CITY OF MEDINA, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

2013

CITY OF MEDINA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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EMERGENCY CONTACT NUMBERS

If immediate emergency or disaster assistance is required, contact 911 Communications:

24-hour Emergency Telephone: 911

For non-emergency assistance, please contact:

The Medina Police Department: (During regular business hours)	425-233-6420
The Bellevue Fire Department: **24 Hour Non Emergency Number** (During regular business hours)	425-452-6892
City of Medina Emergency Information Line: (Only activated during time of disaster)	425-454-2095

FOREWORD

The City of Medina sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2013 City of Medina Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Medina, King County Emergency Management, and other local jurisdictions to emergency management. The CEMP demonstrates the ability of a large number of agencies to work together to achieve a common goal.

The CEMP is one of many efforts to prepare all people in the City for emergencies and disasters. The CEMP is formatted to be consistent with the King County and Washington State Comprehensive Emergency Management Plans as well as the National Response Framework, complete with Emergency Support Functions (ESFs) as single function activities. Standardizing plans throughout the State helps improve interoperability between Local, State, and Federal levels of government. The CEMP improves our ability to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of the City of Medina.

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Mark Thomas
Chief of Police
City of Medina

Date: July 15, 2013

To: Recipients of City of Medina Comprehensive Emergency Management Plan

From: Robert Grumbach, Interim City Manager
City Manager and Director of Emergency Services

Re: Letter of Promulgation for Updated Comprehensive Emergency Management Plan

With this notice, we are pleased to officially promulgate the 2013 City of Medina's Comprehensive Emergency Management Plan (CEMP). Its intended effect is to provide a structure for standardizing plans and procedures throughout the City and to facilitate interoperability between Local, State, and Federal Governments.

Every effort has been made to ensure that the City of Medina's CEMP is compatible with the King County and Washington State CEMPs, the National Response Framework (NRF), the *National Incident Management System (NIMS)* the Revised Code of Washington, and other local, State, and Federal regulations. It will be tested, revised and updated as required. All recipients are requested to advise the City of Medina Emergency Management Coordinator regarding recommendations for improvements.

The formats of the CEMPs for the City of Medina, King County, and Washington State support that of the National Response Framework. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between Local, State, Federal, volunteer and other public and private sector organizations. It also contains detailed information on participant Emergency Support Functions as single function activities. The CEMP will help minimize the impacts of disasters and other emergencies in the City of Medina by saving lives, protecting property, sustaining the economy, and preserving the environment.

The primary response and recovery goals for emergency management in any hazard that impacts the City are to support the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster.

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Robert Grumbach, Interim City Manager
Director of Emergency Services
City of Medina, Washington

DISTRIBUTION PAGE

This plan will be distributed to all participating City Departments, King County Emergency Management, Washington State Department of Emergency Management, neighboring cities, and other response entities.

See Appendix 5, Distribution List, for full distribution details.

RECORD OF REVISIONS

Plan Section	Changes	Pages
General Changes	Updated titles and department names to reference changes in responsibilities and/or names within the City and region.	
General Changes	Deleted references to mobile command vehicle, now in City of Bellevue possession throughout.	
General Changes	Updated emergency information line number.	Pg. 5
Basic Plan	Identified revised ordinance regarding Medina Municipal Code Chapter 2.84 Emergency Management.	Pg. 12
Basic Plan	Revised Planning Assumptions and Considerations regarding population.	Pg. 14
Basic Plan	Identified current dispatcher as being NORCOM.	Pg. 15
Basic Plan	Identified City's alternate EOC, the Medina City Shop.	Pg. 15
Basic Plan	Identified current water based Fire and Rescue as being City of Seattle.	Pg. 25
Basic Plan	Emergency Preparedness Committee Role Defined.	Pg. 32
Basic Plan	Replaced Homeland Security Advisory System with National Terrorism Advisory System Information.	Pg. 47
Basic Plan	Revised distribution list.	Pg. 86
ESF 1	Included WSDOT as a Supporting Agency where appropriate.	Pg. 97
ESF 2	Updated emergency generator information.	Pg. 103
ESF 2	Updated description of City's communications capabilities.	Pg. 112
ESF 20	Added Defense Support to Civil Authorities	Pg. 226

BASIC PLAN

I. INTRODUCTION

A. Mission

1. It is the policy of the City of Medina's government, in order to protect lives, property, and the economic base of the community and in cooperation with other public and private organizations of the community, to endeavor to mitigate, prepare for, respond to, and recover from all natural and technological emergencies and disasters.

2. The normal day-to-day functions of many local agencies will be interrupted by disaster conditions. The mission of this plan is to develop well defined operational procedures to ensure an effective, organized response to save lives, assist disaster victims, minimize damage, and protect property.

3. The City of Medina's Emergency Management Program reflects the City's mission to keep costs as reasonable as possible, while meeting the community's public safety needs.

B. Purpose

1. This Comprehensive Emergency Management Plan (CEMP) will establish emergency management functions and responsibilities of the City of Medina, King County Office of Emergency Management (KCOEM), and public and private organizations that aid in the response and recovery from any hazard that could impact the City.

2. The plan is also intended to do the following:

   - Provide the City of Medina with a sustainable, 24 hour capability to manage emergency situations and to facilitate the restoration of basic City operations, through preparedness, mitigation, response and recovery.

   - Establish who is in command in case of a disaster.

   - Clearly designate disaster related functions assigned to government agencies based upon capabilities and mandated responsibilities.

   - Identify available sources of equipment and manpower in government agencies to utilize during disaster events.

- Identify resources, manpower and equipment available from the private sector and general public to provide assistance during disasters.

- Identify and clarify funding sources of manpower and other resources during disasters.

- Provide coordination between agencies to achieve assigned function.

- Organize volunteers when it is determined that there is a need.

C. Scope and Applicability

1. This Comprehensive Emergency Management Plan (CEMP) is a local level emergency management plan designed to describe the emergency/disaster response of the City of Medina.

2. This CEMP is intended to be both "generic" and "hazard specific," covering the entire range of emergency and disaster situations from natural disasters to the technological hazards created as a byproduct of our modern society.

3. All directions contained in this plan apply to preparedness and emergency activities undertaken by the City of Medina and supporting organizations required to minimize the effects of disasters and facilitate recovery activities.

4. The City of Medina's Comprehensive Emergency Management Plan supports and is compatible with King County and Washington State Emergency Plans, the National Response Framework and the Regional Disaster Plan for Public and Private Organizations in King County. This document provides support to Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be handled on a case-by-case basis.

5. This Comprehensive Emergency Management Plan has been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations that a perfect response to all incidents will be practical or possible. The City of Medina will endeavor to make every reasonable effort to respond, based upon the situation, information and resources available at the time of the event.

D. Incident Management Activities

1. This CEMP enumerates the responsibilities of City departments and other entities involved in various aspects of emergency management in the City of Medina, including prevention, preparedness, response, and recovery actions.

2. The National Incident Management System (NIMS) provides a nationwide template enabling Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Therefore, it is the policy of the City of Medina to apply the principles of NIMS to all incident management activities.

3. The City of Medina adopted NIMS as the basis for incident management by Resolution 310, on February 15, 2005.

4. On-scene management of emergencies will normally follow the Incident Command System (ICS) outlined in the National Incident Management System and as required by the Revised Code of Washington (RCW) 38.52.070, for responses to multi-agency/multi-jurisdiction operations and the Washington Administrative Code (WAC) 296-62-3112, for responses to hazardous materials incidents. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident.

E. Authorities

This CEMP is developed under the authority of the following local, State, and Federal statutes and regulations:

1. <u>City of Medina Code</u>

    a. Ordinance 849, 2010, Codified as Medina Municipal Code Chapter 2.84: Emergency Management

2. <u>State</u>

    a. Revised Code of Washington

        i. 35.33.081, Emergency Expenditures – Non-debatable Emergencies

ii. 35A.38.010, Emergency Services – Local Organizations (Code Cities)

iii. 38.52, Emergency Management

b) Washington Administrative Code

i. 118-04, Emergency Worker Program

ii. 118-30, Local Emergency Management/Services Organizations, Plans and Programs

iii. 296-62, General Occupational Health Standards

3. Federal (Public Law)

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

b) 96-342, Improved Civil Defense Act of 1980, as amended

c) 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

F. Key Concepts

1. All City Departments are designated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, response and recovery, as directed by the City Manager and as outlined in this Comprehensive Emergency Management Plan.

2. Disaster operations will be conducted by City personnel and efforts will be supplemented as necessary by trained volunteers.

3. When local resources have been, or are expected to be exhausted or overwhelmed, including automatic and local mutual aid, then assistance can be requested through the King County Office of Emergency Management or the Washington State Emergency Operations Center (State EOC).

4. It is the policy of the City that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of

City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

5. The Mayor and/or the Director of Emergency Services, following a Local Proclamation of Emergency, have the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under State and Federal emergency management regulations, RCW 38.52.110

6. The Mayor and/or the Director of Emergency Services are authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations, RCW 38.52.390.

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

The City of Medina was incorporated in 1955. This 1.4 square mile, King County residential community is located approximately two miles west of Interstate 405, bordering Lake Washington. Population in 2010 was 2,969. Nearly three-quarters of the City's land area is surrounded by Lake Washington. Eighteen percent of the population is over the age of sixty-five and twenty-nine percent under the age of eighteen. There are five major businesses within the City: Overlake Golf and Country Club, Wells Medina Nursery, Medina Chevron Gas Station and the Medina Store.

Evergreen Point, located north of SR-520, is a Medina neighborhood of residents living in 71 single family dwellings within an area of .20 square miles. The neighborhood is bordered by water on three sides and SR520 to the south. Evergreen Point Road, the only access to Evergreen Point, must cross over SR 520 via the Evergreen Point Road lid to reach the neighborhood. Damage to the bridge would leave the area inaccessible by established roadway.

The City maintains a staff of about twenty-four. The City Hall is open Monday through Friday from 8:30 am to 5:00 pm. The Police Department maintains at least one patrol officer on duty at all times. No one on City staff lives within the community.

The City Manager, Medina Police Officers, Public Works Director and other Department Heads, Office Staff and Consultants may be unable to reach City Hall, due to traffic congestion, damage to the transportation system, or impacts on family.

City Council members, consultants and/or community volunteers may need to carry out emergency functions until assigned City Staff can be recalled to City Hall.

The City of Medina provides Police Services under contract to The Town of Hunts Point, including regular, 24/7 town patrols.

NORCOM dispatches all 911 calls for the City of Medina and the Town of Hunts Point, 24 hours a day, 7 days a week.

The City's Emergency Operations Center (EOC) primary location is Medina City Hall, 501 Evergreen Point Road. The City's alternate EOC is the Medina City Shop located at 1000 80th Avenue N.E.

Medina City Hall is equipped with an automatic 47KW back-up generator.

There are 3 schools located within the City. Medina Elementary School is located at 8100 NE 8th Street. Bellevue Christian, Three Points Elementary Campus is located at 7800 NE 28th Street. St. Thomas School is located at 8300 NE 12th.

A U.S. Post Office is located at 816 Evergreen Point Road.

Medina's drinking water is acquired from the City of Bellevue, through the Cascade Water Alliance, an association of water districts and cities. Bellevue operates and maintains wastewater collection and pumping systems.

Gas and electric utility services are provided by Puget Sound Energy. Two substations are located in Medina, one by the City Shop and one at2501 84th.

The local hospital is Overlake Hospital Medical Center, located at 1035 116th Avenue NE, in Bellevue.

Through a process of hazard vulnerability analysis, it has been determined that the City of Medina is vulnerable to numerous natural and technological hazards. These hazards include: wind, rain and snow storms; earthquake; flood; landslide; search and rescue emergencies; civil disturbance; terrorist activity; hazardous material incident; fire; energy and utility system failure. The City of Medina Hazard Identification and Vulnerability Analysis and Medina Annex to the King County Regional Hazard Mitigation Plan provide information on these potential hazards threatening the City of Medina. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning.

It is assumed that any of the noted situations could create significant property damage, injury, loss of life and disruption of essential services in the City of

Medina. The situations may also create significant financial, psychological and sociological impacts on the citizens of the community and the City governmental organization itself.

In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses and residents within the City, for initial response operations.

Medina may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

III. ROLES AND RESPONSIBILITIES

The City government has the primary responsibility for disaster mitigation, preparedness, response and recovery activities in the jurisdiction. Supporting agencies, organizations and other levels of government play an important role in supplementing this effort. It is the responsibility of residents and local businesses to educate themselves on preparedness activities and ensure that they have the supplies, resources and plans in place to sustain themselves for a recommended minimum of seven days.

A. City of Medina

The following are basic responsibilities for emergency management operations provided by and through City government.

It is the policy of the City of Medina that no guarantee of a perfect response system is implied by or should be inferred from this plan. As City assets and systems may be overwhelmed, the City can only endeavor to make every reasonable effort to respond, based on the situation, information, and resources available at the time.

1. MAYOR

The Mayor and his/her designated successors shall have the emergency powers and authorities granted under Ordinance No. 849, to issue a *Proclamation of Local Emergency* in order to adequately respond to and recover from emergencies impacting the City of Medina.

Responsibilities of the Mayor include:

a. Obtain a situation briefing from the City Manager, Chief of Police or successor.

b. Confer with the City Manager regarding the need to make a *Proclamation of a Local Emergency.*

c. Make the *Proclamation of a Local Emergency* when warranted by the nature and scope of the emergency.

d. Request the Governor to declare a *State of Emergency* if warranted by the scope of the emergency and when locally available resources are inadequate to meet demands.

e. Convene a meeting of the City Council as soon as practical following the emergency to ratify the *Proclamation of a Local Emergency.*

f. Provide regular situation briefings to City Council Members throughout the emergency declaration period.

g. Provide visible leadership to the community and conduct media briefings as indicated.

h. Communicate and negotiate with other local, state and/or federal elected officials to obtain assistance for the City as necessary.

i. Provide policy direction to the City Manager and Emergency Operations Director (EOD) as requested.

2. CITY COUNCIL

City Council Members take collective actions as necessary to adopt ordinances before an emergency occurs, to ensure that City staff has the authority and resources necessary to respond quickly and effectively to any emergency event.

Collective responsibilities of the City Council include:

a. Ratify the *Proclamation of Local Emergency* as soon as practicable following an emergency. Terminate the proclamation when appropriate.

b. Appropriate funds when necessary to address emergency response and recovery needs.

c. Maintain continuity of government.

d. Provide for the coordination of visiting officials from other jurisdictions and levels of government.

3. DIRECTOR OF EMERGENCY SERVICES - CITY MANAGER

Medina Ordinance 849 establishes the City Manager or designate as the Director of Emergency Services. The role of the Director of Emergency Services (DES) is to provide overall direction and control for emergency response during major and catastrophic emergencies. The Director of Emergency Services provides information to the Policy Group, to support decision-making and sees that emergency policies are implemented.

a. Obtain a briefing on the situation from the Emergency Operations Director.

b. Assess the situation and determine if the Policy Group should be activated.

c. Assure that City Council Members have been notified.

d. Provide the Mayor and City Council Members with regular status reports.

e. Initiate and maintain an incident log.

f. Prepare and disseminate information to the public and media as warranted, in role as Public Information Officer (PIO).

g. Review situation reports and provide copies to the Policy Group.

h. Prepare a Proclamation of Local Emergency, in consultation with the Emergency Operations Director, for the Mayor's signature.

i. Direct the distribution of Proclamation of Local Emergency to appropriate media and post the Proclamation at City Hall.

j. Manage inquiries from dignitaries.

k. Approve emergency expenditures as requested by the Chief of Police.

l. Approve requests for assistance prepared by the Chief of Police.

m. Represent the City in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged facilities and financial costs incurred during an emergency.

n. Designate responsibilities as appropriate to the Emergency Operations Director.

o. Participate in post-event debrief and critique.

p. Assume lead in the preparation of a City recovery plan. The City Manager will be the "Applicant Agent" for applications for Federal Funding.

q. Provide annual report to City Council on the City's Emergency Management Program.

4. EMERGENCY OPERATIONS DIRECTOR – CHIEF OF POLICE

The role of the Emergency Operations Director is to oversee and coordinate City-wide emergency response operations. The Operations Director confers with the Emergency Operations Center staff and appropriate representatives from other involved jurisdictions to establish incident response priorities and strategies. The Emergency Operations Director reports to the Director of Emergency Services (Medina City Manager) and coordinates with the Hunts Point Town Administrator during events that impact Hunts Point.

Responsibilities of the Emergency Operations Director/Chief of Police include:

a. Obtain a briefing from the on-scene Incident Commander(s).

b. Assess the situation and determine if the Emergency Operations Center should be activated. If so, ensure the Automatic EOC generator is operative.

c. Determine the Emergency Operations Center functions/sub-functions to be staffed.

d. Advise available staff of the notifications to be made.

e. Initiate and maintain an incident log.

f. Advise the City Manager (and the Hunts Point Town Administrator, if appropriate) of Emergency Operations Center activation.

g. Confer with the City Manager regarding the need to declare a Local Emergency.

h. Confer with the Operations and Planning Chiefs on the Emergency Operations Center Action Plan.

i. Ensure that available resources are deployed consistent with the Emergency Operations Center Action Plan.

j. Review and approve Situation Reports developed by the Planning Section Chief.

k. Communicate and coordinate with other jurisdictions as necessary.

l. Determine if mutual aid is required from other jurisdictions.

m. Establish a schedule for Emergency Operations Center briefings and advise Emergency Operations Center staff.

n. Oversee and coordinate Emergency Operations Center activities.

o. Conduct regular briefings with the Emergency Operations Center Section Chiefs.

p. Brief the City Manager (and the Hunts Point Town Administrator, if appropriate) on an agreed upon schedule.

q. Continuously assess the situation and determine if 24 hour staffing of the Emergency Operations Center will be required.

r. Request mutual aid resources directly from other jurisdictions or via the King County Emergency Operations Center or the State Emergency Management Division (EMD), as indicated.

s. Report status on the City of Medina and Town of Hunts Point to the King County Emergency Operations Center on a regularly scheduled basis.

t. Advise the Logistics Section Chief of the need to arrange for meals for emergency workers and/or 24 hour staffing of Emergency Response Teams and the Emergency Operations Center.

u. Ensure that all Emergency Operations Center Section Chiefs are documenting the information needed for disaster assistance applications.

v. Determine when the Emergency Operations Center can be deactivated, or can stand-down for a designated period of time.

w. Close out function log when Emergency Operations Center is deactivated.

x. Submit log and all incident-related records and reports.

y. Conduct a debriefing and critique for emergency workers at the conclusion of the emergency response.

z. Review and approve an After-Action Report.

5. DIRECTOR OF PUBLIC WORKS

a. Initiate and maintain an incident log.

b. Conduct City-wide damage assessment, including damages to utilities.

c. Identify facilities that require a more detailed engineering assessment.

d. Request assistance from Bellevue Utilities as indicated.

e. Ensure automatic EOC generator operative and portable generators deployed as needed.

f. Post inspected public and private facilities as Unsafe, Safe or Limited Entry.

g. Cordon off unsafe areas.

h. Perform emergency repairs as indicated.

i. Arrange for debris removal and salvage as necessary.

j. Establish and maintain liaison with Bellevue Utilities as indicated.

k. Provide on-scene Medina Police Department personnel or Operations Section Chief with regular status reports, as indicated.

6. EMERGENCY PREPAREDNESS COORDINATOR

a. Coordinate the development and maintenance of the City's Comprehensive Emergency Management Plan.

b. Develop and maintain City's Hazard Mitigation Plan, as Annex to King County Hazard Mitigation Plan.

c. Under direction of City Manager and Chief of Police, oversee and administer activities of the City of Medina's Emergency Preparedness Program.

d. Pursue and manage grant funding opportunities relative to emergency preparedness.

e. Coordinate development of associated documents and operating procedures which support the Comprehensive Emergency Management Plan.

f. Respond to citizen inquiries.

g. Provide for public information and education on emergency preparedness.

h. Support and coordinate the Medina Emergency Committee Program, to include meetings and relevant activities.

i. Obtain and maintain authorized emergency supplies, tracking expenditures.

j. Represent City at Zone 1 and other appropriate meetings.

7. CITY DEPARTMENTS

All public employees in the State of Washington are considered Disaster Service Workers. If at home when a disaster occurs, employees are expected to check the welfare of their families and homes before reporting to work.

For emergencies that occur on-duty, the City Manager, Chief of Police, Director of Public Works and other Department Heads are encouraged to permit employees to check on the safety and welfare of their homes and families.

The responsibilities for all Department Heads include:

a. Initiate and maintain an incident log.

b. Account for all department personnel.

c. Assess personnel and other resources available and advise the Emergency Operations Center.

d. Assess problems and needs.

e. Complete Status Reports indicating obvious damages and needs and provide to the Emergency Operations Center.

f. Send pre-designated staff to pre-arranged reporting location.

g. Perform assigned emergency role.

h. Continue to assess departmental resources and needs and advise Operations Center.

i. Provide Emergency Operations Center with updated status reports as indicated or as directed.

8. PATROL OFFICER

The Police Department is the only department that operates 24 hours a day. At least one officer is always in the community, although perhaps on patrol rather than in the department.

The responsibilities of the Patrol Officer include:

a. Alert and warn essential personnel of events that may evolve into emergencies.

b. Implement call-out lists as appropriate.

c. Initiate an emergency log indicating time, nature and target of calls made and information received.

d. Provide liaison and operations assistance as needed to support the City of Bellevue Fire Department and City of Bellevue Utilities, including traffic control.

e. Notify residents of evacuation orders as required.

f. In the absence of the City Manager or the Chief of Police, escalate the Phase of Operations and implement the Emergency Operations Plan as necessary.

9. PLANNING SECTION CHIEF

a. Obtain briefing from the Emergency Operations Director.

b. Initiate and maintain an incident log.

c. Establish a central repository for event-related records.

d. Compile and review status and damage reports from the Operations Section.

e. Post pertinent information on status boards.

f. Identify damaged facilities that require a detailed engineering assessment, establish priorities, and arrange for assessments to be conducted.

g. Compile maps, schematics and as-built drawings as requested.

h. Ensure that all damages are adequately documented (in writing, with photos or video) and that a complete and accurate written record of the event is compiled.

i. Analyze status information to identify short- and long-term impacts of the event on City-wide operations.

j. Assist Operations Section Chief with identifying alternative corrective strategies and repair/restoration priorities.

k. Prepare and distribute a comprehensive Citywide (and Town of Hunts Point, when impacted) Situation Report according to a schedule established by the Emergency Operations Director.

l. Advise the Operations Chief and the Emergency Operations Director of any significant operational impacts, including the need for technical specialists.

m. In consultation with the Operations Section Chief and Branch Coordinators, prepare the Emergency Operations Center Action Plan for each operational period (usually 12 hours), and review with the Emergency Operations Director.

n. Upon approval by the Emergency Operations Director, distribute the Emergency Operations Center Action Plan to all center staff, the City Manager and involved jurisdictions.

o. Provide Emergency Operations Director with regular status reports.

p. Close out function log when Emergency Operations Center is deactivated.

q. Compile all incident-related records and reports from all Emergency Operations Center staff and place in central repository.

r. Participate in post-event debrief and critique.

10. FIRE AND RESCUE

Fire protection services are provided to the City of Medina under contract with the City of Bellevue. The Bellevue FD assumes Incident Command for primarily fire-related and hazardous materials incidents. The City of Medina provides, as a minimum, a patrol officer to act as a liaison between the City and the Fire Department.

Water based application is through Seattle Harbor Patrol. Harbor Patrol operates seven boats and is staffed by a total of twenty-nine commissioned officers. The unit is staffed twenty-four hours a day, seven days a week.

a. Provide command and control for field operations through established Command Posts as appropriate.

b. Provide fire suppression services.

c. Provide hazardous materials incident response and radiological monitoring.

d. Provide support for search and rescue activities.

e. Provide light and limited heavy rescue.

f. Provide emergency medical services with limited transportation to hospitals.

g. Request assistance from other fire jurisdictions as needed; advise Medina Police Department/Hunts Point Town Hall of such requests.

h. Support evacuation efforts as requested and able.

i. Provide on-scene Medina Police Department personnel with regular reports.

11. CITY CLERK

a. Serve as custodian of official records and perform official certification.

b. Supervise Records Management Program for the City.

- Identify critical documents and essential records;
- Assist departments in identifying, managing and storing essential records;
- Develop and implement a disaster recovery program for essential records.

c. Oversee the preparation and publishing of official legal notices.

12. FINANCE OFFICER

a. Assign a mission number.

b. Obtain a briefing from the Emergency Operations Director.

c. Initiate and maintain an incident log.

d. Confer with all Emergency Operation Center Section Chiefs regarding anticipated emergency purchasing and/or contracting needs.

e. Initiate and maintain an expenditure tracking procedure.

f. Execute emergency purchase agreements and/or contracts as necessary.

g. Compile daily damage cost estimates and personnel timekeeping and emergency expenditure records.

h. Provide the Emergency Operations Director with regular status reports.

i. Close out functions log when Emergency Operations Center is deactivated.

j. Submit log and all incident-related records and reports to the Planning Section Chief.

k. Participate in post-event debrief and critique.

13. LOGISTICS (Police Department Administrative Specialist)

a. Obtain a briefing from the Emergency Operations Director.

b. Initiate and maintain an incident log.

c. Notify and recall City staff, consultants, and contractors, as directed by the Emergency Operations Director.

d. Confer with the Operations Section Chief regarding anticipated City Emergency Response Team needs for supplies and equipment, staffing, meals and shelter.

e. Consult with all Emergency Operation Center Section Chiefs regarding anticipated logistic support needs.

f. Identify alternative sources for supplies, equipment, and services, as requested.

g. Recruit resident volunteers and register as Disaster Service Workers as necessary.

h. Obtain supplies and equipment and/or arrange for emergency transportation as requested.

i. Request assistance from local schools, the American Red Cross, City of Bellevue, other local jurisdictions or the King County Emergency Operations Center in establishing emergency shelters and feeding as necessary.

j. Maintain written record of all personnel and supply and equipment resources deployed, including location, date(s) and time(s).

k. Advise the Emergency Operations Director of the need to execute emergency contracts as indicated.

l. Provide the Emergency Operations Director with regular status reports.

m. Close out function log when the Emergency Operations Center is deactivated.

n. Submit log and all incident-related records and reports to the Planning Section Chief.

o. Participate in post-event debrief and critique.

14. INFORMATION SYSTEMS COORDINATOR

a. Develop and maintain a program for protection and recovery of the City's data processing resources during/after a disaster.

b. Oversee the restoration of City data processing capabilities as a result of disaster.

c. Provide support to other departments in computer network coordination and administration and in software support.

d. Oversee and support the City's voice, wireless, telephone and audio-visual systems for emergency operations.

15. CONSULTANTS

The City of Medina relies on consultants to perform a number of key roles, including City Attorney and City Engineer. Consequently, City consultants will be asked to commit to a pre-assigned essential emergency response role at the time of an emergency. This commitment may be specified in contract agreements.

Responsibilities of the City Consultants include:

a. Respond to the City to the extent possible to perform essential emergency services. In some cases, this may be accomplished by telephone, fax or email.

b. Provide technical assistance to support responsibilities of the EOC Operation and Planning sections.

B. Non-governmental Organizations

The following organizations provide essential support to the emergency management organization. This list is not all-inclusive. It is recognized that many other agencies and organizations play important roles in mitigation, preparedness, response and/or recovery operations.

1. American Red Cross

a. Activate, manage, and support public mass care shelters.

b. Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services.

2. Bellevue School District

a. Conduct damage assessments on school-owned facilities and provide situation reports to the City EOC.

b. Assist with transportation, if requested and as resources allow.

c. Provide public shelters through agreements with the American Red Cross (ARC).

d. Assist in citywide damage assessment, if requested and as resources allow.

3. Puget Sound Energy

a. In multi-jurisdictional or regional events, a PSE liaison will be assigned to the King County Emergency Coordinating Center (ECC).

b. Conduct damage assessment for company facilities and natural gas and electric infrastructure and provide regular status reports to the Medina EOC or King County ECC as appropriate.

c. Support City of Medina emergency response efforts as resources permit.

d. Maintain communications with the Medina EOC and restore service to critical facilities and priorities as resources permit.

C. King County

Following is a partial list of King County agencies that provide support to the City. The list is not all-inclusive. Requests for resources or support from King County will generally be coordinated through the King County Emergency Coordination Center.

1. KING COUNTY EMERGENCY MANAGEMENT

a. Coordinate all emergency management activities in the County, protect lives and property, and preserve the environment.

b. Receive and provide situation reports to Medina EOC.

c. Receive and act on requests for assistance from the City of Medina and forward requests to the State Emergency Operations Center as appropriate.

2. PUBLIC HEALTH – SEATTLE & KING COUNTY

a. Coordinate and provide environmental health services.

b. Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.

c. Advise on public health matters, if requested.

d. Provide a representative to the County and/or City EOC, if requested and as resources allow.

e. Supervise the food and water quality control program.

f. Activate and operate medical needs shelters as needed, with logistical support provided by the City EOC or King County ECC.

3. KING COUNTY METRO TRANSIT

a. Provide assistance with transportation, if requested and as resources allow.

C. Washington State Emergency Operations Center

1. Through the Washington State CEMP and the EOC, coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.

2. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

3. Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal Emergency Management Agency

1. Provide assistance to save lives and protect property, the economy, and the environment.

2. Facilitate the delivery of all types of Federal response assistance to State and local governments.

3. Assist states in recovering from an emergency or disaster.

E. Citizens/Businesses

1. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. Regional guidelines train citizens to be prepared for a minimum of three (3) days, but the City of Medina strongly encourages citizens and businesses to build their supplies to be self-sufficient for seven (7) days or longer during an emergency or disaster.

2. Citizens and businesses are encouraged to participate in basic disaster preparedness training and implement preparedness strategies, for themselves and their animals.

3. Citizens are encouraged to participate in training to organize and prepare their neighborhoods and businesses, to be able to deal effectively with critical needs after a disaster.

4. Citizens and businesses are encouraged to participate in training to develop and maintain skills such as: CPR, first-aid, communications, proper use of fire extinguishers and light search and rescue, to effectively deal with emergencies and disasters.

5. MEDINA EMERGENCY PREPAREDNESS COMMITTEE

The Emergency Operations Director, in consultation with Director of Emergency Services may convene community emergency preparedness committee comprised of city residents. Committee members will be appointed by Emergency Operations Director, based upon needed expertise, skills and availability, as he/she so determines.

The Medina Emergency Preparedness Committee provides education and assistance in emergency preparedness to residents and provides recommendations to the Emergency Operations Director and the Emergency Preparedness Officer on emergency planning and operations, identification and coordination of community resources, including identification and enrollment of local emergency response volunteers in accordance with state law. Enrolled emergency response volunteers, including committee members, may participate in emergency response activities under the direction and control of the Emergency Operations Director and consistent with the CEMP.

6. MEDINA AMATEUR RADIO EMERGENCY NET (MAREN)

The Medina Amateur Radio Emergency Net (MAREN), a group of amateur radio operators, each licensed by the FCC, provide critical emergency communications support to the community, when conventional systems are disrupted, primarily as a result of natural disasters. Their collective communication capabilities provide an essential safety net during times of infrastructure failure. This group of volunteers conducts an operational exercise on a weekly basis to ensure readiness for assistance to their fellow citizens in time of need.

The MAREN network may be activated:

a. During a declared disaster or emergency.

b. When there is a regional severe weather alert e.g. (NOAA).

c. When there are local conditions that could cause danger to the public or properties.

d. When Medina participates regional or local exercises and drills.

Additional responsibilities of MAREN include:

a. Supply network control operators for the MPSRG network.

b. Conduct weekly MPSRG network exercises.

c. Develop periodic drills and exercises for MPSRG.

d. Maintain a roster of weekly network participants and distribute this roster to the Emergency Committee.

e. Monitor the MPSRG repeater frequency during emergencies, disasters, exercises and drills.

f. Pass messages received via the MPSRG on amateur frequencies.

g. Relay messages received or bulletins to MPSRG radio holders.

h. Develop alternative methods and operational processes for the MPSRG system.

i. Recruit new members for MPSRG

7. MEDINA PUBLIC SERVICE RADIO GROUP (MPSRG)

A group of emergency preparedness volunteers, along with city officials, hold and maintain VHF radios distributed by the City of Medina, for use during emergency. The group conducts a weekly radio exercise to ensure that radios are operational, to offer a forum for discussion of emergency communication and to provide an opportunity to practice the most efficient communication format for emergency use. Members of MAREN provide

network control for the MPSRG weekly radio exercise and during times of declared emergencies.

In the event that an emergency is declared in Medina, MPSRG may be activated by the Chief of Police or designee. If citizens need to communicate with the Emergency Operations Center when normal telephone communications are not possible, they should contact a member of the MPSRG and request transmission of their message(s) to appropriate City authorities.

Holders of MPSRG radios are encouraged to:

a. Learn the proper operation of their portable VHF radios.

b. Keep the battery properly charged in anticipation of use at any time.

c. Follow the direction of the MPRSG network controller regarding the appropriate times to transmit.

d. Maintain calm, clear and succinct communications in order to permit maximum radio system efficiency.

8. Citizen Emergency Response Team (CERT)

The Medina Citizens Emergency Response Team (CERT) is comprised of Medina residents who have received specialized training to assist the City of Medina during a major or catastrophic emergency. The support team members are assigned Emergency Operations Center functions. The role and responsibilities of the Emergency Support Team include:

a. Prior to an emergency, all volunteers must be registered with the City as Emergency Workers and participate in City emergency training and education programs.

b. During an emergency, the first priority is to take care of family and secure property.

c. Then, report to City Hall or an alternate Emergency Operations Center location.

d. Bring pre-assembled emergency supplies and equipment.

e. Report to Emergency Operations Director for assignment.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the policy of the City of Medina to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

2. It is the responsibility of the director of each City Department to:

    a. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.

    b. Develop the capability to continue operations during an emergency or disaster and carry out the responsibilities outlined in this plan.

    c. Ensure that staff receives the appropriate level of training on emergency and disaster plans and procedures, the National Incident Management System, and the Incident Command System, commensurate with their job functions and responsibilities.

    d. Carry out their responsibilities outlined in this plan, utilizing best judgment and in a coordinated manner.

3. It is the policy of the City of Medina that each City department takes an active role in emergency planning and develops Standard Operating Procedures (SOPs) which include the following:

    a. Department chain of command.

    b. Location for managing departmental emergency operations.

    c. Departmental responsibilities, capabilities and resources to include personnel, facilities and equipment.

    d. Information needed to manage the department during emergency operations and means of communication for obtaining that information.

    e. Information on how the department will coordinate with the Emergency Operations Center.

    f. Methods to ensure that all department staff is aware of SOPs and of concepts of the Emergency Operations Plan.

4. In the event of a widespread disaster that necessitates the activation of the Emergency Operations Center, the following procedures shall be followed:

   a. During non-work hours: All City employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, critical City employees are required to report to work as needed.

   b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions.

5. In the event of 800 MHz Public Safety radio system failure in a disaster, alternative communications resources will be used to attempt to reestablish communications. These may include VHF radio, cellular phones, amateur radio, email and runners.

B. Overall Coordination of Incident Management Activities

1. Pursuant to Chapter 38.52 RCW, the City has established an emergency management organization for the purpose of performing local emergency management functions. The organization represents the City and performs functions only within the City.

2. The emergency management organization is headed by the Director of Emergency Services. The City Manager or his designee serves as the Director of Emergency Services.

3. The Chief of Police is the Emergency Operations Director during an emergency and is responsible for developing and maintaining the City's emergency management program, including mitigation, preparedness, response and recovery.

4. Disaster operations will be conducted by City personnel. Those efforts will be supplemented as necessary by trained volunteers. Resources obtained from the County, State and from Federal agencies will be requested and utilized as needed and available.

5. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application of mutual aid within its own boundaries.

6. Emergency management activities are conducted to follow the Incident Command System (ICS) to the maximum extent possible.

C. Concurrent Implementation of Other Plans

1. The City of Medina's Comprehensive Emergency Management Plan supports and is compatible with the emergency plans of King County, Washington State and the National Response Framework, as well as the Regional Disaster Plan for Public and Private Organizations in King County.

2. Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies within the City of Medina include the following:.

    a. City of Medina Annex to the King County Regional Hazard Mitigation Plan

    b. King County Comprehensive Emergency Management Plan

    c. Washington State Comprehensive Emergency Management Plan

    d. National Response Framework

D. Organizational Structure

The day-to-day organizational structure of departments will be maintained to the extent it is practical to do so, for major emergency and disaster situations. All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.

1. The City of Medina operates under a Council/Manager form of government. Members of the City Council make up the legislative branch and the City Manager is the executive branch of Medina City government. The legislative and executive branches of the City of Medina are responsible for overall policy direction within the City.

2. The emergency management organization is headed by the Director of Emergency Services. The City Manager or his/her designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operation of the emergency management organization. The Comprehensive Emergency Management Plan and any amendments thereto shall be effective when approved by the Director.

3. The Medina Emergency Committee, including the City Manager, Chief of Police and resident volunteers, provide direction to the Emergency Preparedness Coordinator. Emergency planning topics include: Basic Needs, Communications, Fire, Search and Rescue, Medical, Neighborhood Preparedness, Public Works and Safety and Security. The Emergency Preparedness Coordinator is appointed by the City Manager and is responsible for developing and maintaining the Comprehensive Emergency Management Plan. Additional committee members are appointed by the City Manager as appropriate.

4. The Emergency Preparedness Coordinator provides staff and committee support, development of the CEMP and all supporting documents.

E. Principal Incident Management Organizational Elements

1. All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.

2. The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.

3. In a multi-jurisdiction or multi-agency incident/event, Unified Command may be established to develop a common set of incident objectives and strategy, make joint decisions and maintain unity of command.

4. Each Director (or their designee) is responsible for their own department's field operations and to coordinate those operations with other departments either from their Command Posts, Command Centers or the City's Emergency Operations Center.

5. Resources, information and a community-wide action plan will be coordinated from the Emergency Operations Center. Public information will be coordinated on behalf of all city departments through the Emergency Operations Center and approved by the Director of Emergency Services.

6. The City Manager or his designee serves as the Director of Emergency Services and is directly responsible for the organization, administration and operations of the emergency management organization.

F. Emergency Response and Support Teams (Field Level)

1. Specialized local teams and specialists may be available for response, from surrounding jurisdictions, through mutual aid agreements and through the Regional Disaster Plan for Public and Private Organizations in King County.

2. Special response teams designed to assist with incident management, set up of emergency response facilities or to provide specialized expertise and capabilities outside of the City's normally available mutual aid agreements would be requested through the King County Emergency Coordination Center or directly from the Washington Emergency Management Division.

G. Defense Support of Civil Authorities

1. Requests for defense related support will be made through the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center to access the Washington National Guard or Department of Defense resources.

2. All defense support must be coordinated through the Washington State Emergency Operations Center.

3. Activation of the Washington National Guard requires Governor approval before those resources can be deployed within the state.

4. Other defense resources can be requested from the Department of Defense (DOD) through the Washington State Emergency Operations Center.

H. Law Enforcement Assistance

1. The Medina Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations.

2. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions.

    a. Mutual aid agreements exist with local law enforcement agencies.

    b. Letters of mutual support exist with various law enforcement agencies throughout the state. Supplemental law

enforcement assistance should be requested through the EOC, when activated.

3. Supplemental law enforcement assistance should be requested through the EOC, when activated. Law enforcement support that may be available to deploy to the City of Medina during disasters and emergencies include the following:

   a. LOCAL AGENCIES

      - All agencies where mutual aid/notices of consent exist

   b. STATE AGENCIES

      - Washington State Patrol

   c. FEDERAL AGENCIES

      - FBI
      - BATF
      - Secret Service

V. INCIDENT MANAGEMENT ACTIONS

A. Notification and Assessment

1. Federal, State, local, tribal, private-sector, and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The established communication channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Medina is through King County Office of Emergency Management (King County ECC Duty Officer) to the Washington State Emergency Operations Center (Washington State EOC Duty Officer).

2. If activation of the City's Emergency Operations Center is necessary, attempts to notify appropriate personnel from the required departments will be made via telephone and/or pager.

B. Activation

It is the policy of the City to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be

followed:

1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOPs).

2. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.

3. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

4. The Mayor, City Manager, Police Chief, or designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency such as DEM or other governmental entity to support their operations subject to approval by the Mayor, City Manager, Police Chief, or designees when the level of operations requires it. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster.

5. The City's primary EOC is located in the Medina City Hall at 501 Evergreen Point Road, Medina, Washington.

   In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

C. Requests for Assistance

1. When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid agreements or through the King County EOC. In the event of a *Proclamation of a Local Emergency*, the deployment of resources will normally be coordinated through the

EOC. Resources to support City operations may be placed at staging areas until specific assignment can be made.

2. In the event that a situation is, or will become, beyond the capabilities of the resources of the City of Medina and those provided through local mutual aid, the Director of Emergency Services may request assistance from King County, through the King County Emergency Coordination Center, or from the State of Washington, through the State Emergency Operations Center.

3. As a signatory agency to the Regional Disaster Plan for Public and Private Organizations in King County, the City of Bellevue is the primary host of the Zone 1 Coordinating Center, according to the Plan's concept of operations. Zone 1 is comprised of the cities in north and east King County. The resources available through the Plan can be requested by the Chief Elected Official or their designee of any participating City (or the County) once the following conditions have been met: local governmental, mutual aid and commercially available resources have been or are about to be exhausted and the City has declared a local emergency. Information and resources can be coordinated on behalf of the Zone in the Zone 1 Coordination Center.

D. Pre-Incident Actions (Prevention)

Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property.

1. **Public Health and Safety:** Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Public Health, Seattle – King County, or State or Federal health officials.

2. **Responder Health and Safety:** The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is key to mitigating the hazards

faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

3. **Property and the Environment:** Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

4. **Specific prevention activities include**:

   a. Develop and maintain the City of Medina Comprehensive Emergency Management Plan .

   b. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.

   c. Develop appropriate contingency plans and standard operating procedures in support of the Comprehensive Emergency Management Plan.

   d. Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.

   e. Coordinate with volunteers to assure cohesive working relationships and coordinated response.

   f. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.

   g. Conduct training activities to enhance response capabilities.

   h. Conduct public education to enhance citizen self-sufficiency.

E. Response Activities

1. Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities may be initiated by State and Federal government to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

2. 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, Hydraulics Act, Forest Practices Act, Shoreline Management Act and Flood Plain Management Law.

3. When a major emergency or disaster occurs, management shall use the following general checklist as a basis for managing disaster operations:

   a. Establish Incident Command.

   b. Report to the pre-determined site to manage department operations.

   c. Account for personnel.

   d. Assess damages to facilities and resources.

   e. Assess personnel and resources available.

.

   f. Assess problems and needs.

   g. Report situation, damages and capabilities to the Emergency Operations Center.

   h. Carry out department responsibilities and assigned tasks.

   i. Continue assessment of and reports to the EOC regarding department resources, needs, damages, actions, etc.

   j. Keep detailed and accurate records, document actions, costs, situations, etc.

4. Response actions may include immediate law enforcement, fire, ambulance and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment and removal of environmental contamination and protection of responder health and safety.

F. Recovery Activities

1. Recovery involves actions needed to help individuals and communities return to normal when feasible. When established for major incidents, the City will coordinate with the Joint Field Office (JFO) which is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.

2. Response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. Following the event, the Director of each department shall carry out recovery activities as assigned by the Comprehensive Emergency Management Plan, department SOP's, or the Director of Emergency Services.

   a. Continue to carry out damage assessment functions, report any observed damage and assess community needs.

   b. Prioritize recovery projects and assign functions accordingly.

   c. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

   d. Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.

   e. Assist in the establishment of disaster assistance offices to aid private businesses and citizens with individual recovery.

   f. Assess special community needs and provide information and assistance, as deemed appropriate.

   g. Incorporate emergency plans from other entities into recovery and reconstruction activities as appropriate.

3. 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, Forest Practices Act, Shoreline Management Act and Flood Plain Management Law.

4. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the State Office of Archeology and Historic Preservation.

G. Mitigation Activities

1. Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects.

2. Mitigation strategies are based on the hazards listed in the City of Medina Hazard Identification and Vulnerability Analysis and data gathered following disaster declarations, as well as input from various county agencies, the private sector and the public. The City of Medina Annex to the King County Regional Hazard Mitigation Plan (published separately) discusses the strategies in detail.

H. Demobilization

1. As response and recovery efforts for an event requiring activation of the EOC are completed, the organization will transition back into normal day-to-day operations. This process will likely occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups.

2. When the Director of Emergency Services (or designee) determines that activation of the EOC is no longer required, he/she will disseminate instructions for demobilization from emergency management activities.

3. As a component of demobilization, incident debriefing will occur as soon as possible and if deemed necessary or required, an After Action Report will be developed to detail operational successes, problems and key issues affecting incident management.

I. National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

VI. ONGOING PLAN MANAGEMENT AND MAINTENANCE

A. Coordination

The Emergency Preparedness Coordinator coordinates the development and maintenance of the City's Comprehensive Emergency Management Plan, working with City Council, Medina Staff and Medina Emergency Committee.

B. Plan Maintenance

1. The Comprehensive Emergency Management Plan (CEMP) will be updated periodically as required, to incorporate new Presidential directives, legislative changes and changes to policy or procedures,

as a result of lessons learned from activations or annual exercises.

2. The CEMP will undergo a complete review and update at least every four (4) years. As part of that process, the revised CEMP will be submitted to the Washington State Emergency Management Division for review, prior to formal adoption.

3. The Medina Comprehensive Emergency Management Plan and any amendments thereto shall be effective when approved by the Director of Emergency Services, per City Code.

C. NIMS Integration

1. NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

2. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology.

3. The City of Medina adopted NIMS as the basis for incident management in the City and use of the Incident Command System (ICS) in managing emergency and disaster events by Resolution No. 310, on February 17, 2005.

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APPENDIX 1: DEFINITIONS

Name	Description
Absorption	The passing of a substance into the circulatory system of the body.
A Centralized Computer Enforcement Service System	(**ACCESS**) Statewide law enforcement data network controlled and administered by the Washington State Patrol. This network provides the capability to send warning and notification of emergencies from state to local jurisdictions Transmission line for sending NOAA National Weather Service information. a
Access control point	Road or highway control point staffed primarily by State or County law enforcement, augmented as necessary by the National Guard and/or designated response agencies to facilitate the exit from and deny the entry of unauthorized personnel into an area of risk. Access control is an enforcement function involving the deployment of vehicles, barricades, or other devices around the perimeter of the risk area, to deny access into the area.
Acute Exposure	An exposure to a toxic substance that occurs in a short or single time period.
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advanced Life Support	(ALS)
After Action Report	(AAR) A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
Agency for Toxic Substances and Disease Registry	(**ATSDR**) Maintains the Hazardous Substances Emergency Events Surveillance (HSEES) system, a database of reports of hazardous substances releases from fixed facilities and during transportation & determines public health issues from hazardous substances.
Air Force Rescue Coordination Center (AFRCC)	The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).
Air Search and Rescue	ASAR or Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is

Name	Description
	located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
Amateur Radio Emergency Service	(**ARES**) Is the American Radio Relay League (ARRL) public service arm for providing support primarily to non-government agencies during an emergency/disaster. A primary user of the ARES is the American Red Cross.
AMBER Alert	Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system.
American Radio Relay League	(**ARRL**) Uses ARES as the public service arm for providing support primarily to non-government agencies during an emergency/disaster.
American Red Cross	(ARC)
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.
Appendices	An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples: non-critical lists such as phone lists or annual lists of events.
Applicant's Briefing	A meeting conducted by the Governor's Authorized Representative (GAR) for all potential applicants for public assistance grants.
Asphyxiates	Chemicals that starve the cells of an individual from the life-giving oxygen needed to sustain metabolism.
Assigned Resources	Resources checked in and available for assignment.

Name	Description
Base	In Incident Command, location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be located with the Base. There is only one Base per incident.
Base Flood Elevation	(**BFE**) Elevation of the 100-year flood. Flood that has a one percent probability of being equaled or exceeded in any given year Also known as the 100-year flood). This elevation is the basis of the insurance and floodplain management requirements of the National Flood Insurance.
Basic Life Support	(BLS)
Berm	Small levees, usually built from fill dirt.
Biodegradable	Capable of decomposing quickly through the action of microorganisms.
Biomagnification	The tendency of certain chemicals to become concentrated as they move into and up the food chain.
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Catastrophic Event	An emergency event that renders a department's or jurisdiction's primary facility unusable for a sustained period of up to or exceeding 30 days.
Central Nervous System Depressants	Toxicants that deaden the central nervous system, diminishing sensation.
Chronic Exposure	Process by which small amounts of toxic substances are taken into the body over an extended period.
Civil Defense Warning System	(**CDWS**) FEMA is required to provide Civil Defense warning messages to the public. This is accomplished through the use of NAWAS broadcasts directly to state and local governmental agencies.
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Code of Federal Regulations	(**CFR**) The primary volume regarding the Public Assistance Program under FEMA's direction.
Cold Zone	The fully safe operating area surrounding the warm zone at a hazardous materials site. The Command Post and general staging areas are located in the Cold Zone.
Command	The act of directing, ordering, and /or controlling resources by virtue of explicit legal, agency, or delegated authority.
Command Staff	The Command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

Name	Description
Communications Unit	Functional unit within the Service Branch of the Logistics Section. Responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. May also refer to a mobile unit used to provide the major part of an Incident Communications Center.
Communications Van	(COM VAN)
Compensation Claims Unit	Unit within the Finance/Administration Section of Incident Command. Responsible for financial concerns resulting from injuries or fatalities at an incident.
Comprehensive Emergency Management Network	**(CEMNET)** Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.
Comprehensive Emergency Management Plan	(**CEMP**) The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Environmental Response, Compensation, and Liability Act of 1980	(**CERCLA**) The Federal statute that authorized "Superfund." Administered by the EPA, the law provides funding for cleanups and emergency response actions for hazardous substances at the worst hazardous waste sites in the U.S.
Contingency staff/team	The personnel of the department or jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	**(COG)**Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations	**(COOP)** An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
COOP Emergency Response Team	The individuals, identified by position, within the state department or local jurisdiction that are responsible for ensuring the essential functions are performed in an emergency and for taking action to facilitate that performance.

Name	Description
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement, public works, etc.).
Corrosive	A chemical that destroys or irreversibly alters living tissue by direct chemical action at the site of contact.
Control Staff Instructions.	**(COSIN)** Master scenario list for training exercises.
Cost Estimating Format	(**CEF**) A cost estimating methodology used by FEMA to better estimate the cost of large projects.
Cost Share	A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.
Cost Unit	Functional unit within the Finance/Administration Section of Incident Command. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
Critical Incident Stress Debriefing	(CISD)
Critical Customers	Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.
Damage Assessment Unit (**DAU**)	Unit to coordinate the urgent and detailed damage assessment to help document the magnitude of private and public damages from disasters/emergencies.
Decontamination	The process of removing hazardous substances from the body or equipment.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
DEM Duty Officer	
Demobilization Unit	Functional unit within the Planning Section of Incident Command. Responsible for ensuring orderly, safe, and efficient demobilization or resources committed to the incident.
Department of Energy (US)	(DOE)

Name	Description
Department of Natural Resources (WA)	(DNR)
Department of Defense (US)	(DOD)
Department of Health	(DOH)
Department of Labor (US)	(DOL)
Department of Licensing (WA)	(DOL)
Department of Transportation (WA)	(DOT)
Department of Social and Health Services (WA)	(DSHS)
Designated Area	Any county in the state identified with emergency or major disaster- affected areas that has been determined eligible for federal assistance.
Dike	An embankment or dam made to prevent flooding by the sea or by a stream.
Direction and Control	The emergency support function that defines that the management of emergency response and recovery.
Direction and control exercise	An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved. **Disaster** - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Dirty Bomb	AKA Radioactive Dispersion Device (RDD). A conventional explosive containing some source of radioactivity.
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

Name	Description
Disaster Analysis	The collection, reporting and analysis of disaster-related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.
Disaster Assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.
Disaster Assistance Team (**DAT**)	Team selected to coordinate the provision of disaster related humanitarian assistance and services to all citizens of the county.
Disaster Policy Team	(**DPT**) Established by the Emergency Management Director to advise him during a disaster/emergency.
Disaster Recovery Center	(**DRC**) A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.
Disaster Recovery Manager	**(DRM)** - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.
Disaster Recovery Unit	(**DRU**) Unit to coordinate the county's recovery and restoration activities and to identify and recommend appropriate mitigation strategies.
Disaster Survey Report	(DSR)
District Hazardous Materials Coordinator	(**DHMC**) Incident Commander at the scene of a major hazardous materials incident.
Documentation Unit	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.
Domestic Nuclear Detection Office	(**DNDO**) DHS department to oversee attempts import, transport nuclear explosive devices or radiological material for illegal use.
Donated Resources	Volunteer labor, donated equipment, and donated materials.
El Nino	The phenomenon of a warm current replacing normally cool waters off the coast of Peru. Coastal winds usually push away surface water and the water is replaced by cold, nutrient-rich water from deep in the ocean.
Earthquake	Sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface.
EAS - Emergency Alert System	A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the

Name	Description
	Commercial Broadcast System. At the direction of the Incident Commander, access to the Emergency Activation System (EAS) is available for cities such as Medina through the most appropriate EOC or ultimately through the King County Emergency Coordination Center (KCECC).
EAS Plan	A document which outlines the organization and implementation of EAS in Washington State. It includes monitoring assignments, actions to be taken in emergency activations, and other guidelines for broadcasters and cable personnel in use of the EAS in Washington State.
Economic Injury Disaster Loans	(EIDL)
Eligible Applicant	An entity that may apply for FEMA disaster assistance. There are four types: state government, local government, private non-profit (or institutions that own PNP facilities) and Indian Tribes (organizations and Alaska Natives).
Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)
Emergency Management	**Emergency Management or Comprehensive Emergency Management** - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.
Emergency Coordination Center	A central location at an EOC staffed by multiple jurisdictions and/or agencies involved in response to a single large or several smaller events occurring at the same time.
Emergency Management Assistance	(**EMA**) Name changed to SLA - State and Local Assistance. Matching State (originating from Federal dollars) grants for Emergency Management offices.

Name	Description
Emergency Management Assistance Compacts (EMAC)	Agreements that provide for one jurisdiction to provide resources or other support to another jurisdiction during an incident.
Emergency Management Committee (EMC)	The Emergency Management Committee is established to coordinate the development of the CEMP. The EMC Committee is chaired by the Director of Emergency Management, or designee, and made up of members representing each city contracting for services from Emergency Management and representation from each organization with ESF lead agency responsibilities. The committee may include other representatives as appropriate. The EMC committee will meet annual and after each EOC/ECC activation to review the plan and advise the Director on recommended changes.
Emergency Management Division (WA)	(EMD)
Emergency Management Institute	(**EMI**) The Federal Emergency Management Agency's training campus in Emmetsburg, Maryland. EMI offers training in a variety of emergency management topics.
Emergency Medical Services	(**EMS**) Emergency Medical Services is a system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles. Lewis County is in the West Region EMS. The EMS Council is headed by a director, usually from the Emergency Room of the hospital. This Council sets the protocols for EMT's and Ambulance services. Emergency Management is involved in Mass Casualty situations where additional resources may be needed.
Emergency Medical Technician	(**EMT**) A person trained and licensed by the State to provide emergency medical care to the sick and injured.
Emergency Operations Center	(**EOC**) Central location from which overall direction, control, and coordination of a single community's response to a disaster will be established. EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.

Name	Description
Emergency Operations Plan	**Emergency Operations Plan (EOP)** – Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.
Emergency Protective Measures	Actions taken by applicants before, during, and after a disaster to save lives, protect public health, and to prevent damage to improved public and private property.
Emergency Support Function	(**ESF**) Emergency Support Functions are functional annexes to the basic Comprehensive Emergency Management Plan. They outline the general guidelines by which County Organizations will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.
Emergency Work	Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.
Emergency Worker	Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.
Engineer	Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.
Enhanced 911	(**E-911**) Can track location of in-coming calls
Environmental Protection Agency (US)	(EPA)
Essential Functions	Those functions, stated or implied, that state departments and local jurisdictions are required to perform by stature or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency.
Essential Operations	Those operations, stated or implied, that state departments and local jurisdictions are required to perform by stature or executive order or are otherwise deemed necessary.
Essential Personnel	Staff of the department or jurisdiction that are needed for the performance of the organization's mission-essential functions.

Name	Description
Evacuation	A protective action which involves leaving an area of risk until the hazard has passed.
Exercise	A simulated emergency condition carried out for the purpose of testing and evaluating the readiness of a community or organization to handle a particular type of emergency.
Extremely Hazardous Substance	(**EHS**) Any one of over 300 hazardous chemicals on a list compiled by EPA to provide a focus for State and local emergency planning activities.
Facility	Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
Federal Coordinating Officer	(**FCO**) The person appointed by the FEMA Director (by delegation of authority from the President) to coordinate assistance in a Federally declared disaster.
Federal Disaster Declaration	Formal action by the President to make a state eligible for federal disaster assistance.
Federal Emergency Management Agency	(**FEMA**) Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for state and local emergency management agencies, manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.
Federal Radiological Monitoring and Assessment Plan	**(FRMAP)** - (Formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.
Federal Radiological Emergency Response Plan	The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.
FEMA Operations Center	(**FOC**) Located at the Mt. Weather Emergency Assistance Center in Berryville, Virginia.
FEMA/State Agreement	Formal legal document between FEMA and the state, which states the understanding, commitments, and binding conditions for

Name	Description
	assistance applicable as the result of the major disaster or emergency declared by the President. The agreement is signed by the FEMA Regional Director, or designee, and the Governor.
Field Assessment Team	**(FAST**) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.
Finance/ Administration Section	Responsible for all costs and financial/administrative considerations of the incident.
First Responders	Those in occupations that require they respond immediately to an emergency event. Example: firefighters, law enforcement officers, emergency medical services personnel and Hazmat team members.
Five hundred year Flood Plain	(or a .2% change floodplain). Means the area including the base floodplain, which is subject to inundation from a flood having a 0.2% chance of being equaled or exceeded in any given year.
Flood	A partial or complete inundations of normally dry land areas from 1) the overland flow of a lake, river, stream, ditch, etc.; 2) the unusual and rapid accumulation or runoff of surface waters; and 3) mudflows or the sudden collapse of shoreline land.
Flood Control Works	Facilities constructed for the purpose of eliminating or reducing the threat of flooding. Examples would be floodwalls and protective levees.
Flood Elevation	Height of flood waters above an elevation datum plane.
Flood Insurance Rate Map	(**FIRM**) The official map of a community prepared by FEMA, showing base flood elevations along with the special hazard areas and the risk premium zones.
Flood Protection Elevation	(**FPE**) Elevation of the highest flood that a retrofitting method is intended to protect against.
Flood-proofing	Using materials and practices that will prevent or minimize flood damage in the future.
Floodwall	Flood barrier constructed of manmade materials, such as concrete or masonry.
Floodway	The portion of the flood plain which is effective in carrying flow, within which this carrying capacity must be preserved and were the flood hazard is generally highest, i.e. where the water depts. And velocities are the greatest. The channel of a river and the adjacent over bank areas reserved to carry base flood discharge without raising the BFE more than a designated amount (one foot).
Floodway Fringe	The floodway is the channel of a watercourse plus any adjacent floodplain areas that must be kept free of encroachment so that the cumulative effect of the proposed encroachment, when combined with all other existing or proposed encroachments, will

Name	Description
	not increase the 100-year flood elevation more than one foot at any point within the community. The area between the floodway and 100-year floodplain boundaries is termed the floodway fringe. The floodway fringe encompasses the portion of the floodplain that could be completely obstructed without increasing the water-surface elevation of the 100-year flood by more than one foot at any point.
Force Account	An applicant's own labor forces and equipment.
Force Account Labor	Phase I debris operations. State, tribal or local government employers engaged in debris removal activities within their own jurisdiction.
Forest fire	The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.
Government Emergency Telecommunication Service	**(GETS)** A service providing priority access telephone dialing during circuit overloads conditions.
Governmental Entities of King County	A generic term to denote any and all government or government affiliated offices, departments, division, agencies, districts, and municipalities that are signatories to the Comprehensive Emergency Management Plan (CEMP).
Governor's Authorized Representative	(**GAR**) Person or alternate empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit organizations, and state agency requests for assistance to the Regional Director following a major disaster.
Governor's Proclamation of a State of Emergency	A proclamation by the Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions.
Grant	An award of financial assistance. The grant award shall be based on the total eligible federal share of all approved projects.
Hazard	Any threat with the potential to disrupt services, cause damage, or create casualties.
Hazard Abatement	The identification of potential or actual hazardous areas, structures, or conditions and the action taken to eliminate them.
Hazard Analysis	Process of identifying the hazards that may impact a community and forms the basis for emergency management.
Hazard Identification	A review of hazards and of locations and conditions associated with hazards in a particular area; being aware of those hazards that, if they occur, could harm your community.

Name	Description
Hazard Identification and Vulnerability Analysis	**(HIVA)** The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.
Hazard Mitigation	Any measure that will reduce or prevent the damaging effects of a hazard.
Hazard Probability	The likelihood that a hazard will occur within a given time frame.
Hazard Vulnerability	The ratio of population, property, commerce, and essential infrastructure and services at risk from a given hazard relative to the entire community.
Hazardous Materials Emergency Preparedness Planning Grant	(**HMEP**) Planning grant issued through the U.S. Department of Transportation, Washington State Department of the Military, Division of Emergency Management.
Hazardous Materials Response Team	(**HMRT**) A team of specially trained personnel who respond to a hazardous materials incident.
Hazardous Substances Emergency Events Surveillance System	(**HSEES**) Database of hazardous substances kept by ATSDR.
Hazmat	Hazardous Materials
Hazmat Team	Hazardous Materials team members.
HAZWOPER	Hazardous Waste Operations and Emergency Response
High Impact Emergency	Any emergency requiring a high degree of coordination and generally involving state and federal assistance.
Hot Zone	The total exclusion area around a hazardous materials incident.
Hydrodynamic Force	Force extended by moving water.
Hydrostatic Force	Force exerted by water at rest, including lateral pressure on walls and uplift (buoyancy) on floors.
Immediate Threat	The threat of additional damage or destruction from an event that can reasonably be expected to occur within five years.
Improved Property	A structure, facility, or piece of equipment, which was built, constructed or manufactured. Land use for agricultural purposes is not improved property.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.
Incident Action Plan	The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.

Name	Description
Incident Command Post	(**ICP**) A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; usually collated with the incident base.
Incident Command System	(**ICS**) The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous event. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS). An equivalent and compatible all-hazards, on-scene, functional management system.
Incident Commander	(**IC**) The individual responsible for the management of operations at the scene of an incident.
Incident Period	The time span during which the disaster-causing incident occurs.
Incidents of National Significance	Those high-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. All Presidential declared disasters are considered Incidents of National Significance.
Individual Assistance	**(IA)** Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.
Individual & Family Grant Program	**(IFG)** The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded and twenty-five percent state funded. The state administers the program.
Infrastructure Protection Program	**(IPP)** For protection of critical national infrastructure such as seaports, mass transit, railways and energy facilities.
Interoperable Communications	Alternate communications that provide the capability to perform minimum essential departmental or jurisdictional functions, in conjunction with other agencies, until normal operations can be resumed.

Name	Description
Inversion	An atmospheric condition caused by a layer of warm air preventing cool air trapped beneath it from rising, thus holding down pollutants that could otherwise be dispersed.
Joint Field Office	(**JFO**) The office where Federal and State disaster relief recovery efforts are coordinated and which is staffed by representatives of the responding agencies.
Joint Information Center	**(JIC)** A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.
Joint Project Officer Team	Three-member team responsible for the preparation of large project, Project Worksheets. The three-member team is made up of federal, state, and applicant representatives.
Lahar	Indonesian word meaning "rapidly flowing mixture of rock, debris, and water that originates on the slope of a volcano". Sometimes called "volcanic mudflow" or "debris flow". A lahar is a fast-moving mixture of mud, rock and water that flows down the sides of volcanoes. They resemble rivers of flowing concrete. Lahars may originate form landslides or they may form from the mixing of hot lava and snow and ice water. Lahars travel at speeds up to 50 miles an hour and they can destroy nearly everything within their paths.
Levee	Flood embankment barrier constructed of compacted soil to prevent a river or a stream from flooding adjacent land.
Levels of Life Support	ALS (Advanced Life Support; BLS (Basic Life Support); ILS (Intermediate Life Support)
Levels of MCI	Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
King County 911 Communications	Regional
King County Department of Social & Health Services	(DSHS)
King County Government	A generic term to denote any and all King County Government under the direction and authority of the Board of County Commissioners (BOCC). Example: Public Works and other county departments. This definition also includes elected officials of King County government, such as the Auditor and Sheriff.
King County Emergency Management	(KCOEM)
Liaison Officer	The point of contact for assisting or coordinating agencies.

Name	Description
Local Emergency Declaration	A resolution by the Board of County Commissioners in accordance with RCW 36.40.180 and 38.52.070(2) which activates the King County Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52.
Local Emergency Planning Committee	(**LEPC**) A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986, as the planning body for preparing local hazardous materials plans.
Local Planning District	A geographic planning area established by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Local Resources	The combined resources, of the type needed to respond to a given hazardous event, of the County and all taxing jurisdictions within the County, and of the private sector. In any request for state or federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted.
Logistics Chief	In an incident, responsible for resource management and responding to resource requests.
Logistics Section	In Incident Command, responsible for providing facilities, services, and materials for an incident.
Low Level Emergency	Minor emergencies requiring minimal supervision, coordination, and assistance.
Manual of Uniform Traffic control Devices	(MUTCD) Standards for placing traffic control signs.
Major Disaster	As defined in the Stafford Act, "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, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
Mass Casualty Levels	Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
Material Safety Data Sheet	(**MSDS**) A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.

Name	Description
MCI Bag	The MCI bag contains materials necessary for triage and establishing the medical branch of the Incident Command System (ICS).
MCI Levels	Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
Medical Command Post	Medical command functions area executed at this location. The medical command post may be co-located or proximal to the Incident Command Post.
Medical Supply Area	Medical supplies are cached at this location. The medical supply area should be located proximal to the treatment area to facilitate re-supply of the individual treatment areas.
Medical Unit	In Incident Command, a functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.
Medium Impact Emergency	Any emergency situation requiring more than routine coordination and assistance and generally involving multiple jurisdictions.
Military Assistance to Safety and Traffic	(**MAST**) Airlift evacuation from Fort Lewis 54th Medical Detachment.
Military Department	Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.
Mitigation	Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazard events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.
Monomers	A chemical compound that can undergo polymerization.
MSEL	Master Scenario Events List for training exercises. Lists all exercise events and anticipated reactions by time.
Multi-agency Coordination Entity (MCE)	Requests from Incident Command that cannot be obtained locally must be submitted through the EOC or MCE using standard resource ordering procedures.
Mutual Aid Agreement	(**MAA)** A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.
National Contingency Plan	**(NCP)** The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive

Name	Description
	Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.
National Fire Academy	(**NFA**) Located on the campus of the Federal Emergency Management Agency's National Emergency Training Center in Emmetsburg, Maryland.
National Incident Management System (NIMS)	A concept that provides for a total approach to all risk incident management; NIIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
National Incident Management System Capability Assessment Support Tool	**(NIMCAST)** Web based self assessment system that allows organizations to evaluate and monitor progress in implementing NIMS. Access via www.fema.gov/nims
National Oceanic and Atmospheric Administration	(**NOAA**) A division of the U.S. Department of Commerce and organization responsible for operation of the NWS and alert/warning weather information.
National Response Center	(**NRC**) A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required. It serves as a focal point for notification of government authorities when a pollution incident occurs.
National Response Framework	**(NRF)** - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.
National Search and Rescue Plan	**(NSRP)** A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

Name	Description
National Tele-Registration Center	A nationwide toll-free number, operational within 24 hours after the president has declared a major disaster, which applicants can use to apply for assistance or receive information.
National Warning System	(**NAWAS**) The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
Notice of Interest	(**NOI**) Notification, to FEMA, by public agency applicants in need of disaster assistance, to be submitted within 30 days after the disaster area is designated eligible for aid.
Objectives	The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.
Officer	The Incident Command title for individuals responsible for Operations, Planning, Logistics, or Finance/Administration.
One-hundred Year Flood	A term to express probability. The flood that has a 1% probability (1 in 100) of being equaled or exceeded in any year is referred to as the 100-year flood. It should not be interpreted to mean a flood that happens exactly once every 100 years. Nor does it imply that once a 100-year flood occurs there is little risk of another 100-year flood occurring in the near future.
One-hundred Year Flood Plane	The area of the 100-year riverine floodplain is often divided into a floodway and a floodway fringe. The floodway is the channel of a watercourse plus any adjacent floodplain areas that must be kept free of encroachment so that the cumulative effect of the proposed encroachment, when combined with all other existing or proposed encroachments, will not increase the 100-year flood elevation more than one foot at any point within the community.
Operational Period	In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action. Plan.
Operations Chief	In an incident, a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders.
Operations Sections	In Incident Command, responsible for all tactical operation at the incident.
Order of Succession	The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is

Name	Description
	unable or unavailable to exercise them.
Orphan Tanks	Tanks or drums containing hazardous materials, such as heating fuel, that are removed from their original location by flood waters.
Other Essential Governmental Service Facility	Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities that provide health and safety services of a governmental nature. All such facilities must be open to the general public.
Permanent Work	The restorative work that must be performed through repairs or replacement to restore an eligible facility based on its pre-disaster design.
Permissible Exposure Limits	(**PEL**) Set by OSHA as a guide to acceptable levels of chemical exposure.
Pickling Agents	A solution or bath for preserving or cleaning processes used in industrial cleaning and processing.
Plan Maintenance	Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.
Planning Chief	In an incident, responsible for situation analysis and anticipating future response or recovery needs and activities.
Pre-Hospital Care Provider	(**PHCP**) A person with training below that of an emergency medical technician or paramedic who provides initial care to the sick and injured.
Preliminary Damage Assessment	(**PDA**) The joint local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.
Preliminary Damage Assessment Team	An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.
Preparedness	The process of preparing the community for disastrous events and includes such things as; hazard analysis, planning, training and exercises, negotiating mutual aid agreements, identifying and cataloging resources, developing a communications capability, developing volunteer resources, preparing and maintaining an EOC, including appropriate staff and operating procedures, public information and media liaison. Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials,

Name	Description
	exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.
Presidential Declaration	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.
Primary Agency	A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.
Private Nonprofit Facility	Any private nonprofit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, other facilities providing essential governmental type services to the general public and such facilities located on Indian reservations.
Private Nonprofit Organization	Any nongovernmental agency or entity that currently has a.) an effective letter from the IRS granting tax exemptions, or b.) satisfactory evidence from the Secretary of State that the organization is non-revenue producing and nonprofit under State law.
Private Nonprofit Organization with Critical Facilities	A private non-profit organization as previously defined with a facility noted below: a.) Power - facilities for generation, transmission, and distribution of electric power. b.) Water - facilities for the treatment, transmission, and distribution of potable water or water for fire protection. c.) Sewer and wastewater treatment - facilities for collection, transmission, and treatment of wastewater. d.) Communications - facilities for transmission, switching, and distribution of telephone traffic.
Program Papers	Terms used to define scope of Emergency Management Operation for SLA Grant program.
Programmatic Closure	Occurs when FEMA ensures that all grants awarded under the Public Assistance Program for a given disaster meet the statutory and regulatory requirements governing the program.
Project	A representation of the work and costs associated with disaster-related activities. The Public Assistance Coordinator and the applicant work together to develop a scope of work.
Project Impact	A project introduced by FEMA as a result of the increasing number and severity of disasters over the last decade to reduce the damage resulting from hurricanes, tornadoes, severe storms, floods, earthquakes, and fires. It helps communities protect

Name	Description
	themselves from the effects of natural disasters by taking actions to reduce disruption and loss.
Project Officer	An emergency management employee with demonstrated experience and training in management of large and complex repair projects.
Project Worksheet	Form used to document the scope of work and cost estimate for a project. Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.
Protection	Any means by which an individual protects their body. Measures include masks, self
Public Assistance	(**PA**) Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.
Public Assistance Coordinator	(**PAC**) Customer service manager providing continuity of service to an applicant in the Public Assistance program operation. PAC's will be involved from Preliminary Damage Assessment to closure of the disaster assistance application.
Public Assistance Officer	(**PAO**) A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program during disaster operations.
Public Entity	A facility owned by a state or local government, special purpose district or Indian Tribe.
Public Information Officer	(**PIO**) The person designated and trained to coordinate disaster related public information and media relations.
Radio Amateur Civil Emergency Service	(**RACES**) Is a public service that provides reserve communications within government agencies in times of extraordinary need. Although the exact nature of each activation will be different, the common thread is communications.
Radio Amateur Civil Emergency Service Plan	(**RACES Plan**) The plan provides guidance and responsibilities on how amateur radio, though the RACES program and organizations, can be employed to support state and local government emergency operations. In Washington, employment of amateur radio through RACES is paramount during emergencies or disasters where normal governmental communications systems have sustained damage or are overwhelmed.
Radioactive Dispersion Device	**(RDD)** or "Dirt Bomb". Conventional explosive containing some source of radioactivity.
Radiological Response Team	**(RRT**) A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability, which can be used for surge training and to assist in the rapid build up of community radiological defense

Name	Description
	capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.
Recovery	A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
Regional Director	The appointed FEMA official in Region X who has the responsibility for the review and approval of the state Administrative Plan for WA; the authority for monitoring the conduct of the program and for approving the obligation of the funds for program costs and providing guidance on interpretation and implementation of policy, regulations, and directives.
Rehab Unit	Responder term referring to a feeding station to be used on site during an emergency operation for refreshments and food served to the responders themselves.
Reinforcement	Inclusion of steel bars in concrete members and structures to increase their strength.
Relocation	In retrofitting, the process of moving a house or other building to a new location outside the flood hazard area.
Request for Public Assistance	(**RPA**) Form a public or private non-profit organization uses to apply for disaster assistance.
Resource Conservation and Recovery Act of 1976	(**RCRA or "wreck-ra"**) A Federal statute that FEMA is subject to that establishes a framework for proper management and disposal of all wastes. Generation, transportation, storage, treatment, and disposal of hazardous wastes are all regulated under this Act. It requires safe disposal of waste materials, cooperation between local agencies, and promotes recycling of waste materials.
Response	The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency

Name	Description
	instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.
Retrofitting	Making changes to an existing house or other building to protect it from flooding or other hazards.
Risk Assessment	In regard to Hazardous Materials, broadly defined as the scientific activity of evaluating the toxic properties of a chemical and the conditions of human exposure to it, with the objective of determining the probability that exposed humans will be adversely affected.
Robert T. Stafford Disaster Relief and Emergency Assistance Act	(Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.
Scope of Work	The components of the proposed repair of a project. It is the basis for the cost estimate.
Search and Rescue (SAR)	(SAR) The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.
Shelter in Place	A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.
Size Up	The initial evaluation phase of emergency situations, to include description of what is seen, resources needed, initial actions, and safety considerations. The size-up shall be reported by the first arriving unit or Incident Commander and updated as needed throughout the situation.

Name	Description
SLA	**State and Local Assistance.** Grant issued through Washington State Department of the Military, Division of Emergency Management to local counties for Emergency Management functions. Originally Federal dollars. Previous name is EMA.
Slab on Grade	Home without a basement.
Special Considerations	Issues that involve insurance, floodplain management, hazard mitigation, historic preservation, and environmental reviews as they relate to Public Assistance program funding.
Special Flood Hazard Area	(**SFHA**) Portion of the floodplain subject to inundation of the base flood, designated by zones on a flood insurance rate map.
Spill response	All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development. SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage".
Staffing Patterns	Term used in SLA Grant applications relating to operation of Emergency Management Office scope of work.
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides the greatest single source of Federal disaster assistance.
Staging Area	In Incident Command, location where incident personnel and equipment are assigned on an immediately available status.
Standards	The adopted and uniformly enforced codes, specifications, or standards required for the construction of facilities.
State and Regional Disaster Airlift Plan	**(SARDA**) A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.
State Coordinating Officer	(**SCO**) The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts.
State Emergency Response Committee	(**SERC**) Committee appointed by the Governor to fulfill the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986.
State Warning Point	(**SWP**) For Washington these are Camp Murray (primary) and Yakima (secondary).
Substantial Damage	Damage from the declared disaster sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Name	Description
Sump Pump	Device used to remove water from seepage or rainfall that collects in areas protected by a levee, floodwall, or dry flood proofing. In addition, a sump pump is often part of a standard house drainage system that removes water that collects below a basement slab floor.
Support Agency	An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.
Surfactant	A substance capable of reducing the surface tension of a liquid in which it is dissolved, e.g., a detergent.
Tabletop exercise	An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.
Task Force	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
Technical Specialist	Personnel with special skills who are activated only when needed.
Terrorism	The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.
Time and Materials Contracts	**(FEMA limits this to a maximum of 70 hours for reimbursement).** Actual emergency debris clearance work and should be used only after all available local, tribe and state governmental equipment has been committed.
Tipping Fees	A fee based on weight or volume of debris dumped that is charged by landfills and other waste management fee to cover costs (operating and maintenance - these fees are reimbursable disaster recovery costs). The fee may also cover cost of closing the current facility and opening a new facility (this cost is not a reimbursable charge for state and federal damage recovery costs).
Title III	Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning

Name	Description
	Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.
Toxicity	The degree of danger posed by a substance to animal or plant life.
Transport Zone	All patients are moved to this designated area following treatment to await transportation to a medical facility.
Treatment Area	The designated area to medically treat all patients and prepare them for transport to a medical facility. The same color surveyor tape or flags that are found on the triage tags identify the treatment areas.
Triage	The sorting of patients into categories based upon their need for treatment and chance of survival.
Triage Funnel	A central point designated by the Triage Officer that every patient filters through prior to movement into the treatment area. The triage funnel is usually located at the entrance to the treatment area. All patients will receive a triage tag at the triage funnel, if one is not already in place. A tag corner will be removed for patient accountability and their tag will be torn to the appropriate triage level as determined by the Triage Officer.
Triage Tag	A tag that is affixed to each patient's extremity before entering the treatment area that is color-coded to indicate the patient's triaged level. The tag contains an area for basic patient information and two stubs with unique identifying numbers for patient tracking purposes.
Triage Tag Stub	The two upper corners of the triage tag that have unique identifying numbers for patient tracking purposes.
Tsunami	A Japanese word that means "wave in the harbor". It is a series of enormous waves created by an underwater earthquake. They can smash into land with 100 foot waves.
Unit	In Incident Command, an organizational element having functional responsibility for a specific incident's Operations, Planning, Logistic, or Finance/Administration activity.
Unit Price Contracts	Phase II operations Debris in cubic yards, tons, or each. Uses construction units and prices for the units to develop line item costs and total contract costs. The unit price contract should be used when the scope of work is difficult to define and is based on estimated quantities.
Urban Fire	Fire that is primarily found within the boundaries or limits of a city.
Urban Search and Rescue	**(USAR)** Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged

Name	Description
	structures.
Urban Search and Rescue Task Force	A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.
Vetted	To subject to expert appraisal or correction; evaluate.
Vulnerability Analysis	Identifying how people, property, and structures will be damaged by the disastrous event.
Warm Zone	The area between the Hot and Cold zones at a hazardous materials site.
Warning and Information	Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.
Washington State Department of Community, Trade and Economic Development	(CTED or DCTED)
Water Systems – Community	System that regularly serves 15 or more year-round residential connections or 25 or more year-round residents (for 180 or more days/yr).
Weapon of Mass Destruction	**(WMD) (Title 18, USC, Section 2332a)** Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.
Wet Flood Proofing	Protecting a building by allowing flood waters to enter so that internal and external hydrostatic pressures are equalized. Usually only enclosed areas used for parking, storage, or building access are wet flood proofed.
Water Systems – Group A	Systems that regularly serve 15 or more residential connections or 25 or more people/day for 60 or more days/yr.
Water Systems – Group B	Systems that serve less than 15 residential connections and less than 25 people/day or 25 or more people/day during fewer than 60 days/yr.
Water Systems – Non-Community	Any system that is not a community system.

Name	Description
White Goods	Name used for debris cleanup of household appliances such as stoves, refrigerators, freezers, washers and dryers.
Wild-land	An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.
Wild-land Fire	Fire that occurs in wild-land areas made up of sagebrush, grasses, or other similar flammable vegetation.
Wild-land Search and Rescue	Search and rescue conducted in wild-land areas. Due to the increasing wild-land urban interface, wild-land search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

APPENDIX 2: ACRONYMS

ACCESS	A Central Computerized Enforcement Service System
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CISD	Critical Incident Stress Debriefing
DCD	Department of Community Development
DCTED	Washington State Department of Community Trade & Economic Development
DOE	Department of Energy
DNR	Washington State Department of Natural Resources
DOD	United States Department of Defense
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DRAC	Disaster Resource Assistance Center
DRC	Disaster Recovery Center
DSHS	Department of Social and Health Services
DSR	Disaster Survey Report
EAS	Emergency Alert System
EBS	Emergency Broadcasting System
EIDL	Economic Injury Disaster Loans
EMD	Washington State Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAST	Federal Agency Support Team
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FHA	Farmers Home Administration
FRMAP	Federal Radiological Monitoring and Assessment Plan
HIVA	Hazard Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual & Family Grant Program

JFO	Joint Field Office
JIC	Joint Information Center
KCOEM	King County Office of Emergency Management
KCSO	King County Sheriff's Office
LEPC	Local Emergency Planning Committee
MRC	Medical Reserve Corp
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NCP	National Contingency Plan
NIMS	National Incident Management System
NMFS	National Marine & Fisheries Services
NOAA	National Oceanic Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRF	National Response Framework
NRT	National Response Team
NWACP	Northwest Area Contingency Plan
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PSAP	Public Safety Answering Point
RCW	Revised Code of Washington
RRT	Radiological Response Team
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Association
SOP	Standard Operating Procedures
SSA	Social Security Administration
UC	Unified Command
UHF	Ultra High Frequency
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
US&R	Urban Search and Rescue
VHF	Very High Frequency
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol

APPENDIX 3: AUTHORITIES AND REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Medina's Comprehensive Emergency Management Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Medina

- City of Medina Municipal Code Chapter 2.84: Emergency Services Organization

Washington State

- RCW 10.93, Washington Mutual Aid Peace Officers Power Act
- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 38.52, Emergency Management
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
- RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
- RCW 42.14, Continuity of Government Act
- RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
- RCW 47.68.380, Search and Rescue
- RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
- WAC 296-62, General Occupational Health Standards

Federal

- Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
- Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA)of 1986, Title III, Emergency Planning and Community Right to Know
- Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
- Title 44, CFR, Section 205.16 – Nondiscrimination

PLANS

- Medina Police Department – Policies and Procedures Manual
- City of Medina Hazard Mitigation Plan
- City of Medina Comprehensive Emergency Management Plan
- City of Bellevue Emergency Operations Plan
- City of Shoreline Comprehensive Emergency Management Plan
- City of Centralia Comprehensive Emergency Management Plan
- Regional Hazard Mitigation Plan
- American Red Cross Disaster Plan
- Interstate Mutual Aid Compact
- King County Comprehensive Emergency Management Plan
- King County Disaster Recovery Plan
- King County Regional Hazard Mitigation Plan
- National Response Framework
- National Incident Management System
- Central Puget Sound Emergency Alert System Plan
- Regional Disaster Plan for Public and Private Organizations in King County
- Washington State Comprehensive Emergency Management Plan
- Interstate Mutual Aid Compact

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

I. PURPOSE

The purpose of this appendix is to outline the training and educational needs of the City of Medina employees responsible for responding to emergencies as well as community-wide educational programs focused on self-preparedness.

II. OPERATIONAL CONCEPTS

A. The Emergency Preparedness Coordinator, at the direction of the City Manager and the Chief of Police, will be responsible for ensuring that city staff receives training in specific emergency management skills, relative to their roles in emergency response.

B. Public Education programs will be made available to the community, upon request and as resources permit.

C. Each City Department is responsible for ensuring that their employees are trained in the concepts of the City of Medina Comprehensive Emergency Management Plan and their department-specific roles.

D. When appropriate and when resources allow, specialized training will be provided by outside sources.

III. RESPONSIBILITIES

A. EMERGENCY PREPAREDNESS COORDINATOR

1. The Emergency Preparedness Coordinator will be responsible for delivering emergency preparedness information throughout the community.

2. The Emergency Preparedness Coordinator will coordinate, as resources permit, training related to emergency preparedness, to include zone, county and state training that may be offered.

3. The Emergency Preparedness Coordinator will, at the direction of the City Manager and the Chief of Police, assist in the coordination of drills and exercises that are conducted to evaluate the effectiveness of the Comprehensive Emergency Management Plan.

B. CITY DEPARTMENTS

1. Develop standard operating procedures or emergency

management plans which define employee's operational responsibilities during emergencies.

2. Provide necessary training to enable employees to carry out those responsibilities.

3. Assure that all employees who are required to do so complete required training to meet NIMS requirements.

APPENDIX 5: DISTRIBUTION LIST

NAME	DEPARTMENT OR AGENCY	PLAN #
City Manager	Director of Emergency Services Robert Grumbach, Interim City Manager	1
PoliceChief	Emergency Operations Director Dan Yourkoski, Interim Police Chief	2
Michael Luis	Mayor	3
Katie Phelps	Deputy Mayor	4
David Lee	Council Member	5
Doug Dicharry	Council Member	6
Janie Lee	Council Member	7
Jay Decker	Council Member	8
Pat Boyd	Council Member	9
Medina	Emergency Operations Center	10
City Shop	Alternate Emergency Operations Center	11
City Clerk	City Clerk	12
Nancy Adams	Finance Director	13
Joe Willis	Director of Public Works	14
Steve Wilcox	Building Official	15
Robert Grumbach	Director of Development Services	16
Craig Fischer	City Information Technology	17
Ken Carlson	Bellevue Fire Department	18
Walt Hubbard	KC Department of Emergency Management	19
Dan Yourkoski	Police Lieutenant	20
John Kane	Police Sergeant	21
Linda Crum	Police Administration	22
Courtney Meyer	Police Administration	23
Luke Meyers	City of Bellevue Emergency Preparedness Division	24
Beth Hamilton	Principal, Medina Elementary School	25
Kirk Wheeler	St. Thomas School	26
Steve Kennedy	Principal, Three Points Elementary School	27
Jack McKenzie	Town Administrator, Town of Hunts Point	28
Kenyon Disend	City Attorney	29
Kris Finnigan	City Administration – Emergency Preparedness	30
Bill Archer	Police Chief, Town of Clyde Hill & Yarrow Point	31
Karen Ferreira	Washington State Department of Emergency Management	32

APPENDIX 6: MAPS

ATTACHMENT A - CITY OF BELLEVUE BOUNDARY MAP

ATTACHMENT B - CITY OF BELLEVUE EMERGENCY RESPONSE PRIORITY STREETS

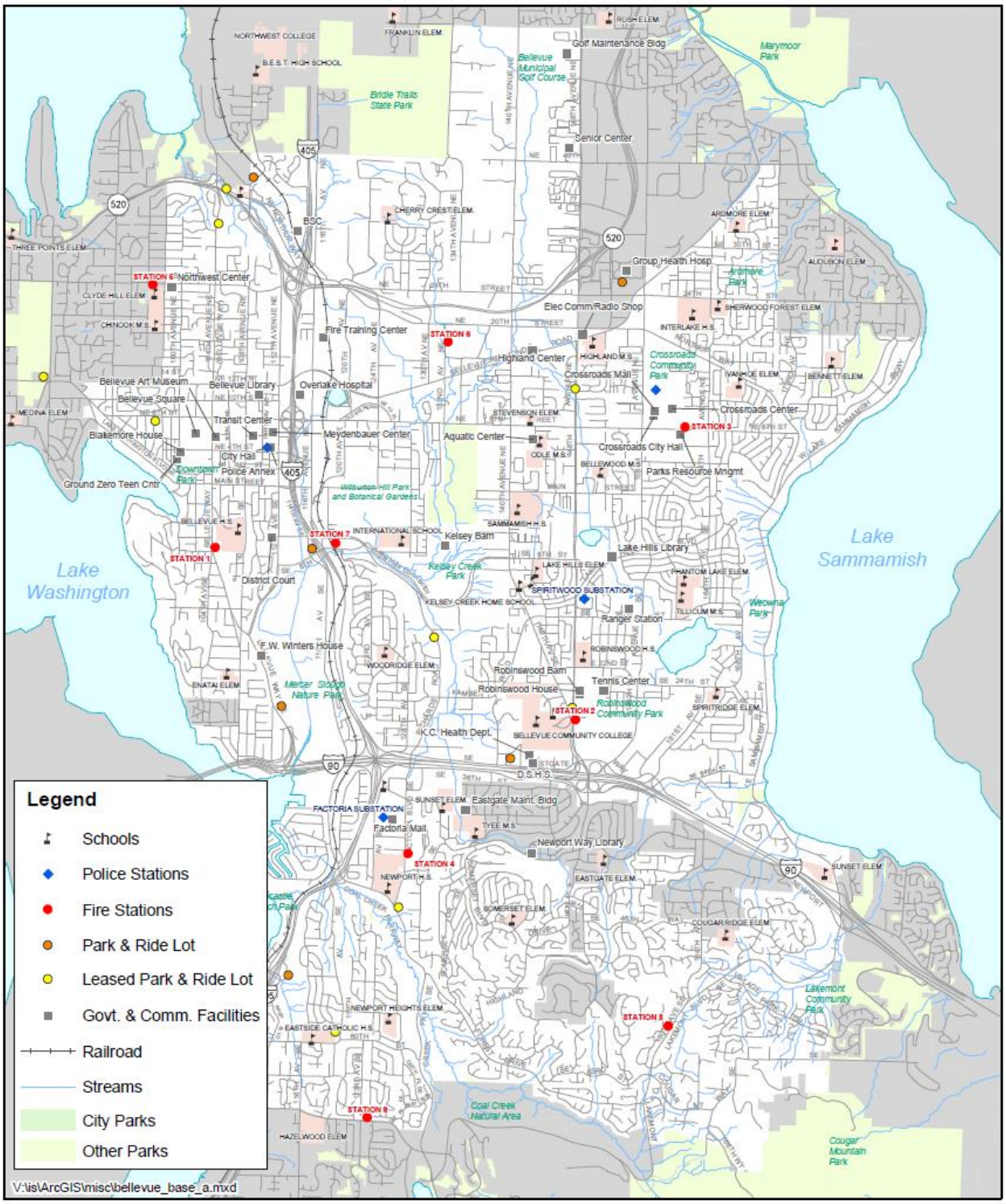
ATTACHMENT C - CITY OF BELLEVUE EVACUATION ROUTES – DAYTIME SCENARIO

ATTACHMENT D - CITY OF BELLEVUE EVACUATION ROUTES – EVENING SCENARIO

ATTACHMENT E - CITY OF BELLEVUE – SNOW ROUTE

ATTACHMENT F - EASTSIDE HAZARD LIQUEFACTION SUSCEPTIBILITY RATING

ATTACHMENT G - CITY OF BELLEVUE UTILITIES SERVICE AREA



= 5,100 feet

City of Bellevue
IT Department
GIS Services

Plot Date: 4/2/2007

NORTH

City of Bellevue

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NOTE: If you have specific questions concerning information contained on this map, please contact the sponsoring department as shown on this map.

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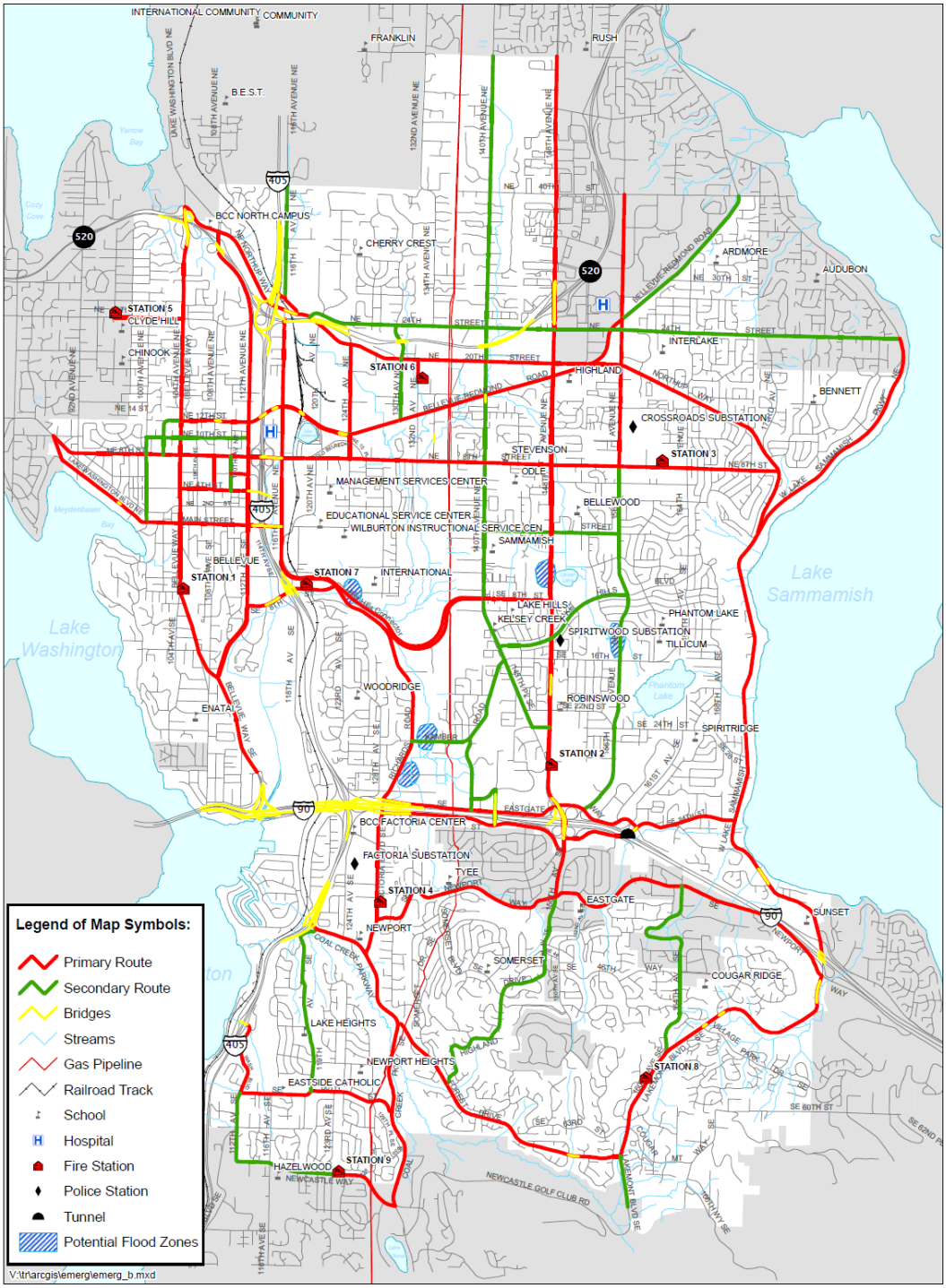
City of Bellevue

Emergency Response Priority Streets



NORTH

= 3,600 feet

City of Bellevue
IT Department
GIS Services
Plot Date: 8/2/2005

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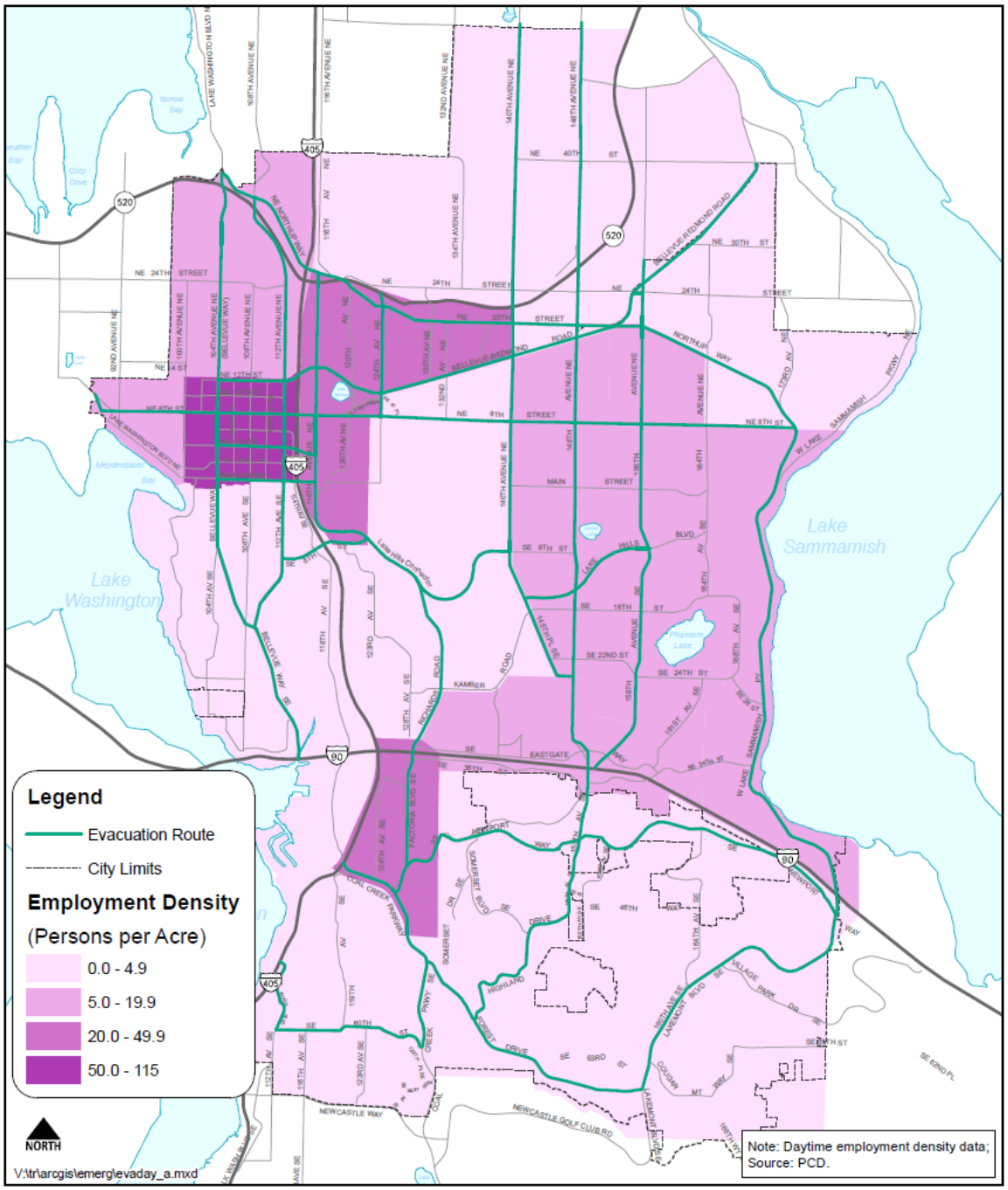

= 5,200 feet

City of Bellevue
IT Department
GIS Services

Plot Date: 11/16/2007

Evacuation Routes
Daytime Scenario

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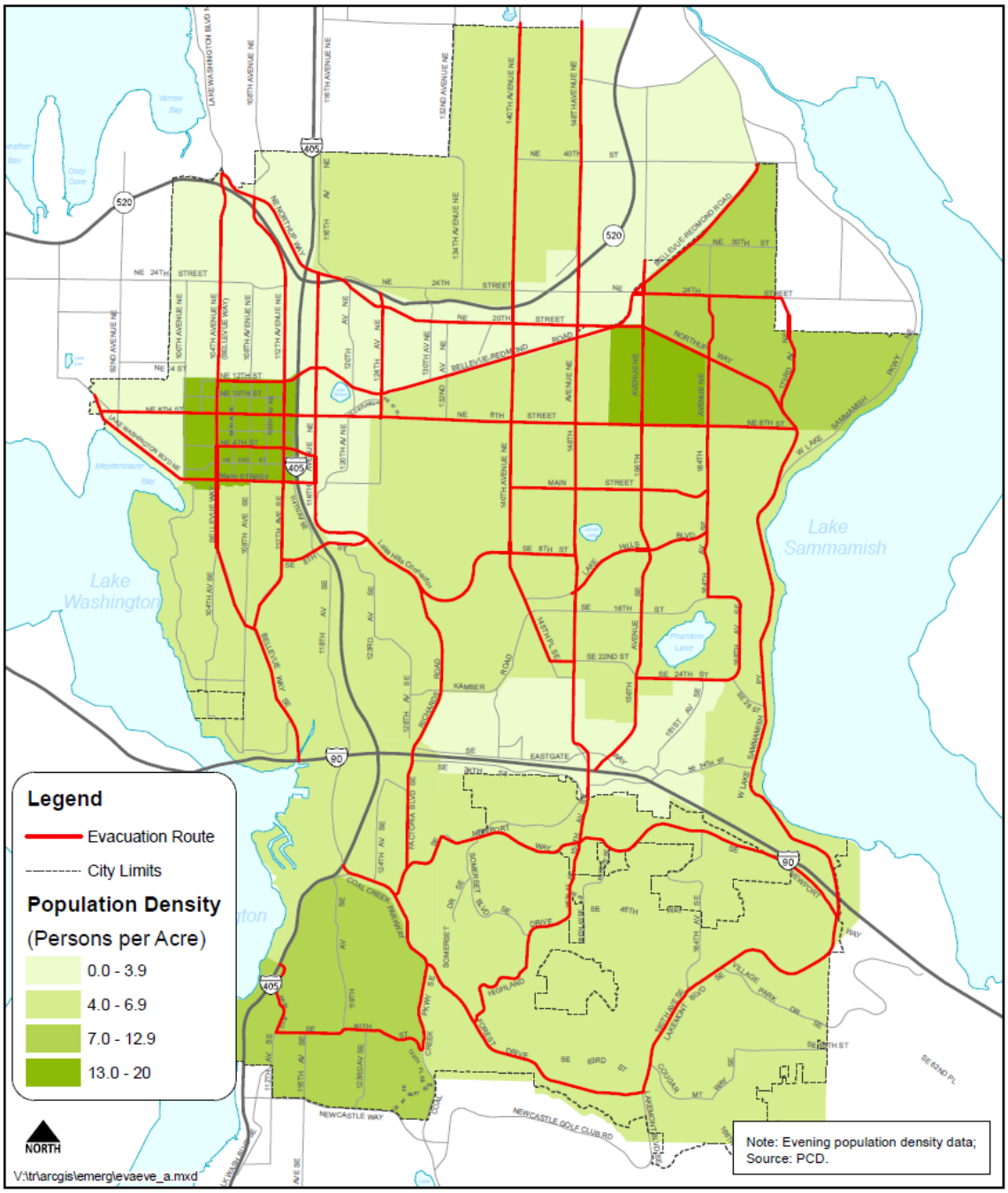

= 5,200 feet

City of Bellevue
IT Department
GIS Services

Plot Date: 11/16/2007

Evacuation Routes
Evening Scenario

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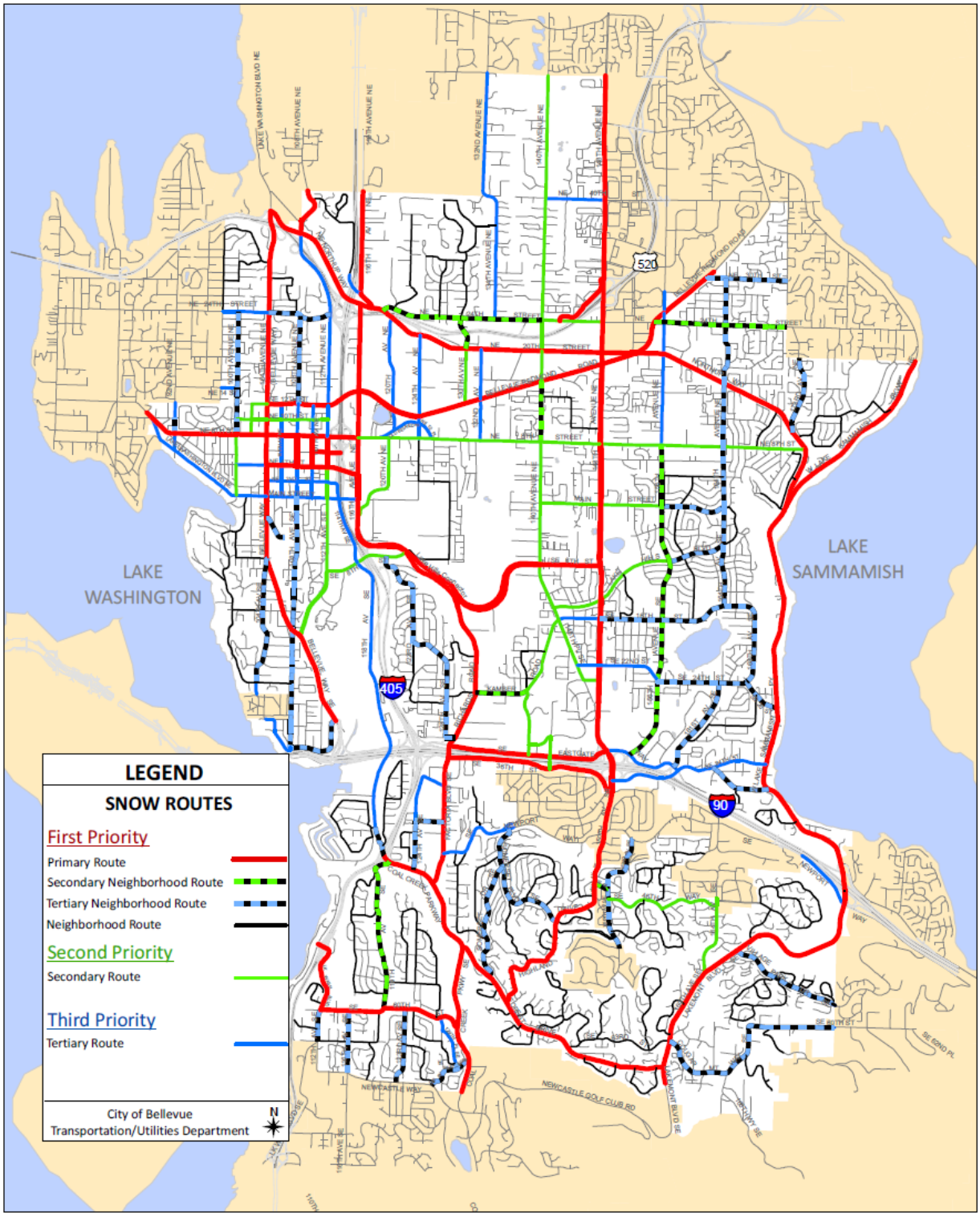
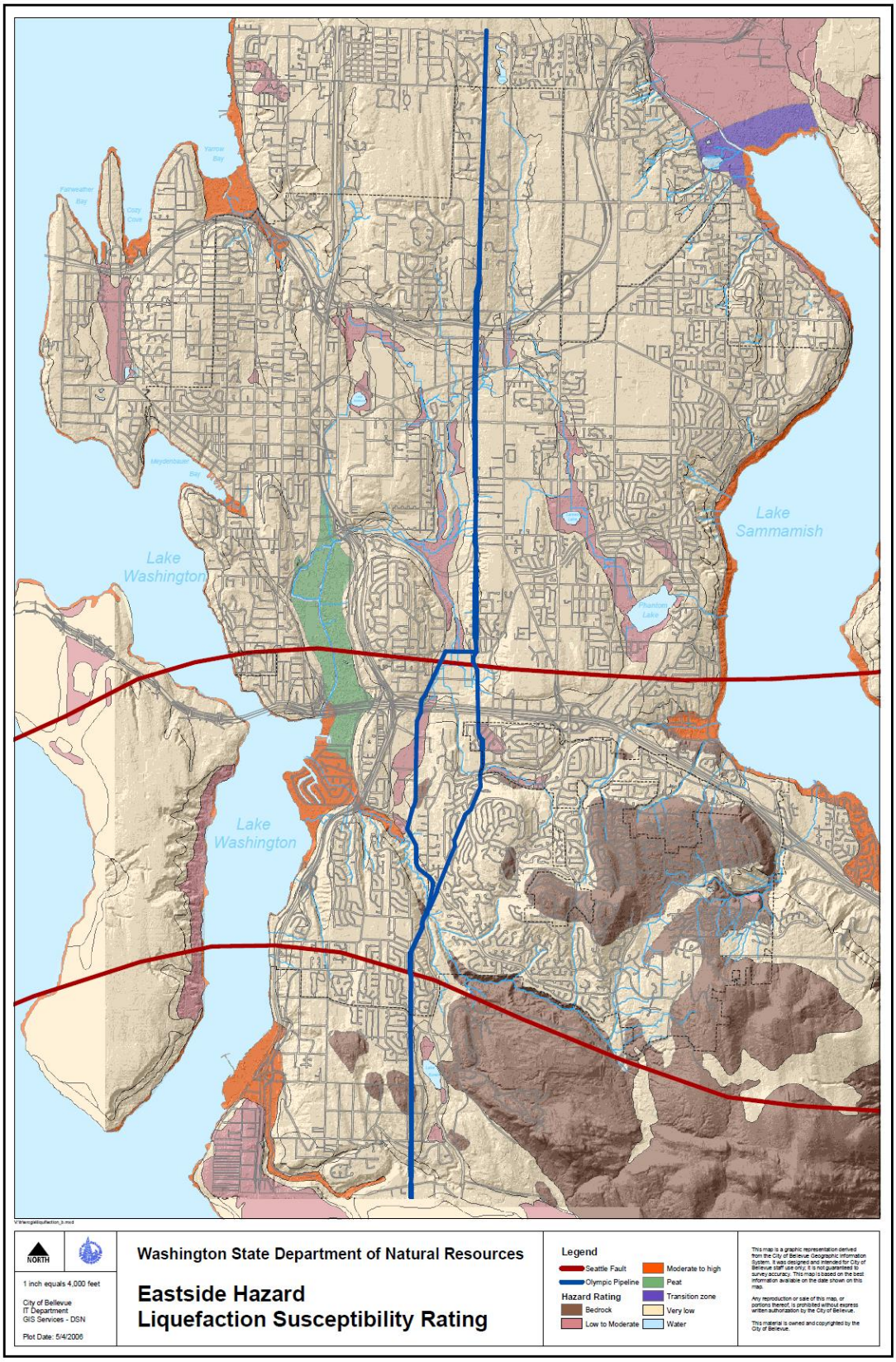
City of Bellevue

Snow Route Map

Revised 1/25/2008




Yarrow Bay
Fairweather Bay
Clay Cove
Meydenbauer Bay
Lake Washington
Lake Sammamish
Phantom Lake
Lake Washington
NORTH
1 inch equals 4,000 feet
City of Bellevue
IT Department
GIS Services - DSN
Plot Date: 5/4/2006
Washington State Department of Natural Resources
Eastside Hazard
Liquefaction Susceptibility Rating
Legend
Seattle Fault
Olympic Pipeline
Hazard Rating
Bedrock
Low to Moderate
Moderate to high
Peat
Transition zone
Very low
Water
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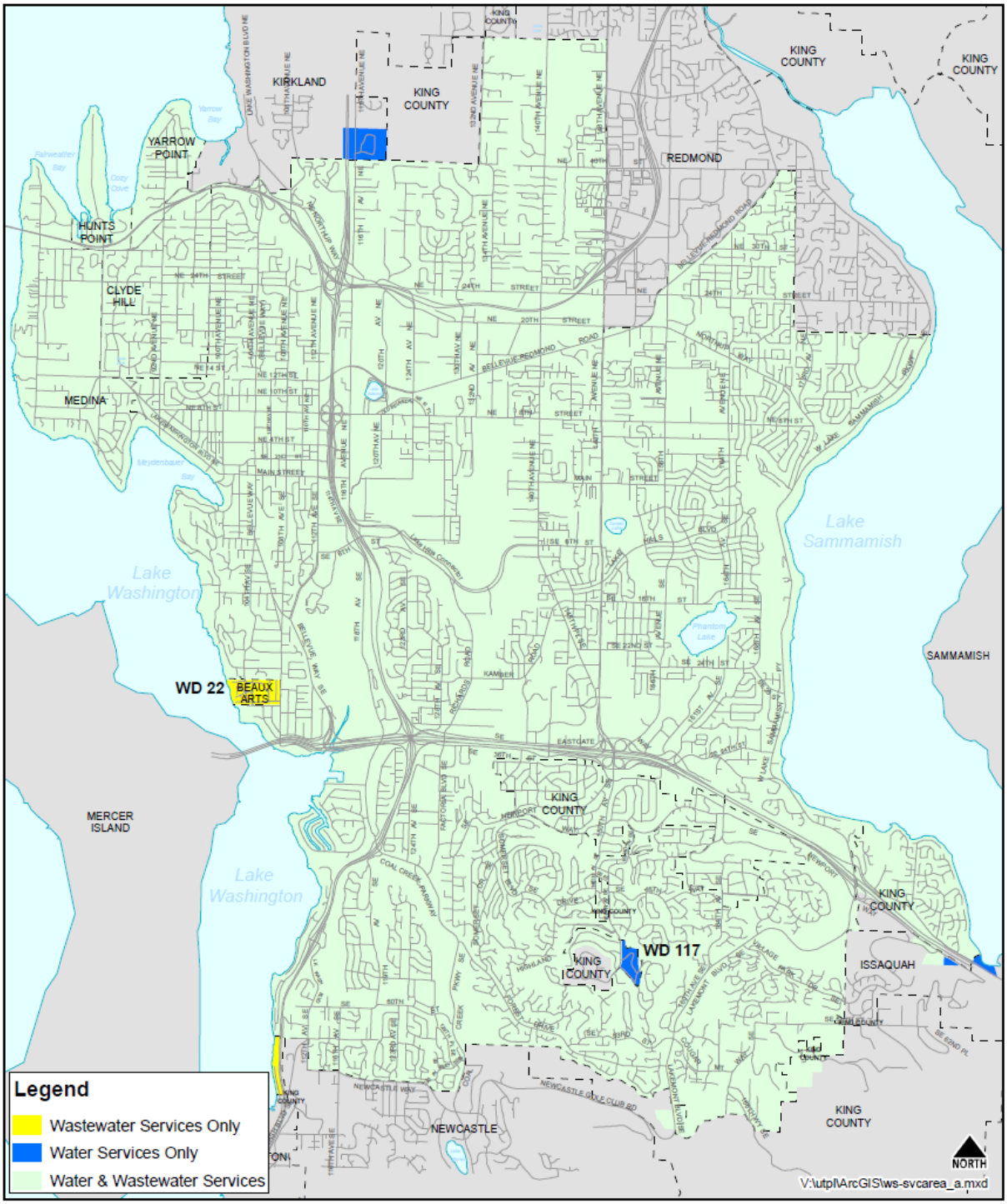

= 5,400 feet

City of Bellevue
IT Department
GIS Services

Plot Date: 11/16/2007

City of Bellevue

Utilities Service Area

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Emergency Support Functions

ESF 1: **Transportation**

ESF 2: **Communications, Information Systems and Warning**

ATTACHMENT A – Medina Amateur Radio Emergency Net (MAREN)
ATTACHMENT B – Medina Public Service Radio Group (MPSRG)

ATTACHMENT C – Emergency Alert System (EAS)

ESF 3: **Public Works and Engineering**

ESF 4: **Firefighting**

ESF 5: **Emergency Management**

ATTACHMENT A – Fiscal and Administrative Procedures

ATTACHMENT B – Proclamation of State of Emergency

ATTACHMENT C – Emergency Management Organization

ESF 6: **Mass Care, Housing and Human Services**

ATTACHMENT A – King County Region 6 Shelter Typing Table
ATTACHMENT B – Potential Sheltering Sites in Medina
ATTACHMENT C – Standard Operating Procedures for Temporary Shelters
ATTACHMENT D – Special Needs/Vulnerable Populations Planning
ATTACHMENT E – Emergency Pet Rescue and Sheltering Guidelines

ESF 7: **Resource Support**

ATTACHMENT A - Emergency Worker Standards and Registration

ESF 8: **PUBLIC HEALTH AND MEDICAL SERVICES**

ESF 9: **SEARCH AND RESCUE**

ESF 10: **HAZARDOUS MATERIALS RESPONSE**

ESF 11: **AGRICULTURE AND NATURAL RESOURCES**

ESF 12: **ENERGY**

ESF 13: **PUBLIC SAFETY AND SECURITY**

ATTACHMENT A – Warning/Evacuation Notification Instructions

ESF 14: **LONG TERM COMMUNITY RECOVERY AND MITIGATION**

ATTACHMENT A – Individual Assistance Programs

ESF 15: **PUBLIC AFFAIRS**

ATTACHMENT A – PIO Emergency Checklist

ATTACHMENT B – PIO Press Release Worksheet

ESF 20: **DEFENSE SUPPORT TO CIVIL AUTHORITIES**

EMERGENCY SUPPORT FUNCTION #1
TRANSPORTATION

LEAD AGENCY: **Public Works Department**

SUPPORT AGENCIES: **Police Department**
All Departments
Washington State Dept. of Transportation
Washington State Patrol
King County Sheriff's Office
King County Emergency Coordinating Center
Washington Emergency Management Division
City of Bellevue

I. INTRODUCTION

A. Purpose

To provide guidance and direction to ensure effective coordination and operation of the transportation system in the City of Medina during emergency situations.

B. Scope

This ESF addresses the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the County, State and Federal Governments; coordinating alternate transportation services; coordinating the restoration and recovery of the City's transportation infrastructure.

II. Policies

A. Activities within ESF 1 – Transportation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. Primary emergency transportation responsibilities will be coordinated by the Public Works Department (PW).

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

D. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, the City of Medina is subject to a number of hazards, both natural and man-made that may negatively impact the transportation system.

2. Natural and man-made hazards may damage the transportation system and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. Disaster response and recovery activities that require the use of the transportation system will likely be impacted and may be difficult to coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Medina will endeavor to clear and restore streets after a disaster, with an emphasis on primary access routes.

2. Once City resources are exhausted, resources will be requested from the King County ECC (KCECC). This may include a request for State or Federal resources. If the KCECC is not functioning or is not able to assist, the request for resources may be made directly to the Washington State Emergency Operations Center.

3. During a disaster, the Public Works Department will identify the most efficient and effective method of operating the transportation system within the City to appropriately respond to the emergency and will coordinate operations through the EOC with King County Department of Transportation (KCDOT), the Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP) and with the Public Works Departments of adjacent cities to

provide an effective, integrated transportation system within region.

B. Organization

1. The Public Works Department is the lead agency for coordinating transportation activities within the City of Medina.

C. Procedures

1. The Public Works Department shall lead damage assessment of streets, city-owned bridges, pedestrian/bicycle routes, traffic signals and other transportation facilities. The department shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.

2. The Public Works Department will notify all appropriate agencies, departments and affected individuals at the earliest opportunity to provide early warning of system changes and roadway conditions.

3. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the EOC.

4. The Public Works Department will coordinate with other agencies, such as Metro/King County Transit and the Bellevue School District, for alternate means of transportation as necessitated by the conditions of the emergency.

D. Prevention and Mitigation Activities

See City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 1.

2. Conduct drills and exercises to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 1.

F. Response Activities

1. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 1.

2. Coordinate transportation activities with other response functions.

3. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged transportation infrastructure in Medina.

2. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

3. Coordinate/manage restoration of transportation system.

4. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Public Works Department

a. Lead assessment of damage to street facilities and transportation routes and take action to appropriately close or adjust the operation of those deemed unsafe.

b. Immediately notify the EOC (if activated) who will notify Metro Transit, school busing agencies, police, fire, utilities and other agencies of routes affected by partial or total road closures and detours.

c. Coordinate the assessment of major structural damage to roads and bridges and oversee the contracting of design and repair if accomplished through outside services.

d. Select detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.

e. Through close cooperation with the EOC, decide when to re-open roads that have been closed and coordinate activities required to accomplish this task.

B. Support Agencies

1. Police Department

a. Notify appropriate departments of system deficiencies as soon as possible and make recommendations for mitigation of impacts.

b. Provide support for traffic control and identification/assessment of systems operation.

c. Work with Public Works Department to identify and mitigate high hazard accident locations and safety concerns.

2. All Departments

a. Notify Public Works Department of system deficiencies as soon as possible and make recommendations for mitigation of impacts.

VI. APPENDICES/ATTACHMENTS

None

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

EMERGENCY SUPPORT FUNCTION #2
COMMUNICATIONS, INFORMATION SYSTEMS AND WARNING

LEAD AGENCY **Medina Police Department**

SUPPORT AGENCIES: **Public Safety Communications Center**
Medina Amateur Radio Emergency Net (MAREN)
Medina Public Service Radio Group
All Departments

I. INTRODUCTION

A. Purpose

1. To provide for and maintain a communications system for the efficient flow of information during emergency or disaster operations in the City of Medina.

2. To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all communication and warning assets available to the City of Medina including 911, radio, voice and data links, telephone and cellular systems, National Warning System, Emergency Alert System (EAS) and amateur radio.

II. POLICIES

A. Activities within ESF 2 – Communications, Information Systems and Warning will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. Primary emergency communications and warning responsibilities will be coordinated by the City of Medina Police Department, through the Emergency Operations Director (EOD) or designee.

C. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

D. As a signatory of the King County Regional Disaster Plan and through

local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City of Medina Hazard and Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact the communication systems.

2. Natural and man-made hazards may damage the communication systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's communication systems will likely sustain damage or be impacted which will result in disruption or shut-down of portions of some or all communications systems.

IV. CONCEPT OF OPERATIONS

A. General

1. **Public Safety Communications Center**
   The City of Medina and the Town of Hunts Point rely upon **NORCOM** to receive, process and dispatch 911 calls.

2. The City's Emergency Operations Center is equipped with emergency generator. The generator has a dual fuel supply – natural gas and propane. During an earthquake, the natural gas supply may be interrupted in which case the two 500 gallon above ground propane tanks will continue to supply fuel to the generator for a period of approximately one week.
3. The City's alternate EOC is the Medina City Shop.

4. If City resources cannot meet the communications and warning needs for a given situation, requests for assistance can be made to the King County Emergency Coordination Center, through the Zone 1 Regional Emergency Coordinating Center (Zone 1 ECC) or to the Washington State Emergency Operations Center.

5. Since partial or total disruption of normal communications may occur during a disaster, the availability of alternate modes of communications is vital to any emergency operations activity.

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

7 The EAS provides emergency information to the public via local radio and television stations.

8. The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning (s) to state and local officials within Washington.

9. Medina Amateur Radio Emergency Net (MAREN)
(See Appendix A)

10. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

11. Medina Police Department's E-Lert Program, email communication notifies registered residents of emergency situations.

12. Emergency Information Phone Line, activated in time of emergency, enables residents to call and receive updated information regarding existing emergency situation.

13. Reverse "911" is system of notification for residents who have signed up for service with City of Bellevue.

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14. Initially, the City will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.

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

16. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication nodes into the area.

17. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.

B. Organization

1. The City of Medina and the Town of Hunts Point rely upon **NORCOM** to receive, process and dispatch 911 calls

2. Whenever City officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the EOC will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.

3. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public-information advisories, and alerting response agencies and organizations of the situation.

4. Notification of citizens regarding emergency information and instructions may be handled at the incident scene through the EAS, door-to-door by uniformed City personnel, mobile public address systems, or any other means available to the command agency at the time.

5. Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.

6. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. It may be activated by contacting the King County Sheriff's Office (KCSO) Communications Center. If the equipment at the KCSO Communications Center is non-functional, secondary systems are located at the Eastside Regional Communications Center and the Washington State EOC. The King County Emergency Coordination Center and the Seattle Office of Emergency Management also have tertiary systems.

7. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point, which in turn disseminates the warning to local warning points. These warnings are disseminated over the ACCESS (Teletype) system, and received at the King County Communications Center which is monitored 24 hours a day.

8. Volunteer radio networks may be activated as necessary. The

Medina Amateur Radio Emergency Net is activated at the request of the Incident Commander.

9. The City's communications capabilities currently available include the following:

   a. Two-way radios
   b. Satellite phones
   c. Sprint phones for key staff
   d. Commercial telephone systems
   e. Ham radio
   f. Runners

10. The Police Department's radio frequencies are on the 800 MHz radio system. The City also has access to mutual aid police frequencies, as well as city, county and state talk groups.

11. Medina Police Department's E-Lert Program, email communication to notify residents of emergency situations.

12. Emergency Information Phone Line, for residents to call and receive updated information regarding existing emergency situation.

13. Reverse "911" for residents who have signed up for emergency notification service with City of Bellevue.

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C. Procedures

1. Additional volunteer radio nets may be activated as necessary to supplement the City's radio system capabilities such as local amateur radio operators.

2. The Medina Amateur Radio Emergency Net is activated at the request of the Incident Commander.

3. Medina's Emergency Operations Center has a satellite phone available.

4. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. It may be activated by contacting the King County Sheriff's Office Communications Center. If the equipment at the KCSO Communications Office is non-functional, secondary systems are located at the Eastside Regional Communications Center and the Washington State EOC. The King County Emergency Coordination

Center and the Seattle Office of Emergency Management also have tertiary systems.

5. The City of Medina has an emergency information line which will be activated at time of disaster. The number is 425.454.2095.

5. Notification of citizens regarding emergency information and Instructions may be door-to-door by uniformed City personnel, public address systems, or any other means available at the time.

6. NOAA Weather Radios are located in the EOC and are monitored during activations.

7. The City of Medina utilizes a Private Branch Exchange (PBX) phone switch as its primary source of communications with state, county and local agencies. In case of partial or total loss of local services, provided by CenturyLink, the information systems coordinator will coordinate repair and restoration. The City also leases a number of analog telephone lines from CenturyLink, independent of the PBX. In the event of a loss of utility power, the PBX is backed up by emergency power fail equipment.

D. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 2.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 2.

E. Response Activities

1. Provide designated representatives to the EOC if possible.

2. Make emergency notifications and warnings as needed.

3. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 2.

4. Coordinate communications and warning activities with other

communications centers and support agencies as needed.

5. Request additional resources as needed.

F. Recovery Activities

1. Prepare a prioritized list of damaged communication infrastructure and assets in Medina.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration of communications system.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

a. Develop and maintain warning procedures for the City.

b. Disseminate warning information received to local emergency officials, in accordance with standard operating procedures.

c. Maintain all available PD communication equipment in serviceable and ready condition.

d. Arrange for additional or alternate communications capabilities as necessary.

e. Establish communications capabilities with all City departments and outside agencies as necessary.

f. Direct emergency communications support activities of the City.

2. All City Departments

a. Maintain all available departmental equipment in serviceable and ready condition.

b. Any city personnel may be required to perform door to door notifications.

c. Develop and maintain an inventory of departmental communications capabilities and resources.

d. Provide communications support as requested.

3. King County Emergency Coordination Center - KCECC

a. Activate EAS network for public information and warning.

b. Activate CEMNET (two-way VHF radio system for State to KCECC communications.)

c. Activate volunteer radio networks as necessary.

4. Washington State Emergency Management Division

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

b. May facilitate emergency communications through other State communications assets.

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

d. May activate the EAS to disseminate emergency information to the public.

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

f. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact

(EMAC).

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

VI. APPENDICES / ATTACHMENTS

ATTACHMENT A – Medina Amateur Radio Emergency Net (MAREN)

ATTACHMENT B – Medina Public Service Radio Group (MPSRG)

ATTACHMENT C – Emergency Alert System (EAS)

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. City of Medina Comprehensive Emergency Management Plan

Attachment A: Medina Amateur Radio Emergency Net (MAREN) Activation

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The Medina Amateur Radio Emergency Net (MAREN), a group of amateur radio operators, licensed by the FCC, provide critical emergency communications support to the community, when conventional systems are disrupted, primarily as a result of natural disasters. Their collective communication capabilities provide an essential safety net during times of infrastructure failure. This group of volunteers conducts an operational exercise on a weekly basis to ensure readiness for assistance to their fellow citizens in time of need.

The MAREN network may be activated:

1. During a declared disaster or emergency.

2. When there is a regional severe weather alert e.g. (NOAA).

3. When there are local conditions that could cause danger to the public or properties.

4. When Medina participates in regional or local exercises and drills.

Additional responsibilities of MAREN include:

1. Supply network control operators for the MPSRG network.

2. Conduct weekly MPSRG network exercises.

3. Develop periodic drills and exercises for MPSRG.

4. Maintain a roster of weekly network participants and distribute this roster to the Emergency Committee.

5. Monitor the MPSRG repeater frequency during emergencies, disasters, exercises and drills.

6. Pass messages received via the MPSRG on amateur frequencies.

7. Relay messages received or bulletins to MPSRG radio holders.

8. Develop alternative methods and operational processes for the MPSRG system.

9. Recruit new members for MPSRG.

The Medina Public Service Radio Group is a group of emergency preparedness volunteers, along with city officials, who hold and maintain VHF radios distributed by the City of Medina, for use during emergency. The group conducts a weekly radio exercise to ensure that radios are operational, to offer a forum for discussion of emergency communication and to provide an opportunity to practice the most efficient communication format for emergency use. Members of MAREN provide network control for the MPSRG weekly radio exercise and during times of declared emergencies

In the event that an emergency is declared in Medina and citizens need to communicate with the Emergency Operations Center when normal telephone communications are not possible, they should contact a member of the MPSRG and request transmission of their message(s) to appropriate City authorities. MPSRG volunteers will identify their radio location via sandwich board signs placed at the street curb.
Holders of MPSRG radios are encouraged to:

1. Learn the proper operation of their portable VHF radios.

2. Keep the battery properly charged in anticipation of use at any time.

3. Follow the direction of the MPRSG network controller regarding the appropriate times to transmit.

4. Maintain calm, clear and succinct communications in order to permit maximum radio system efficiency.

EMERGENCY SUPPORT FUNCTION #2
COMMUNICATIONS
Attachment C: Emergency Alert System (EAS)

Scope:

This plan provides guidelines for activating the EAS in the Central Puget Sound Region, which includes the counties of Island, Jefferson (east portion) Kitsap, Snohomish, King and Pierce.

Policy:

It is the policy of all participating agencies to activate the EAS in order to alert and warn residents of life-threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media by normal channels. Further instructions and information to the public will be disseminated to the media by the originating agency or by the affected jurisdictions using normal channels.

Concept of Operations:

The decision to activate the EAS for weather-related incidents will generally be the responsibility of the National Weather Service. For localized non-weather related incidents, the affected county will be the designated authority for activating the EAS. Within each county, specified jurisdictions may be authorized to activate EAS as identified by local plans.

If an event has a regional impact that affects more than one county, the county where the incident originated will coordinate all EAS messages. If the incident begins in one county and then moves to another county, either of those jurisdictions may initiate an EAS message, but the message should be coordinated by both agencies. Should an incident affect more than two counties in the Central Puget Sound Region, requests for EAS activation will be coordinated with Washington State Emergency Management. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.

Request for Activation:

When the incident commander or highest ranking official at the scene of an incident determines that an EAS message must be initiated to save lives, they will contact the authorized individual from their jurisdiction who has authority to request activation of EAS. That person will contact their local EAS authorized agency. If the local EAS activation authority or their alternate (if designated in local plans) cannot be contacted, EAS activation may be requested through Washington State Emergency Management.

It is the responsibility of the agency initiating the EAS message to confirm the incident

with a reliable source (dispatch center or incident commander). Many broadcast stations will automatically air all EAS messages and have no mechanism to confirm or edit information. It is critical that the agency sending the alert authenticates the information before transmission to broadcasters.

It is recognized that emergency situations that require the use of EAS are time critical and warning of the public must be done immediately; however, the EAS message must be clear and provide direction. Messages must include the following information:

- The name and title of the person delivering the message
- What will happen
- When it will happen
- Where it will happen
- Geographic area affected (if multiple jurisdictions affected, include all)
- Emergency protection measures for the public
- If evacuation is required, identify the hazard area and specify desirable transportation routes or direction of travel for evacuees
- Reassurance that officials are addressing the incident
- A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies
- Advise the public to listen to their local news radio station for more emergency information. KIRO radio (710 AM) is identified as the Local Primary Station for the Central Puget Sound Local Area.

Personnel of the issuing agency will identify a point of contact that is currently available for questions from the media. Personnel will also be available to handle inquiries from the public or other agencies.

Notification of Affected Agencies:

Notification of affected jurisdictions and government officials will occur simultaneously with the sending of the EAS message whenever possible. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made. In addition to affected jurisdictions, notification includes Washington State Emergency Management. A request will be made for Washington State Emergency Management to notify other counties to advise of the activation of EAS. The method of notification may include, but is not limited to, telephones, radios, computers, ACCESS and NAWAS.

EMERGENCY SUPPORT FUNCTION #3
PUBLIC WORKS AND ENGINEERING

LEAD AGENCIES: **Public Works Department**

SUPPORT AGENCIES: **Emergency Operations Center**
Planning and Development Services
Police Department
Bellevue Fire Department - City of Bellevue
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

The purpose of this ESF is to provide for the coordination and organization of capabilities and resources to ensure the delivery of services, technical assistance, engineering expertise, construction management and other support to prevent, prepare for, respond to and recover from natural and manmade disasters within the City of Medina.

B. Scope

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

- Damage assessment
- Debris and wreckage clearance
- Emergency Generators – Fuel and Operation
- Coordinating with local water, wastewater and sewer purveyors
- Temporary repair of essential facilities
- Inspection of facilities for structural condition and safety
- Emergency permitting and inspections
- Demolition of unsafe structures

II. POLICIES

A. All activities within ESF 3 – Public Works and Engineering will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be overwhelmed and local mutual aid has been exhausted, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

D. It is the policy of the City to utilize the inspection guidance in the Applied Technology Council – ATC-20-1, the field manual for post earthquake safety evaluation of buildings, to survey damaged buildings for safety.

E. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KC ECC, whenever possible.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. Medina is subject to a number of hazards, both natural and man-made that may negatively impact utilities systems.

2. These hazards may disrupt or damage the utilities systems and cause disruption to essential services.

IV. CONCEPT OF OPERATIONS

A. General

1. The Incident Command System (ICS) will be used by Public Works and other Departments for field operations.

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

3. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings bridges and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

4. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

5. Rapid damage assessment of the disaster area will be required to determine potential workload.

6. Water and wastewater services are provided to the City of Medina by the City of Bellevue. During an emergency or disaster, the re-establishment of services will be the responsibility of the service provider.

B. Organization

1. The City's Public Works Department is the lead agency for coordination of public works within this ESF. The Planning and Development Services Department is the lead agency for the permitting and building safety activities with this ESF.

2. The City's Staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager, through the department's notification procedures.

3. The City may utilize volunteer emergency workers to assist with response efforts in accordance with WAC 118-04.

4. Assistance from the County, State and Federal governments may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures and provide emergency water for human health needs and fire fighting.

5. Additional resources may be available from Regional, County, State and Federal agencies. When necessary, the EOC will submit requests for additional resources to the Zone 1 Emergency Coordination Center (Z1 ECC), the King County Emergency Coordination Center (KCECC) or directly to the Washington Emergency Management Division (WAEMD). As a signatory to the Zone 1 Regional Disaster Plan, the City will attempt to submit requests through the Z1 ECC whenever possible.

6. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and

private improvements.

7. Earthquake aftershocks will require re-evaluation of previously assessed structures and damages.

C. Procedures

1. Bellevue utilities shall provide damage assessment of public utility Facilities.

2. Additional resources or assistance may be obtained through contracts with private firms.

3. Response and recovery coordination with private utilities/businesses responsible for electricity, natural gas, telephone and cable will be done through the EOC.

V. RESPONSIBILITIES

A. Lead Agencies

1. Public Works Department

a. Maintain operation of the public right-of-way, storm drain and street systems.

b. Coordinate with local water and sewer purveyors as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and other appropriate agencies.

c. Coordinate damage assessments of PW facilities, transportation route and essential city owned buildings with Police and City Staff assigned to this function. The department will provide for emergency repair and restoration of city owned facilities.

d. Provide debris removal, emergency protective measures, emergency temporary repairs and/construction to:

- Maintain passable vehicular circulation on priority routes;

- Control flooding on public drainage ways or resulting from the failure of public drainage ways;

- Mitigate damage to public utilities;

- Mitigate damage to any facility, public or private, resulting from the failure of public utilities.

e. Coordinate with private utility companies and other private and public organizations responsible for drinking water, sanitary sewer, electricity, natural gas, telephone and solid waster collection services to ensure all response and recovery operations within the City are done in an efficient and effective manner.

f. Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergency nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots. The Bellevue Fire Department will coordinate efforts that are determined to be of an emergency nature (I.e. hazards to life or property).

g. Perform and/or contract for major recovery work as appropriate for City-owned buildings and Public Works infrastructure.

h. Coordinate generator equipment and use.

B. Support Agencies

1. Emergency Operations Center

a. Request assistance, as appropriate, from multi-aid partners, Z1 ECC, KCECC and WAEMD.

b. Record information provided by the Incident Commander.

c. Track all information during response and recovery, including but not limited to, resources requested and received, expenses and damages to report to KCECC and WAEMD, for possible disaster assistance.

d. Provide assistance to field activities as needed.

2. Planning and Development Services

a. Support initial inspection of structural conditions and safety as requested.

b. Provide building inspections of public and private buildings as requested.

c. Provide enforcement actions: closing buildings, limiting entry, etc.

d. Coordinate with the EOC and Public Information Officer on warnings, closures and other public information.

e. Provide expertise and recommendations for reconstruction and mitigation during the recovery period, including stability of slopes and sensitive areas.

f. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.

g. Assess and make recommendations for environmental damage to bogs, creeks, streams, slopes, bluffs, shorelines and lakes.

h. Review repair, reconstruction and replacement of structures for compliance with building, land use and environmental regulations.

i. Where necessary and appropriate, issue emergency permits to protect threatened public and private improvements.

j. Document damages and costs.

3. Police Department

a. Provide lead and support in evacuation operations as appropriate.

b. Provide assistance in implementing road closures, traffic control and detours for roadways.

c. Provide perimeter control due to unsafe conditions.

4. Bellevue Fire Department

a. Provide support in evacuation operations of citizens, as appropriate.

b. Provide support to Public Works for non-hazardous spills or

leaks.

5. Zone 1 ECC

a. Coordinate incoming requests for resources from jurisdictions within Zone 1.

b. Facilitate the acquisition and coordination of additional resources through KCECC and WAEMD.

6. KCECC

a. The KCECC coordinates requests for resources to the State.

7. WAEMD

a. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional and county resources have been expended.

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

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

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. National Response Framework

B. National Incident Management System

C. Washington State Comprehensive Emergency Management Plan

D. King County Regional Disaster Plan

E. Applied Technology Council – ATC-20-1

F. RCW 38.52

G. WAC 118

EMERGENCY SUPPORT FUNCTION #4
FIREFIGHTING

LEAD AGENCY: **City of Bellevue Fire Department**

SUPPORT AGENCIES: **Water Based Application by Seattle Harbor Patrol**
Medina Police Department
Public Works Department
King County Emergency Coordination Center
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

To provide firefighting and rescue capability and the effective coordination of fire response resources within the City of Medina.

B. Scope

This Emergency Support Function (ESF) addresses firefighting activities in the City of Medina, including automatic and mutual aid fire response and regional and state fire mobilization. Fire protection services are provided by contract through the City of Bellevue.

II. POLICIES

A. Activities within ESF 4 – Firefighting will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

D. When regional resources are exhausted, the Zone Coordinating Center (ZCC) will request resources through the KCECC, who will in turn request resources through the Puget Sound Fire Defense Board under State Mobilization.

E. When State resources have been depleted, the Washington State Emergency Operations Center can request resources from multiple states through the Emergency Management Assistance Compact (EMAC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, the City of Medina is subject to a number of hazards, both natural and man-made that may negatively impact utilities, transportation and communications systems which are vital to supporting firefighting services.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications which may cause disruption to essential services.

3. Major emergencies may precipitate multiple fires requiring fire suppression and/or building collapse requiring heavy rescue and emergency medical services.

B. Planning Assumptions

1. Disasters have occurred in the City of Medina and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's utilities, transportation and communications systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of firefighting services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system, due to the interrelated nature and dependency of one system on another.

5. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Bellevue Fire Department is the lead agency for fire suppression, technical and heavy rescue activities within Medina. The Bellevue Fire Department may work in coordination with other City Departments and outside agencies.

2. The Bellevue Fire Department has automatic and mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Request for assistance may be through existing mutual aid agreements via the Regional Communications Center. In situations when mutual aid is not available, requests will be coordinated through the Emergency Operations Center

3. The Seattle Harbor Patrol provides Marine Patrol services.

B. Organization

1. The Bellevue Fire Department provides fire protection services by contract to King County Fire District 14, to the City of Medina, as well as Newcastle, the Towns of Clyde Hill, Beaux Arts, Hunts Point and Yarrow Point. Coordination with contractual jurisdictions during emergencies involving Bellevue EOC.
2. Fire and rescue services are provided from nine fire stations, strategically located throughout the fire department's service area.

3. The Bellevue Fire Department provides emergency medical services to the citizenry of Medina. Citizens requiring Advanced Life Support (ALS), receive a response from ALS quartered in the City of Bellevue, with additional support available from other regional ALS units.

4. Bellevue Fire Headquarters is located in Bellevue City Hall – 450 110th Ave NE, Bellevue, Wa 98004.

C. Procedures

1. Communications will be through established channels.

2. The City of Bellevue provides firefighting and rescue capability for the City of Medina.

3. Management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency

Management Institute and the National Fire Academy.

3. Requests for assistance from King County shall be through the EOC. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 1 activities shall be through the King County County ECC. Communications for this coordination will normally be between Bellevue EOC and King County ECC.

A. Lead Agency

1. Fire Department

   a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRF.

   b. Provide fire suppression and control and immediate life safety services within Medina and the Town of Hunts Point.

   c. Maintain a list of resources, which includes apparatus, equipment, personnel and supply sources.

   d. Implement the King County Fire Resource Plan when appropriate.

   e. Develop departmental standard operating procedures (SOP's) for use during major emergencies and disasters.

   f. Provide regular status reports and information regarding operational and resource needs to the EOC.

   g. Provide a representative to the Bellevue EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with the Z1 ECC and/or KCECC, when appropriate.

2. Emergency Medical Services (EMS)

   a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRF.

   b. Provide Basic Life Support and Advanced Life Support with medical units located at Bellevue Fire Stations.

   c. Assist coordination of private ambulance and EMS

resources.

d. Coordinate with the Incident Commander and the EOC.

e. Provide casualty and injury assessment information to the EOC.

B. Support Agencies

1. Seattle Harbor Patrol

a. Utilize the ICS for all emergency/disaster response activities, in accordance with the NIMS and NRF.

b. Provide water based fire suppression and patrol and water rescue services.

2. Medina Police Department

a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRF.

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

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

3. Public Works

a. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRF.

b. Coordinate with local water purveyors to ensure adequate water supply for fire suppression.

c. Manage debris removal

4. King County Emergency Coordination Center

a. Provide resources and coordinate support as requested.

5. WAEMD

a. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional

and county resources have been expended.

b. Facilitate the requisition of resources from other states through the EMAC.

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

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. The National Response Framework

B. The National Incident Management System

C. Washington State Comprehensive Emergency Management Plan

D. City of Medina Comprehensive Emergency Management Plan

E. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

EMERGENCY SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT

LEAD AGENCY: **City Manager's Office**
Medina Police Department

SUPPORT AGENCIES: **All City Departments**
King County Emergency Coordinating Center
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

1. To provide guidance for the direction and control of emergency management activities within the City of Medina, including collecting, analyzing, reporting and disseminating response and recovery information.

B. Scope

1. This ESF applies to all City of Medina Departments and provides general guidance on the emergency management structure and related functions in the Emergency Operations Center.

II. POLICIES

A. Activities within ESF 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and local mutual aid through the Regional Communications Center, then assistance can be requested through the Zone 1 Emergency Coordination Center (Z1 ECC) and/or King County Emergency Coordination Center (KCECC).

D. When regional resources are exhausted, the KCECC will request resources through the Washington State Emergency Operations Center

(State EOC) which can request resources from multiple states through the Emergency Management Assistance Compact (EMAC) and/or from the Federal Government if necessary.

E. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KCECC, whenever possible.

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

G. RCW 42.14.075 allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction, in the event that it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Council and the City Manager and be based upon the circumstances of the emergency or disaster.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact individuals, businesses and government facilities and services.

2. Natural and man-made hazards may disrupt or damage communications systems, public or private utilities systems, transportation systems and other critical infrastructure and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's communications, transportation and utilities systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the communications, transportation, and/or utilities systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system may cause disruption or damage to another system, due to the interrelated nature and dependency of one system on another.

5. Response and recovery efforts to provide assistance for immediate and urgent needs of medical aid, water and food, shelter, sanitation and transportation may be delayed following an emergency or disaster.

6. Information is essential for proper planning and response, but may be limited or conflicting and may be difficult to obtain, due to the circumstances of the event.

IV. CONCEPT OF OPERATIONS

A. General

1. The Emergency Operations Center (EOC) is activated at the request of the City Manager (DES), the Chief of Police (EOD) or designee, when the level of operations require.

2. Designated staff report to the EOC, to coordinate response efforts and support field operations. All or part of the Emergency Management Organization and/or the Emergency Operations Center may be activated during a disaster.

3. The following list of emergency management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.

   - Protect life and health.
   - Protect public and private property.
   - Develop and disseminate public information.
   - Restore essential services and facilities.
   - Minimize economic disruption to the community.
   - Preserve existing institutions and organizations.

4. Each Medina City Department Director is responsible for documenting staff activities and maintaining communication and coordination with the Emergency Operations Center regarding event status, resource needs and action plans.

5. When activated, the EOC monitors potential or developing incidents and supports and coordinates response efforts within the City.

6. To identify urgent response requirements during a disaster and to plan for continuing response and recovery activities, the EOC will work to collect, process and disseminate situational information within the City; to the Zone 1 Coordinating Center; to the King County Emergency Coordinating Center; and to Washington State Emergency Operations Center, as appropriate.

B. Organization

1. The City Manager, as the Director of Emergency Services, is responsible for the overall direction and control of the emergency management activities, within the City of Medina. Medina City Code 2.84.020 designates the City Manager or his/her designee to be the Director of Emergency Services. Medina City Code 2.84.040 designates the Police Chief or his/her designee to be the Emergency Operations Director.

2. The Director of Emergency Services is directly responsible for the organization, administration and operation of the emergency services organization in the City of Medina.

3. The Emergency Operations Director shall manage the Medina Emergency Operations Center (EOC) during emergencies. As the need arises, the Emergency Operations Director has the authority to direct all human or material resources owned by the city to combat the effects of a threatened or actual emergency and the authority to request mutual aid or assistance from other public entities.

4. ESF 5 is organized in accordance with the National Incident Management System (NIMS). The ESF 5 structure supports the general staff functions described in the NIMS. These functions include:

   - Management
   - Operations
   - Planning
   - Logistics
   - Finance

C. Procedures

1. EOC Activation

The City of Medina Emergency Operations Center (EOC) may be activated by authorized individuals anytime there is an incident or

planned event that requires additional support beyond day-to-day response/recovery capabilities.

2. Proclamation of Civil Emergency

a. The Proclamation of Civil Emergency is made by the Mayor and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The Proclamation is normally a prerequisite to State and Federal disaster assistance. The Proclamation of Civil Emergency must be ratified by the City Council as soon as feasible following the emergency.

b. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster and exercise the powers vested in RCW 38.52.070, without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to, rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.

c. The Director of Emergency Services shall be responsible for the preparation of Emergency Proclamations.

d. The Director of Emergency Services is responsible for the notification of appropriate County, State and Federal agencies following the local Proclamation of Emergency.

3. Requests for Emergency Assistance

a. In the event that a situation is beyond the capability of local and pre-designated mutual aid resources, the Director of Emergency Services will request additional resources through the King County Office of Emergency Management, for County, State and Federal assistance as necessary.

b. Assistance can also be requested of neighboring cities and zones according to the Regional Disaster Plan for Public and Private Organizations in King County.

c. Requests to the Governor to declare a State of Emergency are made by Washington State Emergency Management, through the King County Office of Emergency Management. This declaration by the Governor is necessary to obtain Federal disaster funds.

4. Requests for Public Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended in 1988, is the authorization for federal assistance to supplement the efforts of local governments following disasters, if the situation meets the criteria for a Presidential declaration. The Public Assistance Program is intended to provide assistance to public entities to repair or replace disaster-damaged public facilities.

a. Best possible Preliminary Damage Assessment is gathered following the event, to determine what cost each department incurred, or will incur, in responding, recovering or making repairs.

b. The following are considered:

- Is Federal assistance likely to be available?
- Was the emergency declared by the City or was the EOC activated?
- Was a Disaster Proclamation issued by the Governor?
- How much of the expense was unbudgeted?
- Were staffing levels altered and by how much?
- Were overtime costs incurred?
- How have overtime costs affected budgeted amounts?
- Were service contracts employed & how much?
- Is there an impact to service delivery?
- Are repairs necessary to City equipment, facilities or property?

- What is the cumulative impact of a number of emergencies on the budget?

V. RESPONSIBILITIES

A. Lead Agency

1. City Manager's Office – City Manager/Director of Emergency Services

a. Activates and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with Regional, County, State and Federal emergency management organizations as needed.

b. Coordinate planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are developed in coordination with the Incident Commander (IC).

c. Coordinate the overall staffing of the EOC and field, including which ESF's are activated, the size and composition of the organizational structure, the level of staffing at the EOC, incident command post and response personnel.

d. Include analysis and planning as part of the city-wide emergency-management training program.

e. Ensure development of policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

2. Medina Police Department – Chief of Police/Emergency Operations Director

a. Overall command and control of emergency response and recovery activities.

b. Coordination of emergency resources.

c. Coordination with other agencies and jurisdictions.

d. Establishment of city-wide priorities and incident action plans.

e. Coordination of damage assessment.

f. Collection, evaluation and dissemination of damage assessment/disaster analysis information.

g. Coordination of public information

h. Planning for next operational periods.

B. Support Agencies

1. All City of Medina Departments

a. Support agencies responsibilities and capabilities are outlined in the CEMP Basic Plan and each of the ESF's. Every ESF has detailed responsibilities of the lead and support agencies for every aspect of response and recovery during a disaster. Every ESF directly relates to the management of an emergency or disaster.

b. Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF 5. All City Departments, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice and staff support for operations that fall within the domain of each department. Support capabilities of other departments may be used as required and available.

c. All City departments will provide support to the emergency management operations as required.

VI. ATTACHMENTS

A. Essential Elements of Information

B. Proclamation of Emergency

C. Situation Report

D. Functional Responsibility Matrix

E. Organizational Chart

VII. REFERENCES

A. City of Medina Comprehensive Emergency Management Plan

B. King County Regional Disaster Plan

C. Washington State Comprehensive Emergency Management Plan

D. Federal Response Plan

EMERGENCY SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT
ATTACHMENT A: ESSENTIAL ELEMENTS OF INFORMATION

The essential elements of information, which may or may not be immediately or readily available to City staff but are of common need to one or more response activities, may include the following.

OVERALL DISASTER INFORMATION

_____ 1. Boundaries of the disaster area

_____ 2. Social/economic/political impacts

_____ 3. Jurisdictional boundaries

_____ 4. Status of transportation systems

_____ 5. Status of communications systems

_____ 6. Access points to the disaster area

_____ 7. Status of utilities

_____ 8. Hazard specific information

_____ 9. Weather data affecting operations

_____ 10. Seismic or other geophysical information

_____ 11. Status of critical facilities

_____ 12. Status of key personnel

_____ 13. Status of disaster or emergency declaration

_____ 14. Major issues/activities

_____ 15. Overall priorities for response

_____ 16. Status of upcoming activities

_____ 17. Status of community housing and shelter

_____ 18. Status of critical public health issues (Water supply, food, sanitation, waste, infection, or hazardous waste)

_____ 19. Extent of damage to private property

PROCLAMATION OF LOCAL EMERGENCY

WHEREAS, the Director of Emergency Services and the Emergency Operations Director have reported to the Mayor of the City of Medina that _____ has resulted in, or threatens to result in, the death or injury of persons or the destruction of, or damage to, property; and

WHEREAS, all available resources are/will be committed to disaster work, and the severity of this disaster is beyond the capability of local resources requires the City to request supplemental assistance; and

WHEREAS, these conditions constitute a civil emergency and necessitate the utilization of emergency powers granted under RCW 38.52.070; and

WHEREAS, in the judgment of the undersigned, extraordinary measures are required to protect the public peace, safety and welfare;

NOW, THEREFORE, I, _____, Mayor of Medina, Washington, do hereby proclaim a civil emergency exists within the City of Medina due to _____.

Dated this _____ day of _____, 20___.

_____
Mayor of the City of Medina

As soon as practical following activation of the Medina Emergency Operations Center, the Emergency Operations Director will forward to the Director of Emergency Services a situation report on the status of employees, facilities and operations. Updated situation reports will be submitted automatically every four hours, or as directed by the Director of Emergency Services. The preferred method for submitting status reports is by runner or fax. If a printed copied cannot be submitted directly or by fax, the following may be used: e-mail, telephone, or radio.

SUPPORT FUNCTION #5
EMERGENCY MANAGEMENT
Attachment C: Situation Report

SITUATION REPORT

Date _____ **Time** (24 hour):_____ **Report #** _____

Name _____ **Function** _____

EOC Activated ☐ Yes ☐ No **EOC Location** _____

Contact _____

Location	**Damage/Impact (see next page for definitions)**			
City Hall Building	☐ None	☐ Minor	☐ Moderate	☐ Major
City Shop Building	☐ None	☐ Minor	☐ Moderate	☐ Major
Hunts Point Town Hall	☐ None	☐ Minor	☐ Moderate	☐ Major
Police Department	☐ None	☐ Minor	☐ Moderate	☐ Major
Public Works	☐ None	☐ Minor	☐ Moderate	☐ Major
Administration	☐ None	☐ Minor	☐ Moderate	☐ Major
Finance	☐ None	☐ Minor	☐ Moderate	☐ Major
Medina Electrical Power	☐ None	☐ Minor	☐ Moderate	☐ Major
Medina Gas System	☐ None	☐ Minor	☐ Moderate	☐ Major
Communications	☐ None	☐ Minor	☐ Moderate	☐ Major
Furnishings & Equipment	☐ None	☐ Minor	☐ Moderate	☐ Major
Hunts Point Electrical	☐ None	☐ Minor	☐ Moderate	☐ Major
Hunts Point Gas	☐ None	☐ Minor	☐ Moderate	☐ Major
Other _____	None	☐ Minor	☐ Moderate	☐ Major

REPORTED SITUATION INFORMATION					
Info From	**Date**	**Time 24Hr**	**Medina/Hunts Point Facility - Location**	**Problem/Status**	**Relocation of Facility Functions**

MINOR: Building/Utilities/Furnishings & Equipment/Function may be damaged; OPERATIONAL; Repair/restoration/relocation time less than eight hours

MODERATE: Building/Utilities/Furnishings & Equipment/Function damaged; NON-OPERATIONAL; Repair/restoration/replacement time less than 24 hours

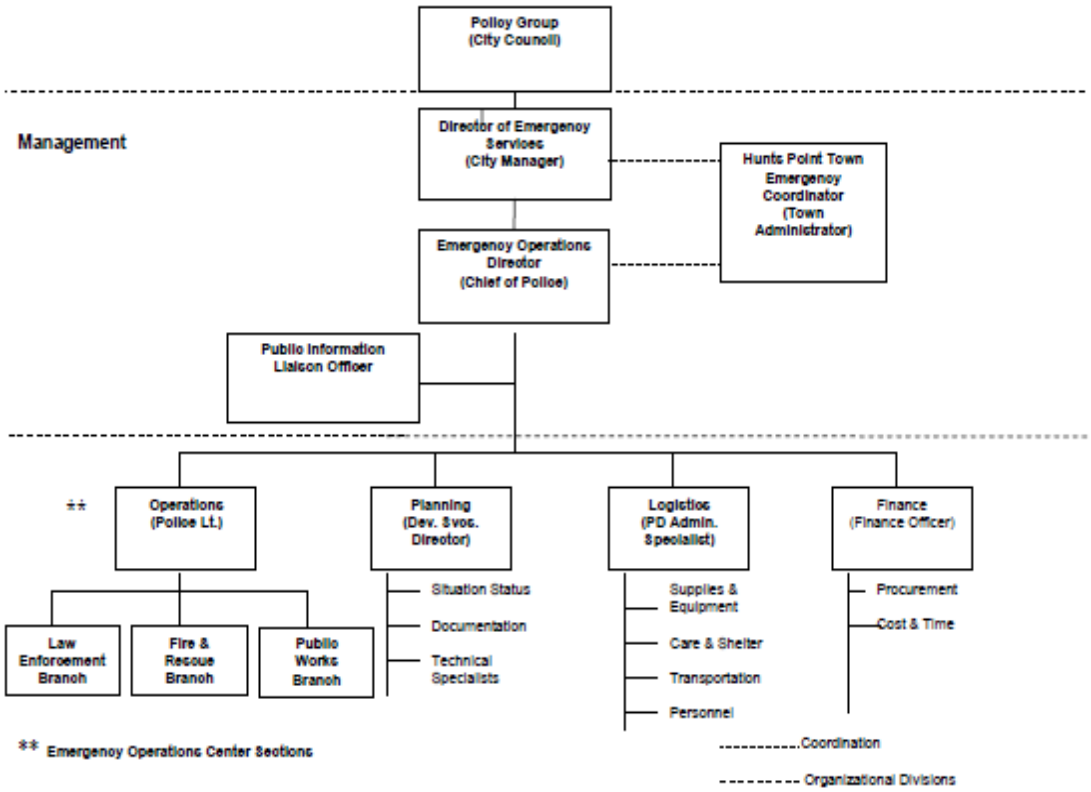
MAJOR: Building/Utilities/Furnishings & Equipment/Function severely damaged; NON-OPERATIONAL; Repair/restoration/replacement time more than 24 hours

CITY OF MEDINA
EOC ROLES AND RESPONSIBILITIES

FUNCTION	SUB-FUNCTIONS	PRIMARY RESPONSIBILITY	SECONDARY RESPONSIBILITY	ALTERNATE RESPONSIBILITY
Management		City Manager	Police Chief	Mayor
	Direction & Control	City Manager	Police Chief	Mayor
	Public Information & Liaison	City Manager	Police Chief	Mayor
Operations		Police Chief	Lieutenant	Sergeant
	Law Enforcement Branch	Police Chief	Lieutenant	Sergeant
	Fire & Rescue Liaison	Bellevue Fire Dept.	Bellevue Fire Dept.	Bellevue Fire Dept.
	Public Works Branch	Director of Public Works	Maint. Supervisor	Senior Maint. Worker
Logistics		Police Admin. Specialist	Police Records Mgr.	City Clerk
	Transportation	Police Admin. Specialist	Police Records Mgr.	City Clerk
	Supplies & Equipment	Police Admin. Specialist	Police Records Mgr.	City Clerk
	Care & Shelter	Police Admin. Specialist	Police Records Mgr.	City Clerk
	Personnel	Police Admin. Specialist	Police Records Mgr.	City Clerk
Planning		Director of Development Svcs.	Development Svcs. Coordinator	
	Situation Status	Director of Development Svcs.	Development Svcs. Coordinator	
	Documentation	Director of Development Svcs.	Development Svcs. Coordinator	
	Technical Specialists	Building Official	Building Inspector	
Finance		Finance Officer	City Clerk	
	Procurement	Finance Officer	City Clerk	
	Cost & Time	Finance Officer	City Clerk	

EMERGENCY SUPPORT FUNCTION #5

Attachment E – Organizational Chart



EMERGENCY SUPPORT FUNCTION #6
MASS CARE, HOUSING AND HUMAN SERVICES

LEAD AGENCY: **City Manager's Office**
Police Department

SUPPORT AGENCIES: **All City Departments**
Bellevue Fire Department
America Red Cross
Bellevue School District
King County Animal Care & Control
Humane Society for Seattle & King County
Zone 1 Coordinating Center
King County Emergency Coordinating Center
Washington Emergency Management Division
Human Services Organizations
Washington State University (WSU) - King County Extension

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for people and animals impacted by an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering needs for City of Medina residents during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC), in coordination with King County Emergency Management (KCRCC) and the American Red Cross (ARC).

The *National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS),* requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans, grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals, authorizes federal funds to help create pet-friendly emergency shelter facilities and allows FEMA to provide assistance for individuals with pets and service animals and the animals themselves following a major disaster.

II. POLICIES

A. Activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS). The American Red Cross Shelter Operation Workbook will be used as the template for all shelter operations within Medina and all of King County.

B. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

III. SITUATION

A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

B. There may be a requirement for shelter sites for thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

C. The opening of ARC shelters in the City will be coordinated through DEM or the King County EOC.

D. As a signatory of the King County Regional Disaster Plan and through mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 ECC and KCECC, whenever possible.

IV. CONCEPT OF OPERATIONS

A. General

1. The American Red Cross (Red Cross) is congressionally mandated to provide emergency mass care services to populations affected by natural and technological disaster. As a primarily volunteer agency, those mass care services can take some time to mobilize initially. Upon request, and as coordinated through the KCECC, the Red Cross would activate, manage and support public shelters and would provide related services needed by displaced populations.

2. Individual assistance to disaster victims will be provided primarily

by local disaster organizations and various County, State and Federal Government agencies. The range of services needed by disaster victims will depend on the emergency and could include temporary housing, furniture, building/repair supplies, occupational and mental health services.

3. If City resources cannot meet the needs for a given situation, requests for assistance can be made to the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center (State EOC).

4. Public information regarding shelter availability and locations shall be released through the designated Public Information Office (PIO).

B. Organization

1. The impacts of disaster may necessitate the provision of emergency food, water, shelter, sanitation, clothing, childcare, health and mental health care for disaster victims, as well as crisis support and training for City staff and volunteers.

C. Procedures

1. The City Manager's Office and Police Department shall coordinate with appropriate City Departments to work with the Red Cross to identify safe areas of the City, inspect potential facilities for building safety, identify safe route of travel, determine the appropriate number and location of shelters, duration of use, etc. It is imperative that sheltering needs are clearly identified and coordinated, whenever possible, through KCECC, before shelter sites are activated.

2. The City will identify and maintain a list of city-owned public facilities or other public and private facilities that may be used as emergency shelter facilities.

3. Individual assistance to disaster victims will be provided primarily by insurance companies, local human services organizations and various City, County and State Government agencies. In the event of a presidential disaster declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling and unemployment benefits. These services are normally available through a tele-registration process coordinated by the Federal Emergency Management Agency (1-800-621-3362; TTY: 1-800-462-7585).

D. Prevention and Mitigation Activities

See City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 6.

2. Conduct drills and exercises to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agency.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Assess need for opening shelters and other sites for providing assistance.

3. Assess safety and operational status of selected shelter facilities.

4. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 6.

5. Coordinate with American Red Cross and other support agencies.

6. Request additional resources as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. City Manager's Office

a. Coordinate the dissemination of public information concerning mass care and individual assistance with DEM or the County EOC.

b. Provide coordination of county, state and federal agencies

and activities, to ensure adequate shelter needs are met. Set up temporary emergency shelter until the American Red Cross can take over if they are able, using the ARC Shelter Operations Workbook.

c. Coordinate animal care and service issues with King County Animal Care and Control, the Humane Society for Seattle/King County, veterinarians and other private agencies as needed.

d. Assure that necessary information is disseminated to the public.

2. Police Department

If requested and as resources allow:

a. Establish security and crime prevention at the shelters located within the City.

b. Provide crowd and traffic control at public shelters located within the City.

c. Assist in providing emergency communication between shelters and the EOC.

d. Assist in identifying safe routes to shelters.

B. Support Agencies

1. Development Services

a. When requested through the EOC and prior to opening, provide building safety inspections of potential Red Cross shelters.

2. Public Works

a. Assist in emergency repairs at shelters as appropriate.

b. Assist in crowd control operations with signing and barricades.

c. Assist in identifying safe routes of travel for shelter staff and transport of supplies.

3. Fire Department

a. Provide fire suppression and emergency medical services at Red Cross shelters.

4. Finance Department

a. Coordinate private donations and community offers of assistance.

5. Information Technology Department

a. Assist with computer and/or telephone services in shelters when appropriate.

6. All City Departments

a. Provide staff to assist with temporary shelter operation.

7. American Red Cross

a. Act as the lead agency for emergency shelter operations and mass care service delivery when resources permit. This is a coordinated effort with the City and The King County ECC.

b. Provide food, clothing temporary housing, mobile canteen service, medical services, mental health services and other necessities to disaster victims.

c. Provide health and welfare inquiry services.

8. Bellevue School District

a. By agreement with the American Red Cross, provide school facilities for shelter and feeding.

9. King County Animal Care and Control

a. Provide animal care and sheltering assistance according to established policies and procedures.

b. Coordinate reunification of pets with owners.

c. Provide staff and facilities to handle stray or injured pets.

d. Assist in placing stray or injured pets and animals with local veterinarians or kennels.

e. Coordinate activities with the Medina Emergency Operations Center, to ensure that community needs are met.

10. The Humane Society for Seattle/King County

a. Provide assistance in finding shelter and services for owners of pets and other animals.

b. Assist with reunification of pets with owners.

c. Assist with handling of stray or injured pets.

11. Zone 1 Emergency Coordination Center

a. Serve as a coordination portal between local emergency operations centers within Zone 1, organizations of human service and County, State and Federal agencies, for sheltering and recovery as appropriate.

b. Coordinate with KCECC and WAEMD to ensure equitable distribution of County, State and Federal resources.

12. King County Emergency Coordination Center

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

b. Serve as a coordination portal between local emergency operations centers, human service organizations and County, State and Federal agencies for sheltering and recovery as appropriate.

VI. APPENDICES/ATTACHMENTS

A. ATTACHMENT A – King County Shelter Typing Table

B. ATTACHMENT B – Standard Operating Procedures for Temporary Shelters

C. ATTACHMENT C – Potential Sheltering Sites in Medina

D. ATTACHMENT D – Special Needs/Vulnerable Populations Planning

E. ATTACHMENT E – Emergency Pet Rescue and Sheltering Guidelines

F. ATTACHMENT F – Mass Care, Housing and Human Services

VII. REFERENCES

A. Revised Code of Washington (RCW) 38.52

B. Washington State Comprehensive Emergency Management Plan

C. King County Emergency Management Plan

D. Bellevue Washington Emergency Operations Plan

E. Regional Disaster Plan for Private and Public Organizations in King County, Basic Plan

F. H.R. 3858 – The National Pets Evacuation and Transportation Standards Act of 2006 (PETS)

ESF 6: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	DISASTER EVENT	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES)
KIND: Regional Mega-Shelter Facility. **TYPE:** 1	Coordination of shelters necessary due to resource constraints; Jurisdiction or Tribal Execs thru KCECC, Private Sector	ARC, County, City, SP District, Tribes, Private Sector	County, City, Special Purpose District, Tribes, ARC, Private Sector	Windstorm, Power Outage E.Q. Terrorism Eruption	Current Event information, public education, prepared meals, sanitation, sleeping, first aid, ADA, security, pet shelter in separate location (see below)	Federal Support; RDP Zone Coordination Center Activations; State Resources, County, City, SP District, Tribes ARC, NGOs, Faith, Private Sector
KIND: Zone dormitory shelter Facility **TYPE:** 2,3	Coordination of shelters necessary due to resource constraints Jurisdiction or Tribal Execs thru KCECC	ARC, KC Parks, City, SP Districts, Tribes, Private Sector	County, City, SP Districts, Tribes, ARC, Private Sector	Hazmat E.Q. Flooding, Winter Storm,	Current event information, public education, prepared meals, sanitation, sleeping, security, ADA, first aid, pet shelter in separate location (see below)	County, City, SP District, Tribes, ARC, Faith, State Resources RDP Zone Coordination Center Activations;
KIND: Local dormitory shelter Facility **TYPE:** 4,5	Jurisdiction or Tribal Exec, or ARC	County, City, SP District, Tribes ARC	County, City, SP District, Tribes	Local Impact of All Hazards	Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below)	County/City/SP District/ Tribes, ARC, Faith, Mutual Aid Inter-local Agreements, RDP, Private Sector
KIND: Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders) **TYPE:** 1-5	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, NGOs ARC, EOC	County, City, SP District, ARC Faith Community, NGOs	All Hazards	Prepared Meals, current event information and education; basic sanitation; ADA access	County, City, SP District, ARC, NGOs, Faith Community, Private Sector

ESF 6: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

CATEGORY: Mass Care ESF-6TYPE	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	CAUSED BY (DISASTER EVENT)	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES, STAFF)
KIND: Warming/Cooling Center Facility (Provide respite for general public on a drop-in basis). **TYPE:** 1-5	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, EOCs	County, City, SP Districts, Tribes w/ faith/private sector, Non-Governmental orgs (NGO) support	All Hazards	Required: Current event information, heating/A/C, basic sanitation, ADA access. Optional: public education, warm/cold drinks and snacks;	Mutual Aid Inter-local Agreements, volunteer/ faith-based resources; local staffing, ARC, NGOs
KIND: Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.) **TYPE:** 1-5	Jurisdiction or Tribal Exec	Local jurisdiction will address	Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business	All HAZARDS	Household pet: food, water, cages, leashes, veterinary support for pet medical issues, volunteers for pet care, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan	Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,
Kind: Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located) **Type:** 1-5	Local, county, Tribal Execs	Local jurisdictions and County Animal Control; Shelters cross-leveled at KC ECC	See Pet Shelter	All Hazards	See Pet Shelter	County facilities, state Ag, volunteer agencies, private business

ESF 6: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

Kind: Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care). **Type: 1-5**	Individual Resident; Business Owner	Individual Resident; Business Owner/Employees	Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace	All Hazards	Family Plan, Skills; Family Disaster Supplies; pet supplies Event information from media (radio, TV, Print); Business Plans, Disaster Supplies, Business Supplies; safe room for shelter in place from hazmat	Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans
CATEGORY: Agricultural, ESF-11	**LEGAL AUTHORITY**	**DIRECTION/CONTROL OF SHELTERS**	**ORGANIZED BY**	**DISASTER EVENT**	**RESOURCES NEEDED IN SHELTER**	**RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES)**
Livestock Shelter (set up to house livestock evacuated form rural/suburban areasl **Type: 1-5**	Jurisdiction Tribal Executive	Same as Local, Zone, Regional shelters	Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business	All Hazards	Livestock food, water, fenced, secure areas; veterinary support, volunteers for care, sanitation supplies, tracking system, livestock owners contacts; shelter SOP, off-site storage, security plan	Livestock owners, State Ag Dpt; Volunteer and livestock organizations; County Gov agencies, private business

Potential Sites

Bellevue Christian Elementary

- Potential shelter location at Bellevue Christian Elementary near Evergreen Point Road and SR520.
- Supplies in a container on site.

Bellevue School District

- Potential shelter location at Medina Elementary School only when school not in session.

St. Thomas Elementary School

- Potential shelter location when school not in session.

Overlake Country Club.

- Potential emergency shelter and medical helicopter landing site.

Bellevue Community Shelters

- See City of Bellevue Emergency Operations Plan

A. PRE-PLANNING

1. _____ Develop plans for coordinating a temporary emergency shelter.

2. _____ Identify possible shelter locations.

3. _____ Coordinate with King County Office of Emergency Management and the King County American Red Cross.

B. EMERGENCY PERIOD

1. _____ Alert key personnel.

2. _____ Coordinate with Incident Commander to determine shelter needs.

3. _____ Determine:

   a. Situation
   b. Hazards
   c. Possible numbers to be sheltered
   d. Locations
   e. Expected duration

4. _____ Call King County Office of Emergency Management to request shelter support. They will contact the King County Red Cross.

5. _____ The Red Cross will activate shelter.

6. _____ Provide staff, supplies, equipment and facilities to support shelter activities, as able.

7. _____ Coordinate with the Public Information Officer to direct citizens to shelter locations.

C. TEMPORARY SHELTER

1. _____ If American Red Cross cannot respond immediately, determine shelter from list and coordinate with owners.

2. _____ Activate personnel to open a temporary shelter.

3. _____ Emergency public health services will be provided by the King County Department of Health.

D. RECOVERY PERIOD

1. _____ Assist in closing of shelter and mass feeding operations.

2. _____ Assist in restoring facility to normal use.

3. _____ Complete documentation and reports.

I. INTRODUCTION

A. Purpose

To fully integrate people with disabilities into emergency planning and readiness. To coordinate, with sufficient consideration, the provision of mass care, shelter, and individual assistance for people with special needs.

B. Scope

The Plan is intended to assist *Special Needs/Vulnerable Population* residents in planning for and surviving disasters that could occur and affect their welfare.

II. SITUATION

A. The definition of "special needs populations" as it appears in the National Response Framework is as follows:

Populations whose members may have additional needs before, during and after an incident in functional areas, including but not limited to:

- *Maintaining Independence*
- *Communication*
- *Transportation*
- *Supervision*
- *Medical Care*

B. Of particular concern is the need to effectively communicate with limited English proficiency (LEP) residents, and to appreciate the cultural "frames" people of diverse racial and ethnic backgrounds view and respond to emergencies. Accommodating those with physical disabilities, the chemically dependent, mentally ill, frail and elderly also must be considered in emergency planning.

III. CONCEPT OF OPERATIONS

A. The American Red Cross is congressionally mandated to provide emergency mass care services to populations affected by natural and

technological disaster, including those individuals having special needs.

B. The City will seek assistance from human service agencies to ensure that those with special needs receive sheltering assistance.

C. Provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis, according to the specifics of the situation.

D. Liaison will be maintained with organizations that outreach to at risk populations; the elderly, people with disabilities and/or those who do not speak English or where English is their second language, to identify ways to meet their needs during an emergency.

E. Public information regarding shelter availability and locations shall be released through the designated Public Information Office (PIO).

IV. ORGANIZATION AND RESPONSIBILITIES

A. When available and feasible, the city will utilize registered Disaster Worker Volunteers (CERT and VHF Radio Team) to assist with checking on vulnerable populations, during an emergency event.

B. The King County Department of Emergency Management serves as coordinator between local emergency operations centers, human service organizations and County, State and Federal agencies for sheltering and recovery as appropriate.

C. The American Red Cross acts as the lead agency for emergency sheltering and provides assistance with Special Needs Shelter Operations for vulnerable/medically fragile populations, as available.

D. The City of Medina is committed to making emergency information and services available to people with disabilities, to the best of their abilities.

E. The City of Medina will provide emergency preparedness information to residents on an ongoing basis, and encourage those with special needs to register with the Medina Police Department, so that emergency workers may plan a better response to vulnerable residents, during an emergency situation.

F. The City will distribute preparedness materials that stress the message of personal preparedness planning and special needs individuals taking responsibility for their own safety and security during an incident, to the maximum of their abilities.

G. Medina will seek to collaborate with Citizen Corps Council and other stakeholders and representatives of special needs populations, to establish partnerships for greater understanding.

H. The City of Medina will ensure that emergency preparedness meetings, programs and services are accessible to, accommodate and are inclusive of people with functional limitations.

V. REFERENCES

A. *FEMA Comprehensive Preparedness Guide (CPG) 301 – Interim Emergency Management Planning Guide for Special Needs Populations*

B. *Seattle & King County Public Health – Vulnerable Populations*

SPECIAL NEEDS/VULNERABLE POPULATION PLANNING INFORMATION

Before an emergency happens, all Medina residents should have a plan in place to ensure their safety. All residents should be prepared for the possibility that basic services such as water, gas, electricity or telephones are cut off for an extended period of time.

PLEASE LET THE CITY OF MEDINA KNOW IF YOU MAY HAVE SPECIAL NEEDS DURING AN EMERGENCY, SO THAT THEY CAN MAKE EVERY EFFORT TO SEE THAT CITY STAFF OR A REGISTERED VOLUNTEER CAN CHECK ON YOUR WELFARE.

There are resources in your community to assist you. If you are unable to prepare an emergency plan for yourself, ask a family member or a friend to help you. Before disaster strikes, you should know what you need to do and where you need to go to be safe. Follow this five step, simple plan.

1. Gather Information

   a. Seek emergency preparedness and response advice from your local, state and federal government and community organizations. Find out what emergency plans are in place in your community and workplace and with your service providers.
   Visit www.medina-wa.gov for general preparedness information.

   b. Talk to your physician or health care provider about a realistic plan for your safety. Know what you can and can't do.

   c. If you undergo routine treatments administered by a physician's office, clinic or hospital (such as dialysis), are a home healthcare client, or require oxygen supplies, call your service provider to discuss their plans for continuing service to you in an emergency.

2. Pre-Register for Important Services

   a. Register with the City of Medina's *Special Needs Population Registry.* This registry allows people who are disabled, frail or have health issues to register in advance with their city, so that emergency workers may plan a better response to vulnerable residents in a recovery effort, following an emergency.

      To register, please call the Medina Police Department: 425.233.6420.

b. Consider your sheltering options and decide on a sheltering plan that is appropriate for you. You should have a plan, even if your plan is to shelter at home.

3. Make Arrangements for Animals

a. If you have a service animal, make sure that the animal has a collar with identification. In your shelter kit, have proof that the animal's vaccinations are up to date, and a copy of written instructions for your animal's care. You are responsible for caring for your service animal during your stay in a shelter.

4. Prepare Important Documents

a. Make a list of your Personal Support Network – the people you can count on to help you before, during and after an emergency. Document contact information (home, work and cell phone numbers) for each person on the list, including family members, friends, coworkers and neighbors. The individuals in your Personal Support Network should be familiar with your functional abilities and limitations.

b. Create a Personal Information Card with all of your health information (doctors, insurance policy numbers, hospital preferences, current medications, medical conditions, etc.) Identify your disability-related or special medical needs.

5. Prepare Equipment and Collect Supplies

a. Place identification labels on any medical support equipment that you would take to a shelter with you, such as wheelchairs, walkers and nebulizers.

b. Collect your emergency supplies.

c. Keep ample supplies of prescription and non-prescription medications on hand.
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OBJECTIVE

Animals can become victims of disaster. Pets can be injured or become separated from their owners. Livestock can be displaced or threatened by emergency conditions. To integrate animals into emergency planning with a disaster animal welfare plan, an essential component in overall community emergency response and recovery.

I. INTRODUCTION

A. Purpose

To establish how animal welfare will be coordinated. This is the basis of development of supporting plans and procedures, consistent with state and national standards for dealing with animals in a disaster.

B. Scope

This Plan establishes a working structure for animal rescue, evacuation, shelter, veterinary services and mortality management during disasters that occur in the City of Medina. The Plan is intended to assist neighborhoods and volunteer organizations in addressing needs of animals during disasters.

II. AUTHORITIES

A. *Washington State Comprehensive Emergency Management Plan,* Emergency Support Function (ESF) 11, Appendix A, Tab B – Washington Animal Response Management Plan, March 2006.

B. Federal Emergency Management Agency, Disaster Assistance Policy DAP9523.19 *Eligible Costs Related to Pet Evacuations and Sheltering,* dated October 24, 2007.

C. Relevant Definitions:

Congregate Household Pet Shelter – Any private or public facility that provides refuge of rescued household pets and the household pets of shelterees, in response to a declared major disaster or emergency, under federal regulations.

Household Pet – Any cat, dog, or other domesticated animal normally maintained in or near the domicile of the owner or caregiver of the animal. For the purpose of this plan, household pets do not include reptiles (except turtles) amphibians, fish, insects/arachnids, farm animals and animals kept for racing purposes.

Service Animal – Any animal that assists or performs tasks for a person with a sensory, emotional, mental or physical disability.

WARM – Washington Animal Response Management; established to coordinate the response of state agencies in assisting local and volunteer organizations to provide all animals affected by natural or technological disasters with emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and identification for return to the owner.

III. DIRECTION AND GUIDANCE

A. These special procedures for dealing with animals are activated by the Department of Emergency Management, upon occurrence of an emergency or disaster as defined in Chapter 38.52, Revised Code of Washington.

B. King County Animal Services will designate and approve local volunteer animal care groups to staff the King County ECC and will be the primary King County agency for animal rescue, mass care, sheltering and logistical support. If needed, King County Animal Services may request assistance from other organizations such as the Humane Society of the U.S.

C. Shelters for pets and livestock will be activated by King County Animal Services, with help from WSU Extension, local veterinary and volunteer animal care organizations. Pets and livestock shelters may be separated from shelters for citizens. All reasonable and practical steps will be taken to ensure that shelters do not become contaminated.

D. Coordination of animal disaster operations will be conducted according to the standards and practices of the National Incident Management System – Incident Command System.

IV. ORGANIZATION AND RESPONSIBILITIES

A. The King County Department of Emergency Management activates and coordinates animal disaster welfare operations through the Emergency Operations Center. Their responsibilities include:

1. Overall coordination of disaster mitigation, preparedness, response and recovery, in accordance with the law.

2. Provide overall coordination of emergency/disaster animal welfare response activities.

B. King County Department of Public Health will assist with identification, prevention and control of animal diseases that may impact public and animal health.

V. IMPLEMENTATION

A. The City of Medina will work cooperatively with neighborhood groups to develop animal emergency response plans.

B. The City of Medina will maintain a list of local resources to be used for animal disaster response.

Information for Pet Owners

- Plan for Pet Disaster Needs
- Prepare to Shelter Your Pet
- During a Disaster
- After a Disaster

If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND!** Pets most likely cannot survive on their own; and if by some remote chance they do, you may not be able to find them when you return.

For additional information, please contact The Humane Society of the United States.

Plan for Pet Disaster Needs

- Identifying shelter. For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in the area you plan to evacuate to allow pets -- well in advance of needing them. There are also a number of guides that list hotels/motels that permit pets and could serve as a starting point. Include your local animal shelter's number in your list of emergency numbers -- they might be able to provide information concerning pets during a disaster.

- Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they're not available later. While the sun is still shining, consider packing a "pet survival" kit which could be easily deployed if disaster hits.

- Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. If your pet gets lost, his tag is his ticket home. Make sure you have a current photo of your pet for identification purposes.

- Make sure you have a secure pet carrier, leash or harness for your pet so that if he panics, he can't escape.

- Animals in Emergencies for Owners. This video, developed by the Chemical Stockpile Emergency Preparedness Program (CSEPP) /FEMA, is intended to help pet and livestock owners prepare to protect their animals during emergencies.

Prepare to Shelter Your Pet

- Call your local emergency management office, animal shelter, or animal control office to get advice and information.

- If you are unable to return to your home right away, you may need to board your pet. Find out where pet boarding facilities are located. Be sure to research some outside your local area in case local facilities close.

- Most boarding kennels, veterinarians and animal shelters will need your pet's medical records to make sure all vaccinations are current. Include copies in your "pet survival" kit along with a photo of your pet.

- **NOTE:** Some animal shelters will provide temporary foster care for owned pets in times of disaster, but this should be considered only as a last resort.

- If you have no alternative but to leave your pet at home, there are some precautions you must take, but remember that leaving your pet at home alone can place your animal in great danger! Confine your pet to a safe area inside -- NEVER leave your pet chained outside! Leave them loose inside your home with food and plenty of water. Remove the toilet tank lid, raise the seat and brace the bathroom door open so they can drink. Place a notice outside in a visible area, advising what pets are in the house and where they are located. Provide a phone number where you or a contact can be reached as well as the name and number of your vet.

During a Disaster

- Bring your pets inside immediately.

- Have newspapers on hand for sanitary purposes. Feed the animals moist or canned food so they will need less water to drink.

- Animals have instincts about severe weather changes and will often isolate themselves if they are afraid. Bringing them inside early can stop them from running away. Never leave a pet outside or tied up during a storm.

- Separate dogs and cats. Even if your dogs and cats normally get along, the anxiety of an emergency situation can cause pets to act irrationally. Keep small pets away from cats and dogs.

- In an emergency, you may have to take your birds with you. Talk with your veterinarian or local pet store about special food dispensers that regulate the amount of food a bird is given. Make sure that the bird is caged and the cage is covered by a thin cloth or sheet to provide security and filtered light.

After a Disaster

- If after a disaster you have to leave town, take your pets with you. Pets are unlikely to survive on their own.
- In the first few days after the disaster, leash your pets when they go outside. Always maintain close contact. Familiar scents and landmarks may be altered and your pet may become confused and lost. Also, snakes and other dangerous animals may be brought into the area with flood areas. Downed power lines are a hazard.
- The behavior of your pets may change after an emergency. Normally quiet and friendly pets may become aggressive or defensive. Watch animals closely. Leash dogs and place them in a fenced yard with access to shelter and water.

The City of Medina is a signatory of the King County Region Disaster Plan – this is adopted from it:

Responsibilities

Primary Agencies	Responsibilities
King County Cities and King County Government	King County cities and government will provide mass care in accordance with their comprehensive emergency management plans as mandated in RCW 38.52. The King County Department of Natural Resources and Parks Recreation Division will provide staff and resources to set up and manage shelters in unincorporated King County in partnership with the Red Cross, and in selected cities with mutual aid agreements. All shelters will be managed in accordance with nationally recognized Red Cross standards. If overwhelmed, the impacted cities will proclaim a disaster and request aid from their regional emergency coordination zone. Regional Disaster Plan for Public and Private Organizations in King County, Washington The Basic Plan, ESF-6: MASS CARE,
Regional King County Emergency Coordination Zones	Regional King County Emergency Coordination Zones will provide support to cities in their zone for mass care by identifying and coordinating public, private, and volunteer resources within the Zone. All shelters will be managed in accordance with nationally recognized Red Cross standards. If the impacted zone is overwhelmed, it will request aid through the King County ECC.
Private Sector Organizations	Private sector organizations will provide support for mass care in the cities in which they reside if resources are available.

Support Agencies Responsibilities Public Health- Seattle & King County	Provide inspections and health services to shelters throughout the King County Region and coordinate the activation of any medical needs Sheltering in the County.
Amateur Radio Organizations in King County	If resources are available, provide portable communications capability between shelters and emergency coordination zones.
American Red Cross	Provide representatives in the King County ECC for coordination of shelter requests as part of the Health and Human Services Team. Provide mass care for localized events not requiring activation of the King County ECC. Initial resources (staff, supplies, locations) to provide mass care shelters, feeding, and emergency first aid for shelters during large disaster events if available. Provide resources and staff for emergency food service supporting shelters and responders, if resources permit.
King County Animal Services, WSU King County	Provide representatives in the King County ECC for coordination of animal issues, including both pets and livestock. Regional Disaster Plan for Public and Private Organizations in King County, Washington. The Basic Plan, ESF-6: MASS CARE, HOUSING AND HUMAN SERVICES
Extension and Other Veterinary and Animal Care Organizations	Provide and/or designate resources, staff and volunteers for animal rescue, mass care and sheltering Provide for the identification, planning, logistics, operation and management of animal rescue, mass care and sheltering as defined in the WA State and the King County Emergency Management Plan, ESF 11-Agriculture & Natural Resources Annex
Washington Department of Agriculture WARM Team (WSDAWARM)	The purpose of the Washington Animal Response Management (WARM) Team is to coordinate the response of state agencies in assisting local and volunteer organizations to provide all animals affected by natural or technological

	disasters with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner.
Washington Department of Fish and Wildlife (WDFW)	The Washington State Department of Fish and Wildlife (WDFW) is a support agency to the WARM Team under ESF 11, Appendix B, of the Washington State Comprehensive Emergency Management Plan and provides expertise and response to issues impacting wildlife health, rescue, and sheltering.

EMERGENCY SUPPORT FUNCTION # 7
RESOURCE SUPPORT

LEAD AGENCY: **Police Department – Administrative Specialist**
Police Department
Finance Department

SUPPORT AGENCIES: **All Other Departments**
King County Emergency Coordinating Center
Washington Emergency Management Division
Emergency Preparedness Coordinator

I. INTRODUCTION

A. Purpose

To assist the City of Medina, Emergency Operations Center (EOC), City Departments and other organizations requiring administrative resource support prior to, during and/or after a disaster or emergency situation.

B. Scope

This Emergency Support Function involves coordinating the provision of resources to the City of Medina departments during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

II. POLICIES

A. Activities within ESF 7 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The City of Medina's Police and Finance Departments have primary responsibility for coordinating activities under ESF 7 within Medina.

C. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

D. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management

(KCECC) or the Washington State Emergency Operations Center (State EOC).

E. In accordance with RCW 38.52.990 (9), in responding to a disaster, the Mayor or designee is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the State, political subdivisions and all other municipal corporations thereof, including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington, to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities upon request, notwithstanding any other provision of law.

III. SITUATION

A. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

B. The City will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.

C. Evergreen Point and the Town of Hunts Point are located north of SR520 and may be isolated during a major earthquake.

D.. City employees are not residents of the City of Medina. Most live at least a 30 minute drive from City Hall.

E. The small number of City employees and the reliance on contracted services and consultants may require that all City employees be assigned functions and that volunteers assist in the emergency response.

IV. CONCEPT OF OPERATIONS

A. General

1. During an emergency or disaster, or the threat of one, the EOC may be activated to coordinate the response of City departments and to support City departments with evaluation, planning, information, and resource management.

2. The City may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards during a disaster.

3. To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.

4. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.

C. Procedures

1. The City will commit all resources available and necessary to protect lives and property and to relieve suffering and hardship. Should the emergency situation be of such magnitude that all local resources are committee or expended, immediate requests for outside assistance will be made to upper levels of government and to neighboring jurisdictions.

B. Organization

1. Resource requirements beyond the capacity of the City of Medina will be coordinated through the Zone 1 Emergency Coordinating Center (Zone 1 ECC) and the King County Emergency Coordination Center (KCECC). Requests will be handled on a case by case basis and allocation will depend upon availability of both the resource and means of delivery.

2. The EOC will have available, or have immediate access to, resource and vendor lists for the most commonly used or anticipated resources to combat a given hazard.

3. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship, whenever possible.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department – Administrative Specialist

a. Responsible for coordination of major City resources through use of the EOC or other coordination point during an emergency or disaster.

b. Responsible for coordinating requests for out-of-area resources to Washington State Department of Emergency Management or the King County Emergency Coordinating

Center.

2. Police Department

a. Provide security and mobile radio communication at Community Points of Distribution Centers (C-POD), if requested and as resources allow.

b. Identify passable routes for transport of goods and people.

c. Provide security at the entrance(s) to the EOC to control access and log in and out all personnel who enter and exit the EOC.

3. Emergency Preparedness Coordinator

a. Responsible for ensuring that City resources are inventoried and that the inventory list is updated on an annual basis.

b. Develop procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.

4. Finance Department

a. Manage the compensation for injury and claims process arising from the disaster.

b. Maintain cost records of personnel, contractors and equipment used during disaster and process for FEMA reimbursement.

c. Process all payment requests.

.

5. City Departments

a. Inventory personnel, major equipment, supplies, and provide a listing to the EOC prior to and during an emergency or disaster.

b. Coordinate resource use under emergency conditions through the EOC.

c. Monitor and process time sheets, rosters, and overtime requests.

d. All employees develop a family emergency plan, including an emergency contact list and out-of-state contact.

e. Maintain cost records of personnel, contractors and equipment used during disaster recovery and provide information to Finance representatives as may be required for FEMA public assistance.

VI. ATTACHMENTS

A. ATTACHMENT A – Emergency Worker Standards and Registration

VII. REFERENCES

A. WAC 118 Emergency Management

B. RCW 38.52 Emergency Management

I. AUTHORITY

Local jurisdictions have the responsibility to establish criteria and standards for emergency workers when they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class." (WAC 118-04-130)

II. STANDARDS

These standards are in addition to any requirements set forth in RCW Chapter 38.52 and WAC Chapter 118-04. It is the responsibility of each City Department to establish reasonable standards and criteria for the level of expertise, physical ability or assignment of emergency workers.

A. PERMANENT REGISTRATION

Whenever possible, emergency workers are required to pre-register with the Emergency Preparedness Coordinator, identifying any unique skills which may be needed in the event of a catastrophe. Emergency workers who wish to hold permanent registration must meet the following minimum requirements:

1. Be in adequate physical condition to perform the duties of their emergency assignment(s). Applicants may be required to provide written verification from a licensed physician as to their physical fitness to carry out various assignments.

2. Be qualified to perform the tasks assigned to the position.

3. Be willing to sign any necessary waivers, hold harmless agreements or documents required by the City before performing emergency work.

4. Be willing to participate in emergency training classes as recommended by the Emergency Preparedness Division.

5. If City personnel become aware of circumstances whereby a registered emergency worker could cause unnecessary risk or liability to the City of Medina or others, or when continued registration would not be in the best interests of the City, he/she may temporarily have their worker's registration suspended or permanently revoked from the program.

B. TEMPORARY REGISTRATION

Emergency workers who wish to hold temporary registration with the Emergency Preparedness Division must meet the following minimum requirements:

1. Be in adequate physical condition to perform the duties of their emergency assignment(s). Applicants may be required to provide written verification from a licensed physician as to their physical fitness to carry out various assignments.

2. Be qualified to perform the tasks assigned to the position.

3. Be willing to sign any necessary waivers, hold harmless agreements or documents required by the City of Medina before performing emergency work.

C. If City personnel become aware of any circumstances where registration of a temporary emergency worker would otherwise not be in the best interests of the City of Medina, he/she may choose not to issue such temporary registration.

III. REGISTRATION

Emergency worker volunteer registration cards are stored in the Police Department in the EOC forms box, along with other emergency forms.

EMERGENCY SUPPORT FUNCTION #8
PUBLIC HEALTH AND MEDICAL SERVICES

LEAD AGENCY: **Bellevue Fire Department**
City of Medina

SUPPORT AGENCIES: **Police Department**
Overlake Hospital and Medical Center
Seattle-King County Public Health Department
King County Medical Examiner's Office
King County Emergency Coordinating Center
Puget Sound Blood Center
Local Morticians

I. INTRODUCTION

A. Purpose

To coordinate the organization and mobilization of health, medical, and mortuary services for emergency management activities within the City of Medina.

B. Scope

This Emergency Support Function (ESF) addresses the delivery and/or coordination of medical, health, mental health and mortuary services in the City of Medina, a fire department service area of the Bellevue Fire Department

II. POLICIES

A. Activities within ESF 8 – Public Health and Medical Services will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City of Medina Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man- made that may negatively impact utilities, transportation and communications systems which are vital to supporting the response and delivery of public health and medical services.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, utilities, transportation and communications systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some of these systems and reduce the ability to respond to and deliver public health and medical services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. As a primary agency for this ESF, the Bellevue Fire Department will facilitate the identification of public health and medical needs of victims after a disaster, as resources permit, and provide for those needs with all City assistance and with mutual aid resources that are available. The City of Medina coordinates all other public health and medical needs for the City of Medina. In the event that

the health and medical needs of the public overwhelm available medical facilities and services, they will coordinate with other agencies, including County, State and Federal Public Health Departments, as necessary.

B. Organization

1. The lead agency responsible for the organization and mobilization of pre-hospital medical services during emergencies will be the City of Bellevue Fire Department.

2. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

C. Procedures

1. The Bellevue Fire Department will utilize the King County Multiple Casualty Incident Plan which is based on the Incident Command System (ICS).

2. Mutual aid agreements exist with numerous jurisdictions and departments throughout King, Pierce and Snohomish Counties. Requests for assistance will normally be coordinated through the EOC.

3. Communications will be through established channels.

V. RESPONSIBILITIES

A. Lead Agency

1. Bellevue Fire Department

a. The Emergency Medical Services Division of the Fire Department shall develop an inventory of medical facilities, clinics, medical transportation options, communications and supply source and lead on emergency medical services.

b. The Bellevue Fire Department will utilize the King County Multiple Casualty Incident Plan which is based on the Incident Command System.

2. City of Medina

a. Lead (coordinate) all aspects of mortuary services, general

health services and mental health services within the City of Medina.

B. Support Agencies

1. Police Department

a. Provide crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.

b. Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.

2. Overlake Hospital

a. Coordinate movement of patients from the field to area hospitals through Hospital Control. Primary Hospital Control is located at Harborview Medical Center. Back-up is Overlake Hospital.

3. Seattle/King County Public Health Department

a. Organize and mobilize public health services during an emergency.

b. Monitor potential causes of communicable diseases in the wake of a disaster.

c. Identify and coordinate activation of additional mental health professionals when needed.

d. Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.

e. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.

f. Provide inoculation of individuals if warranted by threat of disease.

g. Coordinate public information programs dealing with personal health and hygiene such as: disease control operations, sanitation activities, potable water supply.

4. King County Medical Examiner

a. Coordinate with local morticians to expand mortuary services as appropriate for the situation.

b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses and notification of relatives.

c. Coordinate activities with the EOC, morticians, police and incident commander.

5. Puget Sound Blood Center

a. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.

b. Maintain and check supplies before an anticipated disaster or emergency.

c. During a disaster situation, obtain necessary blood supplies from local and surrounding areas, if necessary.

d. Establish drawing stations as needed and request media publicity to facilitate public response.

6. Local Morticians

a. Assist medical examiner by establishing temporary morgues and transporting and storing corpses until final dispositions are determined.

VI. ATTACHMENTS

None

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. City of Bellevue Emergency Operations Plan

EMERGENCY SUPPORT FUNCTION #9
SEARCH AND RESCUE

LEAD AGENCY: **Medina Police Department**

SUPPORT AGENCIES: **Bellevue Fire Department – City of Bellevue**
King County Emergency Coordinating Center
King County Search and Rescue Council
King County Sheriff's Office
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

To provide guidance for search and rescue operations in Medina

B. Scope

This ESF provides guidance for search and rescue operations during or following natural or man-made disasters.

II. POLICIES

A. Activities within ESF 9 – Search and Rescue will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The City of Medina Police Department will be responsible for activities under ESF 9 within the City, with support from the Bellevue Fire Department.

C. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (Z1 ECC) and the King County Emergency Coordination Center (KCECC), whenever possible.

D. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

E. When State resources have been depleted, the Washington State

Emergency Operations Center (State EOC) can request resources from multiple states through the Emergency Management Assistance Compact (EMAC), or with the requisite proclamation, USAR assets.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. Medina is subject to a number of hazards, both natural and man-made, as outlined in the City's Hazard Identification and Risk Analysis, that may impact utilities, transportation and communications systems which are vital to supporting the response and delivery of public health and medical services.

2. Natural and man-made hazards/events may disrupt or damage the utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City of Medina and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency Medina's utilities, transportation and communications systems may sustain damage or be impacted which could result in disruption of shut-down of portions of some of these systems and reduce the ability to respond to and deliver public health and medical services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. The threat of terrorism exists.

6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Incident Command System (ICS) will be used by the PD for all field operations. The IC will report information and requests to the City's EOC.

2. People may become lost, injured or killed during disasters, such as the collapse of buildings, leaving persons in life-threatening situations requiring prompt USAR and medical care.

3. The primary resource for wilderness area search and rescue are the volunteers of the King County Search and Rescue Council and may be activated through the King County Office of Emergency Management or the King County Sheriff's Office.

4. Specialty rescue teams including water, confined space, high angle and heavy rescue are available through automatic and mutual aid within Seattle and King County, under procedures outlined in the King County Fire Resource Plan. Rescue personnel from outside the area (King County) would be requested by the Washington State Emergency Operations Center, through the King County Office of Emergency Management. The City of Bellevue has personnel from the Fire, Police and Utilities Departments trained in various areas of specialty rescue.

B. Organization

1. The Bellevue Fire Department provides fire protection services to the City of Medina. Coordination during major emergencies and disasters will be handled through the Bellevue EOC.

2. The Bellevue Fire Department provides emergency medical services to the citizens of Medina. Citizens requiring Advanced Life Support (ALS), receive a response from ALS quartered in the City of Bellevue, with additional support from other regional ALS units.

3. Fire headquarters is located in Bellevue City Hall – 450 110th Avenue NE, Bellevue WA. 98004.

C. Procedures

1. Communications will be through established channels.

2. The Police Chief or his/her designee shall provide direction and

control over department resources and coordination with the EOC.

3. On-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

V. RESPONSIBILITIES

A. Lead Agency

1. Medina Police Department

a. Provide trained staff and resources for search and rescue activities as appropriate.

b. Provide support to specialty rescue operations when appropriate.

c. Provide scene security, traffic control and evacuation as needed.

B. Support Agency

1. Bellevue Fire Department

a. Provide trained staff and resources for USAR activities as appropriate.

VI. APPENDICES/ATTACHMENTS

None

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

B. National Incident Management System (NIMS)

C. National Response Framework (NRF)

D. City of Bellevue Emergency Operations Plan

EMERGENCY SUPPORT FUNCTION #10
HAZARDOUS MATERIALS RESPONSE

I. ESF #10 IS FURNISHED BY THE CITY OF BELLEVUE, UNDER THE FIRE PROTECTIION SERVICES AGREEMENT WITH THE CITY OF MEDINA.

II. REFERENCES

A. Eastside Hazardous Materials Team Operational Guidelines

EMERGENCY SUPPORT FUNCTION #11
AGRICULTURE AND NATURAL RESOURCES

LEAD AGENCY: **City Manager/Emergency Services Director**
Police Chief/Emergency Operations Director
Public Information Officer

SUPPORT AGENCIES: **Finance Department**
Bellevue Utilities
All Other Departments
King County Emergency Coordinating Center
Washington Emergency Management Division
Emergency Preparedness Coordinator
American Red Cross
Seattle-King County Public Health

I. INTRODUCTION

A. Purpose

To coordinate the procurement and distribution of food and water during a major disaster.

B. Scope

This ESF addresses procurement and distribution of food and water within the City of Medina during a disaster or major emergency, including coordination with other agencies.

II. POLICIES

A. Activities within ESF 11 – Agriculture and Natural Resources will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of the City of Medina departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, assistance can then be requested through the King County Emergency Coordinating Center (KCECC) or the Washington State Emergency Operations Center (State EOC).

D. It is the policy of the City of Medina to educate its citizens, businesses and Medina staff regarding their responsibility to provide for their own food and water for a period of at least seven (7) days, following a natural or technological disaster.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact utilities, transportation and communications systems which are vital to supporting procurement and distribution of food and water.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure, and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City of Medina and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's utilities and/or transportation systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some of these systems and reduction of the ability of the City to procure or distribute food, water and other essential items.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. In the event of a major disaster, the City Manager/Emergency Services Director or his/her designee will contact the King County Emergency Coordination Center (KCECC) and the American Red Cross and other relief agencies to request assistance in providing food and water.
2. If/when shelters are activated, the primary distribution of food and

water will be coordinated through the KCECC, the Red Cross emergency shelter/mass care system, supported as necessary by City staff.

B. Organization

1. Management and procurement of food and water in the City of Medina for disaster victims and disaster workers shall be coordinated through Medina's EOC.

2. The Medina EOC, in conjunction with the King County Office of Emergency Management, would coordinate County, State and Federal services needed to provide food and water to Medina residents on a long-term basis.

D. Procedures

1. The purchasing procedures and policies governing the acquisition of supplies and equipment by the City of Medina government are established Municipal Code. These codes are compatible with state statues and allow for the acquisition of supplies and equipment in emergencies.

2. In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

3. Public information regarding distribution sites of food and water shall be coordinated through the Public Information Officer.

D. Prevention and Mitigation Activities

See the City of Medina Hazard and Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 11.

2. Conduct exercises and drills to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

5. Maintain updated list of resources that support ESF 11.

F. Response Activities

1. Gather information and situation status from departments and agencies, relative to situation and ESF 11.

2. Coordinate agriculture and natural resources activities with other response functions.

3. Request additional resources as needed.

G. Recovery Activities

1. Provide documentation as needed for disaster recovery funding.

2. Coordinate replenishment of any normal supplies for ESF 11.

V. RESPONSIBILITIES

1. City Manager/Director of Emergency Services

a. Alert the local volunteer organizations about the disaster and its consequences.

b. Coordinate the donation or purchase of food and water.

c. Coordinate with Finance Department regarding the purchase of food and water. Coordinate with Bellevue Utilities to determine availability of potable water within the system.

d. Coordinate transportation and distribution of food and water to

citizens and staff.

e. Coordinate with food distributors for the provision and distribution of food to disaster victims.

f. Coordinate the release of public information with American Red Cross and the Seattle/King County Public Health Department, regarding issues related to food and water.

2. Police Chief/Emergency Operations Director

a. Provide or coordinate for security at food storage areas and crowd control at distribution sites, if requested and as resources allow.

3. Finance Department

a. Provide for needed procurement of food and water.

b. Track financial expenses such as staffing, vehicles, food, water, etc.

4. Bellevue Utilities

a. Bellevue Utilities has the primary responsibility to ensure water supplies are restored and available within the City of Medina.

5. All City Departments

a. City employees may assist in the transportation of food and water to distribution sites as directed through the EOC.

6. Emergency Preparedness Coordinator

a. Ensure at least a week's supply of food, water and personal needs on hand for city employees.

b. Ensure medical supplies stored safely and available for use during emergency.

7. King County Office of Emergency Management

a. Coordinate food and water distribution needs with appropriate City, County, State, Federal and volunteer agencies.

8. American Red Cross (ARC)

a. Whenever possible, the ARC will assist the City to provide disaster victims and first responders with food, water, clothing, shelter, first aid and supplementary medical care and assist the City in meeting other immediate needs.

b. Will maintain a list of ARC shelters in the City and surrounding communities and will open shelters in or around the area as needed.

c. May certify additional shelters as needed during a disaster, depending on the size and significance of the disaster.

9. Seattle-King County Public Health

a. Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.

b. Provides notification to residents of the City on how to treat contaminated food and water when necessary.

c. Oversees the safe distribution of food, water and donated goods.

VI. APPENDICES / ATTACHMENTS

A. ATTACHMENT A – King County Shelter Typing Table

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. City of Bellevue EOP

C. American Red Cross Shelter Operations Participant's Workbook

ESF 11: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

CATEGORY: Mass Care ESF-6	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	DISASTER EVENT	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES)
KIND: Regional Mega-Shelter Facility. **TYPE:** 1	Coordination of shelters necessary due to resource constraints; Jurisdiction or Tribal Execs thru KCECC, Private Sector	ARC, County, City, SP District, Tribes, Private Sector	County, City, Special Purpose District, Tribes, ARC, Private Sector	Windstorm, Power Outage E.Q. Terrorism Eruption	Current Event information, public education, prepared meals, sanitation, sleeping, first aid, ADA, security, pet shelter in separate location (see below)	Federal Support; RDP Zone Coordination Center Activations; State Resources, County, City, SP District, Tribes ARC, NGOs, Faith, Private Sector
KIND: Zone dormitory shelter Facility **TYPE:** 2,3	Coordination of shelters necessary due to resource constraints Jurisdiction or Tribal Execs thru KCECC	ARC, KC Parks, City, SP Districts, Tribes, Private Sector	County, City, SP Districts, Tribes, ARC, Private Sector	Hazmat E.Q. Flooding, Winter Storm,	Current event information, public education, prepared meals, sanitation, sleeping, security, ADA, first aid, pet shelter in separate location (see below)	County, City, SP District, Tribes, ARC, Faith, State Resources RDP Zone Coordination Center Activations;
KIND: Local dormitory shelter Facility **TYPE:** 4,5	Jurisdiction or Tribal Exec, or ARC	County, City, SP District, Tribes ARC	County, City, SP District, Tribes	Local Impact of All Hazards	Current event information, public education, prepared meals, sanitation, utilities, sleeping, first aid, security, ADA access; pet shelter in separate location (see below)	County/City/SP District/ Tribes, ARC, Faith, Mutual Aid Inter-local Agreements, RDP, Private Sector
KIND: Disaster Meal Site (Meals to general public when normal food distribution channels disrupted, or for emergency responders) **TYPE:** 1-5	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, NGOs ARC, EOC	County, City, SP District, ARC Faith Community, NGOs	All Hazards	Prepared Meals, current event information and education; basic sanitation; ADA access	County, City, SP District, ARC, NGOs, Faith Community, Private Sector

ESF 11: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

CATEGORY: Mass Care ESF-6TYPE	LEGAL AUTHORITY	DIRECTION/CONTROL OF SHELTERS	ORGANIZED BY	CAUSED BY (DISASTER EVENT)	RESOURCES NEEDED IN SHELTER	RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES, STAFF)
KIND: Warming/Cooling Center Facility (Provide respite for general public on a drop-in basis). **TYPE:** 1-5	Jurisdiction or Tribal Exec	County, City, SP District, Tribes, EOCs	County, City, SP Districts, Tribes w/ faith/private sector, Non-Governmental orgs (NGO) support	All Hazards	Required: Current event information, heating/A/C, basic sanitation, ADA access. Optional: public education, warm/cold drinks and snacks;	Mutual Aid Inter-local Agreements, volunteer/ faith-based resources; local staffing, ARC, NGOs
KIND: Pet Shelter Facility (May be set up in close proximity to dormitory shelter to house pets of shelter occupants.) **TYPE:** 1-5	Jurisdiction or Tribal Exec	Local jurisdiction will address	Same as Type 3 and 4 shelters Shelter agencies, State Ag County Gov agencies/ Tribes; volunteer agencies, private business	All HAZARDS	Household pet: food, water, cages, leashes, veterinary support for pet medical issues, volunteers for pet care, sanitation supplies and plan, tracking plan, pet contract, shelter SOP; off-site storage facilities, security plan	Pet Owners, Shelter agencies, state Ag, County Gov agencies, volunteer agencies, private business,
Kind: Lost & Found Pet Shelter (shelter for household pets whose owners are unknown or can't be located) **Type:** 1-5	Local, county, Tribal Execs	Local jurisdictions and County Animal Control; Shelters cross-leveled at KC ECC	See Pet Shelter	All Hazards	See Pet Shelter	County facilities, state Ag, volunteer agencies, private business

ESF 11: Attachment A

KING COUNTY REGION 6 GENERAL POPULATION SHELTER TYPING TABLE
Final as of 10/10/07

Kind: Individual Home/Apartment Residence; Workplace-Shelter at Home/Work (for individuals able to be independent for own shelter and care). **Type: 1-5**	Individual Resident; Business Owner	Individual Resident; Business Owner/Employees	Individual Resident; Possible linkage with CERT, Neighborhood Teams; Workplace	All Hazards	Family Plan, Skills; Family Disaster Supplies; pet supplies Event information from media (radio, TV, Print); Business Plans, Disaster Supplies, Business Supplies; safe room for shelter in place from hazmat	Individual family budget, Purchases from vendors; Business Continuity of Operations (COOP) Plans
CATEGORY: Agricultural, ESF-11	**LEGAL AUTHORITY**	**DIRECTION/CONTROL OF SHELTERS**	**ORGANIZED BY**	**DISASTER EVENT**	**RESOURCES NEEDED IN SHELTER**	**RESOURCE SOURCES (FUNDING, SUPPLIES, SERVICES)**
Livestock Shelter (set up to house livestock evacuated form rural/suburban areasl **Type: 1-5**	Jurisdiction Tribal Executive	Same as Local, Zone, Regional shelters	Shelter agencies, State Agriculture, County Government agencies Tribes, Volunteer organizations, Private Business	All Hazards	Livestock food, water, fenced, secure areas; veterinary support, volunteers for care, sanitation supplies, tracking system, livestock owners contacts; shelter SOP, off-site storage, security plan	Livestock owners, State Ag Dpt; Volunteer and livestock organizations; County Gov agencies, private business

EMERGENCY SUPPORT FUNCTION #12
ENERGY

LEAD AGENCY: **Public Works**

SUPPORT AGENCIES: **Medina Police Department**
Bellevue Fire Department
Puget Sound Energy
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

To assign coordination with private utilities required to meet essential needs during major emergencies and disasters and throughout the recovery period.

B. Scope

This ESF addresses the collection, evaluation and coordination of information on energy system damage and estimations on the impact of energy system outages within the City of Medina. These systems include electrical power and natural gas.

II. POLICIES

A. The priority of the City shall be to protect lives and property, including critical energy and utility lifelines, and the environment.

B. Activities within ESF 12 – Energy will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCECC) or the Washington State Emergency Operations Center (State EOC).

D. During an emergency or disaster, City departments and other organizations, such as utility companies, may need the authority to go onto private property to evaluate and repair utilities that jeopardize the

integrity of public and private property or threaten public health or the environment.

E. Emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact utilities systems.

2. Natural and man-made hazards may disrupt or damage the public or private utilities systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City of Medina and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, utility systems in Medina may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the utility systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one utility system may cause disruption or damage to another utility system, due to the interrelated nature and dependency of one system on another.

5. There may be widespread and/or prolonged electric power failure. With no electric power, communications will be affected, traffic signals will not operate, potentially causing traffic gridlock and utility pump stations will be operating on generators. Such outages will impact all emergency response services.

IV. CONCEPT OF OPERATIONS

A. General

1. Electric power and natural gas fuel is provided to Medina

customers by Puget Sound Energy (PSE) whose headquarters and Customer Call Center are located in Bellevue and whose Emergency Operations Center is located in Bellevue. Puget Sound Energy's operations are regulated by the Washington Utilities and Transportation Commission, as well as Federal and State statutes.

2. Under ordinary conditions, requests for service from Puget Sound Energy are routed to their Customer Call Center. Puget Sound Energy has also shared with the Eastside Communications Center the telephone numbers dedicated to public safety agencies for emergency response information. The Bellevue Emergency Operations Center also maintains emergency contact information for Puget Sound Energy's Emergency Operations Center.

3. The City concurs with PSE that citizens should turn off gas ***ONLY*** if a leak is detected (heard or smelled). The City also concurs that gas service should not be reestablished (turned on) by anyone for PSE to reestablish gas service once it has been turned off.

B. Organization

1. The Public Works Department is the lead agency for coordinating disaster response information and priorities with all private utilities operating within the City of Medina.

2. Public Works will coordinate the activities with PSE to ensure an effective and efficient response to energy related situations during a disaster within the City.

3. Provide Medina liaison in Medina EOC, to discuss Medina specific needs with PSE directly. When an event is widespread, PSE will send a representative to the King County Emergency Coordination Center, to coordinate with all jurisdictions within King County.

C. Procedures

1. The Public Works Director will coordinate emergency response and recovery operations with private utility companies.

2. The restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities. ESF 12 provides appropriate information and resources to enable restoration of services to the City in a timely way.

V. RESPONSIBILITIES

A. Lead Agency

1. Public Works Department

a. Oversee operation of EOC fixed generator as well as portable generator distribution, fuel access and usage.

b. Coordinate emergency response and recovery operations with private utility companies from the EOC when it is activated.

c. Public Works will provide damage assessments of public utility facilities. The Department will also provide for emergency repairs and restoration of all city-owned facilities. Priority should be given to facilities which provide critical and essential services.

d. Support and maintain franchise agreements, letters of understanding, contracts, etc., with private utilities responsible for electricity and natural gas, to ensure response and recovery operations are conducted in an orderly manner and in city-wide priority sequence, to the greatest extent possible.

e. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.

B. Support Agency

1. Police Department

a. Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.

b. Provide assistance in implementing road closures and detours for roadways.

c. Provide support in field operations as appropriate.

2. Bellevue Fire Department

a. Maintain a liaison contact with the Emergency Response Manager of Puget Sound Energy and request representation

in the Bellevue EOC when necessary.

3. Puget Sound Energy

a. Provide representative to, or coordinate with the Bellevue EOC, to ensure an effective, efficient response during a disaster.

b. Provide for the rapid restoration of infrastructure-related electrical, natural gas and liquid fuel services after an incident occurs.

c. Coordinate with the City on matters relating to ESF 12 planning and decision-making processes.

d. Participate in disaster related training and exercise activities, when requested.

4. Zone 1 Emergency Coordination Center

a. Coordinate requests for resources from jurisdictions within Zone 1.

b. Facilitate communications with local jurisdictions, King County ECC and PSE as needed.

5. King County Emergency Coordination Center

a. Coordinate requests for resources from the Zone 1 ECC and/or jurisdictions within King County.

b. Facilitate communication with Zone 1 ECC, Washington State Emergency Operations Center, Puget Sound Energy and local jurisdictions, as needed.

VI. APPENDICES / ATTACHMENTS

None

VII. REFERENCES

A. National Response Framework – ESF 12 - Energy

B. Washington State Comprehensive Emergency Management Plan

EMERGENCY SUPPORT FUNCTION #13
PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

LEAD AGENCY: **Medina Police Department**

SUPPORT AGENCIES: **King County Sheriff's Office**
Washington State Patrol
Regional Communications Center
King County Regional Coordinating Center
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of law enforcement operations within the City of Medina during an emergency or disaster.

B. Scope

This ESF addresses the coordination and provision of law enforcement and public safety related activities during a disaster or emergency.

II. POLICIES

A. Activities under ESF 13 – Public Safety, Law Enforcement and Security will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

D. When regional resources are exhausted, the EOC will request resources through the KCECC, who will, in turn, request resources through the Washington State Emergency Operations Center (State EOC).

E. In accordance with RCW 38.52.110 (1), in responding to a disaster, the City Council is "directed to utilize the services, equipment, supplies and

facilities of existing departments, offices, and agencies of the State, political subdivision, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law."

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact transportation and communications systems which are vital to supporting law enforcement services.

2. Natural and man-made hazards/events may disrupt or damage the public or private utilities systems, transportation infrastructure and/or communications equipment which may cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's utilities, transportation and communications systems may sustain damage or be impacted which could result in disruption or shut-down of portions of some of these systems and reduce the effectiveness and availability of law enforcement services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.

5. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Police Department is the lead agency for the coordination of law enforcement activities within the City of Medina and Town of Hunts Point.

2. On-scene management of multi-agency emergencies will follow the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.

3. Mutual aid agreements exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

B. Organization

1. Medina Police Headquarters is located at City Hall – 501 Evergreen Point Road, Medina, WA 98039

2. The Police Department will follow all departmental policies and procedures relating to chain of command and on-scene management.

3. Command posts may be established for the coordination of field operations. The On-Scene Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC.

C. Procedures

1. The Police Chief or his/her successor will designate an Emergency Operations Center (EOC) representative to coordinate field operations and resources from the EOC when it is activated.

2. The alert system utilized to mobilize Police Department personnel may include radio, text messaging or telephone contact.

3. The Police Chief or his/her designee will coordinate activities with the on-scene military commander, in the event that military troops are utilized to maintain order within Medina.

4. The Police Department will coordinate with the Washington State Emergency Operations Center Duty Officer whenever air space restrictions are necessary during emergency response or recovery.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

a. Provide support to the Director of Emergency Services in the dissemination of emergency warning information to the public and in the operations of the EOC.

b. Provide law enforcement activities within the City of Medina and Town of Hunts Point that include the enforcement of any special emergency orders issued by the Mayor and/or City Manager.

c. Provide emergency traffic control, damage survey and assist with initial city-wide damage assessment as appropriate.

d. Provide security and perimeter control at incident scenes and the EOC during activation, when appropriate.

e. Provide windshield survey and initial city-wide damage assessment.

f. Develop and maintain resource lists for equipment, personnel and supply sources.

VI. APPENDICES / ATTACHMENTS

ATTACHMENT A - Warning/Evacuation Notification Instructions

VII. REFERENCES

A. City of Medina Comprehensive Emergency Management Plan

B. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

C. King County Regional Disaster Plan

D. National Response Framework

EMERGENCY SUPPORT FUNCTION #13

ATTACHMENT A: Evacuation and Movement

I. PURPOSE

To provide for and/or assist in the evacuation of all or part of the population of Medina, from any area in Medina stricken or threatened by natural or technological disaster.

II. OPERATIONAL CONCEPT

A. In the event of an incident requiring the evacuation of a part or all of Medina, the evacuation order may be issued by the Mayor, City Manager as Director of Emergency Services, Police Chief or Fire Chief. On-scene Incident Commanders may issue evacuation orders to mitigate dangerous and/or life-threatening situations. Except in situations where there exists an immediate life-threatening situation, evacuation efforts should be coordinated through the Emergency Operations Center (EOC).

B. The individual ordering an evacuation shall request notification of the Director of Emergency Services and the activation of the EOC any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.

C. The evacuation of people from areas of risk in Medina may involve the emergency responses of more than one government jurisdiction and may be across jurisdictional boundaries.

D. Evacuation orders shall be issued by the highest-ranking official available at the time of the emergency. Evacuation information is to be clear and direct as to provoke immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

E. Dissemination of evacuation information shall be through the procedures designated in Emergency Support Function 2, Communications and Warning, as appropriate to the situation.

F. Information related to the evacuation of individuals into or from Medina will be shared with the general public and the media through the City Manager's Office, in his/her role as PIO.

III. RESPONSIBILITIES

A. Mayor

1. Issue Proclamation of Civil Emergency and evacuation orders when appropriate.

B. City Manager/Director of Emergency Services/PIO

1. Issue Proclamation of Civil Emergency orders and evacuation orders when appropriate.

2. As PIO, prepare media releases and emergency public information.

3. Activate EOC as appropriate and provide for coordination of resources for involved agencies.

4. Communicate and coordinate with nearby jurisdictions, including King County and the State regarding emergency activities such as evacuation routes, destination areas and reception centers.

5. Issue evacuation orders.

C. Police Department

1. Provide direction and control for evacuation efforts.

2. Provide internal and perimeter security of evacuation zone.

3. Provide emergency traffic control in and around the evacuation zone.

4. Provide dissemination of evacuation information to the public as appropriate.

EMERGENCY SUPPORT FUNCTION #14
LONG-TERM COMMUNITY RECOVERY

LEAD AGENCY: **City Manager - Director of Emergency Services**

SUPPORT AGENCIES: **All City of Medina Departments**
King County Emergency Coordination Center
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

To provide guidance for the implementation of Federal, State, County, Local and private resources, to enable the long term recovery of the community and to reduce or eliminate risk from future incidents, whenever possible.

B. Scope

This ESF applies to organizations and agencies that may be involved in the long term recovery of the City of Medina and the mitigation of future disasters.

II. POLICIES

A. All activities within ESF 14, Long-Term Community Recovery, will be conducted in accordance with the National Incident Management System (NIMS) and the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. Long term community recovery and mitigation efforts are forward looking, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature, whenever possible.

D. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.

E. The Emergency Management Coordinator, in conjunction with the Finance Director and other Department Directors as applicable, will apply for and coordinate the receipt of State and Federal recovery funds.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact individuals, businesses and government facilities and services.

2. Natural and man-made hazards may disrupt or damage communications systems, public or private utilities systems, transportation systems and other critical infrastructure and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City of Medina and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, utility systems in Medina may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems.

3. Disaster response and recovery activities that rely on the use of the utility systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one utility system may cause disruption or damage to another utility system, due to the interrelated nature and dependency of one system on another.

5. Recovery may be a long-term process which will impact individuals, businesses and government for weeks, months or possibly years.

6. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. The City of Medina has strongly encouraged residents to be prepared to be self-sufficient for a period of at least seven (7) days or longer, during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. The Incident Command System (ICS) will be used by all organizations operating within this ESF.

2. The City Manager's Office will advise the City Council on the long term recovery implications of response activities and will coordinate the transition from response to long term recovery.

3. The City will conduct assessments of the social and economic consequences of the disaster within the City, to better understand the requirements needed to develop an effective long term recovery plan.

4. The City will determine/identify responsibilities for long term recovery within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

B. Organization

1. The City Manager's Office will serve as the lead agency for the coordination of long term recovery and mitigation activities within the City.

2. The City Manager will coordinate the long term recovery and mitigation activities with all of the applicable City Departments.

3. All City Departments will participate in post-incident coordination activities, to ensure an effective long term recovery process.

C. Procedures

1. The Medina Emergency Operations Center will be activated and staffed with the necessary department representatives to coordinate response efforts and will gather and provide situational information to the Director of Emergency Services to assist them in the development of a recovery plan.

2. Short-term recovery will begin as soon as immediate life saving efforts in response to the disaster are completed.

V. RESPONSIBILITIES

A. Lead Agency – City Manager/Director of Emergency Services

a. Coordinate the development of ESF 14 operational procedures.

b. Lead long term recovery planning efforts within the City.

c. Coordinate the post-incident assistance efforts within the City.

d. Coordinate with the EOC for the transition from response activities to long term recovery activities.

e. Coordinate with Federal, State, County, local and private organizations involved in the long term recovery activities.

B. Support Agencies

1. All City Departments

a. Document all costs associated with long term recovery and mitigation.

b. Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.

c. Assist with the development of a city-wide long term recovery plan and operational procedures.

2. King County Emergency Coordination Center

a. Coordinate County, State and Federal long term recovery assistance with communities within King County, to ensure equitable distribution of resources.

3. Washington State Emergency Operations Center

a. Support local long term recovery and mitigation activities with available resources.

VI. APPENDICES / ATTACHMENTS

ATTACHMENT A - Individual Assistance Programs

VII. REFERENCES

A. National Response Framework

B. Washington State Comprehensive Emergency Management Plan

C. King County Regional Disaster Plan

(This compendium identified typical individual assistance programs that may be available following an emergency or disaster. Each program has its own eligibility requirements, which must be met by each applicant to receive assistance)

PROGRAM: HUMANITARIAN SERVICE GROUPS (e.g. American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups)

FUNDED BY: Agency or Group

ADMINISTERED: Agency or group at temporary or permanent locations

These services can be requested by individuals, local, or state officials. They provide immediate emergency aid such as clothing, food, medical assistance, shelter, clean up help, transportation, furniture, and medical supplies.

PROGRAM: EMERGENCY FOOD STAMP PROGRAM

FUNDED BY: Food and Nutrition Services (USDA)

ADMINISTERED: State Department of Social and Health Services

Provides food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

PROGRAM: INSURANCE ASSISTANCE

ADMINISTERED: American Insurance Association (AIA)
Federal Emergency Management Agency
National Flood Insurance Program

Counseling on insurance problems and questions.

PROGRAM: CONSUMER PROTECTION

ADMINISTERED: State Attorney General's Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, disreputable business concerns and

practices. May involve coordinating with the Insurance Commissioner and/or legal counseling.

PROGRAM: CRISIS COUNSELING

ADMINISTERED: Department of Social and Health Services

Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

PROGRAM: INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)

FUNDED BY: 75% Federal 25% State

ADMINISTERED: State Emergency Management

Intended to provide assistance to individuals and families to permit them to meet those disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

PROGRAM: TEMPORARY HOUSING PROGRAM

FUNDED BY: 100% Federal

ADMINISTERED: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable as a result of a disaster.

PROGRAM: DISASTER LOANS

FUNDED BY: U.S. Small Business Administration

ADMINISTERED: U.S. Small Business Administration

Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residence or personal property loss for renters.

Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster-damaged property.

Economic Injury Disaster Loans (EIDL). For businesses that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA's maximum loan is up to $500,000. Funds can be used for indebtedness and operating expenses.

PROGRAM: EMERGENCY LOANS, FARMERS HOME ADMINISTRATION (FHA)

ADMINISTERED: U. S. Department of Agriculture

Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm-operating debits incurred during the event year. May also be available if approved by the USDA following a Governor's request.

PROGRAM: DISASTER UNEMPLOYMENT ASSISTANCE

FUNDED BY: FEMA

ADMINISTERED: U. S. Department of Labor through the State Employment Security Department (DOL)

Provides weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

PROGRAM: TAX ASSISTANCE

ADMINISTERED: Internal Revenue Service (IRS)
County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster occurrence or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

PROGRAM: SOCIAL SECURITY BENEFITS

FUNDED BY: Social Security Administration (SSA)

ADMINISTERED: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, and survivor benefits, and SSI payments.

PROGRAM: VETERAN'S BENEFITS

FUNDED BY: Veterans Administration (VA)

ADMINISTERED: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

PROGRAM: LEGAL SERVICES

ADMINISTERED: Federal Emergency Management Agency

Free legal counseling to low income persons for disaster-related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

OTHER EMERGENCY FINANCING PROGRAMS

PROGRAM: INFRASTRUCTURE ASSISTANCE COORDINATION COUNCIL (IACC)

ADMINISTERED: State Department of Community, Trade and Economic Development (DCTED)

The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities, and tribal governments.

EMERGENCY SUPPORT FUNCTION #15
PUBLIC AFFAIRS

LEAD AGENCY: **City Manager / Director of Emergency Services and Public Information Officer (PIO)**

SUPPORT AGENCY: **Medina Police Chief / Emergency Operations Director**
City Departments
King County Emergency Coordinating Center

I. INTRODUCTION

A. Purpose

To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated, and timely information to impacted communities and populace, first responders, governments, media, tribes, and private sectors.

B. Scope

This ESF addresses the dissemination and coordination of information provided by City employees to the public and media during disasters, major emergencies, or events in the City of Medina.

II. POLICIES

A. The City recognizes the importance of providing vital health and safety information to affected populations. The City will do everything possible to ensure that the information is consistent, accurate, complete, and promptly delivered using communication methods that will disseminate the information as widely as possible to affected populations. The City will coordinate the development and dissemination of all disaster-related public information through the Public Information Officer.

B. All activities within ESF 15 – Public Affairs will be conducted in accordance with the National Incident Management System (NIMS), the National Response Framework (NRF) and will utilize the Incident Command System.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, the City of Medina is subject to a number of hazards, both natural and man-made, that may negatively impact the communication systems.

2. Natural and man-made hazards may damage communication systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's communication systems will likely sustain damage or be impacted which will result in disruption or shut-down of portions of some or all communications systems.

3. Disaster response and recovery activities that rely on the use of the communication systems will likely be impacted and be difficult to coordinate.

4. In the event of a disaster or emergency situation, the public, employees and the media will need the City to provide accurate and timely incident-related information.

5. Within affected areas, normal means of communication may be destroyed or largely incapacitated, therefore only limited information should be anticipated from the disaster area until communication can be restored.

IV. CONCEPT OF OPERATIONS

A. General

1. Any or all of the following methods may be utilized to relay emergency information to the public:

    a. Print, radio and television media

    b. City and County websites

    c. Printed education/information materials

    d. City radio systems

e. Amateur radio systems

f. Public address systems

g. Emergency Alert System (EAS) – KIRO 710 AM

h. Emergency Information Line

i. Reverse 9-1-1 – Community Warning System

2. ESF 15 – Public Affairs will coordinate with ESF 2 – Communications, Information Systems and Warning as needed.

3. The City of Medina can post emergency public information to the City's website, as well as the Regional Public Information Network (RPIN). The Public Information Officer will coordinate the information posted on the City website and whether it is also posted on the RPIN site.

B. Organization

1. The Director of Emergency Services or his/her designee will serve as the City's Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information, through the Emergency Operations Center.

C. Procedures

1. Emergency public information shall be coordinated by the PIO, through the Emergency Operations Center.

2. Medina briefings will normally take place at Medina City Hall or whatever site the Public Information Officer designates as appropriate. In the event that these locations are not functional or communications are inadequate, alternate locations will be identified and announced by the Public Information Officer.

3. The Public Information Officer shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information.

4. Activation of the Emergency Alert System is coordinated through King County Office of Emergency Management.

D. Prevention and Mitigation Activities

See City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel on responsibilities under ESF 15.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

F. Response Activities

1. Make emergency notifications and warnings as needed.

2. Coordinate communications and release of information with the King County Emergency Coordination Center and other support agencies as needed.

3. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged equipment and assets associated with ESF 15 in Medina.

2. Coordinate/manage restoration/replacement of ESF 15 equipment or assets for City of Medina as needed.

3. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. City Manager/Director of Emergency Services and PIO

a. Coordinate with King County Office of Emergency Management and other local jurisdictions when information is to be released on the Emergency Alert System or other shared information systems.

b. Gather and coordinate emergency public information for timely release to the public.

c. Notify appropriate agencies to assist in the dissemination of emergency public information.

d. Give regular information briefings to City Officials, news media and the public.

e. Provide regular and timely information to City Hall front desk.

f. Provide pre-printed emergency public information brochures for distribution to the public.

g. PIO or his/her designee update information on City's Emergency Information Line.

2. Police Chief / Emergency Operations Director

a. Provide timely information to the Emergency Operations Center (EOC) regarding field activities and emergency public information.

b. Coordinate requests for assistance through the EOC.

VI. APPENDICES/ATTACHMENTS

A. ATTACHMENT A – Public Information Officer Emergency Checklist

B. ATTACHMENT B – PIO Press Release Worksheet

C. ATTACHMENT C – Media Contact List

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. The National Incident Management System

EMERGENCY SUPPORT FUNCTION # 15
PUBLIC AFFAIRS

Attachment A – Public Information Officer (PIO)
Emergency Checklist

In the event of a major emergency, when communications may have been disrupted, PIO should report to the EOC as soon as possible.

1. Receive update as to the situation and any specific concerns.

2. Establish a work area so as not to interrupt the work of the EOC.

3. Set up the needed network to have access to the information you need. A part of this process is to make sure field personnel know you are in place and will be doing releases.

4. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in media get the same information and reduce the number of questions you will be asked.

5. Take a pro-active stance. Develop plans for possible situations that may occur. This could include such things as street closures, evacuations, information sheets on purifying water, guidelines for items to bring if evacuated to a shelter, etc.

6. Establish an event journal to log the emergency events and activities of the PIO function. This will be of great value to track activities during the event and to evaluate activities after the emergency is over.

7. Establish a press release binder, with copies of all press releases in chronological order.

8. Have regular briefings with the EOC, to assure that you have timely information and the facts that the EOC needs to be disseminated.

EMERGENCY SUPPORT FUNCTIONS #15
PUBLIC AFFAIRS

Attachment B: Public Information
PIO Press Release Worksheet

Action Item:_____ Date:_____

Time:_____

General Situation: _____

_____

_____

Who: _____

What: _____

_____

When: _____

Where: _____

_____

Why: _____

_____

How: _____

Source of Information: _____

_____

Who it was released to: _____

Comments: _____

_____

EMERGENCY SUPPORT FUNCTION # 15
PUBLIC AFFAIRS
ATTACHMENT C – Media Contact List – **Print, TV & Radio**

Seattle Times
Metro Desk
P.O. Box 70
Seattle, WA 98111
Tel: 206.464.2200
Fax: 206.464.2261
newstips@seattletimes.com

King 5 TV
Assignment Desk
206.448.3850
newstips@king5.com

KOMO TV
Newsroom
206.404.4145
tips@komo4news.com

KIRO TV
206.728.7777
newstips@kirotv.com

Q13News
Assignment Desk
206.674.1305
newstips@q13.com

KIRO Radio AM
206.421.KIRO
newstips@entercom.com

KOMO Radio
206.404.3404
comments@komo.com

EMERGENCY SUPPORT FUNCTIONS 16 - 19

RESERVED

FOR ADDITIONAL FEDERAL ESFs

EMERGENCY SUPPORT FUNCTION #20
DEFENSE SUPPORT TO CIVIL AUTHORITIES

LEAD AGENCY: **Medina Police Department**

SUPPORT AGENCIES: **King County Emergency Management**
Washington Military Department (EMD)

I. INTRODUCTION

A. Purpose

To provide guidance for coordination with military organization assistance in Medina.

B. Scope

This ESF addresses requests for and coordination of military resources when needed within the City of Medina.

II. POLICIES

A. All activities within ESF 20, Defense Support to Civil Authorities, will be conducted in accordance with the National Incident Management System (NIMS) and the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

B. The day to day organizational structure of Medina City Departments will be maintained as much as feasible for major emergency and disaster situations.

C. When local resources have been or are expected to be exhausted or overwhelmed, including automatic and mutual aid through the Regional Communications Center, then assistance can be requested through the King County Office of Emergency Management (KCECC).

D. When regional resources are exhausted and military assistance is requested, the Medina EOC will request resources through the KCECC, who will in turn request resources through the Washington State Emergency Operations Center (State EOC).

E. Under the Posse Comitatus Act, federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or

conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

1. As outlined in the City's Hazard Identification and Risk Analysis, Medina is subject to a number of hazards, both natural and man-made that may negatively impact transportation and communications systems which are vital to supporting law enforcement services, firefighting and other emergency services.

2. Natural and man-made hazards may disrupt or damage the public or private utilities systems, transportation infrastructure and/or communications systems and cause disruption to essential services.

B. Planning Assumptions

1. Disasters have occurred in the City of Medina and will likely occur again, some with warning and others with no warning at all.

2. In a disaster or major emergency, Medina's utility, transportation and communications systems may sustain damage or be impacted, which could result in disruption or shut-down of portions of some or all of these systems, reducing the effectiveness and availability of law enforcement, firefighting and other essential services.

3. Disaster response and recovery activities that rely on the use of communications systems will likely be impacted and may be difficult to coordinate.

4. Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system, due to the interrelated nature and dependency of one system on another.

5. The threat of terrorism exists.

6. Acts of terrorism could include, but are not limited to, improvised explosive devices (IED's), arson, and the release of hazardous materials.

IV. CONCEPT OF OPERATIONS

A. General

1. The Washington National Guard has many types of equipment that are available for use in emergencies. Military assistance is a supplement to local emergency response and recovery efforts and may come from any military base in the country. The Washington National Guard can provide, but is not limited to, the following capabilities:

   - air and land transportation
   - armories and tents
   - land security forces
   - traffic control
   - supplemental communication
   - air support for reconnaissance
   - limited emergency medical assistance
   - light urban search and rescue
   - limited water purification
   - power generation
   - wild-land firefighting
   - response to the use of weapons and mass destruction
   - coordination of other military services

2. ESF 20 will coordinate with the appropriate ESF requesting or utilizing military assistance.

3. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST-Fort Lewis) may be requested through the Washington State Emergency Operations Center (State EOC). All other military assistance must be requested through the State EOC, through the King County Office of Emergency Management.

4. The National Guard may be available following activation by the Governor. Requesting National Guard assistance must be done by the State Division of Emergency Management, through the King County Office of Emergency Management. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

B. Organization

1. The Police Department shall facilitate coordination with military units during major emergency and disaster operations. A military liaison may be established at the Medina EOC or field command post, or a police liaison will be assigned to any military operations Command Post as appropriate.

2. The Emergency Preparedness Division maintains contact information for the King County Office of Emergency Management, Washington State Emergency Management Division and the Washington State Emergency Operations Center and can help facilitate requests to these agencies during EOC activations.

3. All City Departments will participate in post-incident coordination activities, to ensure an effective long term recovery process.

C. Procedures

1. When military resources are needed to assist the City of Medina, requests will be made through the King County Emergency Coordination Center or if necessary, directly to the Washington State Emergency Operations Center.

2. Military support may consist of communications equipment, generators, antenna arrays, vehicles, possible helicopter landing zone, security, dining facilities, motor pool and other support requirements. Although mostly self-supporting, space should be in proximity to power, water and toilet facilities.

3. Military units responding to assist local authorities maintain their own chain-of-command and supervision.

4. Authorization by the City of Medina should be obtained for city personnel to ride in military transportation when required.

D. Prevention and Mitigation Activities

See City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan.

E. Preparedness Activities

1. Provide appropriate training for personnel under ESF 20.

2. Conduct drills and exercise to test the plan and procedures.

3. Maintain a good working relationship with partner agencies.

4. Maintain updated contact information for personnel and support agencies.

8. Maintain updated list of resources that support ESF 20.

F. Response Activities

1. Provide designated representatives to the EOC.

2. Establish communication with and gather information and situation status from departments and agencies assigned to ESF 20.

3. Coordinate military assistance and resources with other response functions.

4. Request additional resources as needed.

G. Recovery Activities

1. Prepare a prioritized list of damaged facilities, apparatus, and equipment in Medina associated with ESF 20 activities.

2. Continue gathering, documenting and reporting damage assessment information and financial information.

3. Provide documentation of damage assessment information and cost documentation as needed for preliminary damage assessments and disaster recovery funding.

4. Coordinate/manage restoration/repair of facilities, apparatus and equipment associated with ESF 20 activities as needed.

5. Coordinate with other agencies as needed.

V. RESPONSIBILITIES

A. Lead Agency

1. Police Department

a. Act as liaison with the assigned military officer during major

emergency and disaster operations.

b. Assist military in locating suitable space for equipment staging and personnel encampment.

B. Support Agencies

1. King County Office of Emergency Management

a. Establish and maintain ongoing liaison for emergencies and planning purposes with the Washington State Emergency Management Division.

b. Forward resource requests from local jurisdictions to Washington State Emergency Operations Center.

2. Washington Military Department – Emergency Management Division

a. Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.

b. Coordinate emergency plans for military support to civil authorities.

c. Coordinate requests for military support to state and federal agencies as appropriate.

d. Alert the Governor and Washington National Guard for possible military support requests.

VI. APPENDICES/ATTACHMENTS

None

VII. REFERENCES

A. City of Medina Hazard Mitigation Plan Annex to the King County Regional Hazard Mitigation Plan

B. King County Comprehensive Emergency Management Plan

C. Washington State Comprehensive Emergency Management Plan

D. National Response Plan