San Juan County/Town of Friday Harbor
Comprehensive Emergency Management Plan

February 2010

SAN JUAN COUNTY

San Juan County Department of Emergency Management
Patterson Building, 520 Guard Street
Friday Harbor, San Juan Island, 98250

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Preface

This Comprehensive Emergency Management Plan is an all-hazard plan that describes how San Juan County will organize and respond to emergencies and disasters. It is based on, and is compatible with, Federal, State of Washington, and other applicable laws, regulations, plans, and policies, including the National Response Framework and the State of Washington Comprehensive Emergency Management Plan.

It is recognized that response to emergency or disaster conditions in order to maximize the safety of the public and to minimize property damage is a primary responsibility of government. It is the goal of San Juan County that responses to such conditions are done in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, San Juan County has formally adopted the principles of the National Incident Management System and the Incident Command System.

Consisting of a Basic Plan, 15 Emergency Support Function Annexes that complement planning at the state and federal levels, and Incident Annexes, this Comprehensive Emergency Management Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in San Juan County will coordinate resources and activities with each other and federal, state, local, and private-sector partners.

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Letter of Promulgation

TO: The Citizens of San Juan County

   All San Juan County Departments and other organizations with disaster mitigation, preparedness, response and/or recovery responsibilities

FROM: San Juan County Department of Emergency Management

SUBJ: San Juan County Comprehensive Emergency Management Plan

The San Juan County Comprehensive Emergency Management Plan is designed to ensure that all responsible jurisdictions, agencies, and organizations within San Juan County have the capability to respond to all emergencies and disasters.

Pursuant to RCW 38.52, the Plan is intended as a comprehensive framework for countywide disaster mitigation, preparedness, response, and recovery. It details authorities, functions, and responsibilities to establish a mutually cooperative plan of action between local, state, federal, public, and private sector organizations.

The San Juan County Department of Emergency Management will be responsible for coordinating all such mitigation, preparedness, response, and recovery activities, as well as publishing and distributing this Plan and changes, as required.

Every effort has been made to assure the Plan's compatibility with planning guidance provided by the Federal Emergency Management Agency and the Washington State Emergency Management Division.

This Plan will be used to direct and coordinate response and recovery efforts to protect the lives, health, and property of citizens of San Juan County.

I request that all jurisdictions, agencies, and organizations in San Juan County study this plan and be prepared to discharge its emergency responsibilities or to support the emergency responsibilities of others. All jurisdictional Elected Officials should be familiar with this Plan, prepare, as appropriate, emergency response plans for their jurisdictions, and coordinate all emergency response planning through the San Juan County Department of Emergency Management to ensure a prompt response to, and timely recovery from, emergencies and disasters.

In addition, the Director of the Department of Emergency Management will be responsible for coordinating maintenance of this Plan, and working with other levels of government to maintain the organizational capabilities and resources necessary to effectively implement this Plan.

Finally, each citizen of this county is requested to prepare to do his or her part to provide for self-protection and the protection of public and private property within San Juan County.

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Plan Administration

The San Juan County Comprehensive Emergency Management Plan (CEMP), including appendices and annexes, will be reviewed annually or as appropriate after an exercise or incident response. The CEMP will be formally re-promulgated by the County once every five years.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change No.	Summary of Changes
2009	Original Release	

Plan Distribution List

Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided, when available. The recipient will have the responsibility for updating their respective Emergency Operations Plans when changes are received. The San Juan County Director of Emergency Management is ultimately responsible for all plan updates.

Date	No. of Copies	Jurisdiction/Agency/Person
	1	San Juan County Public Works Department
	1	San Juan County Department of Health and Community Services
	1	San Juan County Sheriff's Office
	1	San Juan County Administrator
	1	San Juan County Planning Department
	1	San Juan County Auditor's Office
	1	Town of Friday Harbor
	1	San Juan County Fire Protection District #1, Friday Harbor
	1	San Juan County Fire Protection District #2, Orcas Island
	1	San Juan County Fire Protection District #3, San Juan Island
	1	San Juan County Fire Protection District #4, Lopez Island
	1	San Juan County Fire Protection District #5, Shaw Island
	1	San Juan Island EMS
	1	Orcas Power and Light Cooperative (OPALCO)
	1	American Red Cross (Anacortes Chapter)
	1	Islands' Oil Spill Association (IOSA)

CEMP Assignments

Unless otherwise stated, the following table identifies agencies responsible for the review of specific plan sections and annexes. Changes will be forwarded to the San Juan County Director of Emergency Management for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged.

Section/Annex	Responsible Party
Basic Plan	SJC DEM
Emergency Support Function Annexes	
ESF 1 Transportation	SJC Public Works,Town of Friday Harbor Roads, Ports
ESF 2 Communications	SJC DEM
ESF 3 Public Works and Engineering	SJC Public Works,Town of Friday Harbor Roads
ESF 4 Firefighting	SJC Fire Districts 1-5
ESF 5 Emergency Management	SJC DEM
ESF 6 Mass Care, Emergency Assistance, Housing and Human Services	SJC Health and Community Services, SJC Fire Districts 3, 4, and San Juan Island EMS,
ESF 7 Resource Support	SJC DEM
ESF 8 Public Health and Medical Services	SJC Health and Community Services
ESF 9 Search and Rescue	SJC Sheriff's Office
ESF 10 Oil and Hazardous Materials	IOSA, SJC Fire Districts 1-5
ESF 11 Food and Agriculture	SJC Health and Community Services
ESF 12 Energy	OPALCO
ESF 13 Public Safety and Security	San Juan County Sheriff's Office
ESF 14 Long-Term Community Recovery	SJC DEM
ESF 15 External Affairs	SJC Communications Office

Section/Annex	Responsible Party
Incident Annexes	
IA 1 Severe Storm	SJC DEM
IA 2 Wildland/Urban Interface Fire	SJC Fire Districts 1-5
IA 3 Flood	SJC DEM
IA 4 Drought	SJC DEM
IA 5 Earthquake/Tsunami	SJC DEM
IA 6 Hazardous Materials	SJC Fire Districts 1-5, SJC DEM
IA 7 Transportation Accident	SJC DEM
IA 8 Public Health-Related Incident	SJC Health and Community Services
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ESF 7 – Logistics Management and Resources Support
ESF 8 – Public Health and Medical Services
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ESF 10 – Oil and Hazardous Materials
ESF 11 – Agriculture and Natural Resources
ESF 12 – Energy
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ESF 14 – Long-Term Community Recovery
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ESF 20 – Defense Support to Civil Authorities

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IA 3 – Flood
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1 Introduction

1.1 Mission

It is the policy of the government of San Juan County and the mission of its Department of Emergency Management, in cooperation with other elements of our community, to protect life, property, and the environment by endeavoring to mitigate, prepare for, respond to, and recover from all man-made and natural emergencies and disasters.

San Juan County's emergency management goals are as follows:

- Develop citizen self sufficiency

- Develop first responder capabilities

- Present a plan that will guide organized behavior in a disaster

- Create an atmosphere of interagency cooperation, as well as include private sector and volunteer resources.

1.2 Purpose and Scope

1.2.1 Purpose

The following Comprehensive Emergency Management Plan (CEMP) has been developed to assist in carrying out the aforementioned policy and mission.

The plan applies to any emergency or disaster that requires a coordinated response. This may include natural disasters, such as earthquakes, tsunamis, and winter storms; technological emergencies, such as hazardous materials release, utility infrastructure failure, and ferry service interruption and other incidents. The potential hazards affecting the islands are discussed in Section 2 – Situation and Planning Assumptions of the CEMP.

The CEMP establishes:

- An organizational structure;

- Fundamental assumptions and policies;

- A concept of operations; and

■ Specific functional responsibilities for appropriate departments, agencies, and organizations.

This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day, emergency situations. This CEMP complements the State of Washington Comprehensive Emergency Management Plan (State CEMP) and the National Response Framework (NRF).

1.2.2 Scope

■ The CEMP applies to all emergencies and disasters affecting San Juan County and the Town of Friday Harbor.

■ The term **"emergency"** as used in this plan means a set of circumstances that demand immediate action to protect life, property, or the environment; a **"disaster"** is an emergency that is beyond the capabilities of the responding organizations or jurisdiction.

■ The CEMP supports existing plans and operational procedures followed by the government, private sector, and volunteer entities mentioned within the plan. It is **not** the purpose of the CEMP to dictate how a responding entity internally operates but rather how it coordinates with other responders and the Department of Emergency Management.

■ The State of Washington's CEMP and, in turn, the U.S. government's Federal Response Plan also support this document in a similar manner.

The County CEMP is intended to be invoked whenever the County must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Notwithstanding its Countywide reach, this plan is intended to guide only the County's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public- and private-sector entities within the County but not supplanting or taking precedence over them.

The primary users of this plan are elected officials, department heads, and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in emergency response efforts. The general public is also welcome to review this plan in order to better understand the processes by which the County manages the range of risks to which the County is subject.

It is recognized that the community in San Juan County takes care of its own and many emergency actions are performed as a matter of course. This plan serves to provide a formal framework within which the County can execute emergency

operations and recovery in extraordinary circumstances where defined guidance is necessary for effective and efficient service provision.

1.2.3 Limitations

The unique geography that makes San Juan County a desirable location for its residents also works against emergency responders in their efforts to serve the community. Distant access to mainland resources, limited inter-island transportation, few roads, and dense forest hamper efforts to move personnel and equipment to a disaster site or evacuate residents out of harms way. While every reasonable effort will be made to respond to emergencies or disasters, resources and/or systems will likely be overwhelmed in a major event. Therefore, it is neither implied nor should it be inferred that this plan guarantees a perfect response to a disaster or emergency.

1.3 Plan Structure

The County CEMP is divided into a Basic Plan and appendices, Emergency Support Function (ESF) Annexes, and Incident Annexes (IAs).

The purpose of the Basic Plan is to:

■ Provide a description of the legal authorities upon which the County has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers;

■ Describe the context under which the County will respond to an incident, including a community profile and discussion of hazards and threats facing the community;

■ Assign and describe roles and responsibilities for the County agencies tasked with emergency preparedness and response functions;

■ Describe a concept of operations for the County that provides a framework upon which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions;

■ Describe the County's emergency response structure, including activation and operation of the County Emergency Operations Center (EOC) and implementation of the Incident Command System (ICS); and

■ Discuss the County's protocols to maintain and review this CEMP, including training, exercises, and public education components.

The Basic Plan is supplemented by ESF Annexes and IAs:

■ ESF Annexes focus on critical operational functions and the positions responsible for carrying them out. These annexes clearly describe the

policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency.

■ IAs focus on the special planning needs generated by the particular hazard and contain unique and regulatory response details that apply to a single hazard.
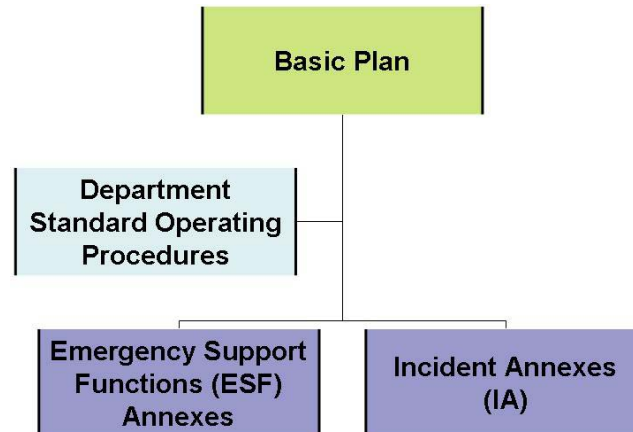
1.4   Emergency Management Organization

San Juan County Municipal Code Chapter 2.48, Ordinance No. 9-1998, establishes the San Juan County-Friday Harbor Emergency Management Council (EMC) comprising of the Friday Harbor Town Administrator and the San Juan County Administrator. The ordinance further establishes the Department of Emergency Management (DEM). The Director of DEM is appointed by the EMC and is subject to their direction and control. The Director of DEM is empowered to carry out the following duties:

■ Prepare emergency plans and programs for San Juan County;

■ Manage the emergency services organization for the County; and

■ Represent the emergency organization of the County in all matters pertaining to emergency services and disasters.

DEM is also responsible for managing the Emergency Operations Center (EOC), based at the Fire District No. 3 Headquarters at 1011 Mullis Street on San Juan Island. The EOC is not permanently staffed but activated to various levels depending on the incident. The EOC acts as a central location for coordination.

1.4   Relationship to Other Plans

Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of Homeland Security to develop, submit for review by the Homeland Security

Council, and administer NIMS and NRF. NIMS, including ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning across jurisdictions.

The NRF, organizes the types of federal response assistance a state is most likely to need into 15 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities. The State of Washington CEMP follows the ESF format in designating, with some modifications, similar ESFs.

1.3.1   State of Washington Comprehensive Emergency Management Plan

Emergency management in Washington State is organized as shown in the State CEMP. The State CEMP establishes emergency management functions and the responsibilities of the Washington State Military Department, Emergency Management Division (EMD), state agencies, commissioners, boards and councils. The State CEMP is a comprehensive plan for statewide mitigation, preparedness, response, and recovery activities.

The State CEMP consists of:

- The Basic Plan, which identifies policies and concepts of operations that guide the state's mitigation, preparedness, response, and recovery activities.

- The Appendices, which describe emergency management activities and provide additional details to the Basic Plan.

- The ESFs, which describe the mission, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of function-specific activities.

The San Juan County CEMP is designed to be consistent and compliant with the State CEMP.

1.3.2   Continuity of Operations and Continuity of Government Plans

The County has not formalized a Continuity of Operations (COOP) or a Continuity of Government (COG) plan to date. However, should the County develop or implement these plans in the future they may be used in conjunction with the CEMP during various emergency situations. The COOP/COG plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Parts of these plans identify essential functions of local government, private sector businesses, and community services and delineate procedures developed to support their continuation. COOP/COG plan elements may include, but are not limited to:

- Ensuring the County's continuous functions and operations during an emergency;

- Maintaining clear lines of authority and, when necessary, implementing the approved line of succession and proper delegation of authority;

- Protecting critical facilities, equipment, vital records, and other assets;

- Reducing or mitigating disruptions to operations and essential community services;

- Reducing loss of life, minimizing property damage, and protecting the local economy from significant impacts; and

- Achieving a timely and orderly recovery from emergencies and resumption of full services to the public.

1.3.3   Natural Hazard Mitigation Plan

The San Juan County – Town of Friday Harbor Natural Hazards Mitigation Plan was developed in October 2006. The plan is a step toward the comprehensive assessment of disasters that can happen in the County's future—and what the County can do to protect its citizens, their homes, and the community at-large. Further discussion of hazards identified in the NHMP can be found in Section 2 of the Basic Plan as well as the IAs.

1.4 Authorities

The following section highlights significant county and state regulations and plans governing activities for responding to major emergencies and disasters.

1.4.1   Legal Authorities

In the context of the County CEMP, a disaster or major emergency is considered an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is pursuant to Revised Code of Washington (RCW) 38.52 to provide a comprehensive framework for countywide disaster mitigation, preparedness, response, and recovery.

The San Juan County DEM has been identified as the lead agency in the Emergency Management Organization (EMO). The Director of DEM, given the collateral title of Director of Emergency Management, has the authority and responsibility for the organization, administration, and operations of the EMO.

Table 1-1 sets forth the federal, state, and local legal authorities upon which the organizational and operational concepts of this CEMP are based.

Table 1-1   **Legal Authorities**

Federal
− Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended
− The Disaster Relief Act of 1974, PL 93-288 as amended
− Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707
− Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended
− Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
− EO 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988
− EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984
State of Washington
− Revised Code of Washington (RCW) 38.52 and 39.34
− Washington Administrative Codes (WAC) 118-04, 118-30 and 296-62-40115(2)
San Juan County
− San Juan County Municipal Code Chapter 2.48, Ordinance No. 9-1998

1.4.2 Mutual Aid and Intergovernmental Agreements

Mutual aid agreements define preexisting relationships between agencies or organizations, and highlight the likely cooperative efforts that would occur in an emergency or disaster.

The following mutual aid agreements are in place that relate to emergency and disaster response:

- The Region 1 DEM Mutual Aid Agreement: signatories include San Juan, Skagit, Whatcom, and Island Counties.

-The San Juan County Emergency Response Mutual Aid Agreement: signatories include all San Juan County Fire and EMS Districts, and the San Juan County Sheriff's Office.

1.5 Proclaiming an Emergency

1.5.1 Local Actions

Washington State law gives local jurisdictions the responsibility for protecting their citizens. It also provides great flexibility in paying for such costs when a disaster occurs requiring local action beyond normal capabilities, provided that local officials issue a proclamation of emergency or resolution.

Proclamation or Resolution

A local proclamation authorizes the emergency use of local resources and allows emergency expenditures, as well as waiving the normal bid procedures, if necessary. A local proclamation is a prerequisite for some state or federal assistance.

Emergency Powers

The RCW has specific sections that deal with emergency powers for local governments. These sections affect political subdivisions as shown below:

- Cities under 300,000 population RCW 35.33.081

- Cities over 300,000 population RCW 35.32A.060

- Counties RCW 36.40.180

- All political subdivisions RCW 38.52.070(2)

Generally, before requesting state assistance or a Governor's Proclamation of Emergency, all local resources are committed and effective response is beyond the capabilities of the affected local jurisdiction. Local resources include those owned by the local jurisdiction or private sources obtained with local funds. Mutual aid or interlocal agreements should be considered, as well. This commitment of resources can create a severe financial strain that can be overwhelming to long-term recovery.

1.5.2   State Actions

The state may be responding even if a Governor's Proclamation is not issued. Any response under the State CEMP or any special contingency plan can be initiated without a proclamation of emergency.

Governor's Proclamation

Washington State law allows the Governor to proclaim a State of Emergency or Disaster after finding that a public disorder, disaster, energy emergency, or riot exists that affects life, health, property, or the public peace. A State of Emergency can be for the entire state or a specific community and is effective only within the area described in the proclamation or subsequent amendments. The proclamation will indicate the activation of the State CEMP and authorization for use of appropriate state resources.

Governor's Powers

The Governor has widespread powers after proclaiming an emergency. When the law was written in 1969, those powers were aimed at curtailing civil unrest. In recent years, however, an emergency proclamation is often issued in response to more typical emergencies faced in the state such as floods and wildland fires.

Circumstances for which the Governor might proclaim a State of Emergency or Disaster include:

- Recognizing a situation has the potential for overwhelming the capabilities and resources of the affected communities;

- Using the Washington National Guard or making extraordinary use of state resources to assist affected communities (Use of the National Guard does not require an emergency proclamation; it can be accomplished by "order of the Governor" [RCW 38.08]);

- Pursuing appropriate federal assistance for emergency response or disaster relief programs, including obtaining Federal Highways Administration Emergency Relief funding for road damages; and

- Reassuring the public that the state is responding with all available resources to protect the public health and safety.

1.5.3   State Assistance Supplements Local Capacity

Reimbursement

A proclamation does not imply that the state will reimburse the local costs of responding to or recovering from an emergency. If other assistance is not available, the cost of recovery is borne by the individual, local and state governments, businesses and industry, and Indian Tribes. State assistance is supplemental to the local capacity to recover from disasters.

Documentation

The Washington Military Department, Emergency Management Division, prepares the Governor's Proclamation based upon the documentation gathered from the local emergency management offices and government agencies. Initial documentation from local emergency management offices is necessary very early during the response phase to meet certain federal criteria for requesting federal assistance. (Local emergency management office as defined in RCW 38.52, Title 118 WAC, and the Washington State CEMP.)

1.6   Continuity of Government

1.6.1   General

The San Juan County RCW provides for the filling of vacant elective offices by the County Council.

The County Council bears responsibility for declaring a state of emergency in San Juan County. In the event the County Council cannot convene, an effort shall be made to contact the Council members in person or by telephone. A state of emergency may be declared by any one of the Council members in the event they are not able to contact any other Council members. In the event that no Council members can be contacted, the following individuals are authorized to declare a

state of emergency, subject to approval by the County Council members at the earliest possible date:

A. County Administrator;

B.   Director of Department of Emergency Management;

C. County Sheriff;

D. Emergency services coordinator;

E. The highest ranking member of the San Juan County sheriff's department available.

In the event of an emergency or disaster that is limited in it's scope to Friday Harbor, the Friday Harbor Town Council may choose to declare an emergency specific to Friday Harbor, using a procedure identical to that described above for the County. In the event that no Town Council members can be contacted, the following individuals are authorized to declare a state of emergency, subject to approval by the County Council members at the earliest possible date:

A. Mayor of Friday Harbor;

B. Friday Harbor Town Administrator;

C. Director of Department of Emergency Management.

1.6.2   Succession of Authority for County Government

In the event the County Council is unavailable or inaccessible, the succession of authority for the administrative management of the Executive Branch of County Government is as follows:

■   County Administrator

■   Sheriff

■   Director of Public Works

■   Director of Health and Human Services

It is the policy of San Juan County government that all department heads designate successors to fulfill their functions in the event of their absence or disability. It is also the policy of San Juan County government that department heads designate **primary and alternate locations to direct department operations.**

1.6.3 Succession of Authority for Town of Friday Harbor

Municipal governments are encouraged to formalize the internal transfer of power for continued operations of government. The order of succession should be identified by position titles and made available on an annual basis to the DEM. Such adopted rules and regulations should provide for appointment of temporary interim successors to the elected and appointed offices of the political subdivision.

In the event that such formalized succession has not been identified, the language of RCW 42.14.050 may be applied. RCW 42.14.050 states:

> *"In the event that the executive head of any city or town is unavailable by reason of [emergency or disaster] to exercise the powers and discharge the duties of the office, then those members of the city or town council or commission available for duty shall by majority vote select one of their number to act as the executive head of such city or town. In the event [that the emergency or disaster] reduces the number of city or town council members or commission members, then those members available for duty shall have full power to act by majority vote of those present."*

1.6.4 Protection of Vital Records

It is the policy of San Juan County government that County departments identify and adequately protect essential records. County Administrative Services is the lead for providing guidance and direction related to the identification and preservation of essential records.

The Town of Friday Harbor is encouraged to establish policies for the guidance and direction related to the identification and preservation of essential records.

1.6.5 Relocation of the Seat of Government in an Emergency

RCW 42.14.075 allows local government to conduct the affairs of that local government at a place within or without the territorial limits of the political subdivision if it becomes imprudent, inexpedient, or impossible to do business at the usual places. The decision to relocate San Juan County government will be dependent on the circumstances and information available at the time of an emergency.

1.6.6 Department Continuity of Operations Plans

Each County department is responsible for pre-identifying lines of succession in management's absence. All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. DEM will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads

within the County are responsible for developing and implementing COOP/COG plans to ensure continued delivery of vital services during an emergency.

1.6.7   Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the Director of Emergency Management to the State Emergency Management Division according to provisions outlined under state statute. Refer to ESF 7 – Logistics Management and Resource Support for detailed information regarding available resources and coordination procedures established for the County.

The executives of Friday Harbor are responsible for the direction and control of their communities' resources during emergencies and are responsible for requesting additional resources required for emergency operations. In times of declared disasters, all assistance requests will be made through the Emergency Management Director via the County EOC. The County EMO processes subsequent assistance requests to the State.

> **Resource Typing**
>
> Resource typing is a method for standardizing nomenclature used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.
>
> Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

1.6.8   Financial Management

During an emergency, the County is likely to find it necessary to redirect funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the County Council. If an incident in the County requires major redirection of County fiscal resources, the County Council will meet in emergency session to decide how to respond to the emergency funding needs and will declare a State of Emergency and request assistance through the County as necessary.

Expenditure reports should be submitted to the Auditor's Office and managed through the County Auditor to identify budgetary shortfalls. The Auditor's Office will support procurement issues related to personnel, both volunteer and paid, and will staff the Finance Section in the EOC when appropriate. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

1.6.9   Liability Issues

Liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions, are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.7   Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to maintaining overall response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. Safety precautions and Personal Protective Equipment (PPE) decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Washington State Department of Labor and Industries may provide assistance and guidance on worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 – Public Health and Medical Services.

Processes in support of employees and their families during emergency situations or disasters will be further developed through ongoing COOP/COG planning.

2 Situation and Planning Assumptions

2.1 Situation

2.1.1 Community Profile

Such events as earthquakes, tsunamis, or hazardous materials releases are a challenge to any community. Here on the islands the impact from such events is magnified significantly by our geography. Not only in the response stage of an incident, where speed of deployment and quantity of resources can be critical to saving life or mitigating further disaster, but also during the recovery stage, where a delay in providing medical supplies, water, and shelter can, in itself, result in severe hardship or even loss of life. The potential hazards facing San Juan County are discussed in the County's Hazard Identification and Vulnerability Analysis (HIVA).

Comprising 172 named islands (32 occupied), San Juan County has no bridges to the mainland or between the larger islands on which the majority of the County's 14,000+ residents live. Power is provided to the County via a single submersed cable from the mainland. Although out-of-county phone communications are also reliant on a submersed cable to the mainland, inter-island communications can work independently. Both services have been interrupted for extended periods in the past. Cell phone coverage is sporadic. A single community radio station on Lopez Island is the only local radio outlet. There are no licensed television stations in San Juan County.

Transportation to and between the larger islands of San Juan County is primarily provided by Washington State Ferries. Larger equipment or goods that are forbidden on the public ferry system are moved by one of three barges servicing the entire County. Use of the barges is dependent on the tides and the availability of suitable sites to off-load. Other methods of transportation include private vessels operating out of the island's 11 marinas or from numerous private moorings and general aviation aircraft utilizing the 3 public airfields or the smaller private strips scattered throughout the region. Although there is an abundance of boats and aircraft in the San Juan area, they have a limited ability to transport equipment, and their use relies on the willingness of their owners to assist.

Historically, the residents of San Juan County, like others living in remote locations, have proved very self-reliant during emergencies. Clearing fallen trees from roads, assisting neighbors in medical emergencies, and making urgent repairs to communal property being an understood part of island life. However, with the influx of residents from more urban areas, where such services are expected to be performed by the authorities, this self-reliance may not be as evident in the future.

For a more detailed Community Profile, see Section 3 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

Figure 2-1   Map of San Juan County (I'll get you a better map)

2.1.2   Hazards and Threats

A wide range of natural and human-caused hazards and threats have the potential to disrupt the community, causing casualties and/or damaging property and the environment. These are discussed in the following sections.

2.1.2.1   Severe Storms

Based on past events, there is a high probability of a severe storm event occurring in San Juan County. All areas of San Juan County are vulnerable to storms, high winds, extended periods of heavy rain, freezing temperatures, and snow. The strongest winds and coldest weather come from the northeast, slamming the

northern islands first. When this occurs, heavily timbered and mountainous Orcas Island almost always experiences significant damage. To a limited extent, Orcas shelters San Juan, Shaw, and Lopez Islands from the full brunt of these storms. However, northeasters, along with storms from the southwest, present a variety of hazards and continue to cause significant damage to all of the county's islands.

For a more detailed discussion of Severe Storms, see Section 5 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

2.1.2.2   Wildland-Urban Interface Fire

Based on past events, there is a moderate probability of a major conflagration event on any of San Juan County's many islands. While sparsely populated compared to much of Western Washington, the rural character of San Juan County is a perfect setting for wildland-urban interface fire. Virtually all parts of the County are at risk, and the County has limited rural fire suppression services.

For a more detailed discussion of Wildland-Urban Interface Fire, see Section 6 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

2.1.2.3   Flood

Certain inland and lowland areas of San Juan County are vulnerable to tidal flooding or storm surge when specific conditions occur simultaneously including high tide, heavy rain, and high winds. While flooding is infrequent in San Juan County, some areas are at risk when conditions are right. When floods do occur, they can damage structures, crops, land, flood-control systems, roads, utilities, and, more rarely, cause injury or loss of life. Flooding in developed areas could significantly impact residences and infrastructure.

For a more detailed discussion of Floods, see Section 7 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

2.1.2.4   Drought

Drought can result in increased fire danger and limited water for fire suppression, water shortages and rationing, agricultural losses, and groundwater well failure. Despite growing evidence of global warming and several recent drought events, there is a perceived low probability of drought occurring in San Juan County.

For a more detailed discussion of Drought, see Section 8 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

2.1.2.5   Earthquake and Tsunami

In the event of an earthquake or tsunami, all parts of San Juan County are at risk of structure failure or destruction, injury or death, disruption of essential services and commerce, and impact on the local and regional economy. Low-lying soft-soil or loose-bank areas are at greater risk of structural collapse than are rocky areas.

For a more detailed discussion of Earthquakes and Tsunamis, see Section 9 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

2.1.2.6   Pandemic Flu

The geographic location of San Juan County as a gateway from Asia and Canada to the United States makes the County as, or more, vulnerable as anywhere in the Americas to the spread of influenza and a pandemic incident.

For a more detailed discussion of Pandemic Flu, see Section 10 of the San Juan County/Town of Friday Harbor Natural Hazards Mitigation Plan.

2.1.2.7   Transportation Accident

Given the County's reliance on alternative transportation and challenging geography, there is risk within the islands for a major transportation accident involving ferry, aircraft, ship or tanker. Depending on the situation, a significant risk of oil spill is a possible result of any accident as well.

2.2   Assumptions

The assumptions upon which this CEMP is predicated are:

- A disaster may overwhelm the resources and capabilities of San Juan County. For example, the occurrence of a significant earthquake may result in large numbers of casualties, destruction of critical infrastructure facilities, and supply shortages. The islands' medical treatment facilities have no serious trauma capability; limited redundancy exists in the power, phone, and road systems; and few food supplies are held in storage by grocers or other retailers.

- Mutual aid between both the County's islands and adjoining jurisdictions, possibly including Canada, may be required.

- The residents of San Juan County may have to rely on their own resources for at least seven days. If the disaster is a regional event involving the mainland, this period could be *longer* for island residents, particularly those on the smaller outer islands. In addition to welfare items, "own resources" could include such things as medical aid, firefighting, and rescue.

- Transportation by Washington State Ferry to and between islands may be reduced or even eliminated during a regional disaster. Heavy reliance will be placed on *light-duty* private transportation support.

- Both government and public communications may be impacted. Alternative communications are likely to be used by government, including amateur radio or marine channels.

- Because the ICS is the universal method for coordination it may be used at many levels throughout the community. Simultaneous ICS organizations should be anticipated. For this reason, when communicating with the County EOC, incident commanders must identify themselves by geographic, incident specific, or agency titles. For example, Roche Harbor Incident Command, Ferry Fire Incident Command, or Red Cross Incident Command.

- Nothing in this plan is intended to inhibit innovative and resourceful response by communities and agencies in reaction to unique emergency needs. Expedient field activity is appropriate, provided that the ultimate goal is to establish safe and coordinated actions.

- No part of this plan is intended to usurp or replace the command authority of any participating agency but reflects how those authorities can unite and coordinate their resources to their maximum collective advantage.

- Supporting plans and procedures developed by participating agencies should not be inconsistent with the CEMP.

- Current systems in place for alerting county residents during or before an emergency or disaster are often reliant upon utility infrastructure that may be damaged or inoperable at the time of need. Door to door, printed notices, and in person communication may be the most effective methods of community outreach.

3 Roles and Responsibilities

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

The County has developed a plan to implement NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies

3.2 Emergency Management Organization

The San Juan County Director of Emergency Management is responsible for emergency management planning and operations for both San Juan County and the Town of Friday Harbor.

Most of the departments within the County have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below as well as in individual annexes.

The EMO for the County is divided into two general groups: the Executive Group and departments tasked with particular emergency functions.

3.2.1 Executive Group

The Executive Group is referred to in this plan as a single body but in fact may have several components with representation from each local political jurisdiction within the emergency management program. Each group is responsible for the activities conducted within their respective jurisdiction. The members of the Executive Group include both elected and appointed executives with certain legal responsibilities. Key general responsibilities for those officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners;

- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises;

- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector;

- Understanding and implementing laws and regulations that support emergency management and response;

- Ensuring that local emergency plans take into account the needs of:

    - The jurisdiction, including persons, property, and structures,

    - Individuals with special needs, including those with service animals,

    - Individuals with household pets, and

- Encouraging residents to participate in volunteer organizations and training courses.

3.2.1.1   San Juan County Council/Friday Harbor Town Council

The San Juan County Council/Friday Harbor Town Council is responsible for:

- Appropriating funds for emergency needs;

- Requesting state and federal assistance;

- Pre-delegating emergency authority;

- Filling vacancies of elected officials; and

- Declaring a State of Emergency for the county.

3.2.1.1   Town of Friday Harbor Administrator

The Town of Friday Harbor Administrator is responsible for:

- Under the supervision of the mayor, assisting with town-centered administrative and support services;

- Declaring a State of Emergency in the absence of the mayor; and

- Serving as town representative to a Unified Command.

3.2.1.2   Emergency Management Council

The Emergency Management Council is responsible for:

■   Providing overall direction and control;

■   Appointing the Director of Emergency Management.

3.2.1.3   Director of Emergency Management

The County Director of Emergency Managementhas the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Director of Emergency Management works with the Executive Group to ensure that there are unified objectives with regard to the County's emergency plans and activities including coordinating all aspects of the County's capabilities.

The Director of Emergency Management coordinates all components of the local emergency management program, which includes assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

In particular, the Director of Emergency Management is responsible for:

■   Providing overall direction and control;

■   Directing activation of the EOC;

■   Determining objectives and setting priorities;

■   Activating elements of ICS at the EOC level;

■   Conducting briefings and planning sessions;

■   Approving and authorizing the Incident Action Plan;

■   Approving requests for additional resources;

■   Authorizing release of information to the media; and

■   Advising the County and Town Councils and Emergency Management Council on emergency matters.

3.2.1.3   County Department Heads

Department and agency heads collaborate with the Executive Group during development of local emergency plans and provide key response resources. County department and agency heads and their staffs develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They should also participate in interagency training and exercises to develop and maintain the necessary capabilities. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Director of Emergency Management.

3.2.2   Responsibilities by Department

3.2.2.1   All Departments

Whenever possible, emergency assignments will parallel day-to-day activities of the department or person so assigned. Each department, agency, or organization is responsible for the following:

- Appoint a liaison to the Local Emergency Planning Committee.

- Assign a representative to the EOC when applicable.

- Establish, and keep current, a 24-hour contact to activate department responsibilities.

- Develop disaster Standard Operating Procedures or Guidelines, to include:

    - Department chain of command.

    - List of required resources.

    - Method of coordination and communication with EOC.

Each named department, agency and organization has the following specific responsibilities (in alphabetical order):

3.2.2.1   Administrative Services

- Coordinate the emergency relocation and repair of county facilities;

- Assist County agencies in the preservation of essential records;

- Coordinate the hiring of emergency personnel;

- Develop County building and facility evacuation/emergency plans;

- Review emergency contracts for county liability exposure considerations.

3.2.2.2   American Red Cross

- Provide sheltering facilities.

- Provide food and clothing and counseling to disaster victims.

- Provide food to response workers.

- Provide nursing care to victims at shelters.

- Provide personnel to damage assessment teams.

■ In coordination with the Department of Emergency Management, regularly review and update ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.

3.2.2.3   Assessor

■ Provide personnel for damage assessment.

3.2.2.4   Auditor

■ Serve as Finance Section Chief.

■ Provide personnel for Time Unit, Procurement Unit and Compensation Unit.

■ Provide cost estimate and financial analysis.

3.2.2.5   Clinics

■ Provide medical care.

■ Provide medical supplies to field units.

■ Provide personnel for field triage and treatment.

3.2.2.6   Department of Emergency Management

■ Provide emergency preparedness information.

■ Present emergency training programs.

■ Coordinate disaster assistance.

■ Provide disaster mitigation information.

■ Prepare disaster declarations.

■ Serve as liaison officer to state and federal disaster response agencies.

■ Prepare disaster analysis, damage assessment, and incident reports.

■ Regularly review and update ESF 2 – Communications, ESF 5 – Emergency Management, ESF 7 – Logistics Management and Resource Support, ESF 14 – Long-Term Community Recovery, and ESF 15 – External Affairs.

3.2.2.7   Fire Services

■ Provide community education and preparedness information about wildfire hazards.

■ Provide fire suppression.

- Provide Emergency Medical Services.

- Conduct light duty rescue operations.

- Provide limited property preservation.

- Provide initial response to hazardous materials incidents and coordinate with outside agencies as needed.

- Regularly review and update ESF 4 – Firefighting.

3.2.2.8   Hazardous Waste Coordinator

- Provide and monitor interim storage of hazardous materials.

- Provide disposal or arrange for disposal of hazardous materials.

- Regularly review and update ESF 10 – Oil and Hazardous Materials.

3.2.2.9   Department of Health and Community Services

- Coordinate disease prevention activity.

- Provide vaccinations (limited).

- Provide information on sanitation and food safety.

- Coordinate the mitigation of health hazards.

- Provide nursing care where needed.

- Regularly review and update ESF 8 – Health and Medical Services.

3.2.2.10   Islands' Oil Spill Association (IOSA)

- Respond to oil spills on the water.

- Respond to impending spills on the water.

- Provide related wildlife search and rescue.

3.2.2.11   Orcas Power & Light Cooperative (OPALCO)

- Restore electrical power.

- In coordination with the Department of Emergency Management, regularly review and update ESF 12 – Energy.

3.2.2.12   CenturyTel

- Restore telephone service on priority basis staring with 9-1-1 Centers, fire stations, law enforcement facilities, medical clinics, and the EOC.

3.2.2.13 Public Works

- Ensure County facilities are prepared to withstand effects of storm, earthquake, or other disasters.

- Clear emergency response routes for fire, EMS and law enforcement units upon request.

- Provide heavy and light equipment.

- Provide debris clearance and temporary repairs.

- Direct flood control activities.

- Provide for restoration of County facilities.

- Provide damage assessment for land transportation routes.

- Repair damaged land transportation routes within jurisdiction.

- Provide signs and barricades for traffic detour and closures.

- Regularly review and update ESF 1 – Transportation and ESF 3 – Public Works and Engineering.

3.2.2.14 School Districts

- Develop emergency plans and evacuation plans for schools.

- Provide school facilities for shelter and feeding.

- Provide buses for temporary sheltering and transportation.

- Provide shelter and food for students not able to be reunited with family for up to 72 hours.

3.2.2.15 Sheriff's Office

- Provide law enforcement and security.

- Provide emergency traffic control.

- Provide command and control of search and rescue.

- Provide water craft for reconnaissance and emergency missions.

- Evacuate affected areas.

- Regularly review and update ESF 9 – Search and Rescue and ESF 13 – Public Safety and Security.

3.2.2.16 Water Departments/Water Systems

■ Ensure water systems are operational.

■ Ensure water treatment systems are operational.

■ Ensure wastewater treatment systems are operational.

■ Ensure storm sewers are operational.

■ Monitor water systems for contamination.

3.3 Expectations

Each agency shall be expected to assess the situation, plan a response and manage that response. If the agency assesses that the situation is beyond their capabilities, they may request assistance through the EOC or existing mutual aid channels. **The EOC should be notified of any mutual aid requests made directly to the assisting agency. This will avoid duplicate requests for the assistance of the same resource and also facilitate the access or transportation of that resource into the disaster area.**

The premise of this plan is that all listed agencies will participate in planning for disasters and in exercises designed to test this plan. Voluntary and mutual support of all the listed agencies is necessary to ensure a coordinated response to emergencies.

3.4 Local and Regional Response Partners

The County's emergency organization is supported by a number of outside organizations, including the incorporated towns, service organizations, and the private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to this CEMP.

3.3.1 Private-Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the DEM must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private sector responsibilities include:

■ Planning for the protection of employees, infrastructure, and facilities;

■ Planning for the protection of information and the continuity of business operations;

■ Planning for responding to, and recovering from, incidents that impact their own infrastructure and facilities;

■ Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help;

■ Developing and exercising emergency plans before an incident occurs;

■ Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities; and

■ Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.2   Non-Profits/Nongovernmental Organizations

Nongovernmental Organizations (NGOs) play enormously important roles before, during, and after an incident. In the County, NGOs such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

■ Training and managing volunteer resources;

■ Identifying shelter locations and need supplies;

■ Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, and assistance with post-emergency cleanup; and

■ Identifying those whose needs have not been met and helping coordinate the provision of assistance.

3.3.3   Individuals and Households

Although not formally a part of the County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

■ Reducing hazards in their homes;

■ Preparing an emergency supply kit and household emergency plan;

■ Monitoring emergency communications carefully;

■ Caring and looking out for other members of their community; and

■ Volunteering with an established organization;

3.4   County Response Partners

The County Director of Emergency Management has been appointed under the authority of the Emergency Management Council. The Director of Emergency Management is responsible for developing a countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

3.5   State Response Partners

Under the provisions of RCW 38.52.050, the Governor has broad responsibilities for the direction and control of all emergency activities in a state declared Emergency. The administrator of EMD is delegated authority by RCW 38.52.030 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of state government represent the state emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some state agencies may call upon their Federal counterparts to provide additional support and resources following established procedures and policies for each agency.

3.5.1   Coordination of Military Assistance

■   Military assistance to civil authority is supplemental to local efforts and may come from any military base. Military units responding to assist local authorities maintain their own chain of command and supervision.

■   The base commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Other requests for military assistance are made through the State Emergency Management Division Duty Officer.

■   The National Guard is primarily available after activation by the Governor. Local government must demonstrate that the need is indeed beyond local capability or that a special capability only provided by the military is immediately required.

■   Military assistance is considered supplemental to local efforts and should not be requested unless applicable local resources have been, or will imminently be, exhausted.

■ All military assistance, except direct requests under emergency conditions, will be requested by the County Council through the Washington State Military Department, Emergency Management Division.

■ Military support to local government may be dependent upon a declaration of emergency by the governor.

■ When deployed to provide local assistance, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

3.6 Federal Response Partners

Federal response partners are typically requested by the State Emergency Management Division in the event that state resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the State CEMP and, if necessary, the NRF.

3.7 Response Matrix

Table 3-1 provides a matrix, by ESF, of the local, state, and federal primary organizations that the city may rely on in the event of an emergency.

Table 3-1   San Juan County Local/State/Federal Response Partners by ESF

ESF	Scope (from State CEMP)	Primary Local Agencies	Primary State of Washington Agency	Primary Federal Agency
ESF 1 Transportation	■ Transportation support ■ Transportation safety ■ Restoration and recovery of transportation infrastructure ■ Movement restrictions ■ Damage and impact assessment	Department of Public Works	Department of Transportation	Department of Transportation
ESF 2 Communications	■ Coordination with telecommunications and information technology industries ■ Restoration and repair of telecommunications infrastructure ■ Protection, restoration, and sustainment of national cyber and information technology resources ■ Information systems protection ■ Warning systems	Department of Emergency Management	Military Department, Emergency Management Division Department of Information Services	Department of Homeland Security, *National Communications System*
ESF 3 Public Works & Engineering	■ Infrastructure protection and emergency repair ■ Infrastructure restoration ■ Engineering services and construction management ■ Critical infrastructure liaison	Department of Public Works	Department of General Administration	Department of Defense, *U.S. Army Corps of Engineers*
ESF 4 Firefighting	■ Firefighting activities on state and local lands ■ Resource support to rural and urban firefighting operations ■ Coordination with Federal agencies for firefighting on Federal property	Department of Emergency Management San Juan Cty. Fire Protection Districts	Department of Natural Resources Washington State Patrol	Department of Agriculture, *U.S. Forest Service*
ESF 5 Emergency Management	■ Coordination of incident management efforts ■ Issuance of mission assignments ■ Resource and human capital ■ Incident action planning ■ Financial management ■ Intelligence and information gathering	Department of Emergency Management	Military Department, *Emergency Management Division*	Department of Homeland Security, *Federal Emergency Management Agency*
ESF 6 Mass Care, Emergency Assistance, Housing & Human Services	■ Mass care ■ Emergency assistance ■ Disaster Housing ■ Human services	American Red Cross Department of Health and Community Services	Military Department, *Emergency Management Division* Department of Social and Health Services	Department of Homeland Security, *Federal Emergency Management Agency*

Table 3-1   San Juan County Local/State/Federal Response Partners by ESF

ESF	Scope (from State CEMP)	Primary Local Agencies	Primary State of Washington Agency	Primary Federal Agency
ESF 7 Logistics Management & Resource Support	■ Resource support (facility space, office equipment and supplies, contracting services, etc.) ■ Logistics	Department of Emergency Management Department of Administrative Services	Department of General Administration	General Services Administration Department of Homeland Security, *Federal Emergency Management Agency*
ESF 8 Public Health & Medical Services	■ Public health ■ Medical ■ Mental health services ■ Mass fatality management ■ Mass Casualty Incident management	Department of Health and Community Services	Department of Health	Department of Health and Human Services
ESF 9 Search & Rescue	■ Life-saving assistance ■ Urban search and rescue ■ Search and rescue operations	San Juan County Sheriff's Office	Military Department, *Emergency Management Division* Department of Transportation	Department of Homeland Security, *Federal Emergency Management Agency*
ESF 10 Oil & Hazardous Materials	■ Oil and hazardous materials (chemical, biological, radiological, etc.) response ■ Environment short- and long-term cleanup ■ Oil spill response	Department of Emergency Management San Juan Fire Protection District IOSA	Department of Ecology Washington State Patrol	United State Coast Guard Environmental Protection Agency
ESF 11 Agriculture & Natural Resources	■ Nutrition assistance ■ Animal and plant disease and pest response ■ Food safety and security ■ Natural and cultural resources and historic properties protection ■ Safety and well-being of household pets ■ State Animal Response Plan	Extension Agent San Juan County Parks	Department of Agriculture Department of Natural Resources	Department of Agriculture

Table 3-1   San Juan County Local/State/Federal Response Partners by ESF

ESF	Scope (from State CEMP)	Primary Local Agencies	Primary State of Washington Agency	Primary Federal Agency
ESF 12 Energy	■ Energy infrastructure assessment, repair, and restoration ■ Energy industry utilities coordination ■ Energy forecast	OPALCO	Department of Community, Trade and Economic Development	Department of Energy
ESF 13 Public Safety & Security	■ Facility and resource security ■ Security planning and technical resource assistance ■ Public safety and security support ■ Support to access, traffic, and crowd control ■ Law Enforcement ■ Evacuation and movement	San Juan County Sheriff's Office	Military Department, *Emergency Management Division* Washington State Patrol	Department of Justice
ESF 14 Long-Term Community Recovery	■ Social and economic community impact assessment ■ Long-term community recovery assistance to states, tribes, local governments, and the private sector ■ Analysis and review of mitigation program implementation	Department of Emergency Management Community Development and Planning	Military Department, *Emergency Management Division* Department of Community, Trade and Economic Development	Department of Homeland Security, *Federal Emergency Management Agency*
ESF 15 External Affairs	■ Emergency public information and protective action guidance ■ Media, business, and community relations ■ Congressional, tribal, and international affairs ■ Inter and intra state affairs	County Communications Office	Military Department, *Emergency Management Division*	Department of Homeland Security
ESF 20 Defense Support to Civil Authorities	■ National Guard to active state service ■ National Guard activities under Federal response guidance ■ Department of Defense coordination	Department of Emergency Management	Military Department, *National Guard*	Department of Defense

4 Concept of Operations

4.1 General

San Juan County DEM is a department of the San Juan County Sheriff's Office and is responsible for the County and the Town of Friday Harbor. Primary support agencies include the Sheriff's Office, County and Town fire districts, San Juan Island EMS, Department of Health and Community Services, Red Cross, IOSA, the County Public Works Department, Orcas Power and Light Cooperative (OPALCO), CenturyTel (phone company), and the local medical centers on the three major islands.

A local Proclamation of Emergency is the legal instrument that authorizes extraordinary measures to solve disaster-related problems. A proclamation allows for the emergency use of resources without regard to time-consuming procedures and formalities prescribed by law. DEM is the lead agency for evaluating a situation to determine if the extraordinary authority of an Emergency Proclamation by the County Council is necessary. If so, DEM shall make such recommendation.

If the situation exceeds or is anticipated to exceed the capabilities of the County, the County Council may request assistance from the Governor, or the federal government through the Governor. This is facilitated through San Juan County DEM and the state Emergency Management Division.

When the situation that required a proclamation is over, the Director of Emergency Management shall request the County Council to issue a "Termination of Proclamation."
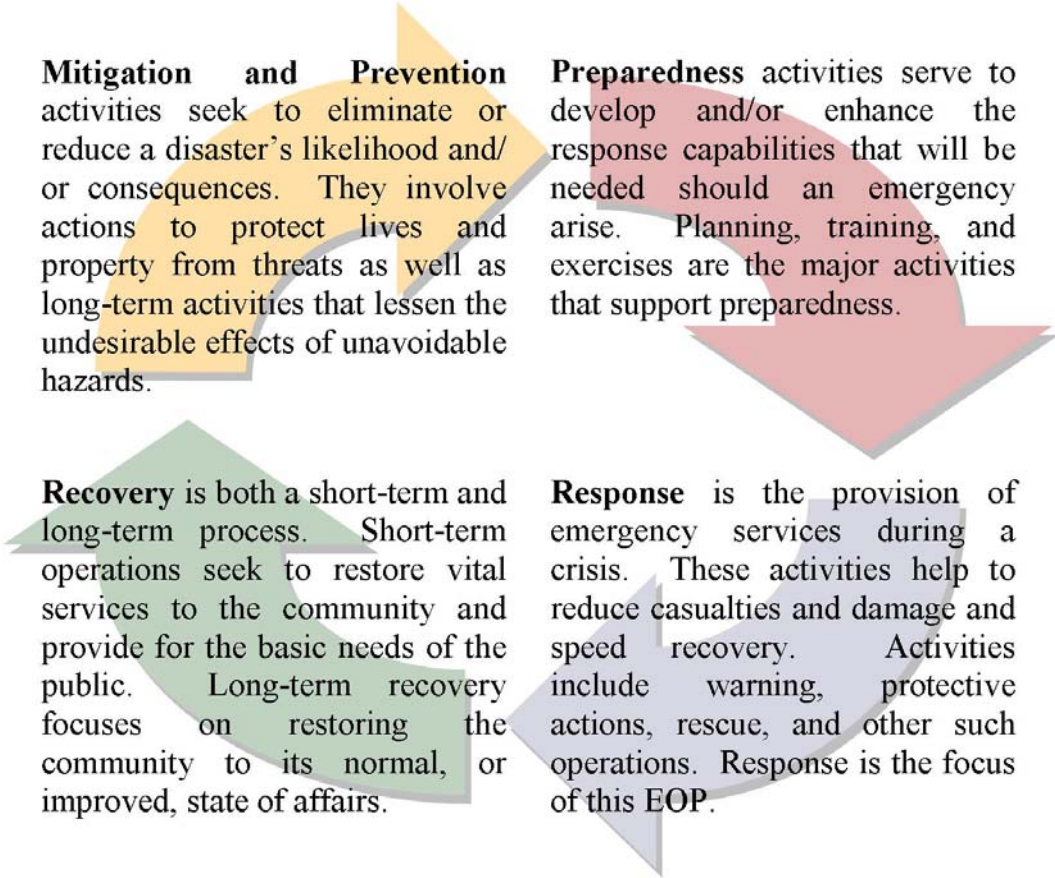
The four phases of emergency management are mitigation, preparation, response, and recovery. During day-to-day operations DEM is primarily involved in the planning, funding and implementation of measures addressing each of these phases. During a disaster DEM's function becomes that of information analysis, coordination, and logistic support for each of the phases. This is facilitated through the use of the EOC and the ICS.

4.2 Phases of Emergency Management

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. This CEMP impacts and is informed by activities conducted before and after any emergency operations

take place; consequently, a brief description of the four phases of emergency management is provided below.

Mitigation and Prevention activities seek to eliminate or reduce a disaster's likelihood and/or consequences. They involve actions to protect lives and property from threats as well as long-term activities that lessen the undesirable effects of unavoidable hazards.

Preparedness activities serve to develop and/or enhance the response capabilities that will be needed should an emergency arise. Planning, training, and exercises are the major activities that support preparedness.

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs.

Response is the provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Activities include warning, protective actions, rescue, and other such operations. Response is the focus of this EOP.

Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Maintaining situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively.

4.3 Emergency Management Concepts

The following list of management priorities, listed in order of importance, is provided to guide policy making during a disaster:

■   Protect life

■   Protect critical assets

■   Protect public and private property

■   Disseminate public information (as soon as possible)

■ Restore essential services

■ Minimize economic and emotional disruption to the community

Due to transportation limitations, any resource support from surrounding counties or the State is likely to be delayed. Consequently, more reliance will probably be placed on private resources from within the County for an extended period. Enhancing cooperation from and coordination between government agencies, volunteer organizations, private business, and the public-at-large is a priority for DEM.

Reliance on so many groups or entities, who are not normally accustomed to emergency response type environments, makes the use of ICS even more critical. For this reason, wherever practically possible, all elements of the response to a disaster will have a representative integrated, at some level, into the ICS. See example organizational chart in Section 5 of this Basic Plan.

Furthermore, RCW 38.52 requires the use of the ICS for all multi-agency responses. Washington Administrative Code (WAC) 296-62-40115(2) also requires ICS be used in response to hazardous materials incidents and specifies the procedures and actions required by the Incident Commander (IC) at a hazardous materials incident.

4.2.1   Direction and Control

Direction and control of emergency management functions for San Juan County is the responsibility of the San Juan County – Friday Harbor EMC, comprising the Administrators of the Town of Friday Harbor and San Juan County. The EMC has delegated this responsibility, with oversight measures, to the Director of the DEM. DEM is responsible for the direction and control of emergency management activities throughout the County, including the Town of Friday Harbor. The Director of Emergency Management is "subject to the direction and control of" the EMC regarding disaster-related decisions concerning priorities and disaster response policy (RCW 38.52.070).

DEM is the lead agency for facilitating coordination among local, state, federal, and private sector agencies and organizations in San Juan County. One exception is the Department of Natural Resources (DNR) response to certain wild-land fires *(Refer to CEMP Part 2.06, section C., sub-section 8.).*

Operational responsibility rests in the hands of the Incident Commander (IC) from the lead response agency. Should the incident be of a complexity or magnitude that requires significant multiple response agency input, the incident commander may elect to establish a **Unified Command** (UC). Working in concert, operational responsibility for the incident rests with the UC.

4.2.2   Emergency Operations Facilities

The primary EOC is a multi-functional room located at the Fire District No.3 Headquarters on San Juan Island. The establishment and management of the EOC is the responsibility of DEM.

Due to the unique island geography of San Juan County, the EOC is supplemented by two independent locations on Orcas and Lopez islands, referred to as Area Command Posts (ACP). These locations can be used as local EOCs for individual island-based incidents requiring no external resources or during a countywide emergency where critical coordinating personnel may be unable to attend the County EOC. Although the ACPs have independent communications capabilities, the **San Juan County EOC is the <u>primary</u> coordination center and contact point for requesting resources from surrounding counties, the State, or the federal government, including Canada.**

As mobile communications technologies continue to improve and become more robust, it is the stated goal of the DEM to build a flexible system of coordination points, less grounded to pre-determined facilities, and more able to meet the individual and changing demands of a specific event.

Staffing for the EOC is dependent on the level of activation. Starting primarily with DEM staff at the lower level of activation, the EOC could eventually include representatives from all response agencies and support organizations, along with administration support personnel from government or volunteer sources.

The EOC utilizes the ICS as an incident management tool. Using ICS results in a more organized structure and provides a more manageable span of control for the incident commander or EOC manager. For more information on ICS see Section 5 of this Basic Plan.

4.4   Activities by Phase of Emergency Management

4.4.1   Mitigation Activities

■   It is the policy of San Juan County government to support mitigation activities to eliminate or reduce disaster damage. Since mitigation efforts will not eliminate all disasters, San Juan County shall endeavor to be as prepared as possible for a disaster.

■   The DEM will endeavor to include mitigation in its disaster training programs individuals, families, neighborhoods, civic organizations, businesses, and government organizations. The DEM may also assist other county organizations in identifying ways to consider disaster mitigation in their public programs.

■   As appropriate and as opportunity allows, other government organizations are encouraged to address disaster mitigation in projects

such as growth management and regional transportation planning, flood control, zoning ordinance revision, and building code revision.

4.4.2   Preparation Activities

■   Training

- The DEM will provide emergency training and education programs for the community. Training and education programs may target government, the public, schools, and businesses. A HIVA may be used in anticipation of predicted hazardous events or potential emergencies.

- It is goal of the DEM training and education program to present or act as a clearinghouse for the following, as resources permit:

    — Training covering the basic components of emergency management;

    — Training for DEM staff in professional development and specific emergency management skills;

    — Programs for local businesses to assist them in developing their own plans and programs;

    — Training for employees and hazardous materials response personnel as outlines in SARA Title III and WAC 296-62;

    — Public Awareness and safety information for schools, businesses, citizens, etc.; and

    — Any other training and education programs either upon request, or in the judgment of the Director of the DEM, arte in the best interests of the community.

- The DEM is the lead organization for developing exercises and drills to evaluate the San Juan County CEMP and EOC Emergency Procedures in accordance with appropriate state program requirements, and the requirements of Title III of SARA. This may be done in cooperation with the Local Emergency Planning Committee or others in the community.

4.4.3   Response Activities

■   It is the policy of San Juan County government that no guarantee is implied by this plan of a perfect disaster response system. As San Juan County assets and systems may be overwhelmed, San Juan County can

only endeavor to make every reasonable effort to respond based on the situation, information, and resources available.

■ When a disaster threatens or occurs, management of departments, agencies, and organizations shall use the following guidance as a basis for actions to manage disaster operations:

  ● Report to the pre-designated site to manage operations.

  ● Make an assessment of damage to facilities and resources.

  ● Ascertain available personnel and resources.

  ● Determine department needs and problems.

  ● Make contact and report situation, damages and capabilities to the EOC.

  ● Carry out responsibilities and assigned tasks.

  ● Continue assessment and inform EOC of major actions, problems, damage, costs, resources needed, etc.

  ● Keep records, document actions, costs, etc.

■ In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act and related WAC, the State Hydraulics Act, the Forest Practices Act, the Shoreline Management Act, or the Flood Control Act.

4.2.3   Recovery Activities

■ Although this plan mainly addresses response activities of departments, agencies and organizations, recovery operations must also be considered. Recovery operations will be started according to county priorities and based on the availability of personnel and resources that do not conflict with response operations. The DEM will assist any participating jurisdictions in recovery operations.

■ Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval, requiring compliance with the State Environmental Policy Act (SEPA), the Hydraulics Act (HPA), the Forest Practices Act, the Shoreline Management Act, and the Flood Control Act, as well as the rules governing historic sites.

5 Command and Control

5.1 General

Direction and control of emergency management functions for San Juan County is the responsibility of the San Juan County – Friday Harbor EMC, comprising the Administrators of Friday Harbor and San Juan County. The EMC has delegated this responsibility, with oversight measures, to the Director of the DEM. DEM is responsible for the direction and control of emergency management activities throughout the County, including the Town of Friday Harbor. The Director of Emergency Management is "subject to the direction and control of" the EMC regarding disaster-related decisions concerning priorities and disaster response policy (RCW 38.52.070).

Suggested Operating Guidelines (SOGs) will be developed to provide for the incremental activation of this plan based on the type of hazard, location, and scope. The EOC may be activated based on the needs of the situation. Incident Command may transition from the field to the EOC as the scope of the incident broadens.

5.2 Policies

■ The standards and practices of the ICS, or a variation of ICS that meets specific local needs, will be the primary emergency management concept.

■ It is the intent of San Juan County government to establish overall direction, control, and coordination through the EOC to support the community response to a disaster. The San Juan County DEM is responsible for designating the site(s) for the EOC.

■ The San Juan County EOC is the primary coordination center and contact point for requesting resources from surrounding counties, the state, or the federal government (including Canada). The EOC shall be kept informed of current status and needs.

■ It is the policy of San Juan County government to use 24 hour dispatch centers and other existing systems, such as telephone, telephone facsimiles, county radio frequencies, law enforcement teletype, and amateur radio for the dissemination of warning information. The Emergency Alert System (EAS) may also be used.

■ San Juan County government will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery in a cooperative manner with the media. This should be coordinated with Incident Command authorities, other jurisdictions and the State Emergency Management Division (EMD).

■ All participating agencies or organizations will coordinate emergency public information in a timely manner, when possible, through the EOC.

5.3   Organization

■ The EOC will be organized and staffed according to the ICS. The EOC will function either in support of field operations (media coordination, resource acquisition, etc.) or as the primary coordination point in complex multi-agency or multi-jurisdictional incidents. The EOC is supplemented by two independent locations on Orcas and Lopez islands, referred to as Area Command Posts (ACP). These locations can be used as local EOCs for individual island-based incidents requiring no external resources or during a countywide emergency where critical coordinating personnel would be unable to attend the County EOC.

■ Although the ACPs have independent communications capabilities, it should be noted that the San Juan County EOC, when activated, remains the primary coordination center and contact point for requesting resources from surrounding Counties, the State, or the federal government (including Canada). See Part 2.06, Section C, Subsection 8 for exception.

■ Sections and Functional Units will be established according to ICS, as required by the nature and scope of the incident. Sections may include:

● Operations: Responsible for coordination of all first line services, including emergency medical services (EMS), fire, law enforcement, public works, and public health. Their efforts are directed at controlling the situation, reducing hazards, and restoring normal operations.

● Planning: Responsible for collecting, analyzing, and disseminating tactical information. This section maintains information of current and forecasted situation and on status of resources assigned. Planning may also, depending on the extent of the incident, prepare the Incident Action Plan (this may be completed by incident command in the field).

- Logistics: Responsible for coordination of all material support of the incident, including supplies and equipment ordering, warehousing and distribution, transportation coordination, and facilities.

- Finance and Administration: Responsible for coordination of incident related fiscal issues including cost tracking, damage assessment records, recovery and restoration contracts management, procurement control, and financial records.

5.4   Procedures

San Juan County intends to use an Incident Command structure in its EOC. The EOC will activate and communicate with Incident Command Posts (ICP) in the field (and ACPs if established) to coordinate disaster resources and monitor the disaster situation. ICPs may direct and coordinate field operations.

The Continuity of Government Act (RCW 42.14) sets forth provisions for the continuation of local government in the event its leadership is incapacitated. RCW 41.10 sets forth provisions for the identification and preservation of vital records. Appendix A to the Basic Plan, Continuity of Government, contains detailed information on continuation of government in a disaster.

5.4.1   Emergency Operations Centers

The San Juan County/Friday Harbor Emergency Management Council (EMC) may form a policy group to provide policy direction to incident command.

Maintenance of the primary EOC in a readiness mode is the responsibility of DEM staff.

5.4.2   Activation Levels

The following general guidelines will be used for activation of the EOC:

- ■ **Phase 1 - Routine**

  - A DEM staff member or the Duty Officer handles incident.

  - Example incident – Minor HAZMAT spill with potential for limited evacuation and shoreline water contamination. Continuous monitoring of the incident required.

- ■ **Phase 2 - Enhanced**

  - The EOC may be partially activated in support of field operations or to assume other coordination functions as required.

  - Example incident – A large landslide during heavy rain resulting in the blockage of the only road into a resort area

during high season. Power and phones are out and road could take five days to clear. Coordination between County and utility agencies necessary. Locating and transporting welfare supplies required. Continuous monitoring for emergency situations and regular release of information to the public as necessary. A declaration of disaster could occur.

■ **Phase 3 – Full Operation**

● EOC may be fully activated as the central direction and control point for overall coordination. All appropriate agencies and organizations may be requested in the EOC.

● Example Incident – Ferry sets on fire outside harbor and sinks resulting in multiple fatalities along with a dozen serious burn injuries and thirty other miscellaneous injuries requiring hospital treatment. A declaration of disaster would occur.

5.4.3   Designation of Incident Command Agency

The appropriate Incident Command agency is based on jurisdictional authority, the hazard (type of event) and/or scope (level of activation). Assumption of Incident Command (or participation in Unified Command) will be based on:

■ Jurisdiction.

■ Statutory authority or responsibility.

■ Prior agreement or plan.

■ Commitment of resources.

5.4.4   Unified Command

A unified command structure may be appropriate under the following conditions:

■ The incident is contained totally within a single jurisdiction, but more than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required.

■ The incident is multi-jurisdictional.

5.4.5   Layered Operations

The use of ICS structures at more than one echelon of response is not inconsistent with nationally recognized ICS concepts. Where more than one ICS structure exists (such as where field resources have established on-scene command, and the EOC has been activated) coordination will take place between like functions.

5.4.6   Policy Decisions

A Policy Group may be established at the EOC to provide policy guidance to Incident Command as needed. Only one Policy Group will be established.

5.5   Incident Command System

5.5.1   Overview

The ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

Federal law *requires* the use of ICS for response to all Hazardous Material incidents. However, ICS is rapidly becoming the standard all-hazards incident management tool for all emergency response organizations, government agencies, and private sector businesses.

5.5.2   ICS Organization

5.5.2.1   Standardization

No single agency or department can handle a significant emergency situation alone. Everybody must work together to manage the incident. ICS provides a standardized management structure that lends consistency, fosters efficiency, and provides direction during a response.

5.5.2.2   Components

The ICS organization is built around five major components that are reflected in ESF 5 of the CEMP:

- ■ Command

- ■ Planning

- ■ Operations

- ■ Logistics

- ■ Finance/Administration

5.5.2.3   Management

In a small-scale incident all of the components may be managed by one person, the Incident Commander (IC). As an incident grows in complexity or size all or some of the components may be staffed by other personnel under the direction of the IC. A key ICS concept is that the **IC is responsible** for on-scene management until command authority is transferred to another person who then becomes the IC.

Span of control is another important concept of ICS. Ideally for a manager to be effective they should not directly supervise more than five to seven people. If the incident warrants more personnel then another subordinate level of supervision is implemented.

5.5.3   Command Staff

5.5.3.1   Director of Emergency Management

The Director of Emergency Management is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Controller is responsible for:

- Approving and supporting implementation of an Incident Action Plan (IAP).

- Coordination of activities supporting the incident or event.

- Approving release of information through the Public Information Officer (PIO).

- Performing the duties of the following command staff if no one is assigned to the position:

  - Safety Officer

  - PIO

  - Liaison Officer

5.5.3.2   Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies, tribal entities, political officials, and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public.

■ Coordinating information sharing among the public information network through the use of a Joint Information System and, if applicable, establishing and staffing a Joint Information Center.

■ Implementing information clearance processes with the IC.

■ Conducting and/or managing media briefings and implementing media-monitoring activities.

For more information on external affairs and Emergency Public Information see ESF 15 – External Affairs.

5.5.3.3   Safety Officer

Incident Command should designate a Safety Officer to assess hazardous and unsafe situations associated with response personnel and to develop measures for personnel safety.

The Safety Officer has emergency authority to stop or prevent unsafe acts when immediate action is required.

The Safety Officer is generally responsible for:

■ Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.

■ Implementing site control measures.

■ Monitoring and assessing the health and safety of response personnel and support staff (including EOC staff).

■ Preparing and implementing a site Health and Safety Plan and updating the IC on safety issues or concerns as necessary.

■ Exercising emergency authority to prevent or stop unsafe acts.

5.5.3.4   Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, public works/utility companies, and volunteer services (American Red Cross). Responsibilities typically included in a liaison role include:

■ Identifying representatives from each agency;

■ Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders;

- Coordinating information and incident updates among interagency contacts, including the public information network;

- Monitoring incident operations to identify current or potential external problems; and

- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.
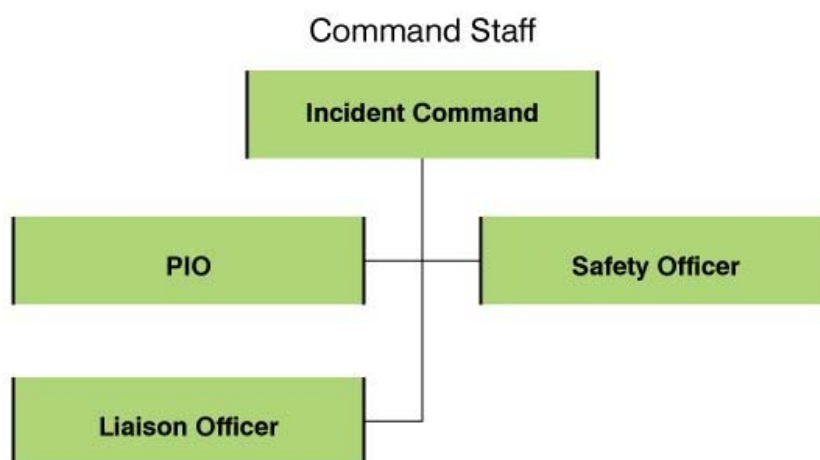
5.5.4 General Staff

Once the size or complexity of the incident becomes such that the span of control has been met or it is felt that certain issues require dedicated attention, the IC may implement all or some of the General Staff Positions below:

5.5.4.1 Operations Section

The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. Thus, typical agencies included in the Operations Section are: fire (emergencies dealing with fire, earthquake with rescue, or hazardous materials), law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations), public health officials (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health), and public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and non-governmental organizations may also support the Operations Section.

The Operations Chief is responsible for:

■ Providing organizational support and directing implementation of unit operational plans and field response activities;

■ Developing and coordinating tactical operations to carry out the IAP;

■ Managing and coordinating various liaisons representing community response partners and stakeholders;

■ Directing IAP tactical implementation; and

■ Requesting resources needed to support the IAP.

5.5.4.2 Planning Section

The Planning Section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes are accomplished. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

■ Collecting, evaluating, and distributing information on the incident and providing a status summary;

■ Preparing and disseminating the IAP;

■ Conducting planning meetings and developing alternatives for tactical operations; and

■ Maintaining resource status.

5.5.4.3 Logistics Section

The Logistics Section is typically supported by units including: Supply, Food, Communications, Medical, Facilities, and Ground Support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:
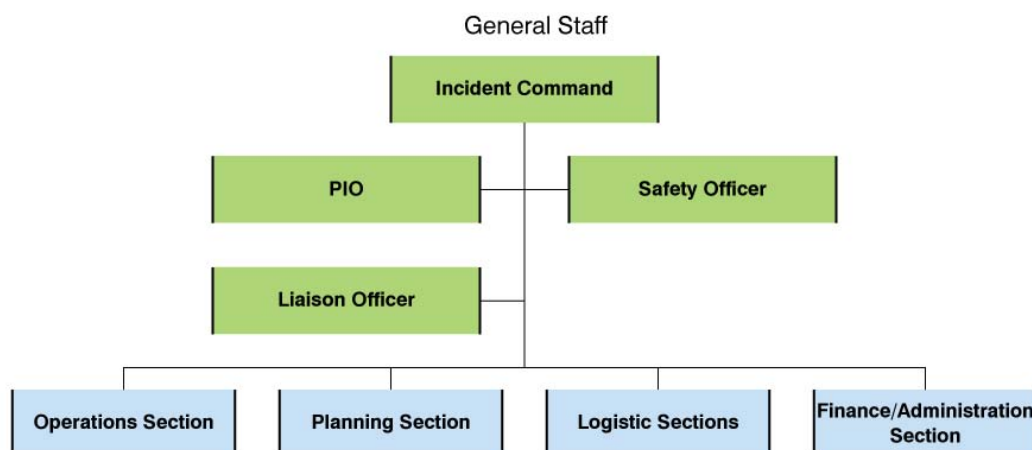
■ Providing and managing resources to meet the needs of incident personnel;

■ Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel;

■ Estimating future support and resource requirements; and

■ Assisting with development and preparation of the IAP.

5.5.4.4   Finance and Administration Section

The Finance/Administration Section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed which can be staffed by a technical specialist in the Planning Section. Potential units assigned to this section include: Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

■   Monitoring costs related to the incident;

■   Maintaining accounting, procurement, and personnel time records; and

■   Conducting cost analyses.

General Staff

Incident Command

PIO   Safety Officer

Liaison Officer

Operations Section   Planning Section   Logistic Sections   Finance/Administration Section

5.5.3   EOC/Incident ICS Interface

The ICS in the EOC reflects the ICS in the field, with the exception that the IC position may be replaced with an Director of Emergency Management in the EOC. The title Incident Commander is generally reserved for the person with overall responsibility for the response to a particular incident and is usually located on scene. The Director of Emergency Management, on the other hand, may be responsible for coordinating and facilitating ICs of multiple incidents. That said, due to the size or length of an operation, an IC may elect to work directly out of the County EOC or even the Area Command Posts (ACP) on Lopez and Orcas.

■   Example: An earthquake results in a countywide power outage, a large fire in downtown Friday Harbor, and a school collapse on Orcas Island. Each incident requires an IC. The ICs from the fire and building collapse run their respective incidents from the scene. The IC for the power outage is a manager from the power company and elects to attend the County EOC, where they feel they can get a better island-wide oversight of what is going on. Realizing that the three incidents

will be drawing from the same resources, the Director of Emergency Management, using input from relevant agency representatives in the EOC Operations Section, coordinates and prioritizes resource allocation.

The generic ICS for San Juan County EOC is set out in the following organizational chart. This is a guideline only. Depending on the incident, some of the sections shown may not be activated; other sections may be expanded into multiple units beyond that described, depending on need.
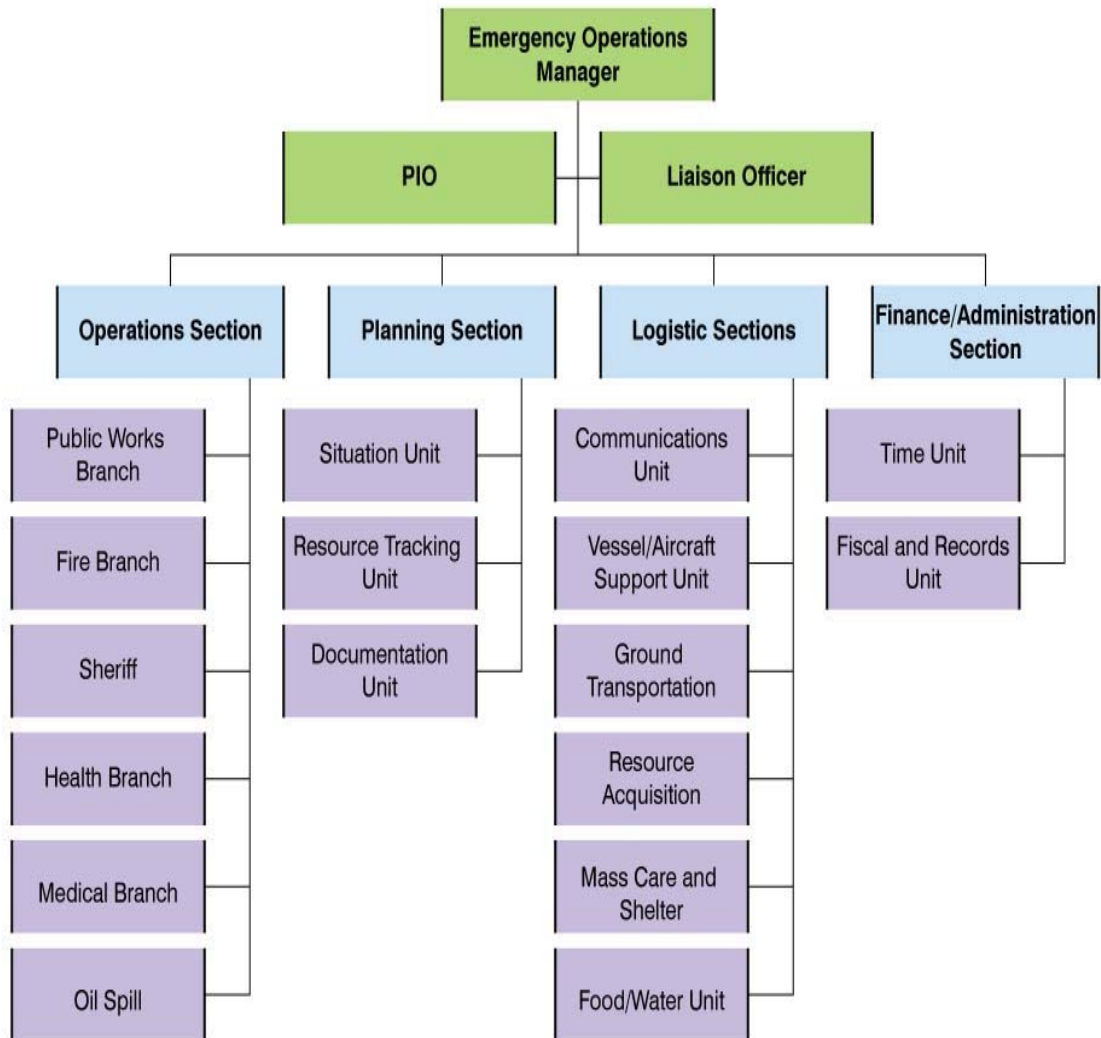
5.5.4   Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and Federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization. Figure 5-2 is an example of a UC organizational chart for the County. Is provides operational flexibility to expand or contract staffing depending on the incident's nature and size.

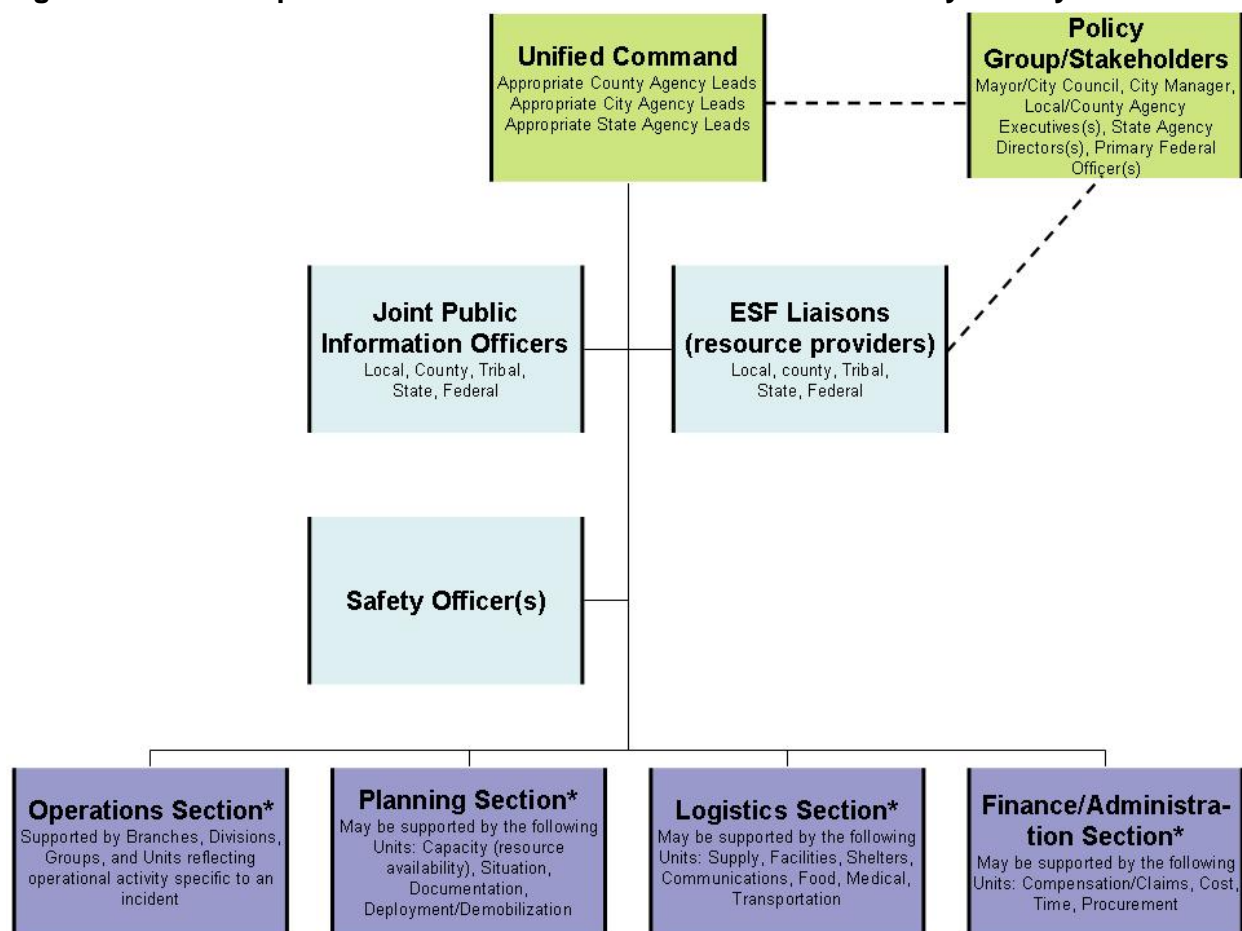San Juan County Emergency Operations Center
Conceptual Incident Command System Organizational Chart

Emergency Operations Manager

PIO

Liaison Officer

Operations Section

Planning Section

Logistic Sections

Finance/Administration Section

Operations Section	Planning Section	Logistic Sections	Finance/Administration Section
Public Works Branch	Situation Unit	Communications Unit	Time Unit
Fire Branch	Resource Tracking Unit	Vessel/Aircraft Support Unit	Fiscal and Records Unit
Sheriff	Documentation Unit	Ground Transportation	
Health Branch		Resource Acquisition	
Medical Branch		Mass Care and Shelter	
Oil Spill		Food/Water Unit	

02:002247.OR05.15–General\Incident...Flow Chart.AI-09/11/09-GRA

Figure 5-2   Example of Unified Command for the San Juan County County

*Note: In any type of incident a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

6

Plan Development, Maintenance and Implementation

6.1   Plan Review and Maintenance

At a minimum, this CEMP will be formally reviewed and re-promulgated every five years to comply with state requirements. This review will be coordinated by the San Juan County Director of Emergency Management and will include participation by members from each of the departments assigned as lead agencies in this CEMP and its supporting annexes. This review will:

- ■ Verify contact information;

- ■ Review the status of resources noted in the plan; and

- ■ Evaluate the procedures outlined in this plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be forwarded to:

> **San Juan County/Town of Friday Harbor**
> **Department of Emergency Management**
> **ATTN: Director**
> **PO Box 669**
> **Friday Harbor, WA 98250**
>
> **PHONE:** 360.378.9932
> **FAX:** 360.378.7125
> **EMAIL:** dem@sanjuan.net

6.2   Training Program

The Director of Emergency Management specifically coordinates training for County personnel and encourages them to participate in trainings hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County. The Director of Emergency

6. Plan Development, Maintenance and Implementation

Management or a particular agency Training Officer maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

- Emergency Medical Service (EMS) personnel;

- Firefighters;

- Law enforcement personnel;

- Public works/utility personnel;

- Skilled support personnel;

- Other emergency management response personnel; and

- Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for the County's emergency personnel.

Table 6-1   Minimum Training Requirements

Emergency Personnel	Training Required
Director of Emergency Managements and Incident Commanders	ICS-100, -200, -300, -400 IS-700, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700
All other EOC personnel and first responders	ICS-100, -200 IS-700
All other emergency response personnel, including volunteers	ICS-100 IS-700
Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.	

6.3   Exercise Program

The County will conduct exercises throughout the year to continually test and evaluate this CEMP. Whenever feasible, the County will coordinate with neighboring jurisdictions and State and Federal government, to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information on the HSEEP program can be found at http://hseep.dhs.gov.

The Director of Emergency Management will work with other County departments to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Director of Emergency Management will conduct a review, or "hot wash," with exercise participants after each exercise. The Director of Emergency Management will also coordinate an After Action Report (AAR), which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of the County.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats and disasters and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness.

Information about the County's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County DEM website at www.sanjuandem.net.

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A Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

Resolution to declare a State of Emergency within San Juan County, Washington   Resolution Number: [   ]

Note on Declaration Process (**DELETE ENTIRE SECTION BEFORE SIGNING**):

Quoted From San Juan County Municipal Code Chapter 2.48.100

2.48.100 Disaster declarations.
  The County Council bears responsibility for declaring a state of emergency in San Juan County. In the event the County Council cannot convene, an effort shall be made to contact the Council members in person or by telephone. A state of emergency may be declared by any one of the Council members in the event they are not able to contact any other Council members. In the event that no Council members can be contacted, the following individuals are authorized to declare a state of emergency, subject to approval by the County Council members at the earliest possible date:

A. County Administrator;
B.   Director of Department of Emergency Management;
C. County Sheriff;
D. Emergency services coordinator;
E. The highest ranking member of the San Juan County sheriff's department available.

WHEREAS,   The County Counciil for San Juan County have been notified of
            an **INSERT EMEGENCY EVENT** within the confines of
San Juan   County; and

WHEREAS,   The emergency response resources of San Juan County will not be
            sufficient to meet the requirements of a prolonged
response; and

WHERAS,   The emergency event requires the activation of the San Juan
County   Emergency Operations Center and the use of the
Statutory emergency   powers granted pursuant to RCW 36.40.180
and 38.52.070; now therefore,

IT IS HEREBY DECLARED AND RESOLVED BY THE SAN JUAN
COUNTY COUNCIL:

Appendix A. Declaration of State of Emergency

1.   That an emergency exists within San Juan County as a result of **INSERT** and that   such an emergency is declared to have commenced as of **INSERT TIME** on the   **INSERT DAY** of **INSERT MONTH**, **INSERT YEAR**.

2.   That all Departments and Offices of San Juan County are authorized to enter into   contracts and obligations necessary to respond to the declared emergency to   protect the health, welfare and property of the citizens of the County and to provide the citizens with emergency assistance.

3.   That because of the declared emergency, all Departments and Offices of San Juan   County are authorized to use emergency purchasing procedures without regard to   time consuming procedures and formalities required by law for non-emergency   purchases of goods and services, except those mandated by Constitutional requirements.

4.   That the following request for assistance is made to the Governor of the State of   Washington:

        A)   Assignment of a State Emergency Management Liaison to the San Juan   County Emergency Operations Center.

        B)   Assignment of a Washington National Guard Liaison to the San Juan   County Emergency Operations Center.

        C)   That additional requests for Washington State Resources be considered   and granted when made.

        D)   That resource requests unable to be granted by Washington State will be

                forwarded to the appropriate Federal response agency in a timely fashion.

5.   A copy of this document shall be as effective as an original.

Appendix A. Declaration of State of Emergency

DATED THIS _____ DAY OF _____, 20____, at _____ hours.

COUNTY COUNCIL FOR SAN JUAN COUNTY

STATE OF WASHINGTON

COUNTY COUNCIL

SAN JUAN COUNTY,

WASHINGTON

ATTEST: Clerk of the Council

_____

Howard Rosenfeld, Chair

District 3, Friday Harbor

By: _____

     Laura Tuttle – Clerk   Date:

_____

Gene Knapp, Vice-Chair

District 5, Orcas East

REVIEWED BY COUNTY

ADMINISTRATOR

_____

Kevin M. Ranker, Member

_____

District 1, San Juan South

Pete Rose   Date:

APPROVED AS TO FORM ONLY   _____

RANDALL K. GAYLORD   Rich Peterson, Member

                                  District 2, San Juan North

By: _____

Appendix A. Declaration of State of Emergency

Date

      _____

Alan Lichter, Member

District 4, Orcas West/Waldron

      _____

Bob Myhr, Member

District 6, Lopez/Shaw

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B Incident Command System Forms

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Appendix B. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 206	Medical Plan
ICS Form 207	Organizational Chart
ICS Form 209	Incident Status Summary
ICS Form 210	Status Change Card
ICS Form 211	Check-in List
ICS Form 213	General Message
ICS Form 214	Unit Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 216	Radio Requirements Worksheet
ICS Form 217	Radio Frequency Assignment Worksheet
ICS Form 218	Support Vehicle Inventory
ICS Form 219-2	Green (Crew)
ICS Form 219-4	Blue (Helicopter)
ICS Form 219-6	Orange (Aircraft)
ICS Form 219-7	Yellow (Dozer)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 226	Individual Performance Rating
ICS Form 308-1	Resource Order Form (front)
ICS Form 308-2	Resource Order Form (back)
ICS Form 308-3	Resource Order Form (example)

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Emergency Operations Center Position Checklists

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Index of EOC Position Checklists

The following checklists are included in this appendix.

1. Communication Unit Leader Checklist
2. Compensation/Claims Unit Leader Checklist
3. Cost Unit Leader Checklist
4. Demobilization Unit Leader Checklist
5. Documentation Unit Leader Checklist
6. Facilities Unit Leader Checklist
7. Finance – Administration Section Chief Checklist
8. Food Unit Leader Checklist
9. Ground Support Unit Leader Checklist
10. Incident Commander Checklist
11. Liaison Officer Checklist
12. Logistics Section Chief Checklist
13. Medical Unit Leader Checklist
14. Operations Branch Director Checklist
15. Operations Section Chief Checklist
16. Planning Section Chief Checklist
17. Procurement Unit Leader Checklist
18. Public Information Officer Checklist
19. Resources Unit Leader Checklist
20. Safety Officer Checklist
21. Service Branch Director Checklist
22. Situation Unit Leader Checklist
23. Staging Area Manager Checklist
24. Supply Unit Leader Checklist
25. Support Branch Director Checklist
26. Time Unit Leader Checklist

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D | Mutual Aid Agreements

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Mutual Aid Agreements

The following is a quick reference list of mutual aid agreements entered into by San Juan County. **Copies of these mutual aid agreements can be found in the County EOC.**

- Will get you these.

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Town of Friday Harbor
~~RECEIVED~~ Auditor File #: 2005 0708044

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SAN JUAN COUNTY, WASHINGTON
SI A. STEPHENS, AUDITOR

DMT

Document Title(s):

Mutual Aid Agreement

Grantors:
    Town of Friday Harbor
    SJC Hospital District #1
    SJC Sheriff
    SJC Fire District #2
    SJC Fire District #3
    SJC Fire District #4
    SJC Fire District #5

Grantees:
    Town of Friday Harbor
    SJC Hospital District #1
    SJC Sheriff
    SJC Fire District #2
    SJC Fire District #3
    SJC Fire District #4
    SJC Fire District #5

Tax Parcel Number(s):
    N/A

Legal Description:
    See attached.

Reference Auditor File Numbers:
    N/A

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MUTUAL AID AGREEMENT
Town of Friday Harbor,
San Juan County Hospital District #1
San Juan County Sheriff
San Juan County Fire District #2
San Juan County Fire District #3
San Juan County Fire District #4
San Juan County Fire District #5

Town of Friday Harbor
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Finance Office

This agreement made and entered into by and between the Town of Friday Harbor, a municipal corporation; San Juan County; San Juan County Hospital District #1, a Hospital District providing a duly organized EMS service; and San Juan County Fire Protection Districts 2, 3, 4 and 5, all duly organized, existing and operating fire protection districts under the laws of the State of Washington for the purpose of securing the benefits of mutual and automatic response for fire suppression or other emergencies for the protection of life and property.

WHEREAS, all parties have responsibility for providing fire protection, EMS and/or other emergency services within their jurisdictions in San Juan County, Washington; and

WHEREAS, it would be to the advantage of the parties to cooperate and assist each other in fulfillment of their respective fire protection responsibilities; and

WHEREAS, the laws of the State of Washington authorize fire protection districts, hospital districts and municipal corporations to enter into agreements for such purposes;

NOW THEREFORE, it is deemed mutually sound and beneficial for the parties to this agreement to render assistance in accordance with these terms:

1. Mutual Aid All parties agree that they shall provide mutual aid on request. A call for mutual aid shall obligate the responding party to dispatch equipment and/or personnel only to the extent that the same may be available at that time and shall not preclude the responding party from recalling such equipment and/or personnel as may become necessary due to an emergency within that party's area of primary responsibility.

2. Request for Assistance The commanding officer of the requesting party shall determine what resources shall be requested. Such requests may be made through the San Juan County Sheriff's dispatch or directly to the commanding officer of the providing party.

3. Providing Assistance The commanding officer of the providing party shall determine what resources shall be provided, and shall endeavor to inform the requesting party of the equipment and personnel available for response and estimated response time.

4. Terms Rendering of assistance under this agreement shall not be mandatory, but the parties shall make good faith efforts to render aid. The commanding officer of the party receiving a request for assistance shall attempt to notify the requesting party if for any reason assistance cannot be rendered immediately upon becoming aware of such inability. The agency requested to render assistance has the sole authority to determine whether the requested assistance should be rendered.

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5. <u>Duration of Mutual Aid</u> Unless agreed upon by both the providing party and the requesting party, mutual aid shall be limited to 24 hours at any single incident.

6. <u>Reimbursable Incidents</u> In the event that the incident which causes any party to request aid is done under fee contract, or is reimbursable, the requesting party shall notify the providing agencies. Apparatus, equipment and personnel shall be reimbursed by the requesting party based on the current Washington State Association of Fire Chiefs (WSAFC) fee schedule to the extent that the requesting party is reimbursed or collects fees. Each party agrees that it shall not otherwise seek compensation for services rendered under this agreement.

7. <u>Incident Command System</u> All parties agree to operate under the National Incident Management System (NIMS) version of Incident Command System (ICS).

8. <u>Incident Command Authority</u> Incident Command Authority shall reside with the agency having legal authority for the incident. Such authority may be delegated to another agency by the commanding officer of the responsible party. Where agencies share legal authority, the commanding officers of each party shall jointly decide on incident command authority.

9. <u>Command and Control</u> Upon arriving at the location of any fire or other emergency, all resources shall be under the control of the Incident Commander. Each party may appoint an agency representative to review and approve all resource use. All personnel and equipment assigned to a resource shall remain under the direct supervision of the assigned resource officer.

10. <u>Consumable Supplies</u> The requesting party shall provide all consumable supplies, including breathing air, fuel, food, medical supplies and firefighting foam required for the incident.

11. <u>Transportation</u> The requesting party shall pay all costs for transportation of providing parties to the incident location, including ferry fees, fuel or air transportation costs.

12. <u>Insurance</u> All parties agree to maintain adequate insurance coverage for their own equipment and personnel.

13. <u>Hold Harmless</u> Each party agrees to hold all other parties harmless and shall indemnify and defend all claims, demands or suits of law or equity arising from the negligent or intentionally wrongful actions or omissions of the first party or the party's officials, employees, volunteers or agents in providing the services called for under this agreement except to the extent arising in whole or in part from the actions of the second party or the second party's officials, employees, volunteers or agents.

14. <u>Third Party Benefit</u> This agreement shall not be construed nor deemed to be an agreement for the benefit of any third party or parties, and no third party shall have the right of action whatsoever under this agreement. Without limitation, none of the standards for performance or obligations set forth in this agreement shall be applied for the benefit of any third party, and no party to this agreement (and no party's officials, agents, employees, volunteers or contractors) shall be liable for failure to meet such standards or perform such obligations to any third party (including without limitation any third party who allegedly is damaged by the negligent or wrongful actions or omissions of such party to this agreement or by the negligent or wrongful

E | Maps

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San Juan County, WA

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References

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Federal

- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973.

- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

- The Code of Federal Regulations, Title 44, Part 206.

- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.

- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2009.

- National Response Framework, 2008.

- National Incident Management System, 2008.

State

- Chapter 38.08 RCW, Powers and Duties of Governor

- Chapter 38.12 RCW, Militia Officers

- Chapter 38.52 RCW, Emergency Management

- Chapter 38.54 RCW, Fire Mobilization

- Chapter 43.06 RCW, Governor's Emergency Powers

- Chapter 43.105 RCW, Washington State Information Services Board (ISB)

- Title 118 WAC, Military Department, Emergency Management

County

- Memoranda of Agreement / Understanding

- San Juan County Municipal Code Chapter 2.48, Ordinance No. 9-1998

Other

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

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G Acronyms and Glossary

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Acronyms

AAR	After Action Report
ACP	Area Command Posts
CEMP	Comprehensive Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations
DEM	Department of Emergency Management
DNR	Department of Natural Resources
EAS	Emergency Alert System
EMC	Emergency Management Council
EMD	Emergency Management Division
EMO	Emergency Management Organization
EMS	Emergency Medical Service
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HIVA	Hazard Identification and Vulnerability Analysis
HPA	Hydraulics Act
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IAs	Incident Annexes
IC	Incident Commander
ICP	Incident Command Posts
ICS	Incident Command System
IOSA	Island's Oil Spill Association
NGOs	Nongovernmental Organizations

NRF	National Response Framework
OPALCO	Orcas Power & Light Cooperative
PIO	Public Information Officer
RCW	Revised Code of Washington
SEPA	State Environmental Policy Act
SOGs	Suggested Operating Guidelines
UC	Unified Command

Glossary of Key Terms

Actual Event: A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

After Action Report: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All Hazards: Any incident caused by terrorism, natural disasters, or any CBRNE accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area

Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Audit: formal examination of an organization's or individual's accounts; a methodical examination and review.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain-of-Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Action: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, HazMat, EMS).

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and

capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows States to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

Emergency Operations Centers: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evaluation: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exercise: Exercises are a planned and coordinated activity allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Preparedness Funding: Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Homeland Security Exercise and Evaluation Program (HSEEP): A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at http://www.hseep.dhs.gov.

Improvement Plan: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Incident: An occurrence or event, natural- or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related

disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team: The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability & Compatibility: A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

Joint Information Center: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

Joint Information System: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., City, County, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Lessons Learned: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit https://www.llis.dhs.gov/

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A County, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is:

> "any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes,

floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-State, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 8 in the National Response Framework.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training;

identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Framework: A guide to how the Nation conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

Non-Governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of Non-Governmental Organizations include faith-based charity organizations and the American Red Cross.

No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf .

Planning: A method to developing objectives to be accomplished and incorporated into a CEMP.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Preplanned Event: A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special State, local, and tribal teams; and resource mobilization protocols.

Resource Typing: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit http://www.fema.gov/emergency/nims/rm/rt.shtm .

Resource Typing Standard: Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Scalability: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics,

Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedures: A complete reference document that details the procedures for performing a single function or a number of independent functions.

Standardization: A principle of the NIMS that provides a set of standardized organizational structures (such as the ICS, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Training: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Source: https://nimcast.fema.gov/nimscast/index.jsp

1

ESF 1 – Transportation

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ESF 1 Tasked Agencies	
Primary Agencies	Department of Public Works
	Town of Friday Harbor Street Department
Supporting Agencies	Department of Emergency Management
Adjunct Agencies	San Juan County School Districts
	Washington State Ferries
	Private Resort/Camp Transportation
	Private Contracts (marine transport and equipment operators)

1 Purpose and Scope

ESF 1 focuses on transportation plans, procedures, and resources needed to evacuate people (including special needs populations) and animals (including pets, service animals, and, potentially, livestock) from a disaster area to an emergency sheltering location. It is inclusive of all transportation modes. This ESF also incorporates established procedures and identifies resources for the following:

■ Supporting distribution of medical supplies/pharmaceuticals to designated medical care facilities/point of dispensation (POD) sites;

■ Transporting/transferring victims to medical care facilities; and

■ Identifying, mobilizing, and coordinating activities with government and private sector transportation vendors available to supply equipment/vehicles, personnel, and technical expertise during an emergency.

2 Policies and Agreements

It is the policy of San Juan County that public transportation authorities and county and state departments with transportation resources and support operations are responsible for assessing and restoring transportation systems under their control. Priorities shall be determined and coordinated by the EOC.

3 Situation and Assumptions

3.1 Situation

A major disaster may severely damage the transportation system throughout the impacted area. Most local transportation activities will be hampered by damaged facilities, equipment, and infrastructure, as well as disrupted communications. At the same time, the disaster may create significant demands for local, state and regional transportation resources to provide for relief and recovery.

3.2 Assumptions

■ The transportation infrastructure in San Juan County will sustain damage, limiting access to the disaster area. Access will improve as routes are cleared and repaired or as detours are built.

■ In a disaster, the requirements for transportation capacity will exceed locally controlled or accessible assets, requiring assistance from the State and Federal Government.

■ Infrastructure damage and communications disruptions will inhibit efficient coordination of transportation support during the immediate post-disaster period.

■ Gradual clearing of access routes and improved communications will permit an increased flow of emergency relief, although localized distribution patterns might remain unusable for a significant period.

■ The movement of relief supplies may create congestion in the local transportation network requiring imposition of traffic controls.

4 Concept of Operations

■ A general Transportation Unit may be designated in the Logistics Section to coordinate transportation resources, maintain liaison with such groups as the National Defense Transportation Association (NDTA), coordinate with Public Works departments concerning emergency routes and assist with other transportation functions.

■ Alternatively, if the disaster demands, a separate Ground Transportation Unit and Vessel/Aircraft Unit may be designated to coordinate transportation efforts by road and the utilization of privately owned aircraft or vessels.

■ Ground transportation resources may be obtained from public or private-sectors. Buses may be acquired for emergency use in coordination with the local school boards, private bus contracts, resorts or camps.

5 Roles and Responsibilities

The roles and responsibilities for each department in support of ESF 1 – Transportation operations will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1 Department of Emergency Management

■ Maintains lists of transportation resources.

5.2   Department of Public Works

■   Acts as lead for the assessment of damages to highway and road transportation routes and the identification and coordination of emergency transportation routes.

■   Provides staff to the Transportation Unit as needed or assigned.

5.2   Town of Friday Harbor Street Department

■   Acts as lead for the assessment of damages to highway and road transportation routes within Friday Harbor and the identification and coordination of emergency transportation routes within Friday Harbor.

■   Provides staff to the Transportation Unit as needed or assigned.

5.3   San Juan County School Districts

■   Provide buses on a temporary basis (RCW 28A.24.170).

6   Supporting Plans and Procedures

The following supporting plans and procedures are currently in place:

■   State of Washington Comprehensive Emergency Management Plan, ESF 1 - Transportation

■   National Response Framework, ESF 1 – Transportation

7   Appendices

None at this time.

2

ESF 2 – Communications

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Table of Contents

ESF 2 Tasked Agencies	
Primary Agencies	Department of Emergency Management
Supporting Agencies	Incident Command Agency San Juan County Sheriff's Office San Juan County Information Services/Technology Department San Juan County Dispatch Center
Adjunct Agencies	Fire Districts and Departments San Juan County ARES/RACES Local fiber/Telecom utilities (CenturyTel/OPALCO)

1   Purpose and Scope

ESF 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the County's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. Emphasis is placed on technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15 External Affairs.

2   Policies and Agreements

- ■   The National Warning System (NAWAS) is the primary method of communicating alert and warning messages from national authorities to state authorities and between state authorities and local authorities or warning points.

- ■   The Emergency Alert System (EAS) is the primary method of communicating alert and warning messages to the public.

3   Situation and Assumptions

3.1   Situation

A disaster condition may result from a significant disaster, natural or manmade, that causes extensive damage and/or results in a high volume of requests from all levels of government for services required to save lives and alleviate human suffering. Local authorities require accurate and timely information on which to base decisions and guide response actions.

Concurrently, commercial telecommunications facilities may sustain widespread damage. At at time when the need for real-time electronically processed information is the greatest, the capability to acquire it may be seriously restricted or nonexistent.

3.2 Assumptions

■ Initially, local government officials focus on coordinating lifesaving activities concurrent with reestablishing control in the disaster area. Working with the telecommunications industry, these officials will restore and reconstruct telecommunications facilities as the situation permits.

■ Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to telecommunications facilities.

■ Weather and other environmental factors may restrict the ability of suppliers to deploy mobile or transportable telecommunications equipment into the affected area.

■ The affected area's ability to communicate with the rest of the state may be impaired. Some key individuals may be isolated from their offices and/or operational centers.

4 Concept of Operations

4.1 Alert and Warning

■ The National Alert and Warning System (NAWAS) is the primary system used by the federal government to disseminate warnings. Warnings may originate from a variety of federal agencies and are received at the Washington Warning Point, a 24-hour operation managed by the State EMD, which then disseminates the warning to local warning points.

■ The Primary Warning Point for San Juan County is the 9-1-1 Dispatch Center. When a warning is received for San Juan County, the Dispatch Center relays the information as needed.

■ The NOAA weather radio system may also be used to disseminate specific warning or emergency information. It is limited, however, to those who use NOAA Weather Radio. The DEM may activate the system through the State EMD Duty Officer.

■ San Juan County utilizes the MyState early warning system to disseminate telephone warnings to San Juan County residents. This system is managed by the Department of Emergency Management and may be activated by the San Juan County Dispatch Center.

■ Notification to citizens of incidents may also be done by door-to-door contact, mobile loud speakers, sirens, or any other means available to on-scene command agencies.

■ A Public Information Officer (PIO) appointed by Incident Command is the lead person for the coordination of emergency public information and media relations during an emergency.

■ During emergency situations the PIO, or designee(s), report to the Incident Command Post or EOC to prepare and disseminate public information. The primary means to do this is by direct contact with the media and by use of the Emergency Alert System (EAS). Information should be coordinated with Incident Command to ensure accuracy and prevent conflicts with command objectives.

■ Activation of the EAS is governed by the local EAS plan and may be requested through the 9-1-1 Dispatch Center.

■ If the magnitude of the situation warrants it, a Joint Information Center (JIC) may be established outside of the EOC to provide a single point of contact for releasing information. This facility would be in direct contact with the EOC and may include multiple information officers. The location of the JIC will be determined on a case-by-case basis.

4.2   Communications Systems

■ A Communications Unit may be established by the Logistics Section Chief to develop an incident specific communications plan and to coordinate the utilization of incident communication equipment and facilities.

■ The EOC has a full range of emergency communications capabilities. Systems are available for communication with local and state agencies.

■ The RACES organization maintains a mobile communications capability with members operating from both base stations and hand held radios.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Communications Unit Leader

■ Plans and coordinates emergency communications.

5.2   Department of Emergency Management

■ Provides and maintains a broad range of communication capabilities.

■ Acts as the lead agency for the development and maintenance of county warning procedures.

■   Develops and distributes public information materials.

■   Maintains the Emergency Alert System (EAS) Plan.

5.3   Information Services/Technology Department

■   Provides and maintains computer software and hardware including fax capabilities, Internet connections and e-mail communications.

5.4   Dispatch Center

■   Provide emergency dispatch and communication coordination to first response agencies.

■   Develop procedures for emergency restoration of communications.

■   Disseminate warning information.

6   Supporting Plans and Procedures

The following Communications related plans and procedures are currently in place:

■   San Juan County Emergency Alert System Plan

■   State of Washington Comprehensive Emergency Management Plan, ESF 2 – Communications and Warning

■   National Response Framework, ESF 2 – Communications

7   Appendices

None at this time.

3

ESF 3 – Public Works and Engineering

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ESF 3 Tasked Agencies	
Primary Agencies	Department of Public Works
Supporting Agencies	San Juan County Administrative Services
	Department of Community Development and Planning
	San Juan County Parks Department
	San Juan County Health & Community Services Department
Adjunct Agencies	Town of Friday Harbor Streets and Water Departments
	Private Water and Sewer Utilities

1   Purpose and Scope

ESF 3 provides a mechanism for coordinating infrastructure and engineering services during all phases of emergency management. Resources included in ESF 3 (personnel, equipment, facilities, materials, and supplies) will be coordinated through the County EOC following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers.

- Public works and engineering resources, under the authority of ESF 3, will be used to assist in the following activities associated with emergency response;

- Debris clearance from transportation infrastructure;

- Coordination of the closure and repair of transportation infrastructure;

- Repair and restoration of damaged public systems (e.g., water, wastewater, solid waste, electrical, natural gas, and stormwater systems);

- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety;

- Identification and labeling of uninhabitable/unsafe structures;

- Establishment of priorities and processes for issuing demolition and building permits;

- Development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property;

- Determination of extent of damage to the following systems: transportation, water, sold waste, electrical, natural gas, wastewater, and hazardous materials;

- Prioritization and initiation of recovery efforts to restore, repair, and mitigate city and county-owned infrastructure; and

■ Provide technical assistance with respect to flooding, water management, structure integrity assessments, and impact assessments of infrastructure.

2 Policies and Agreements

It is the policy of San Juan County government to provide public works response services to lands and facilities under county jurisdiction. In the absence of an emergency proclamation, response to private property problems shall be done only when a county facility, such as a culvert, is causing the problem or when life or public health is threatened.

It is the policy of San Juan County to use the inspection guidance in ATC-20, the field manual for post earthquake safety evaluation of buildings developed by the Applied Technology Council, to survey damaged buildings for safety.

3 Situation and Assumptions

3.1 Situation

In a major disaster or emergency, response and recovery operations may be beyond local response capabilities. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and be partially or fully inoperable. A major disaster may affect the lives of local response personnel and their families and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate disaster area may be damaged or inaccessible. Sufficient resources may not be available to local agencies to meet emergency requirements. State assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, coordinated effective response.

3.2 Assumptions

■ Access to the disaster areas will be dependent on the reestablishment of ground and water routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

■ Early damage assessments will be general, incomplete, and may be inaccurate. Rapid assessment of the disaster area is required to determine critical response times and potential workloads.

■ To minimize threats to public health, emergency environmental waivers and legal clearances will be needed to dispose of emergency debris and materials from demolition activities. Local authorities are responsible for obtaining required waivers and clearances.

■ Significant numbers of personnel having engineering and construction skills and construction equipment and materials may be required from outside the disaster area.

■ Previously inspected structures will require reevaluation if aftershocks occur following an earthquake.

4   Concept of Operations

■ The Public Works Department is the lead for the response coordination of public works and engineering functions. When the EOC is activated, Public Works may be requested to send a liaison to the EOC.

■ Information concerning public works response activities and damage assessments should be collected and provided to the EOC.

■ Supplemental public works assistance may be requested through normal mutual aid channels or through the EOC. Assistance may be obtained from the private sector as provided for by RCW 38.52.390.

■ The San Juan County Community Development and Planning Department is the lead for inspecting structures after a disaster to determine building safety. This may be a cooperative effort with the County Fire Marshal, other departments and with persons with engineering expertise from the private-sector. Prioritization of inspection efforts may be coordinated by the EOC.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Department of Public Works

■ Provides debris clearance except on private property, emergency protective measures, emergency and temporary repairs and/or construction on jurisdictional lands, roads and facilities.

■ Provides construction and emergency equipment, supplies and personnel.

■ Conducts flood fighting operations.

■ Provides damage assessments, inspections and emergency restoration for roads, bridges and facilities.

- Serves as the applicant agent for processing federal financial assistance under Public Law 93-288, the Disaster Relief Act.

- Performs or contracts major recovery work to restore damaged public facilities under Public Law 93-288, the Disaster Relief Act.

- Provides traffic control signs and barricades for road closures, detours and potential road hazards; provides operational control of traffic signals and flashers.

5.2   Administrative Services

- Works with Building and Grounds (Public Works) to coordinate emergency repair or relocation of facilities.

5.3   Planning and Community Development Services

- Acts as the lead agency for the inspection of damaged structures.

5.4   Parks Department

- Provides light duty construction equipment, supplies and personnel.

- Provides for emergency repair or restoration of park facilities.

5.5   Health & Community Services

- Ensures environmental and health safety of debris removal operations and certifies reopening of water utilities, restaurants, and other businesses or operations with ability to impact public health.

6   Supporting Plans and Procedures

The following plans and procedures are currently in place:

- State of Washington Comprehensive Emergency Management Plan, ESF 3 – Public Works and Engineering

- National Response Framework, ESF 3 – Public Works and Engineering

7   Appendices

None at this time.

4

ESF 4 – Firefighting

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ESF 4 Tasked Agencies	
Primary Agencies	Department of Emergency Management
	Principal Fire District (determined by location of incident)
	San Juan County Fire Chiefs' Association
Supporting Agencies	San Juan County Fire Marshal's Office
Adjunct Agencies	Fire Districts and Departments
	National Park Service
	Department of Natural Resources

1   Purpose and Scope

ESF 4 provides a mechanism for coordinating firefighting services to meet the demands of a disaster situation. In addition to firefighting, responsibilities in rescue, warning, and radiological protection operations are addressed.

2   Policies and Agreements

This section is to describe which agencies have a legal authority to act during a disaster and how that authority will play out in this specific disaster.

■ The US Forest Service and the Bureau of Land Management have the authority to manage fire suppression and control on federal land.

■ The Washington State Department of Natural Resources has the authority to manage and suppress fire on state land.

■ Law enforcement has the authority to order evacuations and enforce perimeters.

■ The Commissioners have the authority to declare a state of Emergency within the County and the responsibility to request a state or federal declaration if appropriate.

■ Fire Districts have the authority to order evacuations and request additional resources.

3   Situation and Assumptions

3.1   Situation

The management of a large firefighting operation is complex, often involving many resources and many different agencies and jurisdictions. Fire resulting from, or independent of but occurring coincidentally with, a major disaster or emergency may place extraordinary demands on available resources and logistics support systems.

A major disaster or emergency may result in many urban, rural, and wildland fires. The damage potential from fires in urban areas during and after a major

disaster (such as an earthquake) exceeds that of all other causes. Numerous fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Local fire departments not incapacitated by an earthquake may be totally committed to fires in urban areas. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

3.2   Assumptions

■ Many urban, rural, and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires may be common.

■ At the time of a major disaster or emergency, there may be wildland fires burning elsewhere in the United States. These fires will draw upon the same resources (air, crews, overhead, engines, or other tactical and support resources) that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the disaster-related firefighting operations competing for resources through established resource ordering channels.

■ Telephone communications may be interrupted, making radio communications necessary.

■ Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire location extremely difficult or impossible. Aerial attack by airtankers, helicopters, and smoke jumpers may be essential in these situations. Helicopter availability may be scarce, and damage to airports or runways will cause congestion at usable airports.

■ Fire agencies may receive urgent requests from non-fire-related agencies for personnel, equipment, and supplies. Many of the resources commonly available for use in fighting large wildland fires will be scarce or unavailable.

■ Wildland firefighting techniques may have to be applied to rural and urban fire situations, particularly where water systems are inoperative. Aerial delivery of fire retardants or water for structural protection may be essential. In the case of multiple fires, firebreaks may be cleared and burning-out and backfiring techniques may be used.

■ Efficient and effective mutual aid among the various Federal, State, and local fire suppression agencies requires the use of ICS together with compatible firefighting equipment and communications.

4   Concept of Operations

- The public fire and life safety services in San Juan County include fire districts, the National Park Service and the Department of Natural Resources. Each fire service is a branch of government, governed by its own separate statutory authority. Generally these fire services are responsible for fire prevention, suppression, immediate life safety and light rescue.

- Fire services within San Juan County are all signatory to a countywide mutual aid agreement.

- The San Juan County Fire Chiefs' Association is the lead advisory and planning group for emergency planning with the fire services.

- The San Juan County Fire Chiefs' Association will designate a Fire Resource Coordinator (and alternate) to be an overall coordinator of fire service activities during a disaster. This coordinator may operate from an Incident Command Post (ICP), Area Command Post (ACP) or the EOC, depending on the location and impact of the fire (see 8. below). If the Fire Resource Coordinator works from the ICP, a liaison may be designated to go to the ACP or EOC.

- ICS will be used under this plan to manage multi-agency and multi-jurisdictional disaster operations.

- The San Juan County Fire Marshals' Office and local fire districts may cooperate to develop and implement fire prevention and fire safety programs for San Juan County.

- Where fire resources may become or are exhausted as a result of a major incident, the provisions of the State and/or Regional Fire Mobilization Plans may be activated to provide for outside assistance.

- If a wild-land fire is limited to one particular island covered by the Lopez or Orcas Area Command Post (ACP) and will not require intra-island assistances beyond normal mutual aid, requests for and coordination of Department of Natural Resources (DNR) fire fighting crews may be done directly through the relevant ACP. All other requests for state or regional resources must go through the County EOC. In all cases the County EOC or DEM Duty Officer should be notified as soon as practical.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Department of Emergency Management

- Supports fire suppression operations with resources not covered under mutual aid agreements.

- Coordinates with the Fire Resources Coordinator to activate State and/or Regional Fire Mobilization Plans.

- If necessary, activates the EOC or assigns a coordinator to the relevant ACP.

5.2   Fire Marshal

- Investigates fire scenes.

- Delivers, coordinates and assists fire agencies in fire prevention and life safety activities.

- Conducts inspections for code violations and acts as a resource to fire agencies regarding issues of the Uniform Fire Code.

5.3   Fire Districts and Departments

- Provide fire suppression and immediate life safety services within their respective jurisdiction and support other fire protection agencies if they are signatories to a mutual aid agreement.

- Conduct fire prevention and life safety activities.

- Maintain inventories of firefighting personnel and equipment.

- Assists with dissemination of door-to-door warning.

- Friday Harbor Fire Department provides marine fire fighting assets.

5.4   Fire Resource Coordinator

- Represents county fire agencies on the Northwest Regional Fire Defense Board.

- Coordinates with the DEM to fulfill the responsibilities outlined in the State and Northwest Region Fire Mobilization Plans.

- Coordinates fire resources and activities during disaster operations.

6   Supporting Plans and Procedures

The following plans and procedures are currently in place:

- State of Washington Comprehensive Emergency Management Plan, ESF 4 – Firefighting

■   Uniform Fire Code

■   State Fire Mobilization Plan

■   Northwest Region Fire Mobilization Plan

■   National Response Framework, ESF 4 – Firefighting

7   Appendices

None at this time.

5 | ESF 5 – Emergency Management

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ESF 5 Tasked Agencies	
Primary Agencies	San Juan County Department of Emergency Management
Supporting Agencies	
Adjunct Agencies	

1　Purpose and Scope

ESF 5 provides for direction, control, and management of County and municipal emergency operations, as well as allocation and coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident management system and command structure in place for the jurisdiction (inclusive of all types of hazards), as well as designation of primary and alternate County EOC.

Currently detailed information related to the Emergency Management function is maintained in Section 5 of the CEMP Basic Plan.

2　Policies and Agreements

Emergency Management in San Juan County is government by San Juan County Municipal Code Chapter 2.48 and the Revised Code of Washington Chapters 38.52 and 39.34.

- The standards and practices of the ICS, or a variation of ICS that meets specific local needs, will be the primary emergency management concept.

- It is the intent of San Juan County government to establish overall direction, control, and coordination through the EOC to support the community response to a disaster. The San Juan County DEM is responsible for designating the site(s) for the EOC.

- The San Juan County EOC is the primary coordination center and contact point for requesting resources from surrounding counties, the state, or the federal government (including Canada). The EOC shall be kept informed of current status and needs.

- It is the policy of San Juan County government to use 24 hour dispatch centers and other existing systems, such as telephone, telephone facsimiles, county radio frequencies, law enforcement teletype, and amateur radio for the dissemination of warning information. The Emergency Alert System (EAS) may also be used.

- San Juan County government will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery in a cooperative manner with the media. This should be coordinated with Incident Command authorities,

other jurisdictions and the State Emergency Management Division (EMD).

■   All participating agencies or organizations will coordinate emergency public information in a timely manner, when possible, through the EOC.

3   Situation and Assumptions

3.1   Situation

Jackson County government, as outlined in the legal authorities noted above, is responsible for preparing and maintaining a Comprehensive emergency Management Plan and an emergency operations facility, including trained staff.

3.2   Assumptions

■   A natural or human-caused major emergency or disaster may occur at any time requiring response capabilities beyond what is normally available to local government.

■   Utilization of the County's CEMP does not require activation of the EOC; the need for activation of the EOC will be determined at the time of notification of the event.

■   Due to limited County resources, and depending on how widespread the emergency, the County may not be able to meet the requests for emergency response/recovery assistance from other units of local government in San Juan County in a disaster.

■   The County is responsible for coordinating the response and recovery activities for a major emergency/disaster in San Juan County, even though its own resources may be exhausted.

■   Coordination of emergency response activities among local, State and Federal levels of government can generally best be accomplished from a single location or EOC.

4   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1   Department of Emergency Management

■   Coordinate support for local mitigation activities.

■   Implement and administer federal/state disaster mitigation programs.

■ Provide training and exercising programs/support to the county/local agencies and other private organizations to support emergency management activities.

■ Identify deficiencies in plans and determine appropriate corrective action recommendations.

■ Coordinate local/county emergency planning efforts.

■ Coordinate, maintain or support county emergency communication activities (see ESF 2).

■ Coordinate and implement the priorities of the Chief Elected Official in local emergency response operations.

 ● Activate the County EOC, notify lead agencies to report and coordinate county support agencies for local/county response activities.

 ● Establish communications with incident command.

 ● Implement the CEMP, SOPs and alert personnel and prepare for a possible mobilization including 24-hour staff operations, if appropriate.

 ● Support ICS at the local response level and provide resources as appropriate.

 ● Coordinate the activities of External Affairs (ESF 15).

 ● Support mutual aid activities.

 ● Conduct regular briefings, prepare status reports on the situation for EOC staff, County Agencies, State EOC and the media.

 ● Make recommendations to the chief elected official on response activities including the issuance of a "State of Emergency" proclamation.

 ● Prepare for recovery activities.

 ● Activate the Alternate EOC and direct staff to relocate, if necessary.

■ Manage and direct emergency recovery operations.

 ● Keep accurate record of disaster-related expenditures by each agency.

- Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA).

- Prepare executive orders and proclamations to address response and recovery operations for the chief elected official, as necessary.

- Coordinate with state and federal officials.

- Administer federal and state disaster assistance programs.

- Monitor the recovery efforts through field personnel.

- Conduct after-action critique of the overall response and recovery efforts.

- Deactivate or demobilize EOC operations as appropriate.

4.2   Other Agencies

■ Promote training and exercising opportunities to the county agencies and other private agencies to support local/county emergency operations.

■ Identify deficiencies in plans and determine appropriate corrective action recommendations.

■ Participate in county emergency planning efforts.

■ Support emergency response operations.

- Execute function-specific Standing Operating Procedures, alert personnel and prepare for possible mobilization including 24-hour staff operations, if appropriate.

- Assess the incident as a primary response agency and establish communications with County Emergency Management and other county agencies.

- Communicate all information to and coordinate actions with County Emergency Management and other county agencies, as appropriate.

- Support ICS and provide resources as appropriate.

- Provide staff to the County EOC as needed.

- Activate the county agency support staff as needed.

■ Support emergency recovery operations.

- Participate in the damage assessment process and disaster recovery process, as appropriate.

- Provide technical assistance and resources to support recovery activities upon request.

- Track disaster-related expenditures.

- Participate in after-action critiques.

5   Concept of Operations

■ The EOC will be organized and staffed according to the ICS. The EOC will function either in support of field operations (media coordination, resource acquisition, etc.) or as the primary coordination point in complex multi-agency or multi-jurisdictional incidents. The EOC is supplemented by two independent locations on Orcas and Lopez islands, referred to as Area Command Posts (ACP). These locations can be used as local EOCs for individual island-based incidents requiring no external resources or during a countywide emergency where critical coordinating personnel would be unable to attend the County EOC.

■ Although the ACPs have independent communications capabilities, it should be noted that the San Juan County EOC, when activated, remains the primary coordination center and contact point for requesting resources from surrounding Counties, the State, or the federal government (including Canada). See Part 2.06, Section C, Subsection 8 for exception.

■ Sections and Functional Units will be established according to ICS, as required by the nature and scope of the incident. Sections may include:

- Operations: Responsible for coordination of all first line services, including emergency medical services (EMS), fire, law enforcement, public works, and public health. Their efforts are directed at controlling the situation, reducing hazards, and restoring normal operations.

- Planning: Responsible for collecting, analyzing, and disseminating tactical information. This section maintains information of current and forecasted situation and on status of resources assigned. Planning may also, depending on the extent of the incident, prepare the Incident Action Plan (this may be completed by incident command in the field).

- Logistics: Responsible for coordination of all material support of the incident, including supplies and equipment ordering,

warehousing and distribution, transportation coordination, and facilities.

- Finance and Administration: Responsible for coordination of incident related fiscal issues including cost tracking, damage assessment records, recovery and restoration contracts management, procurement control, and financial records.

6 Direction and Control

The ICS is the model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

Federal law *requires* the use of ICS for response to all Hazardous Material incidents. However, ICS is rapidly becoming the standard all-hazards incident management tool for all emergency response organizations, government agencies, and private sector businesses.

7 Supporting Plans and Procedures

The following plans and procedures are currently in place:

- National Response Framework, ESF 5 – Emergency Management

- State of Washington Comprehensive Emergency Management Plan, ESF 5 – Emergency Management

8 Appendices

None at this time.

6

ESF 6 – Mass Care, Emergency Services, Housing and Human Services

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ESF 6. Mass Care, Emergency Services, Housing & Human Services

ESF 6 Tasked Agencies	
Primary Agencies	Department of Emergency Management American Red Cross
Supporting Agencies	Department of Health and Community Services Parks Department
Adjunct Agencies	Faith-based organizations San Juan County School Districts Washington Volunteer Organizations Active in Disaster Animal Protection Society of the San Juans Wolf Hollow

1   Purpose and Scope

ESF 6 provides non-medical mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

Victims are fed through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within the County. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of ESF 6 include the following.

- ■ Providing assistance for victims' short- and long-term housing needs.

- ■ Supporting and coordinating resources required for crisis counseling and other mental health-related services immediately following an emergency, particularly as services are needed at shelters.

- ■ Coordinating and identifying individuals with special needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

2   Policies and Agreements

- ■ All appropriate governmental and volunteer agency resources will be used as available.

ESF 6. Mass Care, Emergency Services, Housing & Human Services

■ All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

■ Tracking of displaced citizens will be accomplished by the ARC Disaster Welfare Inquiry (DWI) procedures.

3   Situation and Assumptions

3.1   Situation

The magnitude of damage to structures and lifelines may rapidly overwhelm the capacity of local governments to assess the disaster and respond effectively to basic and emergency human needs. Damage to roads, airports, communications systems, etc., will hamper emergency response efforts. The movement of emergency supplies will be seriously impeded. Many professional emergency workers and others who normally would help during a disaster may be dead, injured, involved with family problems resulting from the disaster, or unable to reach their assigned posts. Local emergency facilities will be severely damaged or inaccessible.

Many disaster victims may be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and injured, which also may leave a large number of specialized population groups (e.g., elderly, children) without support. Family members may be separated immediately following a sudden-impact disaster, such as children in school and parents at work. Transients, such as tourists, students, and foreign visitors, may be involved.

3.2   Assumptions

■ A major disaster or emergency occurs that produces significant casualties and widespread damage.

■ Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants.

■ The nature and extent of the disaster require a planned, immediate, and automatic response from the entire emergency management community.

■ Individuals in areas of high risk are expected to have prepared for and be self-sufficient for a minimum of 72 hours.

■ Local units of voluntary agencies active in disaster will to the maximum extent possible provide immediate feeding, shelter, and emergency first aid services in response to the disaster event under their own auspices and authorities. These units will plan to provide

ESF 6. Mass Care, Emergency Services, Housing & Human Services

these services without external support for at least the first 72 hours following the onset of a disaster.

- The ESF 6 planning basis for sheltering is that approximately 20 percent of the affected population will seek public shelter. Some victims will find shelter with friends and relatives, some will leave the area, and some will remain at or near their damaged homes.

- A certain percentage of the sheltered population will require shelter for an extended period of time.

- The restoration of communications systems, disrupted by damages and overloads, may take weeks.

4   Concept of Operations

- The resources of the American Red Cross will be used to provide prepared food to emergency workers and disaster victims.

- Mass care providers for the immediate survival needs of disaster victims through collective services and facilities.

- Mass care will normally be carried out during and immediately after a disaster until individual services can be provided.

- The American Red Cross is the primary resource for carrying out mass care activities in accordance with national, state and local agreements.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Department of Emergency Management

- Acts as lead agency for the procurement of emergency food supplies.

- Coordinates with the major food distributors for the provision and distribution of food to disaster victims or food service organizations.

- Coordinates with the FEMA, the U.S. Department of Agriculture, and others concerning food needs.

- Coordinates the activities of local relief agencies assisting in the provision of emergency mass care.

ESF 6. Mass Care, Emergency Services, Housing & Human Services

■ Inform the American Red Cross of the need for shelter activation, areas to be evacuated and other information necessary for implementation of the mass care system.

5.2   American Red Cross

■ Provides food and water for emergency workers and victims.

■ Undertake relief activities, including mass care.

■ Identify community shelter sites and maintain the necessary agreements for their expedient use.

■ Open, staff and fund reception centers, shelters and mass feeding stations as needed.

5.3   Department of Health and Community Services

■ Provide for coordination of health and sanitation inspection at mass care facilities.

■ Assist in coordination of long-term housing options.

5.4   Parks Department

■ Identify county properties that can serve as temporary mass care tent sites and other care facilities.

5.6   Animal Services Organizations

■ Establish and manage pet shelters in proximity to Red Cross shelters as resources and equipment allow.

6   Supporting Plans and Procedures

The following plans and procedures are currently in place:

■ State of Washington Comprehensive Emergency Management Plan, ESF 6 – Mass Care, Housing and Human Services

■ National Response Framework, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

7   Appendices

None at this time.

7

IA 7 – Transportation Accidents

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Two major types of transportation accidents are considered in this Incident Annex, air and rail. Motor vehicle accidents, which occur on roadways within the county, would not normally constitute a major emergency under the EOP, unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes.

Fire Services and Law Enforcement will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration (FAA) has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board (NTSB) has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the FAA may respond to the scene instead of the NTSB. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accidents		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and exercises, as determined by the County Emergency Manager	
	❑ Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
	❑ Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to County EOC.	*[indicate where contact lists are located]*
	❑ Inform the Emergency Manager of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
	❑ Arrange for personnel to participate in necessary training and exercises, as determined by the County Emergency Manager and Fire Services.	
	❑ Assess the County's transportation infrastructure (e.g. roads, bridges and traffic control devices) and implement an emergency transportation route plan.	
	❑ Develop alternate routes based on assessment of hazard threats (railroad, roadways) that can damage transportation infrastructure and on input from ODOT, and other road owners.	
RESPONSE PHASE	❑ Notification of the occurrence of a transportation incident will come through the County 9-1-1 or observance by field personnel.	
	❑ Conduct a scene assessment to determine appropriate level of emergency medical, transportation, and hazmat response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	*ICS Form 209: Incident Status Summary*
	❑ Determine the type, scope, and extent of the HazMat incident (*recurring*). Verify reports and obtain estimates of the area that may be affected.	*Hazardous Material Incident Annex*

	Transportation Accidents	
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Develop alternate routes based on assessment of damages to county transportation infrastructure and on input from the ODOT and other road owners on the Countywide damage situation. Estimate emergency staffing levels and request personnel support.	
	❑ County personnel should not attempt removal of accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue and emergency medical care.	
	❑ Law Enforcement has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
	❑ Contact the NTSB prior to removing deceased victims or moving aircraft wreckage. Call: **NTSB Safety Office 425-227-2000 (24 hrs)**	
	❑ For railroad accidents, the IC should contact the railroad company's emergency response center as well as the NTSB prior to removing any victims or wreckage.	
	❑ Coordinate the collection, storage, and dispositions of all human remains and their personal effects from the crash site.	
	❑ Activate the County EOC and establish Incident Command or UC, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	
	❑ If appropriate, the IC or his designee will activate the EAS by contacting the NWS (453-4561/2081) to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	❑ Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the County EOC for support.	
	❑ Notify supporting emergency response agencies, WSDOT, NTSB and FAA if the accident involves an aircraft.	
	❑ Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	

	Transportation Accidents	
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Confirm or establish communications links among City EOCs, County EOC, and other AOCs, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
	❑ Ensure all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the County EOC*
	▪ For incidents occurring on State highways, ensure that the Washington Department of Transportation (WSDOT) has been notified.	
	▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services, Washington Department of Agriculture, and the State Veterinarian.	*ESF 11 Annex of the County CEMP*
	❑ Appoint a PIO to formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	
	❑ Public information focusing on transit access points, control, and traffic control will be reviewed by the Sheriff, or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	
	❑ If necessary, establish a JIC staff by PIOs from various agencies.	
	❑ Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
	❑ Advise the County EOC and WSDOT of road restrictions and resource/support needs.	
	❑ Coordinate provisions of up-to-date information to friends and family of victims. Consideration should be giving to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available.	
	❑ Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the TSA, NTSB, or FBI.	
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Chapter 1 of the County CEMP*
	❑ If necessary, determine the need to conduct evacuations and sheltering activities.	

Transportation Accidents		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Coordinate with the ARC to provide Shelter and Family Referral Services through the EOC.	
	❑ Determine the need for additional resources and request as necessary through appropriate channels.	
	❑ Develop an Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Record all EOC and individual personnel activities (*recurring*). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person making/receiving them, should be documented as part of the EOC log.	
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Controller and staff will assemble a Situation Report.	*ICS Form 209: Incident Status Summary*
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.	
	❑ Coordinate with the ARC to assist families affected by the transportation incident	
	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ICS Form 221 - Demobilization Plan*
	❑ Release mutual aid resources as soon as possible.	
	❑ If necessary, provide critical incident stress management (CISM) to first responders.	
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the County EOC.	
	❑ Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	❑ Correct response deficiencies reflected in the Improvement Plan.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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ESF 8 – Public Health and Medical Services

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ESF 8 Tasked Agencies	
Primary Agencies	**EMS**
	San Juan Island EMS
	Fire District EMS
	Local Island Clinics
	Public Health
	San Juan County Health and Community Services
	San Juan County Medical Examiner (contracted through the Snohomish ME)
Supporting Agencies	San Juan County Sheriff's Office
Adjunct Agencies	American Red Cross
	Washington State Dental Association
	Washington State Department of Health
	Centers for Disease Control
	Federal Bureau of Investigation (Disaster Response Team)

1   Purpose and Scope

ESF 8 ensures that the following services are provided to disaster victims and emergency response workers to supplement disrupted or overburdened local medical personnel and facilities.

■   Public health and sanitation;

■   Emergency medical, dental, and hospital services;

■   Crisis counseling and mental health services;

■   Animal and vector control; and

■   Mortuary services.

ESF 8 also refers to services, equipment, and personnel needed to protect the health of the public from communicable disease, contamination, and epidemics including health and symptomatic monitoring, food and water inspections, immunization and mass prophylaxis delivery, laboratory testing, and animal health/disease management (as it pertains to potential or actual impacts on public health). Other essential tasks included within this support function involve providing professional personnel, services, and facilities to relieve victims and their families, first responders, and/or special needs populations of trauma and mental health conditions caused or aggravated by an emergency/disaster or its aftermath. Depending on the nature and severity of the incident, services and resources may be in demand for prolonged periods of time.

Note: Refer to ESF 11 for information regarding incidents/disasters potentially or actually impacting the health of livestock, wildlife, and other animals without concern for impacts to human health.

2   Policies and Agreements

■   It is the policy of San Juan County that Emergency Medical Technicians (EMT), Paramedics or other responders providing emergency medical assistance in San Juan County shall operate under accepted procedures and protocols designated by the Medical Director.

■   It is the policy of San Juan County that a Mass Casualty Incident (MCI) may be declared to allow EMS personnel to follow established written emergency protocols without base station contact.

■   It is the policy of the San Juan County Department of Health and Community Services (HCS) to provide guidance to agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage and infectious/hazardous waste.

3   Situation and Assumptions

3.1   Situation

There are numerous natural and technological hazards present in San Juan County that could result in multiple simultaneous casualties which may overwhelm available resources.

3.2   Assumptions

■   Resources within the affected disaster area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional mobilized State capabilities may be urgently needed to assist local government to triage and treat casualties in the disaster area and then transport them to the closest appropriate hospital or other health care facility. Additionally, medical resupply will be needed throughout the disaster area. In a major disaster, operational necessity may require the further transportation by air of patients to the nearest metropolitan areas with sufficient concentrations of available hospital beds, where patient needs can be matched with the necessary definitive medical care.

■   A terrorist release of weapons of mass destruction; damage to chemical and industrial plants, sewer lines, and water distribution systems; and secondary hazards such as fires will result in toxic environmental and public health hazards to the surviving population and response personnel, including exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and food products.

■ The damage and destruction of a major disaster, which may result in multiple deaths and injuries, will overwhelm the State and local mental health system, producing an urgent need for mental health crisis counseling for disaster victims and response personnel.

■ Assistance in maintaining the continuity of health and medical services will be required.

■ Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

■ Primary medical treatment facilities may be damaged or inoperable; thus, assessment and emergency restoration to necessary operational levels is a basic requirement to stabilize the medical support system.

4 Concept of Operations

4.1 Emergency Medical Services

■ Each island's own EMS service is the lead agency for the coordination of EMS on their island, including, but not limited to such activities as:

● Identification and coordination of medical resources.

● Coordination of medical transportation resources.

■ Dr. Michael Sullivan is the Medical Director for the San Juan County Emergency Medical System.

■ Basic and advanced life support services shall be provided per existing standing operating procedures, patient care guidelines and treatment/transfer protocols as promulgated or coordinated by the Medical Director.

■ Direction and control of emergency medical functions at clinics will be the responsibility of the facility administrator.

■ Clinics should maintain decontamination procedures and appropriate equipment to handle patients who are contaminated by hazardous materials.

■ In the event of a disaster where normal communications are disrupted, clinic staff should report to their assigned clinics. Doctors, nurses and other medical professionals residing in the county who are unable to reach, or are not required at, their mainland facilities, should report to the nearest clinic, doctors office or fire station. Additional reporting points for physicians may be established to meet local community needs.

■   The American Red Cross and other agencies may support the EMS response with additional resources. The EOC will coordinate requests for additional resources.

■   Emergency medical personnel and supplies not available in San Juan County may be requested from the Washington State Department of Health through the State Emergency Management Division (EMD), State EOC or other jurisdictions through mutual aid

■   Where fire resources in San Juan County may become or are exhausted as a result of a major incident, the provisions of the State and/or Regional Fire Mobilization Plans may be activated to provide for outside assistance.

4.2   Public Health

■   HCS is the lead for the coordination of public health services.

■   If political jurisdictions, agencies or individuals are unable to meet appropriate public health standards under their own resources or authority, the Director of HCS or the Public Health Officer may take actions to ensure public health is protected.

■   If the threat to public health is of such magnitude that supplemental assistance is necessary, state assistance may be requested through the DEM to the State EMD.

■   Support for emergency workers, disaster victims and relatives is coordinated on scene with assistance from mental health care providers from the community. EMS agencies and clinics are strongly encouraged to develop their own mental health support programs using mental health care providers in the community.

■   The American Red Cross may provide disaster mental health counseling to the victims of disaster as needed.

4.3   Mass Fatality Management

■   That San Juan County Prosecuting Attorney is the Coroner for San Juan County. Medical Examiner duties are contracted with the Snohomish County Medical Examiner

■   The contracted Medical Examiner is the lead for activities concerning the deceased as a result of a disaster or emergency, including identification and disposition of the remains. The deceased should only be moved when authorized by the Medical Examiner or designee.

■   HCS is the lead for providing death certificates, coordination with the Medical Examiner and coordination with funeral homes. This assures

vital data is recorded and burial-transit permits are appropriately issued. The San Juan County Sheriff's Office forensic dentists of the Washington State Dental Association, the Federal Bureau of Investigation (Disaster Response Unit) may be used to assist in the identification of human remains at the request of the Medical Examiner.

■ Given the lack of local mortuary facilities, the contracted Medical examiner may designate temporary morgues as the situation dictates.

■ The contracted Medical Examiner is responsible for notifying local agencies of the locations of morgues and arranging transportation of the deceased to these sites. These tasks may be coordinated by the EOC.

■ The American Red Cross may assist in the notification of next of kin following mass casualty disasters.

■ The Federal Bureau of Investigation may assume identification responsibilities in accidents involving interstate commercial carriers, hostage situations or citizens killed in acts of terrorism.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Health and Human Services Department

■ Coordination of public and mental health services.

■ Inoculations.

■ Sanitation services and basic hygiene.

■ Identification and control of communicable diseases. Refer to Terrorism Annex (Restricted Document) for cases involving terrorism.

■ Vector control.

■ Examination of food and water supplies for contamination.

■ Emergency sanitation standards for disposal of garbage, sewage and debris.

■ Assessment of environmental contamination and public health risk from hazardous materials spills.

■ Public notifications of public health risks.

■ Technical support for terrorist incidents involving weapons of mass destruction.

5.2   Medical Examiner (contracted through Snohomish County)

■ Identification and disposal of human remains.

■ Determination of the cause of death.

■ Coordination of mortuary facilities and the establishment of temporary morgues as needed.

■ Notification of next of kin.

5.3   Sheriff's Office

■ Provide limited first aid capability.

■ Assists the Medical Examiner with the identification of the deceased.

■ Provide scene security as needed.

■ Notification of next of kin.

5.4   American Red Cross

■ Under its Charter, the American Red Cross provides available supplementary medical, nursing aid and other health services upon request.

■ Responsible for establishing a method to obtain names of victims from appropriate agencies for health and welfare communications.

■ Assist victims with replacement of personal medical supplies, glasses, dentures, hearing aids, wheelchairs, prostheses, etc.

■ Assist in the notification of next of kin following mass casualty disasters as directed by the Medical Examiner.

■ Provide disaster mental health counseling to the victims of disaster as needed.

5.5   Fire Districts and EMS Agencies

■ Establish incident command for on scene emergency operations.

■ Provide first aid, EMT and paramedic services in response to injured persons.

■ Provide emergency medical transportation capability.

5.6   Island Clinics

- Provide medical care to the level possible for the facility.

- Make assessments of hospital capabilities and damages.

- May mobilize staff to provide teams to respond to field treatment and triage sites.

- Assist in blood procurement for community needs.

6   Supporting Plans and Procedures

The following plans and procedures are currently in place:

- San Juan County Public Health Emergency Response Plan

- San Juan County Mass Casualty Incident (MCI) Plan

- State of Washington Comprehensive Emergency Management Plan, ESF 8 – Public Health and Medical Services

- National Response Framework, ESF 8 – Public Health and Medical Services

7   Appendices

None at this time.

9

ESF 9 – Search and Rescue

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ESF 9 Tasked Agencies	
Primary Agencies	San Juan County Sheriff's Office
Supporting Agencies	Department of Emergency ManagementFire Districts and Departments
	San Juan County GIS
	Public Works Department
	Planning and Community Development Services
Adjunct Agencies	
	American Red Cross
	Mainland SAR Teams
	San Juan County Amateur Radio Society

1   Purpose and Scope

The purpose of ESF 9 is to coordinate Search and Rescue (SAR) operations and resources during emergency response and recovery. ESF 9 describes the use of resources in support of both Urban SAR and Wilderness SAR during actual or potential emergencies. The scope of this function includes Urban SAR challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and the extrication of accident victims.

2   Policies and Agreements

It is the policy of San Juan County that heavy rescue operations be a team effort of law enforcement, fire services, volunteers, other agencies and the private sector.

3   Situation and Assumptions

3.1   Situation

San Juan County has more shoreline than any other county in the state and a strong reliance on aircraft transport for a range of situations The Sheriff's Office has the dual responsibility for Law Enforcement on both land and on water.

With the growth in the numbers of residents and tourists who explore San Juan County every year, there is an increased risk that children and adults will be in perilous situations that call for quick and difficult water rescue or marine law enforcement. Rescues can involve, for example, , SCUBA accidents, boating accidents, and downed aircraft, in addition to searches for those lost in the portions of undeveloped forest land in the islands.

■   In situations that entail structural collapse, large numbers of people may require rescue and medical care.

■ Because the mortality rate among trapped victims rises dramatically after 72 hours, SAR must be initiated without delay.

■ In the course of response, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and unrefrigerated food.

■ Following an earthquake, aftershocks, secondary events, and/or other hazards (such as fires, tsunami, landslides, flooding, and hazardous materials releases) may compound problems and threaten both disaster victims and rescue personnel.

■ Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.

■ In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.

3.2   Assumptions

■ San Juan County will rely on volunteer resources to support most search and rescue operations.

■ Complex or extended searches will rely on the support of mainland based resources, including aircraft, K9 teams, and search teams.

■ Local SAR organizations may be overwhelmed and will not be able to respond to all requirements.

■ Local residents, workers, and/or converging volunteers may initiate search and rescue efforts, but will usually lack specialized equipment and training. Spontaneous volunteers will require coordination and direction within the local incident command structure.

■ Access to damaged areas will be limited. Some sites may be initially accessible only by air or water.

■ Following an earthquake, both disaster victims and rescue personnel may be threatened by aftershocks, secondary events, and/or other environmental disturbances.

4   Concept of Operations

■ The San Juan County Sheriff is responsible for ground SAR operations (RCW 38.52400). The primary source of personnel is Sheriff's Office staff and members of the local Fire Districts.

- SAR for missing aircraft is the responsibility of the State Department of Transportation, Division of Aeronautics. The Sheriff's Office coordinates ground resources in support of these operations.

- Some aviation assets, such as those of the U.S. Coast Guard, County Sheriff Offices (Snohomish/King), or NAS Whidbey may be requested.

- While the Sheriff is responsible for disaster SAR operations (RCW 38.52), the unique environment of Urban Search and Rescue should result in a Unified Command structure that includes the jurisdictional fire agency. Public Works is the lead agency for the provision of heavy equipment. Planning and Community Development Services is the lead for providing technical advice concerning structures.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of ESF 9 – Search and Rescue Operations will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   San Juan County Sheriff's Office

- Responsible for SAR operations.

- The Sheriff's Office has four vessels for Marine Patrol and SAR.

- Maintains the San Juan county Dive Unit to assist in water rescues.

5.2   Department of Emergency Management

- Supports SAR operations with additional resource coordination and activation of the EOC, as needed.

- Develops and maintains a system of volunteer registration in accordance with WAC 118.

- Requests state mission number from the EMD Duty Officer.

5.3   Fire Districts and Departments

- Provides personnel assistance to SAR operations and coordination of heavy rescue operations.

5.4   Public Works Department

- Provides heavy equipment to support rescue operations.

5.5   Planning and Community Development Services

- Provides technical information on damaged structures.

5.5　San Juan County GIS Services

- Provide technical and mapping assistance to support search and rescue operations.

5.6　American Red Cross

- Provides support to search teams and personnel, including warming stations, food and beverage service, mental health support.

5.7　San Juan County Amateur Radio Society

- Provides communications support, particularly in areas with limited communications functionality.

6　Supporting Plans and Procedures

The following supporting plans and procedures are currently in place:

- State of Washington Comprehensive Emergency Management Plan, ESF 9 – Search and Rescue

- National Response Framework, ESF 9 – Search and Rescue

8　Appendices

None at this time.

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ESF 10 – Oil and Hazardous Materials Response

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ESF 10 Tasked Agencies	
Primary Agencies	San Juan County Emergency Management
	Local Fire Services
Supporting Agencies	
Adjunct Agencies	Islands' Oil Spill Association

1 Purpose and Scope

ESF 10 provides for response to, and recovery from, hazardous materials releases, including oil spills. This support function is applicable to all types and sizes of hazardous materials—chemical, biological, radiological, nuclear, and explosive—incidents potentially involving transportation corridors (railway and highway), abandoned waste sites, pipelines, tank farms, and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, hospitals, etc.). This ESF also includes hazardous materials response and support for response to terrorist incidents.

2 Policies and Agreements

The following policies and agreements are currently in place:

- ■ Most HAZMAT incidents will fall under the purview of the local fire district jurisdiction that they occur in. Existing mutual aid may be called upon for manpower. Law enforcement, road and public works agencies may be called upon to redirect traffic routes in the interest of public safety.

3 Situation and Assumptions

3.1 Situation

A natural or other disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems. Disaster recovery procedures could generate hazardous materials threats to the public health or welfare or to the environment. Terrorism incidents could occur involving WMD.

3.2   Assumptions

■ Local response agencies may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, clean up, and dispose of hazardous materials released into the environment.

■ There may be numerous incidents occurring simultaneously in separate locations, both inland and along coastal waters.

■ Standard communications equipment and practices (phone lines, radio, etc.) will be disrupted or destroyed.

■ Response personnel, cleanup crews, and response equipment will have difficulty reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure (roads, rails, bridges, airports, etc.).

■ Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.

■ Even if the disaster does not cause an actual release, there will be considerable concern about facilities that are located in or near the affected area. These facilities will need to be assessed and monitored by response agencies. Information submitted in compliance with Title III of the Superfund Amendments and Reauthorization Act (SARA), the Clean Air Act Amendments of 1990, the Oil Pollution Act of 1990, and the Hazardous Materials Transportation Uniform Safety Act of 1990 will be useful in identifying such facilities.

■ Laboratories responsible for analyzing hazardous materials samples may be damaged or destroyed.

■ Air transportation will be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.

■ Emergency exemptions will be needed for disposal of contaminated material.

■ Hazardous Materials responders should expect to be self-sufficient in the early days of the response.

■ Incidents involving WMD will require additional coordination procedures and the need to follow specialized response actions. A WMD response might begin as a routine response action and then later be determined a WMD incident.

4   Concept of Operations

For a detailed Concept of Operations, please see the San Juan County Hazardous Materials Incident Response Coordination Plan.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Fire Services

- Provide initial response to hazardous materials incidents and coordinate with outside agencies as needed.

5.2   Hazardous Waste Coordinator

- Provide and monitor interim storage of hazardous materials.

- Provide disposal or arrange for disposal of hazardous materials.

- Regularly review and update ESF 10 – Oil and Hazardous Materials.

5.3   Islands' Oil Spill Association (IOSA)

- Respond to oil spills on the water.

- Respond to impending spills on the water.

- Provide related wildlife search and rescue.

6   Supporting Plans and Procedures

The following plans and procedures are currently in place:

- San Juan County Incident Response Coordination Plan

- State of Washington Comprehensive Emergency Management Plan, ESF 10 – Oil and Hazardous Materials

- National Response Framework, ESF 10 – Oil and Hazardous Materials

7   Appendices

None at this time.

11

ESF 11 – Agriculture and Natural Resources

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Table of Contents

ESF 11. Agriculture and Natural Resources

ESF 11 Tasked Agencies	
Primary Agencies	San Juan County Emergency Management
Supporting Agencies	San Juan County Department of Health and Community Services
Adjunct Agencies	Local 4-H
	Washington State Extension
	Local Veterinarians
	Local Animal Shelters

1   Purpose and Scope

ESF 11 focuses on protecting the food supply and ensures that victims of emergencies/disasters are provided with adequate nutrition. This support function also outlines procedures for control and eradication of disease or infestation potentially impacting plant and animal health while also introducing significant risk to the local economy (dairy and poultry operations, feedlots, auction yards, Christmas tree farms, timber/logging operations, agricultural crops, wildlife, etc.). ESF 11 includes information regarding emergency animal sheltering and evacuation specific to livestock, such as dairy, cattle, poultry, sheep, goats, equine, and other production species.

2   Policies and Agreements

Farm Service Agency programs are administered through the U.S. Department of Agriculture (USDA) and are subsequently activated by the U.S. Secretary of Agriculture in support of a natural hazard event, such as drought. These include the following.

- ■   Noninsured Assistance Program,

- ■   Emergency Conservation Program,

- ■   Emergency CRP Haying and Grazing Assistance, and

- ■   Emergency Loans.

Not all Farm Service Agency programs require a disaster declaration prior to activation.

The Farm Service Agency has local offices throughout the state that are often co-located with the Natural Resources Conservation Service and/or the local soil and water conservation district office. More information about programs administered by the Farm Service Agency can be accessed via the following website: http://disaster.fsa.usda.gov/fsa.asp.

3   Situation and Assumptions

3.1   Situation

The county has limited capability to respond to an agricultural or natural resource-related emergency incident. Local veterinarians may be available to assist in an emergency, but resources are very limited in the county. The county will rely on state and federal assistance during this type of emergency. Numerous local, state, federal and volunteer organizations will play a role in eradicating a Foreign Animal Disease (FAD) or other types of domestic disease outbreaks potentially impacting plants and/or animals.

The occurrence of FAD, other highly contagious diseases, and catastrophic events may require mass culling of livestock, carcass removal, and disposal. Response efforts could also include culling of non-domesticated animals/birds such as wildlife. Animal carcasses, unused animal feed, manure and other organic matter may create sanitation, pest, and vector control issues. Quarantine measures may be implemented for parts of San Juan County and law enforcement may be required for enforcement of quarantine and/or isolation measures.

3.2   Assumptions

■   The direct impact on productivity, exporting animal products, feeding of animals (pets, livestock and wildlife), sheltering of animals and medical care for domestic animals could be such that outside assist will need to be requested.

■   Large-scale disasters, such as severe droughts, floods, ice and snow storms, will injure, kill and displace animals. These animals may be pets, livestock and wildlife.

■   The agricultural industry in Washington is a major contributor to the economy of the State, the nation and the world. An outbreak of a disease that impacts the agricultural community could result in economic losses of unprecedented scale.)

4   Concept of Operations

Animal quarantine measures will be implemented through the San Juan County Department of Health and Community Services. Most likely, support from the Washington Department of Agriculture and the Washington Department of Health would be included in these procedures. Formal quarantine measures will be implemented following existing procedures established through the State Department of Agriculture.

To date, San Juan County has not developed emergency response plans or procedures focusing on agriculture and animal issues. However, the ICS and NIMS process would be implemented into the command structure established for the county EOC to track and mobilize all resources necessary to accomplish the

incident objectives. The State Division of Emergency Management will be relied upon to coordinate assistance by state and federal agencies in case of a disaster or animal health emergency.

5   Roles and Responsibilities

4.1   Tasks by Phase of Emergency Management

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1.1 Mitigation

■ Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.

■ Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.

4.1.2 Preparedness

■ Develop standard operating guides and checklists to support ESF 11 activities.

■ Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

■ Identify sources to augment emergency food and water supplies.

■ Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.

■ Develop mutual aid agreements with government agencies,, professional associations and private agencies and organizations with personnel and equipment to support ESF 11 activities.

■ Conduct and participate in training to support the implementation of ESF 11.

■ Develop and/or review procedures for crisis augmentation of personnel.

■ Participate in and/or conduct drills and exercises.

4.1.3 Response

■ Support the disaster response and recovery with all available resources.

■　Provide assistance to established pet shelters.

■　Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.

■　Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.

■　Provide and/or receive appropriate mutual aid.

■　Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.

4.1.4　Recovery

■　Continue to support disaster operations as needed.

■　Restore equipment and restock supplies to normal state of readiness.

■　Participate in after action reports and meetings.

■　Make changes to plans and procedures based on lessons learned.

■　As permitted by the situation, return operations to normal.

6　Supporting Plans and Procedures

The following plans and procedures are currently in place:

■　State of Washington Comprehensive Emergency Management Plan, ESF 11 – Agriculture and Natural Resources

■　National Response Framework, ESF 11 – Agriculture and Natural Resources

7　Appendices

None at this time.

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ESF 12 – Energy

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ESF 12 Tasked Agencies	
Primary Agencies	Department of Emergency Management
Supporting Agencies	Public Works Department
	San Juan County Sheriff's Office
Adjunct Agencies	Local Law Enforcement
	Local Fire Services
	Involved Utilities

1   Purpose and Scope

ESF 12 is responsible for the restoration of damaged energy utility infrastructure and accompanying systems within the County, following a disaster. Also considered in this ESF is the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. All forms of energy production and transmission and its associated infrastructure should be considered, including electrical, natural gas, petroleum products, hydroelectric, wind, etc. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, AOCs (if applicable), government offices/facilities, water/sewage systems, and other essential community services.

2   Policies and Agreements

It is the policy of San Juan County that all utilities, whether publicly or privately owned, be prepared to respond to needs caused by an emergency or disaster. The San Juan County Department of Emergency Management may establish liaison with such utility providers to coordinate disaster and emergency needs and services.

3   Situation and Assumptions

3.1   Situation

The suddenness and devastation of a disaster, either natural or man-made, may sever key energy lifelines, constraining supply in affected areas and most likely adversely impacting adjacent areas, especially those with supply links to the directly affected areas. Such an event also could affect transportation, communications, and other lifelines needed for public health and safety.

3.2   Assumptions

■   There may be widespread and possibly prolonged electric power failures;

■   The transportation and telecommunications infrastructures may be affected; and

■ Delays in the production, refining, and delivery of petroleum-based products may occur as a result of loss of commercial electric power.

4   Concept of Operations

4.1   Direction and Control

■ Contact with utility providers may be established by the EOC to coordinate resources, establish priorities, assess and document damages and provide information to the public. Information programs may be initiated to keep the public informed of utility status and any restrictions.

■ Utility providers may be requested to send a liaison to the EOC to facilitate coordination and provide communications equipment for contact with field units.

■ Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The DEM and/or the EOC may assist with coordinating outside resources.

4.2   General Information

■ Electric power within San Juan County is operated by Orcas Power and Light Cooperative (OPALCO), a local power cooperative. When affected by a disaster, it can be anticipated that OPALCO will work to re-establish service. However, the OPALCO service is reliant on a submersed power line from the mainland. Should this line or any of the other similar lines connecting the islands be damaged, a return to normal power may take an extended period of time. Residents should be prepared.

■ Public drinking water systems within San Juan County are both publicly and privately owned. These systems are not normally interconnected. Personal preparedness can reduce the impact from disruptions to the water supply.

■ Contact with local petroleum suppliers and major oil companies may be made to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies.

■ There are numerous sewer utility providers in the county. Typically these utilities have cooperated in mutual support during emergencies.

■ CenturyTel provides land-line telephone service to San Juan County. Several cellular phone services are also available to the islands. These companies have emergency plans and priorities for restoration of service. The first priority is usually restoration of company capability

then 9-1-1 systems and life safety related agencies. San Juan County residents can anticipate a delay in restoration of telephone service in a major outage due to a disaster. Due to the design of the system, Inter or intra-island communications may be available before communications with the mainland.

5 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1 Department of Emergency Management

- Maintain contact and coordinate with utility and energy providers.

- Coordinate planning with providers as needed.

5.2 Energy and Utility Providers

- Continue to operate supply system and support mutual aid.

- As needed, provide for the timely restoration of services.

- Facilitate coordination and communications by providing liaisons to the EOC as requested.

6 Supporting Plans and Procedures

The following plans and procedures are currently in place:

- State of Washington Comprehensive Emergency Management Plan, ESF 12 – Energy

- National Response Framework, ESF 12 - Energy

7 Appendices

None at this time.

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ESF 13 – Public Safety and Security

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ESF 13 Tasked Agencies	
Primary Agencies	San Juan County Sheriff's Office
Supporting Agencies	
Adjunct Agencies	Washington State Patrol
	U.S. Customs and Border Patrol
	Federal Bureau of Investigation

1   Purpose and Scope

ESF 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function includes general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including County and local EOCs), and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2   Policies and Agreements

The following Public Safety and Security policies and agreements are currently in place:

■   State Mutual Aid Assistance Act

3   Situation and Assumptions

3.1   Situation

During times of emergency, law enforcement agencies will be called on to expand their operations.

3.2   Assumptions

Local law enforcement personnel will generally be able to provide adequate police control through existing mutual aid agreements. If local and regional capabilities are exceeded, support will be available from any of several State and Federal law enforcement groups.

4   Concept of Operations

■   The San Juan County Sheriff is the chief law enforcement officer in San Juan County. When the EOC is activated, an appropriate liaison may be requested to report to the EOC to coordinate law enforcement activities.

■   Coordination between the Sheriff's Office and other law enforcement agencies is facilitated by the State Mutual Aid Assistance Act. This

allows for law enforcement personnel to respond to another jurisdiction upon request and for more specific agreements to be developed for special circumstances.

■ Supplemental law enforcement assistance may be requested through normal mutual aid channels or through the EOC.

■ ICS may be used for the coordination of mutual aid resources.

■ Internal policies and procedures are in place for the mobilization of law enforcement personnel and equipment.

■ Issues regarding terrorism or suspected terrorism are addressed in the Terrorism Incident Annex to the CEMP (restricted document).

5 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1 Sheriff's Office

■ Provides law enforcement in San Juan County.

■ Provides representation in the EOC to coordinate law enforcement and/or SAR/SAR DIVE operations.

■ Provides security to the County EOC during disaster operations.

■ Assists with the dissemination of warnings to the public.

■ As appropriate, provides field observations to the EOC.

■ Provides communications support to the EOC as needed.

■ Provides traffic control and crowd control.

■ Provides marine assets for EMS to attend smaller islands and for other appropriate emergency response functions.

6 Supporting Plans and Procedures

The following supporting plans and procedures are currently in place:

■ State of Washington Comprehensive Emergency Management Plan, ESF 13 – Public Safety and Security

■ National Response Framework, ESF 13 – Public Safety and Security

7   Appendices

None at this time.

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ESF 14 – Long-Term Community Recovery

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ESF 14 Tasked Agencies	
Primary Agencies	Department of Emergency Management
Supporting Agencies	
Adjunct Agencies	

1   Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding monitoring the transportation infrastructure in the event of an emergency; assessing damage to it; restoring it; identifying alternative routes; and identifying ad coordinating transportation resources useful to other ESFs.

This ESF 1 works together with certain aspects of ESF 3, Public Works and Engineering, and ESF 14, Long-Term Community Recovery, which also address damage assessments and restoration.

This ESF 1 does not address debris management, even if associated with debris on roads and bridges (see ESF 3). ESF 1 does not directly address the movement of people, goods, equipment, and animals, which is addressed in other ESF annexes. (The evacuation of people is addressed in ESF 13, Public Safety and Security, and Support Annex 2, Evacuation and Shelter-in-Place. Courtesy transport of people as a human service is addressed in ESF 6, Mass Care, Emergency Assistance, Housing, and Human Services.) However, ensuring the safety, security, and functionality of the local transportation system and vehicle/conveyance assets will help promote the emergency transport of people, goods, and animals and hasten recovery.

2   Policies and Agreements

Jackson County follows additional policies as outlined in the following state guidance materials:

- State of Washington Disaster Recovery Procedures

3   Situation and Assumptions

3.1   Situation

- Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.

- Recovery activities may continue long after the Emergency Operations Center (EOC) has been closed, requiring the activities to be coordinated and managed from a different location.

- The recovery process can be split into long-term and short-term activities, but some activities can occur in both. Also, there is no clear

distinction of when short-term recovery activities end and long-term begins.

■ Short-term recovery returns vital life support systems to at least minimum operating standards and people's immediate needs are met.

■ Long-term recovery may go on for years until the entire disaster area is completely redeveloped, either as it was before the disaster or for entirely new purposes.

3.2   Assumptions

■ Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.

■ A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional annexes and hazard specific appendixes to this plan and the planning considerations addressed in this annex.

■ Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.

■ Depending on the incident it may be more appropriate for some recovery functions to be tasked to a specific County department rather than an EOC Section.

4   Concept of Operations

When the county EOC has been activated following a local disaster or emergency, the EOC Director or designee determines what county officers and officials are available to support recovery operations, and, according to the adopted line of succession, will replace those officials that are unavailable or unable to serve. All elected officials must check in with the county EOC as soon as possible, so a clear chain of command can be established.

Upon notification of a pending or actual incident, county departments and agencies will take the following actions:

■ Maintain an equipment list and staffing pattern with a line of succession; review and provide staff training through the exercise process.

■ Determine vulnerability and department readiness. Pre-position mobilization equipment and supplies in a safe or safer location with minimal disruption of business.

■ Review and update mutual aid agreements.

Each county department or agency will review and complete the following information and identify critical needs and personnel to ensure continuity of operation and accountability:

■ Each county department is responsible for developing its own protocols, guidance, and plan to address its continuity of operations. These should include what resources are necessary to complete its mission and tasks to serve the public effectively.

■ The department head is responsible to pre-identify staff patterns to show a succession line in the absence of management.

■ All department employees must understand the protocols, guidance, and line of succession to minimize confusion, maintain leadership, and provide clear direction.

■ Each department will incorporate this plan in its department or agency policy and procedures manual.

■ Each department will review and update its plan and make any necessary changes on an annual basis.

■ Departments will provide training and exercise regarding individual plans on an annual basis.

■ The County Council, or their designee identified in the line of succession, will provide guidance and direction to department heads to ensure continuity of government. There may be additional policy guidance and direction as needed.

■ Each department head or designee is responsible for public and staff safety.

Once needs have largely been met, the crisis subsides, and San Juan County government can begin to function in its normal, day-to-day mode, the resource management function will focus on the following areas:

■ Disposal of excess stocks: Loaned equipment will have to be returned to its owners. Surplus property can be dealt with through normal procedures, except where hazardous materials (HAZMAT) are involved. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them. A donations coordination team will be assigned to manage donated goods.

■ Stand down: Facilities and staff should be deactivated as soon as feasible, with all reports and documentation filed.

- Financial settlement: The jurisdiction may need to reimburse or compensate the owners of private property. It may also be required to submit reports addressing the jurisdiction's financial liability for assistance received under the Stafford Act.

- Appreciation acknowledgement: Suppliers and donors should receive acknowledgement, as feasible and in coordination with the County Council. New suppliers should be contacted regarding the potential for developing a memorandum of agreement with the county for emergency response.

5   Roles and Responsibilities

4.1   Organization

As response activities are completed the management of and responsibility for recovery operations could transition from the EOC to an established Recovery Management Team or Office.

Establishment of a Recovery Management Team and transfer of recovery responsibilities from the EOC to the Team will be the responsibility of the Policy Group. To avoid duplication of efforts, this transition should not occur until all response-specific activities have been completed.

4.2   Task Assignments

4.2.1 General

- While the EOC is still activated, the initial development of a Recovery Plan will be the responsibility of the IC, but may be delegated to the Planning Section Chief.

- Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific County department rather than an EOC Section. The tasked Department will keep the IC apprised of their recovery activities.

- Responsibilities for specific recovery functions are as assigned in the other functional annexes and the hazard appendixes, unless specifically re-assigned in the Long-term Recovery Plan.

- Functions, tasks and responsibilities not addressed in the Emergency Response and Recovery plan will be covered in the Long-term Recovery Plan.

4.2.2 Policy Group

■ **Administration:** Provides policy and guidance for administration and management of departmental and recovery functions during disasters and emergencies.

■ **Direction and Control:** Develops and implements procedures for maintaining county/department daily operations and services.

4.2.3 Incident Commander or Recovery Team Manager

■ **Administration:** Provides guidance for the administration and management of departmental and recovery functions during disasters and emergencies.

■ **Direction and Control:**

- Provides for the assignment and coordination of responsibilities for management of disaster recovery activities.

- Organizes incident debriefings and critiques.

■ **Recovery Management:**

- Provides for overall management of recovery activities. Develops strategic goals and policy directives to guide both short and long-term recovery.

- Keeps elected officials informed of the situation and provide advice on required decisions and appropriate actions.

- Ensures accurate public information is disseminated.

- Provides for the safety and welfare of the public and recovery personnel.

4.2.4 Operations Chief or Recovery Management Team

■ **Direction and Control:** Develops and implements tactical goals for recovery operations.

4.2.5 Other Functions

The following recovery functions may be assigned to a County Department or an EOC Section or Branch:

■ **Demolition:** Ensures that appropriate policies, agreements, and procedures are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.

- **Rezoning and Land Use:** Ensures ordinances, policies, and procedures are in place to allow expeditious zoning and land use decisions following a disaster. Includes procedures for building moratoria, fast track permitting, permit restrictions and fee waivers and coordination and oversight of repairs to historic buildings.

- **Business Resumption:** Provides policies and procedures to facilitate the re-establishment of normal commercial business activities following a disaster. Includes policies/procedures for deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance.

6 Supporting Plans and Procedures

The following plans and procedures are currently in place:

- State of Washington Comprehensive Emergency Management Plan, ESF 14 – Long-Term Community Recovery

- National Response Framework, ESF 14 – Long-Term Community Recovery

7 Appendices

None at this time.

15

ESF 15 – External Affairs

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Table of Contents

ESF 15 Tasked Agencies	
Primary Agencies	Department of Emergency Management PIO
Supporting Agencies	
Adjunct Agencies	

1   Purpose and Scope

ESF 15 provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. This ESF also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages to accommodate non-English-speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the general public and community partners prior to a disaster/incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

The primary means for disseminating public information in this jurisdiction includes Internet, brochures, newspapers, community meetings, workshops, and schools.

2   Policies and Agreements

The following policies and agreements are currently in place:

3   Situation and Assumptions

3.1   Situation

During periods of emergency, the public benefits by receiving information regarding protective action needed to minimize loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react quickly enough to properly inform the public about the hazard. For this reason, it is important that, prior to the occurrence of an emergency, the public is made aware of potential hazards and protective measures that should be employed.

3.2   Assumptions

An effective program combining both education and emergency information may significantly reduce disaster-related casualties and property damage. However, despite educational programs, people are generally unconcerned about hazards until affected. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

4   Concept of Operations

■   A Public Information Officer (PIO) appointed by Incident Command is the lead person for the coordination of emergency public information and media relations during an emergency.

■   During emergency situations the PIO, or designee(s), report to the Incident Command Post or EOC to prepare and disseminate public information. The primary means to do this is by direct contact with the media and by use of the Emergency Alert System (EAS). Information should be coordinated with Incident Command to ensure accuracy and prevent conflicts with command objectives.

■   If the magnitude of the situation warrants it, a Joint Information Center (JIC) may be established outside of the EOC to provide a single point of contact for releasing information. This facility would be in direct contact with the EOC and may include multiple information officers. The location of the JIC will be determined on a case-by-case basis.

5   Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1   Department of Emergency Management

■   Acts as the lead agency for the development and maintenance of county warning procedures

■   Develops and distributes public information materials.

5.2   Public Information Officer

■   Coordinates contacts with the media and the release of information to the public.

5.3   Participating agencies and Organizations

■   Provide the PIO with information concerning emergency activities.

6   Supporting Plans and Procedures

The following plans and procedures are currently in place:

- State of Washington Comprehensive Emergency Management Plan, ESF 15 – External Affairs

- National Response Framework, ESF 15 – External Affairs

7   Appendices

None at this time.

1

IA 1 – Severe Weather (including Landslides)

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Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the CEMP and supporting procedures/plans.	
	❑ Monitor weather and flood reports.	
	❑ Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	❑ Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
	▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
	❑ Have personnel participate in necessary training and exercises, as determined by Emergency Management in coordination with lead agencies and coordinators.	
	❑ Participate in County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC.	*[Indicate location of emergency contact lists]*
	❑ Ensure landslide and flood response equipment and personnel inventories are current for the County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	*[indicate location of inventories lists]*
	❑ Inform County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Work with the county planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	❑ Activate the CEMP when severe weather, and/or landslides incidents pose threats to the County.	
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. City and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	

Phase of Activity	Action Items	Supplemental Information
	Severe Weather Incident Checklist	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	☐ Develop work assignments for ICS positions (recurring).	*ICS Form 203: Organization Assignment List*
	☐ Notify supporting agencies as well as the County Council.	
	▪ Identify local, County and regional agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	☐ Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	*ICS Form 209: Incident Status Summary*
	▪ Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	▪ Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	☐ Confirm or establish communications links among local and County EOCs, and other AOCs. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	☐ Ensure all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of the incident so dictates.	
	☐ Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	*Local, agency, and facility-specific SOPs*
	☐ Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
	☐ Determine the need to conduct evacuations and sheltering activities (recurring).	*ESF 6 of the County EOP*

	Severe Weather Incident Checklist	
Phase of Activity	**Action Items**	**Supplemental Information**
	❐ Determine the need for additional resources and request as necessary through appropriate channels (recurring).	
	❐ Submit a request for an emergency/disaster declaration, as applicable.	*Chapter 1 of the County EOP.*
	❐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.	*[indicate location of mutual aid agreement copies]*
	❐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❐ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❐ Establish a JIC and designate a lead PIO for the County.	
	❐ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (recurring).	
	❐ Public information will be reviewed by the IC or designee. Information will be approved for release by the IC and Lead PIO before dissemination to the public.	
	❐ Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❐ Record all incoming and outgoing messages (recurring). All messages and the person sending or receiving them should be documented as part of the EOC log.	
	❐ Develop situation reports (recurring). At regular intervals, the EOC Director and staff will assemble a situation report.	*ICS Form 209: Incident Status Summary*
	❐ Develop and update the Incident Action Plan (IAP) (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❐ Implement objectives and tasks outlined in the IAP (recurring).	
	❐ Coordinate with private sector partners as needed.	
	❐ Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	

Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	❐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ICS Form 221 - Demobilization Plan*
	❐ Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	❐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 – Long-Term Community Recovery and COOP/COG Plans*
	❐ Release mutual aid resources as soon as possible.	
	❐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❐ Deactivate/demobilize the EOCs, AOCs, and command posts.	
	❐ Correct response deficiencies reflected in the Improvement Plan.	
	❐ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

Table title: **Severe Weather Incident Checklist**

2 | IA 2 – Drought

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Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, applicable response plans pertaining to drought including the County CEMP and supporting procedures and plans.	*EOP and Agency-specific Standard Operating Procedures*
	❑ Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	❑ Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	❑ Have personnel participate in necessary training and exercises, as determined by County Emergency Management.	
	❑ Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	*[Indicate where contact lists are housed]*
	❑ Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.	
	❑ Inform County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Work with the local planning commission to ensure new construction does not increase hazards or vulnerability threat.	
	❑ Ensure maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	❑ When deemed necessary, activate the CEMP when drought and other water shortage incidents pose a threat.	
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Tribal and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	❑ Estimate emergency staffing levels and request personnel support.	

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	❑ Notify supporting agencies.	
	- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	❑ Determine the type, scope, and extent of the incident (*recurring*). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	*ICS Form 209: Incident Status Summary.*
	- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among local and county EOCs, other AOCs, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	❑ Implement local plans and procedures for drought and/or water shortage operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.	*Local, agency, and facility-specific Standard Operating Procedures*
	❑ Conduct and obtain current damage reports and determine the affected area (*recurring*).	
	❑ Repair and restore essential services and vital systems as required.	
	❑ Secure assistance from private contractors/vendors as needed.	
	❑ Provide emergency power as needed to maintain service to the community.	
	❑ Initiate curtailment procedures if shortages or overload conditions appear imminent.	

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	
	❑ Submit a request for emergency/disaster declaration, as applicable.	*[Basic Plan – Chapter 1 and Appendix A]*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	*[Indicate where copies of mutual aid agreement are housed]*
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a Joint Information Center and designate a lead PIO for the jurisdiction.	
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	
	- Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO with support from tribal liaison(s) prior to dissemination to the public.	
	❑ Record all EOC and individual personnel activities (*recurring*). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	*ICS Form 209 Incident Status Summary*
	❑ Develop and update the IAP (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives.*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ICS Form 221 - Demobilization Plan*
	❑ Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 – Long-Term Community Recovery and COOP/COG Plans*
	❑ Make recommendations to county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize EOCs, AOCs, and command posts.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 3 – Flood

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Flood Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and develop exercises relative to flood events.	
	❑ Coordinate County preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	*[Indicate location of Contact Lists]*
	❑ Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
	❑ Annually review and update CEMP and SOPs, as needed.	*County EOP and agency-specific SOPs*
	❑ Review flood prone areas.	
	❑ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	*Stafford Act, FEMA guidance, and Oregon EOP*
	❑ Ensure supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	*FA 1 of the City EOP*
	❑ Identify and review local contractor lists to see who may provide support specific to flood response.	
	❑ Review, revise, and where necessary, establish mutual aid agreements with other agencies and private contractors relative to multiple agency response to floods.	*[Indicate location of Mutual Aid copies]*
RESPONSE PHASE	❑ Incident Commander will provide overall guidance for the deployment of resources.	
	❑ Activate mutual aid agreements.	*[Indicate location of Mutual Aid copies]*
	❑ Activate the City EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.	*City Basic Plan, agency and company-specific plans*
	❑ Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	*SOPs*
	❑ Submit request for disaster/emergency declaration, as applicable.	*Chapter 1 and Annex A of County EOP*
	❑ Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the County EOC, as situation requires.	
	❑ Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	

Flood Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Request American Red Cross to activate sheltering plans and open/staff shelters, if needed.	*American Red Cross Shelter Plans*
	❑ Establish a JIC. Formulate emergency public information messages and media responses using "one voice, one message" concepts.	
	❑ Record all EOC activities, completion of personnel tasks, incoming and outgoing messages. These should be documented in EOC logbooks.	*Existing ICS and EOC forms*
	❑ Begin damage assessments in coordination with the Public Works Department and County/local government.	
	❑ Assist with the coordination of Public Works activities, such as debris removal from: ▪ Storm Drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public right-of-ways ▪ Dams (via established liaisons at the County EOC) ▪ Other structures, as needed	
	❑ Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	*Existing contact lists at EOC*
	❑ Coordinate with County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	
	❑ Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
RECOVERY PHASE	❑ Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
	❑ Deactivate/demobilize the EOC. Deactivate mutual aid resources as soon as possible.	
	❑ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	*ESF 15 – Long-Term Community Recovery Annex and Agency-Specific Recovery Plans*
	❑ Implement revisions to the CEMP and supporting documents based on lessons learned and best practices adopted during response.	

Flood Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances.	
	❑ Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

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IA 4 – Wildland/Urban Interface Fire

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Wildland/Urban Interface Fire Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and exercises, as determined by County Emergency Management and the appropriate Fire District/Department.	
	❑ Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
	❑ Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to EOC.	*[indicate location of contact lists]*
	❑ Inform Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	❑ Activate the EOC and establish Incident Command or UC, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	*County EOP and agency-specific plans*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203-Organization Assignment List*
	❑ Notify supporting fire services agencies.	
	❑ Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the EOC for support.	
	❑ Determine scope and extent of fire (*recurring*). Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209-Incident Status Summary*
	❑ Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	❑ Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201-Incident Briefing.*
	❑ Confirm or establish communications links among City EOCs, County EOC, and other AOCs, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
	❑ Ensure all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	*Established emergency contact lists at the EOC*
	❑ Fire Chief assumes duties to direct resources for fires. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC.	
	❑ Manage and coordinate interagency functions. Providing	

Wildland/Urban Interface Fire Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	multi-agency coordination is the primary goal. Assimilate into a UC structure if scope of response increases.	
	❑ Implement local plans and procedures for fire operations. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and SOPs.	*Agency-specific SOPs*
	❑ Obtain current and forecasted weather to project potential spread of the fire (*recurring*).	
	❑ Determine the need to conduct evacuations and sheltering activities (*recurring*).	*ESF 6 – Mass Care, Housing and Human Services*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	
	❑ Submit request for a disaster/emergency declaration, as applicable.	*Chapter 1 of the County EOC*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs.	*[identify location of mutual aid agreement copies]*
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❑ Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
	❑ Establish a JIC.	
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	
	❑ Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	
	❑ Record all EOC and individual personnel activities (*recurring*). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person making/receiving them, should be documented as part of the EOC log.	
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Director and staff will assemble a Situation Report.	*ICS Form 209- Incident Status Summary*
	❑ Develop an IAP (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	*ICS Form 202 – Incident Objectives*

**Wildland/Urban Interface Fire Incident Checklist**		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with the private sector partners as needed.	
RECOVERY/ DEMOBILIZATION	❑ Ensure all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.	
	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ICS Form 221 - Demobilization Plan*
	❑ Release mutual aid resources as soon as possible.	
	❑ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	*Agency recovery plans*
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the EOC.	
	❑ Implement revisions to the Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	❑ Correct response deficiencies reflected in the Improvement Plan.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 5 – Earthquakes (including Tsunami)

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IA 5. Earthquakes (including Tsunami)

NOTE: This annex also includes landslides as a secondary hazard.

An earthquake of 5.0 or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the EOC to better coordinate the flow of information and damage assessment.

Initially, the lead agencies for earthquake response will be the Sheriff's Department and the Fire Service. As the initial assessment to determine the extent of damage, injury, and loss of life has been accomplished, the ICS/Operations section lead may transition to the fire service. As emergency response transitions from rescuing casualties to recovery of deceased victims, the Road Department may be expected to assume the role of lead department in the ICS/Operations section for the County's earthquake response. Road Department efforts in this response and early recovery phase of the disaster will likely concentrate on reestablishment of public infrastructure facilities.

Earthquake Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and tsunamis including the County CEMP and supporting procedures and plans.	
	❑ Pre-designate evacuation routes and alternate routes for areas vulnerable to tsunamis or landslides.	*County Evacuation Maps*
	❑ Conduct pre-incident planning for sheltering and evacuation related to earthquakes and tsunamis. This information will supplement ESF 1 and ESF 6.	*ESF 1 and 6 Annexes to the County CEMP*
	– Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	– Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	❑ Have personnel participate in necessary training and exercises, as determined by County Emergency Management in coordination with ESF 1 and ESF 6 Leads.	*ESF 1 and 6 Annexes to the County CEMP*
	❑ Participate in County earthquake and tsunami preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOCs.	*[Indicate where contact lists are housed]*
	❑ Ensure earthquake/tsunami response equipment and personnel inventories for the County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	❑ Inform County Department of Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Work with county planning departments for establishment of appropriate infrastructure protection measures in landslide/tsunami-prone areas.	

Earthquake Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	– Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	❑ Activate the County CEMP when earthquake and/or tsunami incidents pose threats to tribal lands or assets.	
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Tribal and/or the county EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	*ESF 5 Annex to the County CEMP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake or tsunami, also being cognizant of aftershocks.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	❑ Notify supporting agencies through ESF 1, ESF 5, and ESF 6 Leads/Coordinators.	*ESF 1, 5 and 6 of County CEMP.*
	– Identify local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	❑ Determine the type, scope, and extent of the incident (*recurring*). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts on tribal lands/assets.	*ICS Form 209: Incident Status Summary*
	– Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	– Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	*ESF 2 Annex of the County CEMP*
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	*[Established emergency contact lists maintained at the EOC]*

Phase of Activity	Action Items	Supplemental Information
	Earthquake Incident Checklist	
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	❑ Implement local plans and procedures for earthquake and/or tsunami operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	*Local, agency, and facility-specific SOPs*
	❑ Conduct and obtain current damage reports and determine the affected area (*recurring*).	
	❑ Determine the need to conduct evacuations and sheltering activities (*recurring*). Evacuation activities will be coordinated among ESF 1 (Transportation), ESF 5 (Emergency Management), ESF 6 (Mass Care, Housing, and Human Services), and ESF 15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the County CEMP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	*ESF 7 Annex to the County CEMP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Chapter 1 and Annex A of the County CEMP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	*[Indicate location of mutual aid copies]*
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms; ESF 7 Annex to the County CEMP*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a JIC and designate a lead PIO for the Tribe.	*ESF 15 Annex to the County CEMP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	
	– Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the IC and lead PIO with support from tribal liaison(s) prior to dissemination to the public.	*ESF 15 Annex to the County CEMP*
	❑ Record all EOC and individual personnel activities (*recurring*). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	

Phase of Activity	Action Items	Supplemental Information
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	*ICS Form 209 Incident Status Summary*
	❑ Develop and update the Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives.*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 of the County CEMP*
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize EOCs, AOCs, and command posts.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

Table title: **Earthquake Incident Checklist**

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IA 6 – Hazardous Materials (Accidental Release)

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Phase of Activity	Action Items	Supplemental Information
Hazardous Materials Incident Checklist		
PRE-INCIDENT PHASE	❑ Have personnel participate in necessary training and exercises, as determined by County Emergency Management, Fire Services and the County ESF-10 Lead.	
	❑ Participate in County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.	
	❑ Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	*[indicate location of contact lists]*
	❑ Inform Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	❑ In most incidents, local fire services will initially respond, assume initial IC responsibilities, and request activation/deployment of the HazMat Team.	
	❑ Determine the type, scope, and extent of the HazMat incident (*recurring*). Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209: Incident Status Summary*
	▪ Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment (PPE) requirements.	
	▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.	
	❑ Provide support for implementation of applicable state and regional response plans.	
	❑ Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	❑ Establish access control to the incident site through local law enforcement agencies.	
	❑ If the situation warrants it, request activation of the County EOCs via the IC through the Emergency Manager.	
	❑ Activate the EOC, coordinate response activities among AOCs and ICPs, and establish IC or UC as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	
	❑ If applicable, establish immediate gross decontamination capability for victims.	

Hazardous Materials Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring).*	
	❑ Notify HazMat supporting agencies.	
	▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the County EOC for support.	
	❑ Assign liaisons to the EOC representing government agencies, private entities (i.e., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	▪ Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201: Incident Briefing.*
	❑ Confirm or establish communications links among primary and support agencies, the City EOCs, County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.	
	❑ Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*
	▪ For incidents occurring on State highways, ensure that the Washington Department of Transportation has been notified.	
	▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services, Washington Department of Agriculture, and the State Veterinarian.	*ESF 11 Annex of the County CEMP*
	❑ A lead PIO will be designated by the Emergency Manager. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by incident.	
	❑ Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure copies of all documents are available to response personnel.	*ESF 10 – Oil and Hazardous Materials of the County CEMP*
	❑ Obtain current and forecasted weather to project potential spread of the plume (*recurring).*	
	❑ Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-	

	Hazardous Materials Incident Checklist	
Phase of Activity	**Action Items**	**Supplemental Information**
	evaluate as the situation changes.	
	❑ Determine the need for implementing evacuation and sheltering activities (*recurring*).	
	❑ Establish a victim decontamination and treatment area(s).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	
	❑ Submit a request for emergency/disaster declaration, as applicable.	*See Chapter 1 and Appendix A of County CEMP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	*[indicate where Mutual Aid agreement copies are kept]*
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❑ Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
	❑ Establish the JIC, as needed.	
	❑ Formulate emergency public information messages and media responses using "one message, many voices" concepts (*recurring*).	
	▪ Public information will be reviewed and approved for release by the IC and the lead PIO before dissemination to the public and/or media partners.	
	❑ Record all EOC and individual personnel activities (*recurring*). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Director and staff will assemble a Situation Report.	*ICS Form 209: Incident Status Summary*
	❑ Develop an Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.	

IA 6. Hazardous Materials (Accidental Release)

Phase of Activity	Action Items	Supplemental Information
	❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the EOC, the responsible party (if known), and the Oregon DEQ.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ICS Form 221 - Demobilization Plan*
	❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the EOC.	
	❑ Correct response deficiencies reflected in the Improvement Plan.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

7 | IA 7 – Transportation Accidents

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IA 7. Transportation Accidents

Two major types of transportation accidents are considered in this Incident Annex, air and maritime. Motor vehicle accidents, which occur on roadways within the county, would not normally constitute a major emergency under the EOP, unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes.

Fire Services and Law Enforcement will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration (FAA) has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board (NTSB) has the authority and responsibility to investigate accidents involving all aircraft accidents. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the FAA may respond to the scene instead of the NTSB. The Department of Defense has the authority to investigate any accident involving military aircraft. The United States Coast Guard (USCG) has responsibility for investigating maritime accidents.

Transportation Accidents		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❏ Arrange for personnel to participate in necessary training and exercises, as determined by the County Emergency Manager	
	❏ Participate in County preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
	❏ Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to County EOC.	*[indicate where contact lists are located]*
	❏ Inform the Emergency Manager of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
	❏ Arrange for personnel to participate in necessary training and exercises, as determined by the County Emergency Manager and Fire Services.	
	❏ Assess the County's transportation infrastructure (e.g. roads, bridges and traffic control devices) and implement an emergency transportation route plan.	
	❏ Develop alternate routes based on assessment of hazard threats (railroad, roadways) that can damage transportation infrastructure and on input from ODOT, and other road owners.	
RESPONSE PHASE	❏ Notification of the occurrence of a transportation incident will come through the County 9-1-1 or observance by field personnel.	
	❏ Conduct a scene assessment to determine appropriate level of emergency medical, transportation, and hazmat response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	*ICS Form 209: Incident Status Summary*
	❏ Determine the type, scope, and extent of the HazMat incident (*recurring*). Verify reports and obtain estimates of the area that may be affected.	*Hazardous Material Incident Annex*

	Transportation Accidents	
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Develop alternate routes based on assessment of damages to county transportation infrastructure and on input from the ODOT and other road owners on the Countywide damage situation. Estimate emergency staffing levels and request personnel support.	
	❑ County personnel should not attempt removal of accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue and emergency medical care.	
	❑ Law Enforcement has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
	❑ Contact the NTSB prior to removing deceased victims or moving aircraft wreckage. Call: **NTSB Safety Office 425-227-2000 (24 hrs)**	
	❑ For railroad accidents, the IC should contact the railroad company's emergency response center as well as the NTSB prior to removing any victims or wreckage.	
	❑ Coordinate the collection, storage, and dispositions of all human remains and their personal effects from the crash site.	
	❑ Activate the County EOC and establish Incident Command or UC, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	
	❑ If appropriate, the IC or his designee will activate the EAS by contacting the NWS (453-4561/2081) to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	❑ Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the County EOC for support.	
	❑ Notify supporting emergency response agencies, WSDOT, NTSB and FAA if the accident involves an aircraft.	
	❑ Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	

	Transportation Accidents	
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Confirm or establish communications links among City EOCs, County EOC, and other AOCs, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
	❑ Ensure all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the County EOC*
	▪ For incidents occurring on State highways, ensure that the Washington Department of Transportation (WSDOT) has been notified.	
	▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services, Washington Department of Agriculture, and the State Veterinarian.	*ESF 11 Annex of the County CEMP*
	❑ Appoint a PIO to formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	
	❑ Public information focusing on transit access points, control, and traffic control will be reviewed by the Sheriff, or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	
	❑ If necessary, establish a JIC staff by PIOs from various agencies.	
	❑ Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
	❑ Advise the County EOC of road restrictions and resource/support needs.	
	❑ Coordinate provisions of up-to-date information to friends and family of victims. Consideration should be giving to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available.	
	❑ Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the TSA, NTSB, or FBI.	
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Chapter 1 of the County CEMP*
	❑ If necessary, determine the need to conduct evacuations and sheltering activities.	

	Transportation Accidents	
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Coordinate with the ARC to provide Shelter and Family Referral Services through the EOC.	
	❑ Determine the need for additional resources and request as necessary through appropriate channels.	
	❑ Develop an Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Record all EOC and individual personnel activities (*recurring*). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person making/receiving them, should be documented as part of the EOC log.	
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Controller and staff will assemble a Situation Report.	*ICS Form 209: Incident Status Summary*
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.	
	❑ Coordinate with the ARC to assist families affected by the transportation incident	
	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ICS Form 221 - Demobilization Plan*
	❑ Release mutual aid resources as soon as possible.	
	❑ If necessary, provide critical incident stress management (CISM) to first responders.	
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the County EOC.	
	❑ Implement revisions to the County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	❑ Correct response deficiencies reflected in the Improvement Plan.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 8 – Public Health-Related Incident

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Phase of Activity	Action Items	Supplemental Information
Public Health-Related Incident Checklist		
PRE-INCIDENT PHASE	❑ Have personnel participate in training and exercises, as determined by County Emergency Management and/or the Public Health Department.	
	❑ Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	*[indicate location of emergency contact lists]*
	❑ Engage the other county public health departments, Washington Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure lines of communication and roles/responsibilities are clear across the participating entities.	
	❑ Inform Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
	❑ Monitor and report the presence of contagious infections within the County.	
	❑ Evaluate the ability of existing health care facilities to handle public health emergencies.	
	❑ Maintain medical supplies and equipment.	*Hospital Standard Operating Procedures*
	❑ Coordinate with the Health Department to ensure drinking water quality.	*Water District Standard Operating Procedures*
	❑ Coordinate with the Health Department to provide safe wastewater and sewage disposal.	*Water District Standard Operating Procedures*
RESPONSE PHASE	❑ County Public Health Department will initially respond, assume initial Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat.	
	❑ Determine the type, scope, and extent of the public health incident (*recurring*). Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209: Incident Status Summary*
	- Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	- Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment (PPE) requirements.	

Phase of Activity	Action Items	Supplemental Information
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	❑ Ensure that area hospitals have been notified.	
	❑ Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and WSPHD.	
	- If the pathogen or agent requires laboratory analysis, County Public Health may request analytical assistance from the State.	
	- If animal health and vector control is required, these services are to be requested through Emergency Management or from Extension Services.	
	- Coordinate sanitation activities and potable water supply provisions.	
	- Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.	
	❑ If quarantine is in place, establish access control to the area through local law enforcement agencies.	
	❑ Collect and report vital statistics.	
	❑ Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	
	- Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.	
	❑ If necessary, conduct a damage assessment for public health facilities and systems.	
	❑ Hospital conducts an inventory of its HRSA cache. If more health resources are needed, requests for these supplies should be made through the County EOC.	
	❑ Activate the County EOC, coordinate response activities among AOCs and ICP, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring*).	
	❑ Notify all other supporting agencies of the response, requesting additional support as necessary.	
	- Identify local, regional, state, and Federal agencies that may be able to mobilize resources to the County EOC for support.	

Public Health-Related Incident Checklist

**Public Health-Related Incident Checklist**
Phase of Activity	**Action Items**	**Supplemental Information**
	❏ Assign a liaison to other County EOCs to facilitate resource requests.	
	❏ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201: Incident Briefing*
	❏ Confirm or establish communications links among primary and support agencies, other County EOCs, and state ECC. Confirm operable phone numbers and backup communication links.	
	❏ The County Emergency Management Director, in collaboration with the County Public Health Department, designates a County PIO representative. The PIO will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies.	
	❏ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
	❏ Implement local plans and procedures for public health emergencies. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures).	
	❏ Determine the need for implementing evacuation and sheltering activities (*recurring*). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 of the County CEMP*
	❏ Establish treatment area(s).	
	❏ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	
	❏ Submit a request for emergency/disaster declaration, as applicable.	*Chapter 1 of the County CEMP*
	❏ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	*[indicate location of mutual aid agreement copies]*
	❏ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❏ Establish a Joint Information Center, as needed.	
	❏ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts	

Phase of Activity	Action Items	Supplemental Information
	(recurring).	
	- Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners.	
	- Develop and disseminate public information programs regarding personal health and hygiene.	
	❑ Record all EOC activity and completion of individual personnel tasks *(recurring)*. All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	
	❑ Record all incoming and outgoing messages *(recurring)*. All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports *(recurring)*. At regular intervals the EOC Manager and staff will assemble a situation report.	*ICS Form 209: Incident Status Summary*
	❑ Develop an Incident Action Plan (IAP) *(recurring)*. This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP *(recurring)*.	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries and deaths due to a public health emergency are communicated to the County EOC for transmittal to the WSPHD as soon as it is available.	
	❑ For handling of fatalities, coordination between the County Health Department and County EOC is needed for medical examiner services.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	*ICS Form 221 - Demobilization Plan*
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the County EOC.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

Title above table: **Public Health-Related Incident Checklist**

9

IA 9 – Animal and Agriculture-Related

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Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and exercises, as determined by County Emergency Management.	*NIMS Implementation and Training Plan*
	❑ Participate in preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency.	
	❑ Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): – Washington Dept of Fish and Wildlife – Washington Department of Agriculture – Extension Service – Farm Service Agency – Health Department – Oregon State Department of Health – Local and State Veterinarians	*[indicate where contact lists are stored (i.e. EOC, EM's office, etc)]*
	❑ Inform Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	❑ Following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern, activate the EOC and establish Incident Command or Unified Command, as appropriate. Identify the lead animal/agriculture agency. Staffing levels will vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions.	
	❑ Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures/practices as deemed necessary by the situation, and provide regular scheduled safety briefings to the command staff.	
	❑ If incident response exceeds local capabilities and/or resources, submit a request for emergency/disaster declaration according to established county procedures.	*Basic Plan – Chapter 1 and Appendix A*
	❑ Contact law enforcement if the Washington Department of Agriculture requires enforcement of a quarantine area. The County Emergency Manager or designee will contact the County Court with information on required measures and resources. Local police departments and Oregon State Police may be called upon to provide additional resources.	
	❑ Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law	

Phase of Activity	Action Items	Supplemental Information
Animal and Agriculture-Related Incident Checklist		
	enforcement agencies).	
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203-Organization Assignment List*

	❑ Notify appropriate supporting agencies. Support agencies may include, but are not limited to:
	  – US Department of Agriculture
	    · Animal Plant Health Inspection Service
	    · Foreign Animal Disease Diagnostic Lab
	    · Food Safety Inspection Service
	  – Washington Department of Agriculture
	  – Private Veterinarians
	  – Washington Department of Fish & Wildlife
	  – Oregon Department of Ecology
	  – Health Department
	  – Extension Service
	  – Farm Service Agency
		[Refer to Emergency Contact Lists at the EOC]

	– Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for supporting response operations.	
	❑ With support from the local health department, State Veterinarian, and Area Veterinarian In-Charge, determine the scope and extent of outbreak/disease (*recurring*). Verify reports and obtain estimates of the areas/livestock operations in the County that may be affected.	*ICS Form 209-Incident Status Summary*
	– Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	– Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201-Incident Briefing.*
	❑ Confirm or establish communications links among primary and support agencies, the County EOC, AOCs, and State ECC - confirm operable phone numbers and backup communication links. – *Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Washington Department of Agriculture.*	

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide status of incident and conditions of actual or perceived disease threat.	*Established emergency contact lists at the EOC*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	❑ Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures). – *Applicable animal disease-specific protocols, including Public Health plans focusing on potentially contagious diseases*	*ESF 11 and Agency-specific Standard Operating Procedures*
	❑ Determine need to conduct human and/or animal evacuations and sheltering activities (*recurring*).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*), including activation of intergovernmental agreements and memos of understanding. – *Note: All resources activated through mutual aid agreements needs to be tracked by the EOC for cost and liability purposes.*	
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs. – *Note: The EOC will coordinate requests by the lead animal disease/public health agency for local resources and mutual aid resources.*	*[Indicate where copies of mutual aid agreement are housed]*
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❑ Manage and coordinate volunteers through the EOC via the Volunteer Coordinator. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.	*[Indicate if there is an emergent volunteer plan or if it is covered in one of the ESFs]*
	❑ Establish a Joint Information Center. In the case of animal disease that could spread or pose risk to humans, the County Health Officer, or designee will address medical and public	

Animal and Agriculture-Related Incident Checklist

Phase of Activity	Action Items	Supplemental Information
	health issues/concerns within the Joint Information System via the JIC, if it is activated.	
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	
	– Public information focusing on animal/agriculture-related incidents will be developed in conjunction with WDA (State Veterinarian's Office), local/state public health agencies, Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and JIC and supported by County Court. Information will be approved for release by the (IC) and Lead PIO prior to dissemination to the public.	
	❑ Record all EOC activity and completion of individual personnel tasks (*recurring*). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks	*EOC position checklists/forms and applicable ICS forms*
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Manager/Emergency Management Director and staff will assemble a situation report.	*ICS Form 209 Incident Status Summary*
	❑ Develop, update, and implement an IAP (*recurring*) for each operational period. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	*ICS Form 202 – Incident Objectives*
	❑ Ensure all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current county procedures and implement community recovery plans (including COOP/COG).	*ESF 14 – Long-Term Community Recovery and COOP/COG plans*
	❑ Coordinate with appropriate organizations for the deployment of inspectors and veterinarians to verify/certify viability of animals/plants following a disease outbreak or contamination incident.	*Specific Agency Standard Operating Procedures*
	❑ Release mutual aid resources as soon as possible.	
	❑ Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with Washington Department of Ecology for identification of disposal sites and appropriate procedures.	
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the EOC.	

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 10 – Terrorism

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Background Information

This annex can be applied to incidents involving Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The City department has the lead role in terrorism crisis management within the City and the County Sheriff's Office elsewhere in the County. The lead agencies for the State and Federal government are Oregon State Police and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the Federal government provides assistance at required. The City and County EOCs typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the County Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents.

Definitions for crisis management and consequence management can be found in the Basic Plan Appendices.

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the CEMP and annexes.	
	❑ Have personnel participate in necessary training and exercises, as determined by County Emergency Management.	
	❑ Participate in City, County, regional, State and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	*[indicate where emergency contact lists are kept]*
	❑ Ensure terrorism response equipment and personnel inventories for the County and the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	*[indicate where inventories are kept]*
	❑ Inform Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Provide public safety information and educational programs for terrorism emergency preparedness and response.	
...PHASE	❑ Activate Incident/UC upon recommendation from the Sheriff's Office. UC may consist of County, regional, State and Federal crisis management and consequence management agencies.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	❑ Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan.	
	❑ Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.	*ICS Form 209: Incident Status Summary*
	❑ Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident status and are available and staffed to respond.	
	❑ Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	❑ Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
	❑ Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.	
	❑ Maintain communication between field response crews, local/County EOCs, REOC, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	
	❑ Gather additional information. Include photographs and video recording.	
	❑ Determine if the threat level for that area should be elevated and inform appropriate agencies.	
	❑ Determine if any advisories should be issued to the public.	
RESPONSE PHASE	❑ If an explosive devise is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
	▪ Be cognizant of any secondary devices that may be on site.	
	▪ Be cognizant that CBRNE agents may be present.	
	❑ Investigate the crime scene and collect vital evidence.	
	❑ Activate the CEMP.	

**Terrorism Incident Checklist**		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. During Terrorism incidents, local and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	▪ Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location.	
	❑ Notify supporting agencies (dependent on the type of incident) and the County Council.	
	▪ Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support.	
	❑ Determine the type, scope, and extent of the Terrorism incident (*recurring*). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	*ICS Form 209: Incident Status Summary*
	▪ Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/PSAP, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes.	*ESF 10 of the County EOP.*
	▪ Verify that the hazard perimeter and hazard zone security have been established.	
	▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment (PPE) requirements.	
	❑ Determine if the threat level for that area should be elevated and inform appropriate agencies.	
	❑ Disseminate appropriate warnings to the public.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	▪ Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*

\	Terrorism Incident Checklist	
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Confirm or establish communications links among primary and support agencies, City EOCs, the County EOC, and State ECC. Confirm operable phone numbers and backup communication links.	
	❑ Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*
	▪ Notification to the Washington State Police (WSP) and the Federal Bureau of Investigations (FBI) is required for all terrorism incidents.	
	▪ If an incident occurs on State highways, ensure that the Washington Department of Transportation (WSDOT) has been notified.	
	▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	▪ If agricultural areas and livestock are potentially exposed, contact local Extension Services, County Health Department, Washington Department of Agriculture, and the State Veterinarian, as applicable to situation.	*ESF 11 Annex to the County EOP*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by the incident.	
	❑ Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	*County Terrorism Response Plan*
	❑ Obtain current and forecasted weather to project potential HazMat vapor plumes (*recurring*).	
	▪ Note: Vapor plume modeling support may be obtained through regional HazMat teams, State, and/or Federal environmental protection agencies.	
	❑ Determine the need to implement evacuations and sheltering activities (*recurring*). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made.	
	▪ Note: Refer to the USDOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.	
	❑ Determine the need for and activate emergency medical services (*recurring*).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	

**Terrorism Incident Checklist**		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Chapter 1 of the County CEMP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	*[indicate where mutual aid agreement copies are located]*
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❑ Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.	
	❑ Establish a JIC.	
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	
	▪ Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners.	
	❑ Record all EOC activity and completion of individual personnel tasks (*recurring*). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals, the EOC Director and staff will assemble a situation report.	*ICS Form 209: Incident Status Summary*
	❑ Develop an IAP (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the IC and/or Safety Officer.	

	Terrorism Incident Checklist	
Phase of Activity	**Action Items**	**Supplemental Information**
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	*ICS Form 221 - Demobilization Plan*
	❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County, the responsible party (if known), and the Washington Department of Ecology. Support from the EPA may be necessary.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 of the County CEMP, COOP/COG plans*
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the EOC.	
	❑ Correct response deficiencies reflected in the Improvement Plan.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	