachment 1: Mass Casualty Plan (MCI).

Attachment 2: Coroners Response Plan.

## EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

### PRIMARY AGENCY

- Police Department
- Thurston County Sheriff's Department

### SUPPORT AGENCIES

- Fire Department
- Public Works Department
- Thurston County Emergency Management

### I. INTRODUCTION

#### A. Purpose:

To provide the coordination and effective utilization of search and rescue resources.

#### B. Scope:

This ESF provides information for urban search and rescue operations including ground, air and water.

### II. POLICIES

A. **SEARCH AND RESCUE:** RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Light and heavy rescue will be accomplished by qualified personnel from the Fire Department and the Public Works Department.

B. **SEARCH AND RESCUE RESOURCES.** Thurston County Search and Rescue (SAR) resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large scale SAR operations will be coordinated from the TEOC. Additional SAR resources will be obtained through Thurston County Emergency Management.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: An emergency or disaster can cause buildings to collapse, threaten lives and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.

B. Planning Assumptions

1. Search and rescue (SAR) 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, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. (Reference RCW 38.52.010).
2. Where persons are trapped, stranded or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.
3. Citizen assistance with SAR operations may be appropriate under some circumstances, and requires coordination by local government.

IV. CONCEPT OF OPERATIONS

A. General:

1. The Police Department will assume coordination of all search operations within the city limits.
2. The Fire Department will assume coordination of all rescue efforts within the city limits.
3. Fire Department resources, trained in urban rescue operations, including confined space situations, will be the primary resource.
4. The Public Works Department will provide trained personnel, and heavy equipment as needed, to augment the urban search and rescue capability.
5. SAR headquarters will be located in the TEOC, the Incident Command Center, or request the Command Van from Olympia Station 1.
6. Additional assistance is available from the Thurston County Sheriff's Department. Coordination with this resource should be through Thurston County Emergency Management.
7. When local resources are exhausted, the State Division of Emergency Management shall coordinate resources from elsewhere in the state.

- B. Organization: A SAR Coordinator position (in the Operations Section) may be established at the TEOC, depending on the nature and severity of the incident.

C. Procedures:



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

## V. RESPONSIBILITIES

### A. Primary Agency: Police Department

1. Staff the SAR Coordinator position at the TEOC, as needed.
2. Coordinate search and rescue operations, and request additional SAR resources and support equipment as necessary.
3. Informs the Director of Emergency Management Services of needs to be requested from the State Emergency Management Division.
4. Identifies the emergency needs for equipment and supplies and ensures availability of convenient locations.

### B. Support Agencies:

1. Fire Department:
  - (a) Provide urban rescue trained personnel to carry out special SAR operations.
  - (b) Extricates trapped persons and renders essential medical aid.
  - (c) Provides emergency medical services to search and rescue activities.
2. Public Works Department:
  - (a) Provide personnel to augment the city search and rescue capability.
  - (b) Support rescue operations with heavy equipment where necessary.
  - (c) Clears debris and provides barricades and traffic inhibitors as requested by the incident commander.

3. Thurston County Sheriff's Department: Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

## EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

### PRIMARY AGENCY

- Washington State Patrol

### SUPPORT AGENCIES

- Fire Department
- Mutual Aid Fire Departments and Districts
- Police Department
- Washington State Department of Ecology
- Department of Transportation

### I. INTRODUCTION

#### A. Purpose:

To identify local responsibilities for hazardous material incident response, and management.

#### B. Scope:

ESF-10 encompasses preparation for and response to incidents in the city involving hazardous substances, including radioactive materials.

### II. POLICIES

- A. Federal law, specifically the Emergency Planning and Community Right-to-know Act, defines how communities will prepare for and respond to incidents involving the release of certain hazardous substances. Nothing in this plan is inconsistent with the requirements of the law.
- B. The Local Emergency Planning Committee has established a hazardous materials emergency response plan in accordance with federal and state law. That plan is included herein by reference.
- C. The Washington State Patrol (WSP) has been designated as the Incident Command Agency for hazardous materials. WSP will deal with any incidents requiring outside help.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: The manufacture, transportation, storage and use of a wide range of hazardous materials in our community pose a threat to life and the environment in the event of an uncontrolled release; accidents involving rail, waterway and highway transportation of chemicals, may occur; an earthquake may result in numerous secondary events such as ruptured or overturned storage tanks, ruptured lines or explosions caused by spilled material.
  
- B. Planning Assumptions
  - 1. Although the WSP has been designated as the Incident Command Agency for hazardous materials incidents, the Fire Department will most likely be the initial responding agency. Fire Department plans and procedures should be developed to define how hazardous materials incidents will be handled, and the appropriate methods for notifying WSP, and mobilizing emergency resources. (See ESF-4)
  
  - 2. In major events where multiple hazardous materials incidents are involved (such as an earthquake) the Fire Department may have to proceed as the hazardous materials response agency without the assistance or direction of the WSP.
  
  - 3. Fixed facilities (e.g., chemical plants, tank farms, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

#### IV. CONCEPT OF OPERATIONS

- A. General:
  - 1. A hazardous materials incident will be reported to emergency authorities by the spiller, bystanders, or others becoming aware of a dangerous situation. Most reports will be made to CAPCOM.
  
  - 2. CAPCOM has internal procedures for notification of the appropriate emergency response agencies. The Fire Department is the initial response agency for hazardous materials in the city.
  
  - 3. Initial protective actions will be taken by the Fire Department as required by the nature and scope of the incident. In larger incidents, the TEOC may be activated in support of on-scene command.
  
  - 4. WSP will be notified and will assume Incident Command at the scene according to standing orders.

5. Incident Command will determine the appropriate method for handling the incident, including protective measures, personnel safety, cleanup, obtaining needed resources etc.
- B. Organization: The designated Incident Command agency will determine the appropriate response organization for handling a hazmat incident. The ICS is the standard method for managing multiple resources.
- C. Procedures:
1. The internal procedures for each response agency will identify how they will respond to a hazmat incident.
  2. Site specific incidents will be coordinated on-scene. The TEOC may be activated for multiple simultaneous incidents. A unified command may be implemented including representatives of the facility operator.
  3. The provisions of the Thurston County Hazardous Materials Emergency Response Plan (developed and maintained by the Local Emergency Planning Committee) will identify the overall direction, control, and coordination elements of hazardous materials incident response and recovery.

## V. RESPONSIBILITIES

- A. Primary Agency: Washington State Patrol
1. Acts as designated Incident Command Agency for hazardous materials.
  2. Assumes overall direction and control responsibility according to state law.
  3. Determines the best method of handling the incident, requests outside resources as needed.
  4. Coordinates with other state agencies, including the Department of Ecology, regarding response and recovery.
- B. Support Agencies
1. Fire Department:
    - (a) Trains to the operations level of Hazmat training.
    - (b) Acts as initial response agency for hazardous materials.

- (c) Identifies the hazard if possible, and determines the appropriate initial response methods to mitigate the immediate threat to life and property.
  - (d) Confirms notification of the designated incident command agency.
  - (e) Confirms notification of the appropriate state agencies.
2. Mutual Aid Fire Departments and districts: Provides mutual aid support to the Fire Department or the incident command agency as requested.
  3. Police Department:
    - (a) Traffic and perimeter control at the scene.
    - (b) Assists with identification of the hazardous material.
    - (c) Coordinate on scene security.
  4. Washington State Department of Ecology:
    - (a) Acts as lead agency for spill cleanup.
    - (b) Provides technical information on containment, cleanup and disposal.
    - (c) Assists with laboratory analysis and evidence collection for enforcement action.
    - (d) Serves as the state on-scene coordinator under the National Contingency Plan for spills impacting the waterways.

## EMERGENCY SUPPORT FUNCTION 12 ENERGY AND UTILITIES

### PRIMARY AGENCY

- Puget Sound Energy
- Public Works Department

### SUPPORT AGENCIES

- Emergency Management
- Qwest Communication
- Comcast
- Washington Utilities and Transportation Commission
- Olympic Pipe Line Company
- Bonneville Power Administration (BPA)
- Williams Pipeline
- Information Services Manager
- Finance Department

### I. INTRODUCTION

#### A. Purpose:

To provide effective utilization and restoration of electricity, water, natural gas, petroleum products and telecommunications required to meet essential needs during and after an emergency or disaster.

#### B. Scope:

The energy and utilities companies involved will utilize whatever mutual aid resources may be available to assist, to help in the restorations and safety of vital energy and utilities in emergencies or disasters.

### II. POLICIES

- A. The priority will be to protect lives, public property including critical energy and utility lifelines and then environment.
- B. Coordinate restoration of power in order to protect lives, public property, utility lifelines and environment.

### III. SITUATION

- A. A severe natural disaster or other significant events can sever key energy and utilities lifelines, constraining supply in impacted areas or in areas with supply links to impacted areas. There may be extensive failure in water, wastewater and gas utilities which could take hours, days or weeks to repair.
- B. Planning Assumptions
  - 1. Debris clearance and emergency removal of power lines or other hazards will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
  - 2. If necessary the TEOC will coordinate with Puget Sound Energy (PSE) for additional crews to help in the restoration of vital utilities and power.

### IV. CONCEPT OF OPERATIONS

- A. General
  - 1. Priority of utility and energy use will be given to essential emergency operations first.
  - 3. When energy and utilities resources from the City of Tumwater are exhausted, additional resources will be requested through the TEOC, the County Utilities Coordinator and the State EOC.
- B. Organization:
  - 1. Qwest Communication will provide landline services to the City of Tumwater.
  - 2. Cell communication will be done through Nextel, Verizon, T-Mobile or AT&T.
  - 2. Natural gas and energy is provided to the City by PSE.
  - 3. The Public Works Department, Water Division, provides water distribution to the city.
  - 4. The LOTT Sewage and Treatment Plant serves Lacey, Olympia, and Tumwater and Thurston County region.
  - 5. Public Works Department maintains the waste water collection system.



6. Major natural gas transmission lines are maintained by Williams Pipe Line.
7. Bonneville Power Administration (BPA) maintains large high voltage transmission lines and substation within the city.
8. The Olympic Pipeline delivers liquid petroleum products (gas and diesel) from Whatcom County to Portland, OR with a spur line to Tumwater. Currently this line is not in use and is ineter for future use.
9. A reclaimed water system is currently being developed for future city use.
10. The laptops (MCT'S) in the Police and Fire cars have an air card enabling internet connection even if the Department of Information Services is down.

C. Procedures

1. To be developed.

V. RESPONSIBILITIES

A. Natural Gas and Electricity Primary Agency: Puget Sound Energy

1. Assess the impact of the emergency on public energy facilities.
2. Report the status of energy distribution systems to the TEOC.
3. Coordinate with the TEOC in the prioritization of restoration of damaged or disrupted energy facilities.
4. During a power outage alternative energy's are affected as well. The purchase of green power provided by PSE is put onto the same transmission lines and main grid as the normal energy being produced. All power including green power will be unavailable until restored.
5. Wind Farms controlled by PSE can sustain damage effecting green power usage if not properly taken care of. PSE and its partners are responsible for making sure no icicles form on the wind turbines potentially hurting people or affecting the power source.

B. Primary Agency: Public Works Department:

1. The Public Works Director appoints a City Utilities Coordinator to work in the TEOC on larger incidents. The Director will also coordinate with the County Utilities Director and other neighboring jurisdictions.

2. Policies and procedures for the dissemination and repair of water services are the responsibility of the Public Works department.
3. Assesses the impact on City water and sewage systems throughout the disaster/emergency.
4. The Water Department is responsible for having water available for the protection of life and property.
5. Responsible for the maintenance and restoration of water and sewage.

C. Support Agencies

1. Emergency Management:
  - (a) Maintain liaison with local utilities, including the ability to contact on a 24-hour a day basis.
  - (b) Coordinate assistance for local utilities and energy providers as requested.
  - (c) Coordinate resources for the local government.
2. Qwest Communication:
  - (a) Assess the impact of the emergency on telecommunication facilities.
  - (b) Report the status of telecommunications facilities and services to the TEOC.
  - (c) Coordinate with the TEOC in the prioritization of restoration of telecommunications services.
  - (d) Qwest is responsible for sending workers to the damaged lines and repairing.
3. Comcast:
  - (a) Many citizens are now using Comcast for land line phone and internet services.
  - (b) Comcast is responsible for sending workers to the damaged lines and repairing.
4. Washington Utilities and Transportation Commission:
  - (a) Keeps open communication with the utility companies.
  - (b) Serves as a consumer advocate, increasing cooperation and coordination's with

the utility companies.

5. Bonneville Power Administration: (BPA)
  - (a) Serves about 40 percent of the Northwest and 80 percent of that is Hydroelectric powered by dams.
  - (b) Serves Tumwater through PSE.
6. Olympic Pipe Line Company:
  - (a) Continue maintenance of the gas and diesel fuel pipe line. It is not in use right now but should be prepared to use in a time of disaster.
7. Williams Pipe Line:
  - (a) Perform routine maintenance on the two major transmission lines south of the City of Tumwater.
8. Information Services Manager
  - (a) The Information Services Manager is responsible for keeping the system running. Duties included but are not limited to;
    - i. Phone system
    - ii. Base radios
    - iii. Internet
  - (b) Contact Qwest if phone lines go down, contact DIS if the internet goes down and find alternatives for internet and phone such as but not limited to;
    - i. Wi-fi
    - ii. Priority Cards for cell phones to insure connection
9. Finance Department:
  - (a) Maintains City utility records.
  - (b) Will help with the reimbursement of emergency costs after a disaster.

## EMERGENCY SUPPORT FUNCTION 21 RECOVERY AND RESTORATION

### PRIMARY AGENCY

- Tumwater Disaster Recovery Group

### SUPPORT AGENCIES

- Emergency Management Division
- All City of Tumwater Departments

### I. INTRODUCTION

#### A. Purpose:

The Disaster Recovery Group consisting of the effected members of the Emergency Services Advisory Council, augmented where necessary, will be established. The purpose of the Disaster Recovery Group is to provide a central point of contact for all recovery operations in order to; Collect report and evaluate the emergency disaster situation, and make the maximum use of available recovery assistance. It is important to realize that the recovery starts with the initial response and measures should be taken at the beginning of the emergency to start the recovery process.

#### B. Scope:

At the earliest moment possible following a major occurrence, the Disaster Recovery Group will be assembled, under the direction of the Mayor, to oversee those measures necessary for recovery. During declared emergencies, the State Emergency Management Division and FEMA will provide current regulations, application procedures, and program guidance regarding state and federal disaster recovery programs.

- #### C. Short Term Recovery Procedures will be used to transition the City from the response mode to a long-term recovery process.

### II. POLICIES

- #### A. DISASTER COST RECOVERY: Some disaster related expenditures and obligations may be reimbursable (in whole or part) under a number of state and/or federal programs. Reimbursement of approved costs for work performed in restoration of certain public facilities

may be authorized by the federal government after a disaster declaration by the President or under the statutory authority of certain federal agencies. In addition, where applicable, it is appropriate for the city to seek recovery from the responsible parties, if any, for extraordinary expenses incurred in response to some type of emergency situations. In an event, all outside assistance will be supplemental to the city resources.

B. **DISASTER RECOVERY GOALS AND OBJECTIVES:** The Recovery Group should establish, at the earliest possible opportunity, short term and long term goals and objectives in order to guide the recovery process.

1. Short term goals include:

- (a) Identification of vital systems and operations.
- (b) Priorities for reinstatement.
- (c) Maximum acceptable down time before reinstatement of vital systems to a minimum level.
- (d) Minimum resources needed to accomplish reinstatement.

2. Long term goals:

- (a) The number one goal is to protect and restore the quality of life in the City of Tumwater.
- (b) Assure completion of response, restoration of essential services and maintain unaffected services.

Transition TEOC/response through short-term recovery into long-term recovery.

- (c) Restore Community Symbols and Services (livability)

Re-establish economic and social viability of the community to restore confidence.

- (d) Promote mitigation\* in areas impacted by the event as well as mitigation in unaffected areas.

Use the event to facilitate interest in mitigation, both structural and non structural.

Mitigation: The effort to reduce loss of life and property by lessening the impact of disasters

(e) Re-development

Develop a specific plan for re-development of areas that will not be repaired.  
Transition into long-term recovery model using the Recovery Task Force.

(f) Educate the Community

Remind the public of what happened, how we responded, how livability is being restored, promote mitigation as a way to limit future damage, unveil re-development vision.

(g) Strategic planning.

(h) Management and coordination of recovery activities.

(i) Funding and fiscal management of recovery activities.

(j) Management of contractual resources.

### III. SITUATION

A. Emergency/Disaster Conditions and Hazards; Housing shortages caused by damaged private dwellings, disrupted business activity, salvage and debris removal operations, coordination of reconstruction, evaluation of community needs, restoration of normal activity and the recovery of losses following a major emergency or disaster could consume months or years. Community wide coordination will be required to make the best use of local, state and federal resources in returning the community to a productive state.

B. Planning Assumptions:

1. The complexion of emergency management will change as the community moves from the emergency to the recovery phase. The Disaster Recovery Group will be convened as early as possible to assume active coordination of disaster recovery. Recovery directed activities may overlap emergency activities provided that priority is given to meeting the immediate needs of the community.
2. The TEOC may be demobilized or modified to accommodate recovery activities.
3. When the disaster results in a Presidential Disaster Declaration, FEMA will establish close liaison with the city and provide detailed guidance in recovery and restoration available in accordance with the Federal Response Plan.

4. Multiple demands on limited resources will make it difficult to prioritize recovery to meet all expectations. The establishment of methods for community involvement in the recovery process may be necessary.
5. In severe cases, complete recovery and restoration of the community to normal pre-disaster conditions may not be a realistic expectation.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. **DECLARATION OF EMERGENCY:** A Declaration of Emergency, made by the Mayor, is an indication that extreme measures may be necessary to preserve life and property.
  - (a) The emergency declaration will be in effect for only that area which is specified. The emergency powers pursuant to that declaration will only be applicable to the impacted area.
  - (b) The emergency declaration must include the following:
    - (1) Description of the nature of the emergency.
    - (2) A definition of the effected area(s).
    - (3) A statement that, based on the Emergency Managers advisory, an emergency exists and those unusual measures will be necessary in order to safeguard life and property. (Example proclamation attached)
    - (4) A statement that special procedures for emergency response and recovery (this plan) are being or have been activated.
    - (5) Notification that release of specified City resources is authorized in responding to the emergency.
    - (6) A time limitation to the emergency declaration.
2. **DECLARATION OF DISASTER:** A declaration of disaster, made by the Mayor, is an indication to the Governor of the State of Washington that local resources have (or may soon be) exhausted, and that special assistance is required to meet the needs of the emergency. A disaster declaration will be necessary prior to any direct assistance from the state. A disaster declaration must include the following:
  - (a) A description of the nature of the emergency.

- (b) A description of the impact area.
  - (c) A statement that a local emergency has been declared.
  - (d) A statement that local capabilities are (or may soon be) exceeded.
  - (e) A description of the specific assistance needed from the state.
- B. Organization: The Disaster Recovery Group will be convened as soon as designated members are released from emergency response duties.

## V. RESPONSIBILITIES

- A. Primary Agency: Tumwater Disaster Recovery Group
1. Organize and staff the recovery effort.
  2. Coordinate the recovery of vital records and the restoration of records keeping capabilities.
  3. Coordinate recovery resource procurement.
  4. Coordinate continued public information on the recovery effort.
  5. Coordinate emergency debris and waste removal.
  6. Coordinate restoration and salvage.
  7. Act as the point of contact with FEMA to ensure maximum benefits from disaster programs for individuals, and public entities, as appropriate.
  8. Collects and evaluates reports from damage assessment personnel and forwards information to emergency management services.
  9. Ensures that all preliminary damage assessment reports are forwarded to the State Department of Emergency Management.
- B. Support Agencies:
1. Emergency Management Division:
    - (a) Provide for initial contact with FEMA representatives.



- (b) Coordinate the establishment of a Disaster Recovery Assistance Center when requested by state or federal representatives.
  - (c) Provide damage assessment information and disaster related cost figures.
  - (d) Assist in coordination of joint local, state, and federal damage assessment teams.
2. All City Departments: Support the Disaster Recovery Group by providing personnel, information and liaison as requested.

## EMERGENCY SUPPORT FUNCTION 22

# LAW ENFORCEMENT

### PRIMARY AGENCY

- Police Department

### SUPPORT AGENCIES

- Thurston County Sheriff's Department
- Washington State Patrol
- HSR3
- Lacey Police Department
- Olympia Police Department

### I. INTRODUCTION

#### A. Purpose:

To provide for the effective coordination of all law enforcement operations associated with the disaster incident, and to ensure that such activities are coordinated and utilized to support emergency operations.

#### B. Scope:

The Tumwater Police Department (TPD) is responsible for coordination of all incident related law enforcement activities, while utilizing any possible mutual aid resources.

### II. POLICIES

- A. Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the TPD.
- B. Military personnel, requested to augment or support the Tumwater Police Department, will remain under command of their parent agency but will be operated only at the direction of the Incident Commander.

### III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be

hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, communication overload.

B. Planning Assumptions

1. Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
2. Agencies responding from a distance may not have the same knowledge of the community as local law enforcement, and may require assignments consistent with these limitations.

IV. CONCEPT OF OPERATIONS

A. General:

1. TPD will initially respond to emergency needs with on duty personnel. Provisions to call back off duty personnel are defined in the internal procedures of the Police Department.
2. Where additional assistance is required, the Incident Commander will coordinate with TEOC for specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
3. Other law enforcement assistance, not covered by local agreements or understandings, will be coordinated with TCEOC if appropriate, or through the State Emergency Management Division.

B. Organization: A Law Enforcement Unit will be established in the TEOC (Operations Section) to coordinate all activities associated with this ESF.

C. Procedures

1. AIR OPERATIONS: (could be under fire ESF-4, search and rescue, ESF-9) Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the TEOC. Where multiple aircrafts are involved, an Air Operations Unit may be established to provide for safe and efficient use of air resources. The Air Operations Unit will:
  - (a) Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.

- (b) Establish communication protocols for safe and efficient coordination of aircraft. Coordinate with the Washington State Patrol, the hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
- (c) Identify, mark, secure and manage landing zones where needed.
- (d) Request acquisition of air resources through the Logistics Section.
- (e) Provide for coordination of news media helicopters when necessary (coordinate with the PIO).
- (f) Coordinate operations with the Olympia Tower.

## V. RESPONSIBILITIES

### A. Primary Agency: Police Department

1. Prioritize law enforcement response.
2. Coordinate traffic and crowd control.
3. Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
4. Coordinate evacuation with Parks and Recreation. (Activate a separate Evacuation Unit when needed).
5. Maintain law and order. Sustain normal law enforcement operations wherever possible.
6. Coordinate Search and Rescue.
7. Provide for incident related criminal investigation.
8. Provide personnel to assist the Thurston County Coroner with the disposition of human remains.
9. Provide personnel to assist with the dissemination of warning and emergency public information.
10. Coordinate all incident related aircraft activity. Activate an Air Operations Unit if circumstances warrant.
11. Provide security to the TEOC.

B. Support Agencies

1. Thurston County Sheriff's Department:
  - (a) Provide law enforcement support in accordance with mutual aid agreements.
  - (b) Thurston County will make available all accessible SAR units when requested.
  - (c) Provide warning and communication support if requested.
2. Mutual aid law enforcement agencies: Provide law enforcement support in accordance with mutual aid agreements.
3. Washington State Patrol:
  - (a) Provide law enforcement support to the Police Department if requested.
  - (b) Assume Incident Command for hazardous materials incidents.
  - (c) Coordinate and maintain liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.
4. Homeland Security Region 3:
  - (a) Provide law enforcement support when requested and if available.
  - (b) Operate under the control of the Incident Commander.
5. Olympia and Lacey Police Department:
  - (a) Provide support under the mutual aid agreements within the police departments.

## EMERGENCY SUPPORT FUNCTION 34 INTER-GOVERNMENT COORDINATION

### PRIMARY AGENCY

- Thurston County Emergency Operations Center

### SUPPORT AGENCIES

- City of Olympia
- City of Lacey
- City of Tumwater
- City of Rainier
- City of Yelm
- City of Tenino
- Town of Bucoda
- Confederate Tribes of the Chehalis
- Nisqually Indian Tribe

### I. INTRODUCTION

#### A. Purpose:

Establish a process for making joint policy decisions during emergencies that affect more than one jurisdiction. The goal is to make consistent decisions between jurisdictions that lead to timely, coordinated and efficient actions during and after emergencies.

#### B. Scope:

This document applies to joint policy decision-making situations in the event of an emergency.

### II. POLICIES

#### A. None Related

#### B. Planning Assumptions

1. The process outlined in this document will be used when policy decisions could affect residents, property, and/or the economies of more than one jurisdiction within Thurston County.

2. Joint Policy decisions may not contradict jurisdictions' constitutional or legal responsibilities.
3. This document does not replace or supersede any contracts, agreements, or understandings that already exist between the jurisdictions.
4. The jurisdictions named in this document will not relinquish any of their own legal authority to make decisions and act in their community's best interest during emergencies.
5. Each party to a joint decision is responsible for its own wrongful or negligent acts or omissions.
6. Joint decisions are to focus on broad policy – oriented and strategic issues, not specific operational activities.
7. The nature of emergencies means jurisdictions may need to make decisions quickly. Individual jurisdictions should be prepared to ratify joint policy decisions at the earliest opportunity.
8. Under extreme circumstances, decisions may be made even if all affected jurisdictions cannot be present. The continuity of government provisions of the law will be observed.
9. Making joint policy decisions during an emergency may be difficult at times because of differing legal mandates and diverse operation goals of jurisdictions.

#### IV. CONCEPT OF OPERATIONS

- A. General: In the event that an emergency affects residents, property, or the economies of more than one jurisdiction, the jurisdictions may create a "Joint Policy Team" as follows.
  1. The need for a policy decision or joint action with potential cross-boundary impact will likely be identified by one or more of the member jurisdictions of the Emergency Management Council of Thurston County.
  2. Each jurisdiction affected by the emergency will name a representative to the Joint Policy Team. The representatives will be either elected officials of their designees who are duly authorized to make decisions on behalf of their jurisdiction.
  3. The Joint Policy Team will, to the extent possible, meet in person so that decisions can be made quickly among all members. However, teleconferencing, telephone calling or other forms of real time communication may be used instead when necessary.

4. Decisions made by the Joint Policy Team may have to be ratified by the elected body of the affected jurisdictions.
5. Types of joint policy decision may include, but are not limited to:
  - a. Joint statements or official declarations, including special warnings, instructions, statements, or other emergency public information.
  - b. Evacuation orders.
  - c. Reentry policies.
  - d. Curfew or the restriction of the movement.
    - i. Time limits on when residents may access identified emergency areas.
    - ii. Long-term closure of an emergency scene or region to unauthorized personnel.
    - iii. Long-term closure of streets and roads to unauthorized traffic.
  - e. Regulation of allocation of essential goods and services.
    - i. Impressing (including seizing) necessary items for use during an emergency.
    - ii. Encouraging retail and service establishments to voluntarily resist increasing the price of certain essential goods (anti-price gouging measures).
    - iii. Establishing mandatory price-stabilization measures to ensure necessary items are distributed equitably among residents. Examples include: food, water, heating fuels, shelter repair materials, and other goods needed to ensure the health and safety of residents.
  - f. Prioritization of response and recovery resources in the most effective and efficient manner.
  - g. Enforcement of isolation or quarantine orders directed by the Public Health Officer.



**V. RESPONSIBILITIES**

**A. Elected Officials (Board of County Commissioners and City Councils)**

1. Support, and provide guidance for, the process by which joint decisions are made among jurisdictions during an emergency.
2. Approve legislation needed to adopt or ratify joint policy decisions made under this process.
3. Serve or appoint a designee to serve on the Joint Policy Team.

**B. Emergency Management Jurisdictions**

1. Continue to participate in the Emergency Management Council of Thurston County as a way to maintain working relationships and share information.
2. Identify a facility as a central coordination point for the Joint Policy Team.
3. Work cooperatively to launch the joint policy-making process outlined in this document, including assembling the Joint Policy Team. Provide coordination and support to the team.
4. To expedite joint decision-making, develop “prototype” decisions in advance of emergencies, which could then be used during actual events.

**VI. REFERENCES**

Inter-local Cooperative Agreement for Emergency Management within Thurston County, as currently in force.