

# DOUGLAS COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)



REVISED: November 2020



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DOUGLAS COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**(CEMP) - REVISED JULY 2019**



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**DEDICATION/COMMITMENT/SERVICE**

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This Douglas County Comprehensive Emergency Management Plan covers the legislative authorities of:

- Douglas County Washington
- City of Bridgeport, Washington
- City of Mansfield, Washington
- City of Rock Island, Washington
- City of Waterville, Washington
- City of East Wenatchee, Washington

Emergency Management functions and the coordination of emergency efforts with the Douglas County Department of Emergency Management are the responsibility of the following legislative authorities:

- City of East Wenatchee, Washington
- City of Bridgeport, Washington
- City of Mansfield, Washington
- City of Rock Island, Washington
- City of Waterville, Washington
- City of East Wenatchee, Washington

**DOUGLAS COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT**  
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**(CEMP)**

**PROMULGATION**

This Douglas County Comprehensive Emergency Management Plan dated July, 2019, is hereby adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the official plan providing emergency services when protection of life, environment, and property cannot be accomplished as normal daily functions of the local governments of: Douglas County, and the incorporated cities/towns of Bridgeport, Mansfield, Rock Island, and Waterville.

Approved by:

\_\_\_\_\_  
**Kevin W. Morris**  
**Douglas County Sheriff/Emergency Management Director**

Douglas County - Board of County Commissioners:

\_\_\_\_\_  
**Honorable Dan Sutton**  
**(Chairperson)**

\_\_\_\_\_  
**Honorable Marc Straub**  
**(Vice Chairperson)**

\_\_\_\_\_  
**Honorable Kyle Steinburg**  
**(Board Member)**

Local Incorporated City Governments:

\_\_\_\_\_  
**Honorable Janet Conklin**  
**Mayor, City of Bridgeport**

\_\_\_\_\_  
**Honorable Tom Snell**  
**Mayor, City of Mansfield**

\_\_\_\_\_  
**Honorable Randy Agnew**  
**Mayor, City of Rock Island**

\_\_\_\_\_  
**Honorable Jill Thompson**  
**Mayor, City of Waterville**

**DOUGLAS COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT**  
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**FORWARD**

The coordination of the Douglas County Comprehensive Emergency Management Plan (CEMP), 2013 revision, represents a committed effort to support emergency management within Douglas County and demonstrates the ability of those within the County to work together and achieve a common goal:

**“Dedication, Commitment, and Service”**

Through this goal the Douglas County Sheriff’s Office (DCSO) and DCSO Emergency Management Division strives to protect life, environment, and property within Douglas County.

This plan has been revised to include four new Emergency Support Functions (ESFs), the integration of the National Incident Management System (NIMS) concepts, new communications resources, and has been formatted to align with the Washington State CEMP and the National Response Framework (NRF). The purpose of incorporating NIMS is to enable all levels of government to effectively function together before, during, and after incidents (*NIMS has identified emergencies and disasters to be “incidents,” occurrences or events which require an emergency response to protect life, environment, and property*). The concepts can be applied to situations of varying size and impact. The NIMS concept and language streamlines the approach of different levels of government and response agencies in order to provide a uniform method for preparing and training for, responding to, and recovering from an incident. This CEMP uses both NIMS and commonly recognized state and local terms simultaneously; NIMS does not supersede local planning, as it is a supplement to the plan.

This CEMP is written at the local level of emergency management planning and strategies as most incidents are managed at the local level. As we expect to manage incidents locally for at least the first 72 hours, it is imperative that we mitigate our risk and prepare for current and future incidents. This plan identifies some of the approaches in which the various agencies will prepare for and mitigate incidents. While Douglas County will do everything it reasonably and feasibly can to protect life, environment, and property, it is recommended the citizens of Douglas County develop and maintain their own preparedness kits; to include the basic life necessities and important personal documentation. For more information on how to accomplish this and other preparedness activities, please contact the Douglas County Sheriff’s Office, Department of Emergency Management.

Kevin W. Morris  
Douglas County Sheriff

DOUGLAS COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT  
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**(CEMP)**

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## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN BASIC PLAN

### INTRODUCTION

#### A. Mission:

The Douglas County Emergency Management system is established to coordinate all four phases of emergency management activities to protect the people, property, economy, and the environment of Douglas County

#### B. Purpose:

To establish the Douglas County's Emergency Management functions, responsibilities and plans. This plan is a comprehensive framework for county-wide mitigation, preparedness, response, and recovery activities.

#### C. Scope:

This plan considers the emergencies and disasters likely to occur in and around the Douglas County and provides:

1. A comprehensive framework for effective use of government, private sector and volunteer resources.
2. An outline of local government responsibilities in emergency management activities as described under RCW 38.52 and other applicable laws.

#### D. Organization:

The Douglas County Emergency Management Services was established on December 27<sup>th</sup>, 1996, by the Board of Douglas County Commissioners Resolution C.E. 96-144, pursuant to RCW 38.52 and appoints the Douglas County Sheriff to be the Director of Emergency Management. The legislative authority of Douglas County shall be ultimately responsible for emergency management functions.

The legislative authorities of the cities of East Wenatchee; Rock Island; Mansfield; Bridgeport; and Waterville are responsible for emergency management functions within their respective cities and are responsible for coordination of their emergency efforts with Douglas County Emergency Management. This Douglas County Comprehensive Emergency Management Plan (CEMP) will serve as the CEMP for Douglas County and the DCSO contract cities of Bridgeport, Mansfield, Rock Island, and Waterville for the timeframe they contract with DCSO for emergency services.

## **POLICIES**

### **A. Authorities:**

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

1. Douglas County resolution # CE 96-144.
2. Washington State Emergency Management statute, Chapter 38.52 Revised Code of Washington, as amended.
3. Emergency Management, Chapter 118.30 Washington Administrative Code.
4. Public Law 96-342, Improved Civil Defense Act of 1980.
5. Code of Federal Regulations, Title 44, Part 205.
6. Public Law 93-288, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief Act.
7. State Fire Service Monilization 43.43.961 Revised Code of Washington.
8. Title III, Superfund Amendments and Re-authorization Act of 1986.
9. Washington State Comprehensive Emergency Management Plan, June 2011.
10. Revised Code of Washington (RCW) 52, Fire Protection Districts.

### **B. Assignment of Responsibilities:**

This plan presents the functional responsibilities of county departments and other organizations. These are listed in the Responsibilities section of the CEMP Basic Plan.

Emergency Support Functions (ESFs), or specific areas of responsibility, have also been established to designate mitigation, preparedness, response, and recovery activities for specific emergency management functions. There is either one agency, or joint primary agencies, with primary responsibilities for coordinating each ESF, with other agencies are tasked with ESF support roles. Each ESF numbered 1-15 corresponds to both the Washington State CEMP and National Response Framework (NRF) operation and organization model. ESFs 16-20 are reserved for future additions, and ESFs 21-24 corresponds to the Washington State CEMP.

### **C. Limitation:**

There is no guarantee implied, or expressed, by this plan of a perfect response to an emergency or disaster incident will be practical or possible. Neither Douglas County, contract cities within Douglas County, public official, or employee shall be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a public duty or a discretionary function or duty, while carrying out the provisions of this plan.

The possibility of local resources becoming overwhelmed is a reality, the county can only endeavor to make a reasonable effort to respond based on the situation, information and resources available at the time of the disaster. Not all emergency or disaster situations can be foreseen. The community emergency management system must be able to adapt rapidly to unique conditions. This may include multi-jurisdictional situations as well as simultaneous events. No attempt will be made in this document to specify all the possibilities and intricacies associated with disaster which might conceivably develop.

The county will endeavor to make every reasonable effort to respond in the event of an emergency or disaster; however the disaster response and relief activities of government may be limited by:

1. Overwhelming of local resources and capabilities
2. The shortage of trained response personnel and equipment needed to handle the incident.
3. Damage to infrastructure
4. Damage to response communication networks, telephone and/or overload of the 9-1-1 (PSAP) system.
5. The delay of arrival of outside assistance from either the state or federal level.

## **SITUATION**

### **A. Emergency/Disaster Conditions and Hazards:**

The Douglas County area is subject to a full range of natural and technological hazards that could represent a serious threat to public safety and health, property and the environment.

Threats facing the Douglas County area included, but not limited to:

- Hazardous Material incidents
- Severe weather
- Fire (urban and wildland)
- Flooding
- Long-term utility outages
- Earthquake
- Terrorism
- Public Health incidents

### **B. Planning Assumptions:**

Coordination between emergency response organizations is a daily reality. This interaction is based on the frequent and routine practice of those relationships.

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

The county will be unable to satisfy all emergency resource requests during a major emergency, disaster, or catastrophic event.

State and federal assistance will be available for disaster response and recovery operations under the provisions of the state CEMP and the National Response Framework (NRF), when certain criteria are met.

Citizens, businesses, and industries will utilize their own resources and provide for themselves during the first three days (72 hours) of an emergency or disaster.

Federal and state agencies will respond, when requested, according to their established plans and will incorporate into the local Incident Command System, as appropriate.

The “Special Needs/High-Risk” population within Douglas County will need assistance which will be determined through the maintenance of the “Special Needs Directory.” This registry is available online through the Douglas County Sheriff’s Office website or by contacting the Washington State Emergency Operations Center.

The Chelan/Douglas Local Emergency Planning Committee (LEPC) Plan should also be considered as a resource during Haz-Mat and/or “all-hazards” emergency responses.

## **CONCEPTS OF OPERATIONS**

### **A. General:**

Douglas County Emergency Management organization is established in consistency with the Washington State CEMP, as directed in RCW 38.52.070. One basis of this CEMP includes the Douglas County Hazard Identification and Vulnerability Analysis (HIVA).

The Douglas County’s Department of Emergency Management is responsible to the Board of County Commissioners for the administration and overall coordination of the emergency management program for Douglas County.

Emergency Management in Douglas County is conducted under the universally accepted four emergency management phases of mitigation, preparedness, response and recovery. Emergency preparedness is a constant and continuous process.

This plan is designed to help meet the unique needs of the impacted populous, whatever the nature and scope of the incident. This plan is developed in accordance with an "ALL HAZARDS" approach.

The comprehensive emergency management plan is designed to support the actions of local agencies in their efforts to conduct the four phases of emergency management activities.

Implementation of some portions of this plan may not require a proclamation of emergency. Initial response can be activated by the designated lead agency. However, in times of emergency with significant community impact, a proclamation of emergency is necessary in order to activate certain powers, to make an extraordinary commitment of local resources, or as a prerequisite to seeking state and federal disaster assistance.

**B. Emergency Management Concepts:**

Douglas County DEM obtains and coordinates resources in support of county agencies during response to an emergency or disaster.

When local resources request support, including mutual aid, Douglas County DEM will request state resources or assistance through the State Emergency Operations Center (SEOC).

County agencies have two roles in emergency management. One is a primary or supporting role in an Emergency Support Function (ESF) as stated in this plan. The other is to develop and maintain an internal emergency management plan which assures and supports continuity of government of the agency's legally-mandated mission.

The Douglas County Sheriff, or designee, has the authority and responsibility for emergency management in Douglas County in accordance with RCW 38.52, as proclaimed by Resolution C.E. 99-115 of the Douglas County Board of County Commissioners. Upon the recommendation of the Director of Emergency Management, or designee, the Board of County Commissioners may issue a Proclamation of Emergency for the affected area of the county, or entire county. This proclamation is required prior to requesting assistance from Washington State Emergency Operations Center (SEOC). If the Sheriff, or designee, cannot fulfill the duties and responsibilities of emergency management then those functions will be filled by the Board of County Commissioners.

**C. Direction and Control:**

**NIMS:** Developed by the United States Secretary of Homeland Security at the request of the President of the United States, the National Incident Management System (NIMS) integrates effective practices in emergency preparedness and

response into a comprehensive national framework for incident management. The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity. NIMS training and compliance reporting will be the sole responsibility of each individual city or entity.

**Incident Command System:** The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. The authority of the incident commander is limited to those powers specifically granted by statute or derived from the plan. Emergency response and supporting agencies and organizations agree to carry out their objectives in support of the incident command structure to the fullest extent possible.

**Response for Levels of Incident Severity:** Response actions will be based on the severity of the incident. Identification of plan conditions will provide for some activation to take place automatically, while retaining the necessary control over major commitment of resources at the legislative level. Response levels may be terminated or reduced at any time by the same authority.

1. LEVEL 0: Daily, routine emergency response. Disaster readiness is achieved by the maintenance of twenty-four hour coverage by local emergency services agencies operating on internal procedures.
2. LEVEL 1: Unusual occurrences which can be dealt with using existing local resources without outside help (or minimal mutual aid assistance), and which are short term in nature and limited in scope. Incident command is routinely established in the event that the situation expands unexpectedly. A command post will be established, the concept of expanding dispatch can be used or the EOC can be activated Level 1 as a resource coordination center, as appropriate.
3. LEVEL 2: Situations which are larger in scope and require the use of mutual aid resource, or special procedures for dealing with the emergency. Single jurisdiction/multi-agency events where broader application of ICS protocols are required to ensure coordination. A command post will be established if site specific and the EOC may be activated as appropriate.
4. LEVEL 3: Broad scope community emergencies with long term impact representing a significant threat to life, property and/or the environment; requiring a substantial commitment of personnel, equipment and facilities; requiring considerable outside help. Multi-jurisdictional / multi-agency events which require unified command in order to ensure effective coordination. EOC should be activated to coordinate resources and information.

5. LEVEL 4: Are recovery activities. These activities include long-term reconstruction of public facilities, detailed damage assessment (joint local/state/federal teams), debris clearance, establishment of disaster assistance centers, and community restoration projects.

**Implementation of the Plan:**

1. LEVEL 1: An incident commander may active Plan Level 1 protocols under the following guidelines:
  - a. The incident falls within a specific category for activation of unusual occurrence protocols at Plan Level 1 in accordance with the plan.
  - b. The incident is of such nature and scope as to appear to require unique direction and control protocols in order to ensure effective multi-agency coordination.
2. LEVEL 2: The Director of Emergency Management may order activation of Plan Level 2 protocols under the following guidelines:
  - a. The incident falls within a specific category for activation of the provisions of this plan at Plan Level 2.
  - b. The incident has occurred, or appears to be imminent, which is of such nature and scope as to require an extraordinary commitment of local emergency response and recovery.
  - c. The resources activated at Plan Level 1 appear to be inadequate, and acceleration of response is necessary in order to meet emergency needs.
3. LEVEL 3: The legislative body may activate this plan by proclamation of emergency under the following guidelines:
  - a. An incident has occurred, or is clearly imminent, which is a significant threat to life, property or environment which may exceed the ability of local government to respond effectively to the needs of the community without the imposition of emergency powers.
  - b. The emergency response and recovery resources activated at Plan Level 2 appear to be inadequate and acceleration of response is necessary in order to meet emergency needs.
4. LEVEL 4: Once the response phase has been terminated, the legislative body will begin disaster recovery, as appropriate. Recovery can, and should begin prior to termination of response, as warranted.

**D. Emergency Operations Facilities:**

**Emergency Operations Center (EOC):** The EOC is utilized in large scale incidents for coordination of resources; incident information coordination and as a point of contact for legislative authorities. County departments will make available management level personnel for staffing of the State Emergency Operations Center (SEOC), as requested.

The primary Douglas County's EOC is located at the Douglas County Sheriff's Office, 110 2<sup>nd</sup> Street N.E., Suite 200, in East Wenatchee. The secondary EOC is located at the Douglas County Administrative Building, 140 19<sup>th</sup> Street in East Wenatchee.

**Command Vehicles:** Incident command can also be facilitated by the use of the Special Operations Center (SOC) and/or patrol vehicle(s) which can be used for site-specific direction and control of incidents.

**Expanded Dispatch:** In the event an incident requires additional resource coordination, but does not warrant an EOC opening, dispatch can be expanded by use of appropriate staff, working with the Communications Center.

**Staffing Responsibility:** Each department will identify and train personnel in incident positions as identified in the plan, as appropriate.

**E. Mitigation Activities:**

1. Douglas County will endeavor to develop and support mitigation strategies to eliminate hazards, or to reduce the effects of those hazards that cannot be eliminated.
2. As a minimum, mitigation should consider the following strategies:
  - a. Remove or eliminate the hazard.
  - b. Reduce or limit the amount or size of the hazard.
  - c. Segregate the hazard from that which is to be protected.
  - d. Reduce the likelihood of a hazard occurring.
  - e. Establish hazard warning and communication procedures.

**F. Preparedness Activities:**

1. Departments should develop and implement actions to be taken in advance of an emergency to develop operational capabilities and facilitate effective coordination in the event a disaster occurs.
2. As a minimum, preparedness activities should include:
  - a. Identify lines of authority in the event the legislative authority and/or elected officials can no longer perform their duties.

- b. Protection and preservation of documents necessary for the continuity of government
- c. Conduct and/or participate in training and education, plan testing exercises, coordinate After Action Reviews (AAR's) and schedule required maintenance.

**G. Response Activities:**

1. Departments should establish response strategies and actions to be taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property, and enhance the effectiveness in disaster recovery and business resumption.
2. Departments should establish procedures for:
  - a. Processing emergency information.
  - b. Activation of emergency procedures.
  - c. Notification of personnel who have response duties.
  - d. Mobilization or demobilization of services.
  - e. Continuity of government.
3. Communications procedures, including data and voice, in support of disaster management should be established.
4. Procedures to disseminate and respond to requests for pre-disaster, disaster, and post-disaster information involving employees, responders, the public, and the media should be established.
5. Procedures to authorize initiate and accomplish evacuation or sheltering in place should be established.
6. Appropriate departments should establish procedures for:
  - a. Control of access to the area affected by the disaster.
  - b. Identification of personnel engaged in incident activities.
  - c. Accountability of personnel engaged in the incident.

**H. Recovery Activities:**

1. Departments should establish disaster recovery and business resumption strategies and activities to return vital life support systems to minimum operating standards and long-term activity designed to return life and business operations to normal levels.
2. Departments should identify recovery task and responsibilities in order to achieve short and long term goals and objectives. Departments should

include the following recovery tasks and responsibilities into their disaster management plan, as appropriate:

- a. Organization and staffing for continuity of government.
- b. Essential records recovery and restoration.
- c. Resource procurement.
- d. Restoration of utility services.
- e. Record keeping and documentation.
- f. Public and employee information.
- g. Agency, entity, and community coordination.
- h. Debris and waste removal.
- i. Restoration and salvage.
- j. Personnel reunification.
- k. Identification of resources and funding.

## **RESPONSIBILITIES**

### **A. Purpose:**

To identify agency and other participating organization responsibilities for emergency management, agencies and organizations should be prepared to mitigate, prepare for, respond to, and recover from an emergency or disaster.

### **B. Agency or other department responsibilities:**

Responsibilities for agencies and other participating organizations are:

1. Douglas County Board of Commissioners:
  - a. Proclaims, as necessary, local Declaration of Emergencies.
  - b. Directs emergency legislative policy pertaining to an emergency or disaster.
  - c. Provide, or delegate, liaison activities to city mayors or to the Governor in emergency or disaster related matters.
  - d. Request, or delegate, state assistance from either the Governor or other appropriate state agencies.
  - e. Authorizes the use of county Public Work resources.
  - f. Provides and/or locates funding sources, to support local emergencies.
  
2. Douglas County Emergency Management:
  - a. Prepares and maintains the county CEMP.
  - b. Coordinates the County's emergency management program.
  - c. Registers emergency workers and obtains a state mission number for liability coverage and indemnification in accordance with RCW 38.52.180.

- d. Maintains continuous response capabilities through a 24-hour duty officer system.
  - e. Provides the point of contact with the Washington State Military Department (aka EMD) and the Washington State Emergency Operations Center.
  - f. Coordinates NIMS reporting through PrepCAST as the Douglas County Point-of-Contact (POC).
3. Fire Service:
- a. Coordination of fire suppression and prioritization of response.
  - b. Request Washington State Fire Mobilization resources when local fire suppression resources have been expended.
  - c. Provide emergency medical response support, as appropriate.
  - d. Provide evacuation support personnel.
  - e. Assist with heavy rescue where necessary.
  - f. Provide National Incident Management System (NIMS) and Incident Command System (ICS) trained personnel for incident management.
4. Law Enforcement (DCSO and Other LE Agencies):
- a. The Douglas County Sheriff is the Emergency Manager for Douglas County and therefore issue, amends, or rescinds the necessary orders, rules and regulations to carry out county emergency management operations.
  - b. Maintenance of law and order.
  - c. Coordination of perimeter security, including coordination of scene ingress/egress.
  - d. Coordination of evacuation.
  - e. Coordination of traffic and crowd control.
  - f. Assistance to the Coroner with recovery of human remains.
  - g. Coordination of search and rescue activities
  - h. Provides National Incident Management System (NIMS) and Incident Command System (ICS) trained personnel for incident management.
5. Transportation and Land Services (TLS):
- a. Coordination of damage assessment relating to the County's infrastructure and facilities.
  - b. Emergency debris clearance from roadways and other infrastructures.
  - c. Restoration of services to critical facilities.
  - d. Restoration of damaged streets, roads, and bridges.
  - e. Assistance with heavy rescue, as appropriate.

- f. Provides heavy equipment and operators as needed.
  - g. Prepares and maintains the county Hazard Mitigation Plan.
  - h. Provide personnel and road signage as required.
6. Emergency Medical Services:
- a. On-scene medical command and triage, operating within their department's mass casualty protocols.
  - b. Medical resource coordination.
  - c. Pre-hospital needs assessment (number, type, severity).
  - d. Casualty transportation.
7. Public Health:
- a. Food, water, and air quality monitoring and control measures.
  - b. Sanitation systems inspection.
  - c. Immunization and disease control.
  - d. Assistance with structure habitability assessment and other environmental health concerns.
  - e. Patient movement, tracking, and assistance as necessary through WATrac or other means they choose.
  - f. Work with EMS, Emergency Management and the North Central Emergency Care Council on mass casualty and/or mass fatality incidents.
8. American Red Cross:
- a. Coordinate and maintain Memorandums of Understandings for mass care functions with areas other human needs organizations.
  - b. Coordinate mass care and sheltering of displaced persons.
  - c. Staff, equip, supply and operate emergency shelters and mass feeding centers according to their established plan.
9. Prosecuting Attorney:
- a. Provides and coordinates legal advice to county agencies.
  - b. Reviews agreements, contracts, and other emergency or disaster related documents for form and content.
  - c. Serves as Douglas County Coroner.
10. All Departments, Agencies, participating organizations:

All organizations within local government have emergency management responsibilities. These responsibilities are included in the four phases of emergency management categories. Activities that may be undertaken include, but are not limited to:

- a. Preparing and maintaining a safe work place.
- b. Identify key personnel to staff organization during emergency situations.
- c. Develop and maintain a chain of command to ensure continued operations in the event key personnel are not available.
- d. Develop and maintain emergency management standard operating procedures, and checklists.

**EMERGENCY SUPPORT FUNCTION (ESF) 1**  
**TRANSPORTATION**

**PRIMARY AGENCIES:** Douglas County Transportation & Land Services (TLS), East Wenatchee, Bridgeport, Mansfield, Rock Island, and Waterville City Street Departments

**SUPPORT AGENCIES:** City Councils/Mayors  
Douglas County Board of Commissioners  
Douglas County Emergency Management  
Douglas County Public Schools  
Douglas County Sheriff's Office  
East Wenatchee Police  
East Wenatchee Street Department  
LINK (public transportation system)  
Washington State Department of Transportation  
Washington State Department of Health  
Washington State Emergency Operations Center  
Washington State Health Care Authority  
Washington State Patrol  
Washington State Department of Health

**INTRODUCTION**

**A. Purpose**

To ensure effective coordination of all available transportation resources.

**B. Scope**

This support function assists with the coordination of vehicles, equipment, and transportation facilities necessary for support of long-term response and recovery operations.

**POLICIES**

Transportation planning will be directed to coordinate and provide transportation assistance necessary to respond to an emergency or disaster. All responses will follow applicable laws of the State of Washington, Local Ordinances, and agency standard operating procedures and policies.

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## **SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

A significant disaster will severely damage the transportation infrastructure. Most local activities may be hampered by damaged surface transportation infrastructure and disrupted communications.

### **B. Planning Assumptions**

1. The majority of the population will utilize private transportation methods to leave a disaster area.
2. Limited resources will be available at the onset of an emergency or disaster.
3. Increases in population will create a strain on the road systems, which will affect emergency transportation.
4. In a gubernatorial proclaimed disaster, state resources may become available through the Washington State Emergency Operations Center to assist local governments in their disaster response.
5. The “Special Needs Directory” shall be utilized to determine the transportation needs of those individuals registered.
6. A long-term power outage could significantly impact the transportation of goods & services in and out of the area.
7. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. In accordance with the CEMP Basic Plan and this ESF the Department of Transportation and Land Services (TLS) is responsible for coordinating transportation activities within Douglas County. City Street Departments are responsible for coordinating transportation activities within their respective jurisdictions.
2. Request for assistance will be made to the EOC or other appropriate command location. The EOC will forward the request to

Transportation and Land Services or appropriate city Street Department for action.

3. When transportation request exceeds the capability of the county, the Douglas County Department of Emergency Management will be asked to coordinate resource with the Washington State Emergency Operations Center.
4. Utilize the Department of Health “EMS and Auxiliary Transportation Matrix” and identify the “Auxiliary Transport Vehicles” available from the Health Care Authority.  
**EMS licensed vehicles data from the ILRS EMS Resources Report School Districts**  
<http://www.mrsc.org/subjects/governance/spd/spd-schlst.aspx>  
**School Buses within districts**  
<https://eds.ospi.k12.wa.us/BusDepreciation/default.aspx?pageName=busSearch>  
**Aid Vehicles,**  
<http://apps.leg.wa.gov/rcw/default.aspx?cite=18.73.180> and  
<http://apps.leg.wa.gov/wac/default.aspx?cite=246-976-300>

## B. Organization

1. Douglas County Transportation and Land Services:

The Director of Transportation and Land Services is responsible for coordination of transportation support. TLS is responsible for developing procedures on how to coordinate transportation related needs and ensuring their personnel receive training in order to carry out these responsibilities.

Transportation and Land Services will work with support agencies to develop and maintain a working relationship and procedures to activate transportation resources as necessary.

2. Douglas County Commissioners:

As the legislative authority, the Board of County Commissioners is responsible for ensuring Transportation and Land Services carry out their responsibilities in transportation coordination. The Board is also responsible for ensuring the necessary funding for transportation support is made available as necessary.

**C. Procedures**

1. Upon the need for transportation coordination the primary agencies will activate their transportation SOP's and checklists.
2. As appropriate, the primary agency will assign personnel to the Emergency Operations Center, or appropriate command post location. This person will be responsible for coordinating transportation request from the command agencies and coordinate with the support agencies representatives.
3. Transportation request will be made through the primary agency at the EOC or other command location.
4. In the event local resources for transportation are exceeded the Douglas County Emergency Management will coordinate requests for additional resources with Washington State Emergency Operations Center.
5. All transportation agencies will work under the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).

**D. Mitigation activities**

1. Douglas County Transportation and Land Services, and City Street Departments shall:
  - a. Regularly inspect public roadways/right-of-ways for deterioration and make necessary repairs to keep roadways and right-of-ways in good condition.
  - b. Ensure, to the extent possible, that potential slides areas and areas of slippage do not interfere with county roadways.
  - c. Keep equipment in operating condition.
  - d. Provide a list of available response equipment available in an emergency/disaster situation to Douglas County Emergency Management.
2. All support agencies shall:
  - a. Keep equipment in operating condition.
  - b. Provide a list of available response equipment available in an emergency/disaster situation to Douglas County Emergency Management.

## E. Preparedness Activities

All departments/agencies shall train, report, and maintain their NIMS compliancy requirements.

1. Douglas County Transportation and Land Services (TLS) and incorporated City Street Departments:
  - a. Develop and maintain Standard Operating Procedures and checklist dealing with transportation response.
  - b. Assure that all personnel are trained in their responsibilities according the departmental SOP's and checklists.
  - c. Develop and maintain a chain of command to ensure continuity within the department(s).
  - d. Assign and train personnel to function at the Douglas County Emergency Operations Center to assist in coordination of transportation issues.
2. All support agencies:
  - a. Develop and maintain Standard Operation Procedures and checklist dealing with transportation response.
  - b. Assure all personnel are trained in their responsibilities.
  - c. Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the department of Emergency Management.
3. Vital infrastructure - The following is a list of roads, bridges, and transportation points that if damaged could affect transportation within the Douglas County area. All agencies should be aware of these points and develop procedures to keep all means of transportation operating in the event one or more of these are impassable:
  - a. State Routes: 2, 97, 28, 17, 174, 172, and 173
  - b. George Sellar's Bridge
  - c. Odabashian Bridge
  - d. Pangborn airport
  - e. Burlington Northern main line
  - f. FAA approach tower to SeaTac Airport (located on Badger Mountain).

**F. Response activities**

1. Primary agencies:
  - a. Staff the Douglas County EOC for coordinating transportation related needs.
  - b. Coordinates transportation related missions in support of the Douglas County CEMP.
  - c. Determines the usable portions of the county's transportation system.
  - d. Coordinates the mobilization of personnel and equipment required for engineering services as related to the county's transportation system.
2. Support agency - Emergency Management:
  - a. Activates the EOC, disseminate warnings, and activates the Emergency Alert System (EAS) as necessary.
  - b. Notifies Transportation and Land Services of potential needs for transportation support.
  - c. The Washington State Department of Health maintains a "Emergency Medical Services (EMS) and Auxiliary Transport List." This list shows the number of transport vehicles (school buses, ambulances, etc.) which are available to the region.

**G. Recovery Activities**

After an emergency or disaster the primary agency will make sure inspections of infrastructure is completed. As necessary, the appropriate agency responsible for the repair of damaged infrastructure or facilities will prioritize repairs so essential services will be given first priority.

In the event of a Presidential declared disaster or when there is the potential for federal and state assistance agencies involved in recovery efforts will ensure detailed cost accounting is done.

**RESPONSIBILITIES****A. Primary Agency**

1. Developing and implementing Standard Operation Procedures for their personnel.
2. Documenting all emergency related costs and expenditures for and auditing purposes.

3. Providing specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.
4. Reporting to designated staging areas as directed for assignments.
5. Designating a transportation coordinator who will coordinate their equipment in conjunction with Douglas County Emergency Management.
6. Designate personnel to coordinate transportation efforts in conjunction with the overall operation from a command point, such as the EOC.

## **B. Support Agencies**

1. Legislative authority is responsible for:
  - a. Authorizing the use of jurisdictions transportation capabilities.
2. Douglas County Department of Emergency Management is responsible for:
  - a. Maintaining and updating an inventory of local transportation resources, which identifies transportation capabilities and fuel sources.
  - b. Assisting with the coordination of local transportation resources to support emergency transportation efforts as necessary.
  - c. Initiating requests for additional transportation resources if required.
  - d. Updating the local emergency resource guidebook, which shows all available transportation capabilities available.
3. All support agencies are responsible for:
  - a. Developing and maintaining departmental SOP's.
  - b. Coordinating transportation activities with the primary agency.
  - c. Working within the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS) during an incident.

## **RESOURCE REQUIREMENT**

In order to accomplish the purpose of this ESF, equipment suitable for transportation and keeping vital routes open shall be properly maintained and available as necessary.

**EMERGENCY SUPPORT FUNCTION (ESF) 2**  
**COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNING**

- PRIMARY AGENCY:** Douglas County Emergency Management
- SUPPORT AGENCIES:** Apple Valley Amateur Radio Club (R.A.C.E.S.)  
Douglas County Fire Districts (if affected)  
KPQ - AM radio (Primary EAS Station)  
Local AM/FM radio stations  
Local Television Broadcasting Station  
RiverCom  
Washington State Emergency Management Division

**INTRODUCTION**

**A. Purpose**

To organize, develop and maintain an adequate communications capability for support of Douglas County emergency operations.

**B. Scope**

This Emergency Support Function (ESF) affects all agencies responding to emergency or disasters and need to communicate to efficiently coordinate response actions.

**POLICIES**

- A.** The Douglas County Comprehensive Emergency Management Plan (CEMP) as described in this ESF will govern all local telecommunications and warning activities related to emergency/disaster response.
- B.** Communications support requirements which cannot be met at the local level, will be forwarded to the Washington State Emergency Operations Center for assistance.
- C.** The Douglas County CEMP will compliment the Washington State communications plans and systems and will be interoperable with the state system when and where feasible.
- D.** The Region 7 Tactical Interoperable Communications Plan (TICP) will be maintained through the Region 7 Emergency Management Council meeting. The Communications Asset Survey and Mapping (CASM) tool will be maintained through RiverCom primarily while the Emergency Management Specialist will also have administrative privileges as well.

- E. The Douglas County Radio Amateur Civil Emergency Service (R.A.C.E.S.), which falls under the Apple Valley Amateur Radio Club, president shall coordinate all amateur radio activities.

## **SITUATION**

### **A. Emergency/Disaster Conditions**

Emergency/Disaster conditions that can effect communications vary. The following is not an all-inclusive list but does address the main conditions that may affect communications:

1. Power outages
2. Lighting strikes / Electro Magnetic Pulse (EMP)
3. Equipment failures/losses due to natural or technologic disasters
4. Fires

### **B. Planning Assumptions**

1. Responding agencies have their own communications equipment.
2. Local response agencies have common frequencies that provide the ability to cross communicate.
3. The public safety answering point (PSAP) which is located at RiverCom in Wenatchee, WA shall have a back-up power source.
4. There is communication coverage for the entire county through a system of repeaters and base stations.
5. There are identified frequencies that will be used for primary direction and control.
6. Local R.A.C.E.S amateur radio operators have communications capabilities that can support county operations.
7. The TICP and CASM tool will be available to provide communications and its resource information locally, regionally, and statewide.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. RiverCom will provide emergency management communications.
2. RiverCom has 24-hour emergency alerting and communications capability for contacting response personnel at the various local, state and federal levels of government. Communications resources, and their backup capabilities, include two-way public agency radio networks with public safety agency paging ability,

ACCESS, National Warning Alert System (NAWAS) and commercial telephone services.

3. The Douglas County primary and secondary Emergency Communications Centers (EOC) are in two locations:
  - Primary: Douglas County Sheriff's Office  
100 19<sup>TH</sup> St. NW, Suite A, East Wenatchee, WA 98802
  - Secondary: Transportation and Land Services Building,  
140 19<sup>th</sup> Street, East Wenatchee, WA 98802

(NOTE): The primary EOC location provides significantly more communications capabilities than the secondary location, which has limited communications capabilities.
4. During localized emergencies, the Douglas County Sheriff's Special Operations Center (SOC), which provides mobile incident command post (ICP), and communications capabilities can be utilized. In more extreme circumstances, the SOC may also be used to link field units with the decision makers stationed at the Emergency Operations Center. The mobile command vehicle has satellite voice and data communications capabilities. This vehicle also serves as a back-up dispatch center for RiverCom and local WSP dispatch centers.
5. In the event of a major emergency or disaster occurring in the Douglas County area, effective use of the existing public safety and other government agencies communications resources is the first priority for support of emergency operations.
6. The local Emergency Alert System (EAS) primary station is KPQ AM (560 am). KPQ coordinates with all other local radio stations to keep the EAS up to date and in proper working order. Activation will follow the Emergency Alert System (EAS) protocol, and is activated through the MyState USA paging system.
7. In times of emergency, Amateur Radio Emergency Services volunteers may provide an additional local or state-wide communications network from their individual base and/or mobile stations. This local capability can provide an additional back-up communication system for the Douglas County Emergency Operations Center if required.

8. Wireless telephone communications (cellular) systems can supply additional communications needs if available, however, communications should not rely on the cellular phone system. The Emergency Management Specialist and Douglas County MIS Director maintain the Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) authority to be used during emergencies as necessary.

**B. Organization**

RiverCom provides communication coverage over the entire Douglas County area. They act as the central receiving point for warning information and have the ability to disseminate information out to support agencies. RiverCom has a functional back-up facility located at the Wenatchee Valley Community College campus.

In addition to RiverCom, public safety support agencies can provide immediate communications capabilities with all law and fire agencies within the bi-county area. In the event of an emergency or disaster a secondary communications system may be established by amateur radio operators, as necessary. The local amateur radio operators have the ability to set-up field communications to support public safety operations as appropriate.

**C. Procedures**

Upon receipt of warning information, Emergency Management will ensure the information is disseminated to the appropriate agencies and personnel.

Local agencies receiving emergency information will immediately notify Emergency Management of the information and where the information originated.

All warnings and emergency information received and any actions taken will be documented. This includes the text of the messages: where the message originated from, the agencies messages were sent to, and the appropriate times and dates.

In the event amateur radio operators are needed, the Douglas County Emergency Management Director, or designee, will activate them by contacting the R.A.C.E.S. officer or designee.

**D. Mitigation Activities**

1. All agencies:
  - a. Test all communications and warning equipment to ensure operability of the equipment.
  - b. Develop and maintain back-up systems, including back-up power ability.
  - c. Attempt to construct new equipment away from possible hazards.
  - d. Take necessary precaution to mitigate damage from an earthquake.
  - e. Protect communications and warning equipment from Electro Magnetic Pulse (EMP) to the extent practical.

**E. Preparedness Activities**

1. Emergency Management:
  - a. Be responsible for emergency and warning communications system.
  - b. Ensure that communication staff are trained in their emergency duties.
  - c. Develop and maintain procedures for coordinating information flow between agencies.
  - d. Will work with the R.A.C.E.S. officer and operators to provide a secondary communications system to be used as a backup to public safety communications or to support groups such as the Red Cross.
2. All agencies:
  - a. Develop and maintain procedures for warning and emergency communications, which will include their coordination of information with Emergency Management.
  - b. Provide training to all appropriate staff.
  - c. Develop and maintain call-in procedures for staff. These procedures should include communication procedures in the event the public phone system is not operational.
  - d. Develop and maintain a phone and fax tree to provide information to appropriate agencies. All numbers should be reviewed on an annual basis and be revised at anytime a number changes.

**F. Response Activities**

1. Emergency Management:
  - a. Activate the EOC or other command location, as needed.
  - b. Active EAS by established protocols as necessary.
  - c. Provide a central point of contact for communications and warning information.
  
2. All agencies:
  - a. Activate their emergency communication procedures.
  - b. Coordinate information between agencies by use of the EOC or other established point of contact.
  - c. Provide situation reports to Emergency Management as requested.
  - d. RiverCom and DCFD's will provide a liaison to the EOC if possible.

**G. Recovery Activities**

1. All agencies:
  - a. Continue to coordinate information between agencies regarding recovery activities.
  - b. Check communication equipment and make necessary repairs.
  - c. Provide situation reports regarding damages that field observations locate to the EOC or other established point of contact with Emergency Management. Maintain supporting documentation, such as photographs, on damage located.

**RESPONSIBILITIES****A. Primary Agencies**

1. Douglas County Department of Emergency Management:
  - a. Prepare, revise, and implement current communications plans in accordance with county, state and federal criteria.
  - b. Provide a 24-hour two-way radio communications center from which communications personnel can effectively operate.
  - c. Coordinate with local amateur radio operators to establish a secondary communications network in support of communications needs between shelters, Red Cross

- operations, and other responders as appropriate utilizing the local R.A.C.E.S. protocol.
- e. Periodic test of communication systems.
- f. Maintain the TICP through the Region 7 Council.

## **B. Support Agencies**

1. RiverCom:
  - a. Maintain an inventory of existing radio frequencies and other communications resources available for local emergencies.
  - b. Maintain liaison with other agencies to ensure communications capabilities are compatible county-wide.
  - c. Ensure all personnel within their agency; including employees, reserves and/or auxiliaries are trained in proper radio operation and procedures.
  - d. Maintain current procedures regarding communications operations.
  - e. Maintain the CASM tool as necessary.
2. KPQ Radio:
  - a. The primary EAS station who will coordinate with other participating radio/television stations on EAS matters and planning.
  - b. Will assure their staff is trained in EAS procedures.
3. Washington State Emergency Operations Center:
  - a. Provide assistance as outline in ESF 2 in the State CEMP.
  - b. Provide Douglas County with satellite phones assigned to this area if available (two state EMD satellite phones are stored at Chelan County Emergency Management and one is stored at Central Washington Hospital.)
4. In an actual emergency, local Douglas County governmental agencies, public safety agencies, and amateur radio services are responsible for the following:
  - a. Establishing liaison with Emergency Management upon their notification for an emergency response.
  - b. Controlling their own communications systems during major emergencies or disasters from their normal work site, the mobile Command Post, or the Douglas County Emergency Operations Center as the situation demands.
  - c. Having procedures in place to accomplish their duties.

**RESOURCE REQUIREMENTS**

1. Communications equipment:
  - a. Base Stations
  - b. Special Operations Center (SOC)
  - c. Mobile repeaters available at RiverCom and Chelan County Emergency Management
  - d. Repeaters
  - e. Microwave
  - f. ICRI Radio Interoperability Gateway (radio communication frequency bridge available at RiverCom)
  
2. Personnel:
  - a. Trained Communication Officers
  - b. R.A.C.E.S. personnel
  
3. Back up power:
  - a. Properly maintained
  - b. Tested for serviceability and usability
  - c. Maintain fuel levels for long-term outage support

**EMERGENCY SUPPORT FUNCTION (ESF) 3  
PUBLIC WORKS AND ENGINEERING**

**PRIMARY AGENCIES:** Douglas County Transportation & Land Services (TLS), and East Wenatchee, Bridgeport, Mansfield, Rock Island, and Waterville City Street/Public Works Departments

**SUPPORT AGENCIES:** American Red Cross  
Chelan/Douglas County Health District  
Douglas County Board of Commissioners  
Douglas County Emergency Management  
Douglas County Public Utility District  
Douglas County Solid Waste  
Local Law Enforcement and Fire Districts  
Washington State Emergency Operations Center

**INTRODUCTION**

**A. Purpose**

Provide coordination for repair, clearing, and debris removal on essential roads and facilities. Be available as resource support in emergency or disasters situations.

**B. Scope**

Provide an outline for coordinating emergency engineering operations.

**POLICIES**

All Public Works Departments and/or engineers will operate and respond to emergency events following applicable laws, regulations, and certifications.

**SITUATION**

**A. Emergency/Disaster Hazards and Conditions**

An emergency or disaster may cause unprecedented damage to property and infrastructures. Structures may be destroyed or severely weakened. Debris may make streets and roads impassable; therefore equipment for removal and plans for disposal shall be maintained. Public utilities may be damaged and be partially or totally inoperable jeopardizing public services. A large event may affect the lives of many response personnel and prevent them from performing their prescribed emergency duties (proper home preparation may reduce the delay of response personnel).

Equipment in the immediate event area may be damaged or inaccessible and sufficient resources may not be available locally and from the state.

**B. Planning Assumptions**

1. Most incidents will affect some portion of the infrastructure by either actual damage and/or debris.
2. Debris clearance and emergency road repair will be given priority to support immediate lifesaving emergency response activities.
3. Emergency environmental waivers and legal authority will be granted to dispose of materials from debris clearance.
4. Public works will work under the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).
5. A major incident will deplete local public works resources.
6. Assistance from the state may take several days after the initial request for resources.
7. A long-term power outage could significantly impact the transportation of goods & services or assistance personnel in and out of the area.
8. Removal and disposal of disaster debris will impact Douglas County Solid Waste and residents of areas affected.

**CONCEPTS OF OPERATIONS**

**A. General**

1. All necessary equipment and personnel of an affected jurisdiction will be mobilized in the event of a major emergency or disaster which requires the activation of engineering/public works services. All emergency functions will remain the responsibility of the jurisdiction concerned.
2. In major emergency situation, priorities for emergency engineering operations will be established by the senior engineer/public works officials. They will work with other agency heads from the Emergency Operations Center, Mobile Command Post, or other command location.

3. Additional outside assistance and resources may be obtained from state, federal, or private sources after a Proclamation of Emergency by local and state officials.
4. Activities that Public Works may provide during an emergency or disaster situation are:
  - a. Debris clearance from roadway and right-of-ways.
  - b. Restoration of essential facilities and roadways.
  - c. Heavy equipment resources.
  - d. Evacuation route identification and coordination support.
  - e. Transportation resource coordination.
5. Public Works Departments and their engineering departments are responsible for assessing damage to appropriate bridges, roads, and facilities in their jurisdictions and insure the safety of those infrastructures. Local law enforcement and fire district personnel may assist with infrastructure initial damage assessments if capable and available.
6. Cities with waste water treatment and drinking water systems will provide for the operation of those systems during, or immediately after, an emergency or disaster.

**B. Organization**

The organization of the public works/engineering ESF follows the NIMS\ICS concept. Each organization will keep their own command structure and work within the NIMS guidance and ICS organizational system during an incident.

**C. Procedures**

Each organization under this ESF will follow their internal Standard Operating Procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.

Public Works and Engineers will work under the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).

**D. Mitigation Activities**

1. Primary agencies:

Maintain and repair roadways and right-of-ways.

2. All agencies:

Regularly maintain equipment to ensure it is in good running order.

**E. Preparedness Activities**

All departments/agencies shall train, report, and maintain their NIMS compliancy requirements.

1. Primary Agencies:

- a. Maintain an inventory of available resources including personnel within their departments.
- b. Develop and maintain mutual aid agreements with neighboring jurisdictions.
- c. Maintain and test communication systems.
- d. Identify vital and essential roadways, bridges and facilities and establish a repair priority in the event any of these become damaged.

2. All agencies:

- a. Coordinate debris removal, disposal, permitting and/or waiver procedures with Douglas County Solid Waste and waste management contractors.
- b. Develop and maintain procedures for emergency and disaster situations.
- c. Coordinate emergency planning activities and information with their neighboring jurisdictions and the Department of Emergency Management.
- d. Assure personnel are trained in their emergency responsibilities.
- e. Coordinate debris removal with the "Chelan/Douglas Community Organizations Active in Disaster (CD-COAD)" Emergency Coordination Plan through the American Red Cross.

**F. Response Activities**

1. Primary Agencies:
  - a. Work within the Incident Command System (ICS).
  - b. Conduct emergency engineering services as the situation demands and as outlined in their procedures.
  - c. Document expenditures for disaster/emergency related obligations for auditing and reimbursement purpose.
  - d. Provide resources or emergency personnel as agreed upon or provided for in mutual assistance agreements.
  - e. Alert staff and briefing them on the situation.
  - f. Provide senior level representation for engineering operations at the Emergency Operations Center or mobile Command Post.
  - g. Coordinate needs for augmentation of forces with the Douglas County Department of Emergency Management.
  
2. All agencies:
  - a. Provide a senior official to operate from the Emergency Operations Center or other command location to assure coordination with other agencies, as necessary.
  - b. Work within the Incident Command System (ICS).
  - c. Report any hazardous conditions to the command location.
  - d. Maintain records and document all expenditures during the emergency situation.
  - e. Initiate debris removal, disposal, permitting and/or waiver procedures with Douglas County Solid Waste, local waste management contractors, and Washington State Emergency Operations Center as necessary.

**G. Recovery Activities**

1. Transportation and Land Services and Street Departments:
  - a. Provide information concerning hazardous areas or other existing problems to the EOC, or other identified location.
  - b. Perform restoration operations.
  - c. Assist with damage assessments.
  - d. Document disaster and restoration cost for possible federal reimbursement.

2. Douglas County Public Utility District:
  - a. Provide information to Douglas County Emergency Management concerning hazardous areas or other existing problems.
  - b. Document disaster and restoration cost for possible federal reimbursement.
  - c. Provide for restoration of drinking water, sewer operations, electrical services, etc.
  
3. Douglas County Emergency Management:
  - a. Collect and coordination damage assessment and restoration cost.
  - b. Provide liaison activities between local agencies, WA State Emergency Operations Center, and federal damage assessment teams, as appropriate.
  
4. Chelan/Douglas County Health District:
  - a. Provide assistance to maintain potability of domestic water supplies.
  - b. Establish control measures related to emergency solid waste disposal.
  - c. Assist with mass casualty needs as necessary.
  
5. Douglas County Solid Waste: Provide debris collection amounts and concerns to Emergency Management.
  
6. American Red Cross: Active the “Chelan/Douglas Community Organizations Active in Disaster (CD-COAD)” Emergency Coordination Plan to notify organizations with the ability to assist is debris removal.
  
7. All agencies:
  - a. Document damage and restoration costs.
  - b. Coordinate damage assessment with Emergency Management.
  - c. Perform restoration procedures.

## **RESPONSIBILITIES**

### **A. Primary Agency**

1. Transportation and Land Services (TLS), and road departments:
  - a. Assure personnel are trained in emergency operating procedures.
  - b. Develop a method for mobilizing personnel and equipment for construction or repair of roads/streets and other public facilities.
  - c. Conduct emergency operations within their respective political subdivisions.
  - d. Provide damage assessment for public facilities and infrastructure.
  - e. Perform debris removal and emergency repairs to public facilities and infrastructure.

### **B. Support Agencies**

1. Emergency Management:

Provide the coordination of resources and request for additional resources from Washington State Emergency Management Division.

2. Douglas County Board of Commissioners:

- a. Complete a Proclamation of Emergency as appropriate.
- b. Perform all applicable duties granted by law during an emergency or disaster.

3. Douglas County Public Utility District:

Follow their applicable procedures.

4. Chelan/Douglas County Health District:

Provide assistance regarding health issues during and after an emergency or disaster.

**RESOURCE REQUIREMENTS**

See Transportation and Land Services resource list. In order to accomplish the purpose of this ESF, equipment suitable for keeping vital routes open shall be properly maintained and available as necessary

**EMERGENCY SUPPORT FUNCTION (ESF) 4  
FIREFIGHTING**

**PRIMARY AGENCIES:** City of Bridgeport Fire Department  
Douglas County Fire Protection Districts  
#1, #2, #3, #4, #5, #7  
Douglas/Okanogan Fire Protection District #15

**SUPPORT AGENCIES:** City Street Departments  
Central Washington Interagency Communications  
Center (CWICC)  
Douglas County Emergency Management  
Douglas County Transportation and Land Services  
Law Enforcement agencies  
Washington State Patrol (WSP) Fire Protection Bureau

**INTRODUCTION**

**A. Purpose:**

Provide an organized local capability for effective fire management which utilizes all available fire fighting resources.

**B. Scope:**

Fire suppression and support functions require multi-agency and major emergency/disaster operations. The Washington State Patrol has the authority for State declared fire mobilizations, and the Washington State Patrol Fire Protection Bureau of the State Fire Marsh Bureau coordinates statewide fire service resources

**POLICIES**

The process and procedures established in state and federal mobilization guides shall be followed in responding to an emergency or disaster.

Direction and control of a multi-agency, multi-jurisdictional incident will follow the National Incident Management System (NIMS) guidance and the Incident Command System (ICS) organization system.

Individual fire protection districts must ensure their home district is adequately protected before responding to mutual aid or fire mobilization requests.

All responses will follow applicable laws of the State of Washington, Local Ordinances, and agency Standard Operating Procedures (SOP's) and policies.

## **SITUATION**

### **A. Emergency/Disaster Hazards and Condition**

Fire Service can be affected by all hazards that occur within their area of responsibility. The affects include inability of resource movement due to impassable roadways, damage to, or inadequate resources to accomplish the mission.

### **B. Planning Assumptions**

1. A fire of unprecedented size will require more resources than local fire agencies can provide.
2. Additional fire resources can be obtained through activation of the state fire mobilization plan. The fire mobilization plan can be used to obtain fire resources for non-fire incidents, such as hazardous material incidents and urban search and rescue.
3. Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.
4. Fires (urban, rural, wildland) may result from or occur coincidentally with a significant event, such as an earthquake or severe weather.
5. Wheeled vehicle access will be hampered by occurrences such as bridge failures, debris in roadway, etc. Conventional travel to the incident area could be extremely difficult.
6. A long-term power outage could significantly impact the transportation of goods & services in and out of the area.
7. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. On-scene fire related operations within Douglas County are managed by concepts of NIMS and ICS.

2. Fire Service mutual-aid agreements provide for additional local personnel and resources in the event individual fire districts are overwhelmed by an incident.
3. Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Incident Commander of the affected jurisdiction. In the event of a multi-agency fire response, direction, control and coordination may be established from the county Emergency Operations Center, or a Command Post at the scene. Incoming units may receive assignments from either location or from designated staging areas.
4. Requests for additional outside resources by activation of the fire mobilization plan will follow the regional fire mobilization plan.
5. Fire Services provide limited emergency medical services (EMS) based on the individual departments ability and training. Emergency medical response is not a requirement of local Fire Services; however those agencies that provide emergency medical services will do so under the direction of the local Medical Program Director (MPD).
6. Law Enforcement agencies and Public Works departments can support Fire Service agencies by performing their normal functions of traffic control, area security, and heavy equipment operation as appropriate.
7. Fire Service agencies personnel can be used for the dissemination of warnings.
8. Fire Service agencies provide limited response capabilities to hazardous materials incidents. In hazardous material incidents the Incident Commander (IC) shall be the agency with command authority; if the fire agency has relinquished this authority then the IC shall be deferred to the Washington State Patrol or Washington State Department of Ecology, if water based. Responses shall be commensurate with, and not exceed, their level of training (typically a defensive response within Douglas County).

## **B. Organization**

Fire district are independent agencies who report to elected representatives. Each agency has an identified chain of command which oversees their agency operations.

In the event of a multi-agency response the NIMS guidance and ICS organizational structure shall be used the “host” district will be the designated as the “lead agency.”

### **C. Procedures**

When a fire agency’s assistance is needed from the public or another Douglas County agency RiverCom will be contacted who will dispatch the appropriate agency for response. In the event an incident is beyond the capabilities of the responding fire agency then RiverCom will be requested to dispatch additional fire resources. This request can be a specific request for particular equipment or through an alarm request. Multiple structural and wildland fire alarms have been predetermined by all fire agencies in cooperation with the North Central Washington Chief’s Association.

In the event an unprecedented emergency/disaster situation occurs which exhausts the local mutual aid resources then the Washington State Fire Mobilization resources can requested. Activation will follow the Fire Mobilization Plan protocol.

On scene command of an incident will follow NIMS and ICS procedures.

### **D. Mitigation Activities**

1. Primary Agencies:
  - a. Conduct fire safety inspections.
  - b. Provide fire safety education.
  - c. Work to ensure compliance with the Uniform Fire Codes and NFPA.
  - d. Support or help establish local codes and ordinances that help reduce the threats of major conflagrations.

2. Support Agencies:

None

### **E. Preparedness Activities**

Fire departments and supporting agencies shall train, report, and maintain their NIMS compliancy requirements.

Fire departments shall provide a list of available response equipment available in an emergency/disaster situation to Douglas County Emergency Management.

1. All primary and support agencies:

- a. Develop, maintain, and continue to refine their local Incident Command System and other operational procedures to effect full utilization of resources.
- b. Provide ongoing training to personnel.
- c. Participate in local mutual aid agreements.
- d. Participate in the state Fire Mobilization Plan, as appropriate.
- e. Support the efforts of the state regional Fire Service Training Council.
- f. Maintain interagency disaster response training.
- g. Maintain activation and alerting procedures.

## **F. Response Activities**

1. Fire Service Agencies:
  - a. Conduct responses as outlined in departmental procedures.
  - b. Assist with the dissemination of warnings.
  - c. Provide Search & Rescue support.
  - d. Establish an Incident Command System and supporting elements of ICS.
  - e. Coordinate request for outside resources with Emergency Management.
  - f. Provide traffic control and evacuation support as necessary.
  - g. Provide defensive support for Hazardous Materials incidents.
2. Emergency Management:
  - a. Obtains a state mission number through the Washington State Emergency Management Division.
  - b. Provides communications and other support assistance to the fire operation, such as the mobile command post as appropriate.
  - c. Activate EOC in support of fire operations, as appropriate.
  - d. Request Fire Mobilization activation, as appropriate.
  - e. Assist in the coordination of Fire Mobilization resources, as appropriate.
  - f. Ensure the county Special Needs/Vulnerable Adults and Children (VAC) registry is checked and notify responders and Public Health of people requiring additional medical attention.

3. Law Enforcement agencies:
  - a. Provide for scene security.
  - b. Provide traffic control.
  - c. Assist in Search & Rescue efforts.
4. Public Works agencies:
  - a. Provide traffic control support.
  - b. Provide heavy equipment, as appropriate.

**G. Recovery Activities**

1. Fire Service agencies:
  - a. Provide information concerning hazardous areas or other encountered problems.
  - b. Continue fire prevention, suppression, rescue or other operations as required.
  - c. Assist in damage assessment data collection.
  - d. Document agency cost.
  - e. Provide fire investigation as appropriate.
2. Emergency Management:
  - a. Act as liaison between local fire agencies, state, or federal damage assessment teams as appropriate.
  - b. Coordinate information with Washington State Emergency Management Division.
3. Law Enforcement agencies:
  - a. Assist with fire investigations as appropriate.

**RESPONSIBILITIES**

**A. Primary Agencies**

1. Fire Service agencies:
  - a. Development, review, and distribute Standard Operating Procedures, resources inventories, and other operational plans as appropriate.
  - b. Assure personnel are trained in fire suppression and other fire related activities within their jurisdictions.

- c. Ensure their ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) is adequate.
- d. Work within the guidelines of the Chelan / Douglas County fire mutual aid agreement.
- e. The “first-in” agency will initiate command and suppression on fires originating on unprotected lands. Once protected lands become threatened the responsible agency for that area will assume command.
- f. Participate in Regional and State Fire Mobilization as available.
- g. Document expenditures for auditing and reimbursement purpose.
- h. Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided during mutual aid agreements.
- i. Provide for light duty search and rescue operations within department capabilities.
- j. Provide emergency medical treatment to victims within their level of training.
- k. Provide a limited defensive capability for hazardous materials incidents.
- l. Assist in warning in areas affected by an incident.
- m. Assist in evacuation of areas affected by an incident.
- n. Provide assistance in property damage assessment and reporting.

## **B. Support Agencies**

1. Douglas County Department of Emergency:
  - a. Request resources through the State Fire Mobilization Plan.
  - b. Coordinate resources during a disaster.
2. Law Enforcement agencies:
  - a. Provide traffic control.
  - b. Provide area security.
  - c. Be part of the Incident Command System.
  - d. Evacuation support.
  - e. Search & Rescue command authority.
3. Public Works agencies:
  - a. Traffic control support.
  - b. Assistance with identifying evacuation routes.

- c. Heavy equipment support.

**RESOURCE REQUIREMENTS**

See the Chelan/Douglas County Fire resource list. In order to accomplish the purpose of this ESF, equipment suitable for fire suppression and emergency/disaster responses shall be properly maintained and available as necessary.

**EMERGENCY SUPPORT FUNCTION (ESF) 5**  
**EMERGENCY MANAGEMENT**

**PRIMARY AGENCY:** Douglas County Emergency Management

**SUPPORT AGENCIES:** American Red Cross  
Amateur Radio Operators (RACES)  
Chelan/Douglas Aging and Adult Care  
Chelan/Douglas: Community Organization Active in  
Disaster (CD/COAD)  
Chelan/Douglas Health District  
City Governments: (East Wenatchee, Bridgeport,  
Mansfield, Rock Island, and Waterville)  
Douglas County Assessor's Office  
Douglas County Auditor's Office  
Douglas County Board of Commissioners  
Douglas County Building Departments  
Douglas County Coroner  
Douglas County Emergency Workers  
Douglas County Management of Information Services (MIS)  
Douglas County Sheriff's Office  
Douglas County Sheriff's Office - Auxiliary Services  
Douglas County Transportation and Land Services  
Local Fire Districts  
Local Law Enforcement Agencies  
Local Emergency Medical Services  
National Weather System  
RiverCom  
Salvation Army  
Southern Baptist Disaster Relief Team (SBDRT)  
Washington State Military Department

**INTRODUCTION**

**A. Purpose**

To ensure an overarching and coordinated exchange and dissemination of effective communication, direction and control, and guidance to effectively analyze and respond to situations so appropriate action plans can be created and continued operation of local governments can occur during and after emergencies or disasters.

**B. Scope**

It is necessary to plan so all information is correct, coordinated, and subsequently preserved (RCW 40.10.010). This planning defines a clear

line of authority of government and its provisions through the National Incident Management System (NIMS) guidelines and the unified Incident Command System (ICS) systems.

## **POLICIES**

All incident information shall be forwarded to the EOC or other location established by Emergency Management.

Douglas County Emergency Management will provide for information coordination through their EOC or other established location. They will ensure information is passed to the various agencies involved in disaster response/recovery.

Emergency Management will provide State EMD with situation reports, as appropriate.

All responses will follow applicable laws of the State of Washington, Local Ordinances, and agency standard operating procedures and policies.

Agencies will work under the NIMS guidelines and the ICS operational protocols.

## **SITUATION**

### **A. Emergency/Disaster Hazards and Conditions**

Any emergency/disaster incident can create the need for this ESF.

### **B. Planning Assumptions**

1. Information coordination will be limited at the onset of an incident.
2. Reports to and from the Washington State Emergency Management Division (EMD) may reduce as the duration of the incident increases.
3. Assistance from State of Washington or Federal entities may be slow or delayed.
4. There will be misinformation and rumors.
5. A long-term power outage could significantly impact the communication of information in and out of the area.
6. Extended closures of East/West highway routes may have a significant impact on goods and assistance into our area.
7. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.

8. All responders will follow applicable Federal and State of Washington laws, Local Ordinances, and their agency Standard Operating Procedures (SOP's) and policies.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. Information will be coordinated from the Douglas County Emergency Operations Center or other designated point as appropriate to the incident. Information will be evaluated by senior personnel present and acted upon accordingly.
2. Information will be used for planning purposes and to keep all involved agencies current on actions occurring. This information will also be used to provide Washington State EMD the required situation reports.
3. Initial assessments (size-up) will be accomplished by compiling information provided by field units at the onset of an incident. As soon as practical the Douglas County Assessor's Office, American Red Cross, Southern Baptist Disaster Relief Team, and the Douglas County Sheriff's Office Volunteer Services should perform windshield survey damage assessments and provide this information to Douglas County Emergency Management personnel. A method of obtaining phone damage assessments and assistance requests from the public will also be implemented.
4. Information shall be distributed only to those agencies involved in the response operations. Information shall not be provided to agencies who are not involved in the response without the authorization of the Incident Commander.
5. Information should be communicated in hard copy form; such as fax, amateur radio "packet" system, or written reports. All involved agencies should provide situation reports to the EOC or designated location, as necessary.
6. The EOC or designated point shall compile local situation reports, including the local Declaration of Emergency, and provide a situation report to the State EOC as appropriate.
7. Information critical for planning purposes should be communicated via radio, or the quickest means available, to the appropriate personnel.

8. The coordination of information is the responsibility of the Director of Douglas County Emergency Management, or designee, who:
  - a. Assigns personnel to assist with the coordination of information.
  - b. Ensures the confidentiality of information received.
  - c. Ensures the EOC, or designated facility, is properly equipped to handle the task of coordinating information.
  - d. Ensures a copy of the Declaration of Emergency is supplied to the Washington State Emergency Management Division and the Washington State EOC if open.
  - e. Ensure Incident Action Plans (IAP's) are written and followed using the ICS protocols.
  - f. Ensure After Action Reviews are completed and the Corrective Action Plans are acted upon to improve future responses.
8. County agencies, local jurisdictions, and organizations will establish, maintain, and secure vital records under the appropriate retention schedule and methods.
9. Continuity of government will be maintained by proper planning, incident leadership, communications, and recovery. *The methodology of Prevention/Mitigation/Preparedness/Response and Recovery will be utilized to sustain government roles and responsibilities.*
10. All support agencies are responsible for providing trained personnel and resources to staff an EOC when necessary.

## **B. Organization**

1. The Douglas County Department of Emergency Management, as delegated to the Douglas County Sheriff or his/her designee, is the primary agency for the operational functions, and coordination and collection of incident information.
2. The direction and control of Emergency Management will be the responsibility of the Douglas County Sheriff, or designee. The Douglas County Board of Commissioners, other local elected officials, and department heads should be informed and included as appropriate.
3. Emergency Management should maintain a facility to serve as a Point of Contact (POC) for information coordination and collection.

4. Douglas County Emergency Management may use Emergency Workers as outlined in RCW 38.52.110 and WAC 118.04 when necessary.

**C. Procedures**

1. Upon the need for information, analysis, and planning the Douglas County Emergency Operations Center will be activated by the Department of Emergency Management. Request to activate the EOC for information coordination can come from any command level officer of fire or law enforcement, in addition; the legislative authority of a particular jurisdiction can request information coordination activation.
2. The Director of Emergency Management, or designee, will ensure information coordination is established by, but not limited to:
  - a. Opening the EOC, or alternate location.
  - b. Obtaining necessary equipment, such as fax machines, additional phone lines, etc. It is essential to work with the Douglas County Management of Information Services during an emergency/disaster to ensure technology and telephones are functioning properly.
  - c. Coordinate with R.A.C.E.S. officer to activate the amateur radio group for communication support.
  - d. Gathering information and providing situation reports to appropriate agencies, including State EMD.
3. Information gathered at the EOC will be disseminated to the planning section or Incident Commander as appropriate.

**D. Mitigation Activities**

1. Primary Agency: None
2. Support Agencies:

Douglas County Management of Information (MIS):

Become involved at the onset of an incident to ensure all technology issues are functioning properly or available.

**E. Preparedness Activities**

1. Douglas County Department of Emergency Management:

- a. Develop and maintain liaison with support agencies to ensure readiness.
  - b. Develop and maintain the process for information coordination during an emergency or disaster.
  - c. Develop reporting formats and systems, and coordinates damage assessment reporting procedures.
  - d. Ensure the EOC is kept in a state of readiness.
  - e. Knowledge of the Community Trade and Economic Development (CTED) Emergency Plan.
  - f. Maintain partnerships with external law enforcement departments, fire departments, health districts, region and State emergency managers, American Red Cross and other non-governmental organizations (NGO's), EMS agencies, RiverCom, Public Works agencies, Coroner's offices, National Weather Service, and others as appropriate.
2. Fire Services:
- a. Develop and maintain procedures for the coordination of information and ensure personnel are appropriately trained in, but not limited to:
    1. Transmission of sensitive information.
    2. Initial reporting of property damage assessments.
    3. Their internal information policies.
  - b. Train and provide personnel capable in information gathering, analysis and planning activities, including personnel who can function within the EOC to support information coordination activities, as appropriate.
3. Law Enforcement:
- a. Develop and maintain procedures for the coordination of information and ensure personnel are appropriately trained.
  - b. Ensure personnel are capable of participating in incident planning processes.
4. RiverCom (Local Public Safety Answering Points - PSAP):
- a. Develop and maintain procedures for ensuring appropriate information is coordinated and personnel are trained in departmental procedures.
  - b. Maintain secondary power sources.
  - c. Maintain procedures for initiating the Emergency Alert System (EAS).

5. Douglas County Assessor's Offices:
  - a. Develop and maintain procedures for performing information analysis and ensure personnel are trained.
  - b. Coordinate with Emergency Management in property damages assessment gathering and information dissemination.
  
6. Douglas County Transportation and Land Services (TLS):
  - a. Develop and maintain procedures for information analysis and ensure personnel are trained.
  - b. Provide training to key individuals for assistance in the EOC, as appropriate.
  - c. Maintain countywide approved emergency expenditures.
  - d. Maintain NIMS and ICS training amongst responding personnel.
  
7. Douglas County Assessor's (Building) Departments:
  - a. Develop and maintain procedures for information analysis and ensure personnel are trained. Procedures must address coordination of information to the EOC or other designated location.
  - b. Develop trained personnel to assist in the collection and coordination of information at the EOC, or designated location.
  
8. Douglas County Auditor's Office:
  - a. Develop and maintain procedures to handle donated funds.
  
9. Amateur Radio Operators:
  - a. Develop and maintain procedures in communications to assist in information collection and coordination with the EOC.
  - b. Ensure personnel are trained in procedures.
  - c. Ensure equipment is functional and working properly.
  
10. Red Cross/Southern Baptist Disaster Relief Team:
  - a. Develop and maintain procedures for performing damage assessment in accordance with National Red Cross Policies and Guidelines.
  - b. Maintain a current list of shelters within Douglas and Chelan Counties and prepare to open them as necessary.
  - c. Develop and maintain the "Chelan/Douglas Community

Organizations Active in Disaster (CD-COAD)" Emergency Coordination Plan.

11. Public Health:
  - a. Develop and maintain a plan for dealing with Mass Casualty, Pandemic Flu, Wildfire contaminants, or other widespread illness which could overcome the general public as well as emergency services.
  - b. Develop and maintain a plan to interact with the region Health services such as clinics and hospitals.
  - c. Maintain operational hours, to include weekends, to service the general public needs as appropriate.
  
12. Washington State Military Department:
  - a. Provide the Mission Number upon request.
  - b. Provide personnel and equipment support as requested.

**F. Response Activities**

1. Douglas County Emergency Management:
  - a. Establish an information collection point and collect information.
  - b. Analyze information and distribute to the appropriate agencies. Information should be distributed by best means, such as fax, telephone, or email.
  - c. Coordinate and prepare periodic situation reports for local officials and State EMD.
  - d. Request special information from local agencies and volunteer organizations, as necessary.
  - e. Obtain a Proclamation of Emergency from the Douglas County Board of County Commissioner's and forward it to the Washington State Military Department - Emergency Management Division (WSEMD).
  - f. Obtain an "Incident Number" from WSEMD as necessary.

**Support agencies:** Will coordinate information with the EOC through periodic (to be determined during the incident duration) situation reports which should include:

- a. Time and date of report.
- b. Person making report and call back number, etc.
- c. Description of what is happening (damages, injuries, etc.)
- d. Area where it is taking place.

2. RiverCom (Local Public Safety Answering Points - PSAP):
  - a. Provide the initial point of contact for incident information.
  - b. Notify appropriate emergency management personnel.
  - c. Support EOC activities, as appropriate.
  - d. Support the Emergency Medical Services, Fire, and Law Enforcement needs as appropriate.
  - e. Initiate the Emergency Alert System (EAS) upon request from Emergency Management or designee.
  
3. Douglas County Assessor:
  - a. Provide coordination with emergency management to begin initial damage assessment.
  - b. Work with the American Red Cross to begin initial damage assessment. If possible a Douglas County Assessor's employee should be teamed with a Red Cross damage assessment team member.
  
4. R.A.C.E.S.
  - a. Provide coordination with emergency management for communication resources.
  - b. Activate organization in accordance with R.A.C.E.S. procedures.
  - c. Provide requested support as requested and capable.
  
5. American Red Cross/Southern Baptist Disaster Relief Team:
  - a. Activate damage assessment teams in accordance with National Red Cross Policies and Guidelines.
  - b. Work with the Douglas County Assessor's office and COAD to begin initial damage assessments. If possible an American Red Cross or COAD assessment team member should be teamed with a Douglas County Assessor's employee.
  - c. Staff and provide necessary services, such as housing and health (professional mental and physiological care) needs as appropriate in shelters.
  - d. Activate and coordinate with the "Chelan/Douglas Community Organizations Active in Disaster (CD-COAD)" Emergency Coordination Plan upon the request of Emergency Management.
  
6. Public Health (Chelan/Douglas Health District)
  - a. Provide guidance/information within the EOC on health related disasters.

- b. Prepare regional health care facilities for mass care.
  - c. Work with and prepare coroner's offices and mortuaries for mass casualty incidents/disasters. Prepare for casualties and body placement when the numbers overwhelm the area morgues.
7. National Weather Service
- a. Provide weather forecasts prior to and during an emergency when weather can have a significant impact on the situation and place people in jeopardy; such as wildland fires, flooding, and windstorm emergencies.
  - b. Distribute Emergency Alert System (EAS) messages upon request from Emergency Management or designee.

**G. Recovery Activities**

1. Douglas County Emergency Management:
- a. Collect information and damage assessment information to determine eligibility for assistance programs (public and private).
  - b. Continue to prepare situation reports, as necessary
  - c. Coordinate damage assessment and other information during the recovery phase for State and/or Federal use, as appropriate.
  - d. Coordinate with State and Federal damage assessment teams, as necessary.
2. RiverCom (Local Public Safety Answering Points - PSAP):
- a. Provide support to Emergency Management as appropriate.
  - b. Continue to support the Emergency Medical Services, Fire, and Law Enforcement needs as appropriate.
3. Douglas County Assessor:
- a. Provide damage assessment information requested by Emergency Management.
  - b. Perform damage assessment activities in conjunction with the Red Cross.
4. Douglas County Building Department:
- a. Inspect houses and buildings for habitability and take appropriate actions under applicable laws that support the public safety.

- b. Provide Emergency Management with information, as requested.
- 5. R.A.C.E.S.:
  - a. Continue to support information gathering in accordance with R.A.C.E.S. policies and guidelines.
  - b. Provide Emergency Management with information as appropriate.
- 6. Red Cross/Southern Baptist Disaster Relief Team:
  - a. Perform damage assessment in accordance with the national American Red Cross policies, standards, and guidelines.
  - b. Coordinate damage assessment activities with the Douglas County Assessor's Office.
  - c. Stand down shelters as appropriate.
  - d. Request the COAD assist Emergency Management in data collection and organization as requested.
- 7. Public Health:
  - a. Continue to provide guidance/information to Emergency Management, as requested.
  - b. Review and revise reporting procedures and formats as necessary.
  - c. Assist in collection of damage assessment information and coordinate activities with Emergency Management.

## **RESPONSIBILITIES**

### **A. Primary Agency**

- 1. Douglas County Emergency Management:

Coordinate the collection and sharing of information about potential or actual emergencies or disasters that could affect Douglas County and its cities.

### **B. Support Agencies**

- 1. Support Agencies:

Support Emergency Management in the collection and sharing information about potential or actual emergencies which could affect Douglas County.

## **RESOURCE REQUIREMENTS**

Resources needed to fulfill this ESF are part of the County's EOC responsibilities. EOC equipment and resources include (not all inclusive):

1. Facilities where information analysis can be coordinated and disseminated.
2. Office equipment such as fax machines, telephone banks, radio communications, computers, printers, projectors, paper, televisions, etc. are essential items to an effective EOC.
3. Trained personnel to fulfill positions within the Incident Command System.

**NOTE: See following addendums**

**EMERGENCY SUPPORT FUNCTION (ESF) 5 (ADDENDUM 1)****EMERGENCY MANAGEMENT - ADMINISTRATION****INTRODUCTION****Purpose**

Provide guidance to County agencies, local jurisdictions, and organizations on administrative matters necessary to support operations during emergencies/disasters and to preserve vital records and the continuity of government.

**CONCEPTS OF OPERATIONS****A. County agencies, local jurisdictions, and organizations**

Will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Department heads are responsible to ensure the preservation of vital records. Methods to preserve vital record include, but are not limited to:

1. Computer backups, kept off-site.
2. Fire proof file cabinets/vaults.

**B. Reports**

Reports are required from county agencies, local jurisdictions, or organizations to provide the legislative authorities, Director of Emergency Management, and other officials with information concerning the type, magnitude, and impact of an emergency or disaster. These reports will be used to evaluate and provide the most efficient and appropriate emergency or disaster response assets and services. Reports required include, but are not limited to:

1. Situation Reports.
2. Request for assistance.
3. Preliminary Damage Assessment Reports.

Reports will be supplied to the Douglas County Emergency Operations Center (EOC). It is the responsibility of the Douglas County Director of Emergency Management to administer this information and ensure it is appropriately disseminated.

**C. Douglas County Emergency Workers**

Douglas County Emergency Management may use Emergency Workers as outlined in state law. An “Emergency Worker” is defined in RCW 38.52.010(4), and rules and regulations concerning workers as outlined in RCW 38.52.310. Chapter 118.04 WAC covers the Emergency Worker Program in detail.

**D. Liability coverage**

1. Douglas County Emergency Management will obtain a Mission number from Washington State Military Department, Emergency Management Division (WSEMD) as necessary. WSEMD incident numbers are assigned to local jurisdictions for all actions taken intended to protect life, property, and the environment during the incident period of any given event. These incident numbers will be used for the duration of the incident and the recovery period.
2. Equipment and vehicles should only be used by trained and qualified personnel. Private property not assigned to the mission will not be considered for compensation coverage.
3. Claims under a WSEMD incident number will be coordinated through Douglas County Emergency Management.
4. Where emergency work is performed to protect life and property the requirements for environmental review and permits may be waived and/or orally approved as per the following statutes and regulations:
  - a. Construction Projects in State Waters (Hydraulic Projects or Other Works), RCW 77.55.
  - b. Forest Practices Act (Application for Forest Practices, RCW 76.09.060.
  - c. Flood Plain Management (Processing of Permits and Authorizations for Emergency Water Withdrawal and Facilities to be expedited), RCW 86.16.180.
  - d. Shorelines Management Act (Shoreline Permits), WAC 173.18
  - e. State Environmental Policy Act (SEPA), (Exceptions for Emergency Actions), WAC 197.10.

**E. Other**

Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time critical missions and recovery actions affecting such protected areas should be coordinated with the

Office of Archaeology and Historic Preservation in the Department of  
Community Trade and Economic Development (CTED).

## **EMERGENCY FINANCIAL MANAGEMENT OPERATIONS**

### **A. Emergency Expenditures**

Emergency expenditures are not normally integrated into the budgeting process of local jurisdictions; nevertheless events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

### **B. Disaster Related Obligations**

Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:

1. Cities (under 300,000 pop.): Chapter 35.33 RCW.
2. Counties: Chapter 36.40 RCW.

### **C. Records**

Records will be kept in such a manner to separately identify event related expenditures and obligations from general programs and activities of county agencies and local jurisdictions or organizations. Complete and accurate records are necessary:

1. To document request for assistance.
2. For reimbursement under approved applications pertaining to declared emergencies or disasters.
3. For audit reports, detailed records will be kept from the onset of the event which include, but are not limited to:
  - a. Work which is performed by force account.
    - (1) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
    - (2) A schedule of equipment used on the job.
    - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
  - b. Work which is contracted out.
    - (1) Copies of request for bids.
    - (2) The contract which is let.
    - (3) Invoices submitted by the contractor.
    - (4) Warrants authorizing check issuance.

- c. Work done under inter-community agreements and mutual aid.

**D. Disaster Related Expenditures**

Disaster-related expenditures and obligations of Douglas County agencies, local jurisdictions, and organizations may be reimbursed under a number of federal programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

**F. Audits**

Audits of emergency expenditures will be conducted in the course of normal audits of local government. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by applicants.

**CEMP CHANGES, MAINTENANCE, AND REVIEW PROCESS**

**A. Plan Review**

The normal review period will be every four years. It is the intent of Douglas County Emergency Management to conduct a formal review of 25% of the plan changes annually.

**B. Plan Changes**

All changes will be recorded using the Record of Revisions form.

**EMERGENCY SUPPORT FUNCTION (ESF) 5 (ADDENDUM 2)**

**EMERGENCY MANAGEMENT - DIRECTION and CONTROL**

**INTRODUCTION**

**A. Purpose**

To provide effective direction, control, and coordination of emergency management activities.

To ensure continued operation and continuity of local governments during and after emergencies or disasters.

To ensure preservation of records essential to continued operations of government.

**B. Scope**

Provides the baseline for a clear line of authority within local government and its provisions as well as the succession of command and how the command structure (NIMS/ICS system) works.

**CONCEPTS OF OPERATIONS**

**A. General**

1. Direction, control, and coordination are conducted along the general guidelines shown on the Emergency Management Organization Chart.
2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

**B. Direction and Control**

1. Direction and control of Emergency Management is the responsibility of the Douglas Sheriff. The Douglas County Board of Commissioners, other elected local officials, and department heads may have input as appropriate. The operational functions of Emergency Management have been delegated to the Director of Douglas County Department of Emergency Management. By Board of County Commissioner, this delegation, by resolution, is currently the Douglas County Sheriff. The Sheriff may designate these responsibilities as appropriate.

2. The legislative authorities, department heads and other officials may operate from the Emergency Operations Center or an alternative Command Post during emergency or disaster situations. The concept is that information from the field will be coordinated at the Emergency Operations Center and policy decisions will be made by the elected and/or senior government officials.
3. Coordination of emergency procedures is the responsibility of elected officials and local authorities at all levels of government. This understanding is especially important for policy decisions and the responding organizations with operational responsibilities at the scene.
4. Emergency situations not requiring activation of the Emergency Operations Center, but which require coordination of decision making by several agencies at the scene may be conducted from a Command Post. On-scene direction and control of emergency operations will follow concepts of the Incident Command System.
5. Incidents which are minor in magnitude and do not require significant coordination with other agencies may be managed from command vehicles at the scene, as appropriate.
6. During an Emergency Operation Center activation period the Douglas County Department of Emergency Management staff is responsible for control and management of the EOC.
7. All departments are responsible for providing trained personnel and resources to staff the EOC on a 24-hour basis for extended periods, when necessary.
8. The Douglas County Department of Emergency Management provides the means for coordinating the local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, the Douglas County Department of Emergency Management will provide the necessary liaison for state and federal assistance.

**C. Coordination**

1. Emergency Management provides the means for coordinating capabilities, resources and assets necessary to respond to major emergencies or disaster.

2. The Board of County Commissioners, through the Director of Emergency Management, provides liaison to state EMD and other entities based upon the scope of the emergency or disaster.

#### **D. Continuity of Government**

Succession will be done as follows:

1. County government
  - a. Upon the availability of any County Commissioners, succession to other elected officials will cease.
    - If all County Commissioners are unavailable, then this authority falls on the remaining county elected officials (except judges), with the Prosecutor acting as the Chair of this body. The Director of Transportation and Land Services shall also be included in this body.
  - b. Upon the availability of any elected executive official, succession to non-elected personnel will cease.
    - In the event no elected officials are available, emergency authority will fall to the senior prosecuting attorney present with assistance from the Directors of Transportation and Land Services and Emergency Management (Director, Deputy Director, or other as designated).
2. City government
  - a. If the entire elected legislative authority (Council / Commission) body is unavailable, then this authority falls to the available department heads, with the City Administrator acting as chair of this body.
  - b. Executive policies and decisions will be made by the available department heads. In the event no department heads are available, then the assistant department heads will fill this void.
3. Emergency Management responsibilities of non-elected successors acting as legislative authority:
  - a. Shall abide by any and all procedures pre-determined by the Sheriff or elected officials for their particular political sub-division.

- b. Shall make only those decisions necessary to support the emergency or disaster operations.
- c. Shall commit funds to the emergency/disaster operation as provided in the Revised Code of Washington (RCW).

**E. Emergency Operations Centers**

- 1. Emergency management will coordinate actions or operations from a central location that has the capabilities to conduct such activities. This can be from the county EOC, or other command location, as appropriate.
- 2. Procedures are maintained to ensure these facilities are adequately staffed and equipped to be immediately available when needed.

**EMERGENCY RESPONSIBILITIES**

**A. The Douglas County Commissioners and City Mayors are responsible for:**

- 1. Establishing the emergency policies and decisions throughout all phases of emergency management affecting their respective jurisdictions and coordinating these policies with all affected jurisdictions.
- 2. Making legislative representation available to the EOC or other command structure for policy decision making, as appropriate.
- 3. Communicating policies and goals to the Incident Commander.
- 4. To establish a line of succession in the event they are not available during an event.
- 5. Authorizing emergency expenditures.

**B. Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions are responsible for:**

- 1. Appointing and training a line of successors to ensure an adequate emergency operation in their absence.
- 2. Development of Standard Operating Procedures (SOP) for operations consistent with the overall Emergency Operations Plan, including how the department will function in the event the department head is unavailable.

3. Maintaining direction and control over their departments/agencies.

**C. The Director of the Douglas County Department of Emergency Management is responsible for:**

Coordinating government activities taken to mitigate and prepare for, plan for, respond to, or recover from an emergency or disaster situation as provided in RCW 38.52.070(1).

**D. The Public Safety Answering Point (PSAP): RiverCom is responsible for:**

1. Providing for capabilities to expand dispatch for the purpose of direction and control of their operation for a localized incident.
2. Dispatch or notify responders and/or political officers through MyState USA.

**E. Upon notification of an actual emergency or disaster responding governmental and volunteer organizations are responsible for:**

Maintaining their internal emergency direction and control. However, this authority is subject to the overall direction and control of the legislative authority of the political subdivision involved, and/or the local Incident Commander directing operations at the scene.

**ESSENTIAL ACTIVITIES**

**A. Essential services and activities which are to be directed, controlled, and coordinated include, but are not limited to:**

1. Police and fire protection for the risk area.
2. Search and Rescue.
3. Emergency medical services.
4. Public Works activities.
5. Energy production or distribution.
6. Production, processing, warehousing, and distribution of life support essentials such as food, fuel and pharmaceuticals.
7. Water and sewage treatment, solid waste disposal.
8. Transportation
9. Public safety communications
10. Operations of essential financial institutions.
11. Public Health Activities.
12. Donations Management
13. Volunteer Management
14. Debris Management

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**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM (ICS)**

Management of an incident will follow the concepts of the National Incident Management (NIMS) command system. A unified Incident Command System will be utilized as appropriate.

**EMERGENCY OPERATIONS CENTER - ACTIVATION****A. Authority to Activate**

1. The decision for partial or full activation of the Emergency Operations Center will be in conjunction with the level of plan activation, as follows:
  - a. LEVEL 0: Daily, routine emergency response. Disaster readiness is achieved by the maintenance of twenty-four hour coverage by local emergency services agencies operating on internal procedures.
  - b. LEVEL 1: Unusual occurrences which can be dealt with using existing local resources without outside help (or minimal mutual aid assistance), and which are short term in nature and limited in scope. Incident command is routinely established in the event that the situation expands unexpectedly. A command post will be established, the concept of expanding dispatch can be used or the EOC can be activated Level 1 as a resource coordination center, as appropriate.
  - c. LEVEL 2: Situations which are larger in scope and require the use of mutual aid resource, or special procedures for dealing with the emergency. A command post will be established if site-specific, and the EOC may be activated as appropriate.
  - d. LEVEL 3: Broad scope community emergencies with long term impact representing a significant threat to life, property and/or the environment; requiring a substantial commitment of personnel, equipment and facilities; requiring considerable outside help. Multi-jurisdictional / multi-agency events which require unified command in order to ensure effective coordination. EOC should be activated to coordinate resources and information.
  - e. LEVEL 4: Our recovery activities. These activities include long term reconstruction of public facilities, detailed damage assessment (joint, local/state/federal teams), debris clearance,

establishment of disaster assistance centers, and community restoration projects.

2. The following governmental officials have the authority to activate the Emergency Operations Center, regardless of the activation level:
  - a. Douglas County Sheriff, or designee
  - b. Douglas County Commissioners.
  - c. Emergency Management Director/Deputy Director
  - d. City mayors and city public safety agency heads have the authority to activate their EOC and request County EOC activation for support.

## **B. Staffing Notification**

1. It is recognized the need for emergency staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel required during the response phase.
2. During a major emergency or disaster, it may become necessary to staff the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions will provide the requested personnel. Staffing for the EOC will include, but not limited to personnel from the following departments:
  - a. Emergency Management
  - b. Law Enforcement
  - c. Public works / Transportation & Land Services
  - d. American Red Cross
  - e. Management Information Systems
  - f. Fire services
  - g. Public Utilities
  - h. Public transportation (LINK)
  - i. Public Health (Chelan/Douglas Health District)
  - j. Legislative authorities of affected jurisdictions
  - k. Others, as appropriate.

## **C. Levels of Activation**

### **PHASE I: Routine Operations**

Incidents are monitored and/or handled only by the Emergency Management Duty Officer at the offices of Emergency Management, or designated location. Other staff may be involved as advisors if needed for specific expertise. All

responses will be guided primarily by the Douglas County CEMP and/or Emergency Action Plan.

**PHASE II: Enhanced Operations**

An incident is or could potentially grow beyond the capability of the Emergency Management Duty Officer to handle. In this instance, Emergency Management along with select staff is tasked to support the incident from the county EOC or designated location.

Any one or a combination of the following individuals will make the decision on whether an incident meets the criteria for Phase II:

- Sheriff
- Emergency Management Deputy Director
- County Commissioner
- Incident Commander
- Jurisdictional Law Enforcement Director/Chief

During this phase, Emergency Management will continue to monitor and process other requests for assistance, separate from the incident that has caused activation of the EOC.

As a general rule, transition from Phase I to Phase II will automatically occur when:

- A local jurisdiction has activated its EOC
- Emergency Management has deployed staff to the field
- Intelligence data indicates the potential for an emergency that is or may grow beyond the capability of affected local jurisdictions
- At this phase, one or more persons may be initially tasked to the following functions:
  - ◆ EOC Supervisor
  - ◆ Operations
  - ◆ Information, Analysis, Planning
  - ◆ Logistics
  - ◆ Administrative
  - ◆ Public Information

- ◆ Telecommunications
- ◆ Selected other agencies, as needed

Staffing of these functions will continue until the EOC Supervisor determines that the staffing level should be increased or decreased depending on the status of the event and response efforts.

Staff assigned to these positions will carry out the responsibilities outlined in position checklists for all positions within that respective functional area. For example, the individual assigned to the Operations function will carry out the tasks outlined in the Operations Section Supervisor position checklists as well as the Operations Coordinator position checklists (See Checklists).

- Actions to be taken at this time may include:
  - Response agencies of the county and the affected local jurisdiction actively assess the situation, gather intelligence from the field, and prepare to respond.
  - The EOC and other agency Incident Command Post (ICP) are staffed in preparation for full activation. Regional and state agencies may be requested to send representatives to EOC.
  - Liaisons are dispatched to local EOC's, field ICP's, Emergency Operating Facilities (EOF's) or state/federal EOC's as they are requested and activated by the local jurisdiction.
- Notification of the event and the alert actions are made to the following:
  - Sheriff/Emergency Management Director
  - Douglas County Commissioners
  - Affected City Mayors/Police Chiefs
  - County Department Directors
  - All potentially affected or responding county/city agencies
  - Neighboring counties and cities
  - Required federal/state agencies
- If additional staff support is required, the EOC Supervisor will have the authority to escalate to Phase III EOC activation or any intermediate level of staffing that the situation may dictate.

- Emergency Management will continue to handle calls not related to the incident and will continue to provide warning functions as required by any incident.

### **PHASE III: Full Operations**

- An incident's size and complexity requires representation in the EOC by appropriate county, city, regional and other outside agencies and organizations to support expanded operations. The number of staff and the agencies represented will vary by incident. In this phase, the level of activity dictates that normal Emergency Management staff functions cease and all personnel respond in support of the incident, performing functions in accordance with position checklists and previous EOC training. As the event becomes more defined, some staff may be released after shift staffing schedules are established.
- Possible actions to be taken at this time include:
  - The EOC and other command posts are fully activated, with representation from appropriate agencies, along with necessary regional, state, federal agencies, and volunteer organizations. Requests for assistance are prioritized and fulfilled commensurate with available resources.
  - If a formal proclamation of Emergency is recommended, it will be advised, by the Emergency Management Director, or designate, whether, or not, a formal state of emergency is recommended.
  - The Emergency Management Director, County Commissioners and/or emergency response personnel continue to oversee and assess the emergency response.
  - Actions may include fly-over, ground visits, and briefings by local agencies, etc.
  - Continued notifications to local governments, neighboring counties, state agencies are made, informing them of emergency actions and coordinating responses.
  - The Public Information Officer activates a public information team to handle all public information activities (from the EOC and other locations as desired).
  - Emergency Management will continue to handle calls not related to the incident and will continue to provide warning functions as required by any incident.

#### **PHASE IV: Catastrophic Operations**

- A major catastrophic event has occurred that exceeds the capability of county and city government to provide timely and effective response to meet the needs of the situation. For example, the occurrence of a large or catastrophic earthquake in a high-risk, high-population area. An event of this magnitude would cause numerous casualties, property loss, and disruption of normal life support systems and significantly impact the regional economic, physical, and social infrastructures. As a general rule, transition to this phase occurs when the EOC is conducting response operations.
- Actions to be taken at this time may include:
  - The EOC and other incident command posts are fully activated with representation from appropriate county agencies, along with necessary state or regional agencies and volunteer organizations. Requests for regional, state and/or federal assistance are prioritized and fulfilled commensurate with available resources and proclamations.
  - One or more selected level Emergency Support Functions (ESFs) has been activated to respond to the situation.

#### **EMERGENCY OPERATIONS PHYSICAL CHARACTERISTICS**

##### **A. Location**

The Primary Douglas County EOC is the Douglas County Sheriff's Office located at:

100 19<sup>th</sup> Street NW, Suite A, East Wenatchee, WA 98802.

##### **B. Alternate EOC.**

The Secondary Douglas County EOC is the Douglas County Administrative Transportation Land Services Building located at:

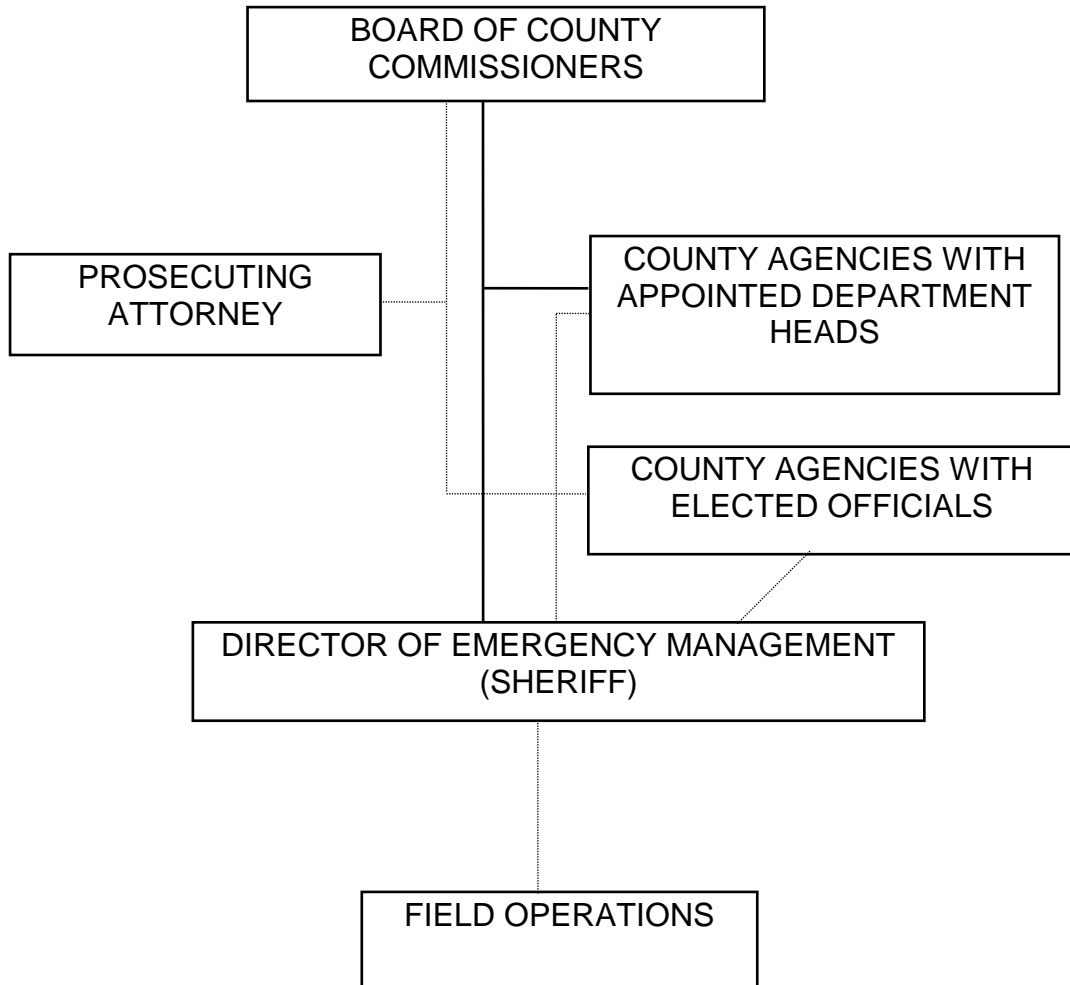
140 19<sup>th</sup> Street NW, East Wenatchee, WA 98802.

The DCSO Special Operations Center is a mobile EOC which can be utilized throughout the county, region, or state as necessary.

##### **C. Equipment**

1. Two way radios - The Douglas Co. EOC is equipped with public safety radio communications capabilities. The EOC can communicate on most local public safety frequencies.

2. Telephones - The EOC's and SOC has a bank of telephones to be used in the event a center is opened. The EOC also has fax/email capabilities.



CONTROL —————

COORDINATION .....

**EMERGENCY SUPPORT FUNCTION (ESF) 6**  
**MASS CARE, HOUSING, and HUMAN SERVICES**

- PRIMARY AGENCY:** Douglas County Emergency Management
- SUPPORT AGENCY:** Aging and Adult Care  
American Red Cross (Community Organizations Active  
in Disaster (COAD))  
Chelan/Douglas Public Health District  
Coulee Basin Association (Southern Baptist Disaster  
Relief Team)  
Douglas County Public Utility District (PUD)  
East Wenatchee Police Department/Emergency  
Management  
Humane Evacuation Animal Rescue Team  
(H.E.A.R.T.)  
LINK Transit  
North Central Region EMS Council  
Washington State Department of Social and Health  
Services (DSHS)

**INTRODUCTION**

**A. Purpose**

1. To coordinate shelter and feeding needs, including the distribution of vital emergency relief supplies, for people and/or pets during an incident while utilizing the National Response Framework concepts.

**B. Scope**

1. The American Red Cross (ARC) independently provides mass care and feeding to disaster victims as part of a broad program of disaster relief, as outline in their charter provisions enacted by the United States Congress, Act of January 5, 1905.
2. Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Recovery assistance will follow applicable State and Federal programs.
3. Mass Care responsibilities for people and/or service/companion animals include:
  - a. Shelter
  - b. Feeding
  - c. Evacuation

- d. “Special Needs/High-Risk” and “Vulnerable Adults and Children” (VAC) population concerns
- e. Disaster Welfare Inquiry
- f. Bulk distribution of emergency relief efforts

### **C. Limitations**

While Douglas County will do everything it reasonably and feasibly can to protect life, environment, and property, it is recommended the citizens of Douglas County develop and maintain their own preparedness kits (Three days – Three Ways concept): to include the basic life necessities and important personal documentation. Presently, Douglas County and its communities may provide emergency, short-term, protection to meet the needs of residents and pets; an additional percentage of evacuees by maximizing use of public buildings, churches and schools as temporary housing, feeding or medical facilities. Existing public fallout shelters are not equipped, supplied, or maintained due to the lack of State or Federal funding for the continuation of such programs.

### **POLICIES**

1. All appropriate governmental and volunteer agency resources will be used as available.
2. All services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
3. The Douglas County Plan will not supersede American Red Cross (ARC) response and relief activities. ARC operations will conform to the ARC Board of Governors’ Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures.
4. Tracking of displaced citizens will be accomplished by the ARC Disaster Welfare Information System procedures; however the Apple Valley Chapter has limited capabilities locally and on large incidents would request regional/national assistance and initiate their “Safe & Well” website as available.
5. All responses will follow applicable laws of the State of Washington, Local Ordinances, and agency Standard Operating Procedures (SOP’s) and policies.
6. Douglas County and East Wenatchee Emergency Management will maintain their respective “Special Needs Registry” and ensure the needs of those listed are met, to include transportation to shelters,

health care facilities, and private homes as appropriate. Note: The Douglas County PUD maintains a separate registry for priority power needs,

## **SITUATION**

### **A. Emergency/Disaster Hazards and Conditions**

Hazards exist which can cause the need for mass care and feeding for people and service/companion animals due to an evacuation or displacement from their primary residences. Those conditions are, but not limited to: wildfire, earthquake, floods, hazardous-materials emergencies, epidemics, etc.

### **B. Planning Assumptions**

1. Local ARC unit will, upon request from Emergency Management, activate mass shelter and feeding locations as appropriate.
2. The nature and extent of an incident could require an immediate response from the entire ARC organization and cooperating agencies.
3. The majority of the affected population will find accommodations outside the areas affected by an incident.
4. Local ARC can accommodate approximately 200 people; after which, or during extended periods, assistance from the ARC Region, State, and/or National organization may be required.
5. The Disaster Welfare Information System and "Safe & Well" website should be capable of handling welfare inquiries.
6. Surviving telephone service into and within the incident area may be lost or inadequate to handle and coordination using R.A.C.E.S. (amateur radio) personnel may be necessary.
7. Medical and Behavioral Health facilities may be over taxed and accurate record keeping on individuals may be impossible.
8. Mass care shelters will receive priority consideration for structural inspections to ensure safety of the occupants.
9. Large numbers of spontaneous volunteers in the affected area and around the state will require a planned recruitment strategy and operational training efforts.

10. A long-term power outage could significantly impact the transportation of goods & services and personnel in and out of the area.
11. ARC will maintain the Emergency Coordination Plan of the Chelan/Douglas Community Organizations Active in Disaster (CD-COAD). ARC and Emergency Management will partner with other volunteer organizations to meet the sheltering needs in emergency events.
12. During a medical emergency, such as an epidemic, it may be preferable to limit the exposure of victims by keeping them in their own resident rather than being placed in a large shelter. Pulmonary emergencies may exist during wildfire emergencies and medical decisions should be made by the Chelan/Douglas Health District in coordination with Chelan/Douglas or State of Washington Health Officer in coordination with Douglas County Emergency Management.
13. “Special Needs/High-Risk” people and their medical, evacuation, and “functional” needs must be considered early in an emergency or disaster.
14. The sheltering and/or evacuation of service/companion animals shall be considered during an incident as consistent with the “Pets Act of 2006.”

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. The American Red Cross has established a mass care/shelter and feeding plan. Shelter locations may be located and have:
  - a. Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
  - b. The Disaster Welfare Inquiries System and “Safe & Well” website as appropriate.
  - c. Written agreements to use shelters as appropriate.
  - d. Trained volunteers for mass care and shelter operations.
  - e. Established, with other social service organizations, a crisis counseling system.
  - f. Established, with other organizations, a mass feeding and distribution/delivery system.
  - g. Coordinate with the Coulee Basin Association (Southern Baptist Disaster Relief Team) for mass feeding issues.

2. In an actual emergency information concerning the shelter program, including public shelter locations, will be disseminated as directed by the Douglas County Department of Emergency Management or Emergency Operations Center and disseminated through the designated Public Information Officer in coordination with the ARC.
3. The ARC representative in the EOC will function as their mass care representative.

**B. Organization**

1. The American Red Cross has developed a mass care/shelter plan for the Douglas County areas. The Red Cross has employees and trained volunteers to carry out their plan.
2. The Douglas County Department of Emergency Management works with the Red Cross and Chelan/Douglas Public Health to assist in the coordination and liaison of local government and the public in instituting mass care and shelter activities for the public.

**C. Procedures**

Sheltering and mass care will follow the procedures developed and implemented by the Mass Care Plan of the American Red Cross.

**D. Mitigation Activities**

1. Primary Agency: None
2. Support Agencies: None

**E. Preparedness Activities**

1. Douglas County Emergency Management:
  - a. Coordinate with the American Red Cross and the Chelan/Douglas Health District for shelter and mass care issues. Ensure coordination exist between Douglas County Emergency Management and the Red Cross mass care plan.
  - b. Obtain shelter operations training from the Red Cross.
  - c. Maintain a “Special Needs/High-Risk” registry. (NOTE: The Douglas County PUD maintains a “priority” list for their customers who necessitate power for medical reasons.)
  - d. Identify shelter and feeding needs for service/companion animals.
  - e. Request and support LINK for transportation requirements.

2. Chelan/Douglas County Health District:
  - a. Coordinate with the Chelan/Douglas County Health Officer, ARC, and Emergency Management for shelter and mass care issues.
3. American Red Cross:
  - a. Identify usable facilities for shelter and mass care.
  - b. Maintain a current listing of all available shelters.
  - c. Recruit and train volunteers for mass care operations.
  - d. Coordinate with Emergency Management in planning issues and other mass care concerns.
  - e. Develop a liaison with other community organizations for providing mass care to the public.
  - f. Provide Disaster Welfare Inquiry System and "Safe & Well" services as available.
  - g. Coordinate with the Chelan/Douglas Health District and Emergency Management for shelter and mass care issues.

#### **F. Response Activities**

1. Emergency Management:
  - a. Provides space in the EOC for the ARC and Chelan/Douglas Health District representatives.
  - b. Supports the ARC, as requested.
  - c. Support the Chelan/Douglas Health Officer decisions.
  - d. Ensure the "Special Needs/High-Risk" population needs are addressed. (NOTE: The Douglas County PUD maintains a "priority" list for their customers who necessitate power for medical reasons.)
  - e. Arrange shelter and feeding needs for service/companion animals.
  - f. Request and support the Humane Evacuation Animal Rescue Team (HEART) as necessary.
2. Chelan/Douglas County Health District:
  - b. Work with State or Chelan/Douglas Health Officer as appropriate.
  - c. Support the EOC functions through communications and guidance as appropriate.
  - d. Support the ARC shelters as necessary.

3. Red Cross: Responds in accordance with National Policies and Guidelines for mass care to:
  - a. Open and staff shelters.
  - b. Provide mass feeding
  - c. Coordinates with Regional/National ARC and active the Disaster Welfare Information System and “Safe & Well” website for information from the general public as needed.
  - d. Request assistance through established ARC protocols.

**G. Recovery Activities**

1. Douglas County Emergency Management:
  - a. Support recovery activities consistent with the mission and capabilities of the ARC and Chelan/Douglas Health District.
2. Chelan/Douglas Health District:
  - a. Support recovery activities consistent with the mission and capabilities of Emergency Management, ARC, and the Chelan/Douglas Health District.
3. Red Cross:
  - a. Support recovery activities consistent with the mission and capabilities of Emergency Management, Chelan/Douglas Health District, and the ARC.

**RESPONSIBILITIES**

1. The Douglas County Department of Emergency Management is responsible for:
  - a. Maintaining current inventories of available public shelter facilities and capabilities.
  - b. Coordinating the Implementation of the overall shelter program within the county as needed.
  - c. Establishing communications between the shelter and the EOC with assistance appropriate from amateur radio operators as necessary.
  - d. Maintain the “Special Needs/High-Risk” population registry.
  - e. Establish housing and feeding locations for domesticated pets.

2. Chelan/Douglas County Health District:
  - a. Coordinate with the Chelan/Douglas County Health Officer, ARC, and Emergency Management for shelter and mass care issues.
  - b. Provide guidance to the EOC on health related issues as necessary.
  
3. The American Red Cross is responsible for:
  - a. Identification of suitable community facilities.
  - b. Maintain listing of shelters, capabilities, and resources available for each.
  - c. Developing county-wide shelter management and staffing assignments and supporting training.
  - d. Documenting costs for reimbursement and auditing purposes.
  - e. Evaluation and review of procedures to ensure operational readiness.
  - f. Coordinating support services in an actual emergency.
  - g. Tracking of displaced individuals through the Disaster Welfare Information System and “Safe & Well” website if initiated.
  - h. Handle all aspect of the community sheltering plan and other shelter activities in accordance with the ARC mission.
  - i. Development of emergency Standard Operating Procedures consistent with ARC policies and mission.

### **RESOURCE REQUIREMENTS**

1. EOC space and support for the Chelan/Douglas County Health District and ARC representatives.
2. Resources may have to be mobilized in support of mass care activities which include the transportation of cots and blankets, feeding equipment, forms, and general shelter supplies.
3. Transportation assistance as necessary.

### **Pets Evacuation and Transportation Standards Act of 2006**

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

## **EMERGENCY SUPPORT FUNCTION (ESF) 7**

### **RESOURCE SUPPORT**

**PRIMARY AGENCY:** Douglas County Emergency Management

**SUPPORT AGENCIES:** American Red Cross  
 City Mayors / Councils  
 City Street/Public Works Departments  
 Douglas County Auditor's Office  
 Douglas County Board of Commissioners  
 Douglas County Fire Protection Districts  
     #1, #2, #3, #4, #5, #7  
 Law Enforcement Agencies  
 LINK Transit  
 National Guard  
 R.A.C.E.S Amateur Radio Operators  
 Transportation and Land Services  
 Washington State Military Department, Emergency  
     Management Division

### **INTRODUCTION**

#### **A. Purpose**

Ensure efficient utilization of resources during an emergency or disaster situation.

Provide for the effective conservation of/or (re)allocation of existing and requested resources during or after local major emergencies or disasters.

#### **B. Scope**

This ESF serves in obtaining or coordination of resources during an incident and applies to all agencies which have resources that can be utilized during an emergency or disaster.

### **Policies**

Agencies will work under the National Incident Management System (NIMS) guidelines, the Incident Command System (ICS) operational protocols, and follow their Standard Operating Procedures and policies.

### **SITUATION**

#### **A. Emergency/Disaster Hazards and Conditions**

Resource support could be affected by several disaster scenarios, such as

earthquake, floods, long-term power outages, and wildfires. The main focus is on a disaster situation which isolates the County, in whole or in part, and would prevent timely arrival of resource support. Due to this the County and Cities must be able to coordinate their local resources for the time prior to the arrival of outside resources.

## **B. Planning Assumptions**

1. Each responding organization has an established system for managing their resources.
2. Local and State response to an emergency or disaster incident for support may be severely impacted.
3. Transportation to affected areas will be cut off due to damage to roads, bridges, airports, and other transportation means.
4. Following an emergency or disaster there may be a need to provide resources and goods & services to the affected area(s). If donated goods and services are provided to Douglas County then Chelan County Department of Emergency Management is responsible to management these goods.
5. Washington State Fire Mobilization can be requested to obtain additional response resources upon the depletion of Local and Mutual-Aide resources.
6. A long-term power outage could significantly impact the transportation of goods & services in and out of the area.
7. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. In the event of a proclaimed disaster or a major emergency impacting Douglas County, use of local resources will be the first priority (RCW 38.52).
2. The Douglas County Board of County Commissioners, Mayors, or City Councils have the executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands or if contact with the state government is lost. If necessary, voluntary controls will be the preferred method of resource management, however mandatory controls may be ordered.

3. In a large scale multi-agency response a coordinating group of policy level officials will determine resource allocation, if necessary. This group may include, but not limited to the following: Legislative authorities, Public Utility Districts, LINK Transit, National Guard, Law Enforcement, Fire Services, and Douglas County Emergency Management.
4. Staging of incoming resources will be determined on a case by case basis depending upon the situation. Areas available to be utilized for large-scale staging areas include (not limited to and/or in order):
  - a. Douglas County Fairgrounds - Waterville
  - b. Pangborn Airport - East Wenatchee
  - c. Douglas County Facilities - East Wenatchee
5. Donated goods and money will be coordinated with the American Red Cross as the lead agency for donated goods management. The Director of Emergency Management, or designee, will coordinate this effort with the ARC. People providing monetary donations should be referred to a non-governmental organization (NGO), however if their wish is for the funds to go directly to the County then those funds will be provided to the Douglas County Auditor.
6. The Director of the Douglas County Department of Emergency Management, or designee, has the overall responsibility for the coordination and allocation of existing and requested resources.
7. Requests for outside equipment/ assistance must be a coordinated effort. Agencies shall notify the Douglas County Department of Emergency Management or the EOC, if activated, of outside requests made for emergency resources.

## **B. Organization**

Douglas County Emergency Management is the coordination point for resource requests and support. This coordination will be completed from the EOC or other established point as appropriate. If the ARC is unavailable to coordinate donated monies then this responsibility shall defer to Douglas County Auditor.

## **C. Procedures**

The management of local resources not regulated by State or Federal law is the responsibility of local government.

Legislative Authority of a county/city political sub-division is empowered to invoke controls on resources and establish resource allocation priorities during an emergency. Although though the legislative authority has the power to invoke controls during an emergency the continued operations of a free market

economy and existing distribution systems should be utilized to the maximum extent possible.

#### **D. Mitigation Activities**

1. Douglas County Emergency Management:
  - a. Work with support agencies to establish and review roles and responsibilities for resource support.
  - b. Participate in emergency management training, as appropriate.
2. Support Agencies:

Develop an agency resource plan to identify internal resource needs and identify resources which can be provided to outside agencies during the response and recovery phases of an emergency or disaster. The resource list shall be kept current and a copy provided to Douglas County Emergency Management. These resources should include, but is not limited to, the following:

- a. Identifies essential personnel and staffing for internal and external support requirements.
- b. Identifies emergency supplies available or needed for personnel.
- c. Identifies essential records, equipment, and office supply available or needed.
- d. Identifies transportation requirements in support of an emergency or disaster.

#### **E. Preparedness Activities**

5. Douglas County Emergency Management:
  - a. Coordinates the donated goods plan with the ARC.
  - b. Assist other agencies in the maintenance of their resource plan as appropriate.
6. Support Agencies:
  - a. Develop procedures for resource support.
  - b. Ensure personnel are familiar with their roles during an incident.
  - c. Develop an after-hours call-out procedure.
  - d. Maintain a current list of available resources and provide a copy to Emergency Management.

#### **F. Response Activities**

1. Douglas County Emergency Management:

- a. Activates the EOC, or other location, for coordination of resources as appropriate.
  - b. Establishes communications to organize resource support.
  - c. Coordinates goods, services, and money donation(s) issues with the Red Cross and the Douglas County Auditor's Office as appropriate.
2. Fire Services:
- a. Provide resources as requested in accordance with Mutual Aid agreements and/or the Fire Mobilization Plan.
  - b. Respond and organize resources using the National Incident Command System (NIMS) concepts and the Incident Command System (ICS) operational protocols.
3. Law Enforcement:
- a. Provide resources and incident support, as requested.
  - b. Respond using the National Incident Command System (NIMS) concepts and the of the Incident Command System (ICS) operational protocols.
4. Douglas County Board of Commissioners/City Councils:
- a. Ensure a representative is available to the EOC or other coordinating location for the duration of incident.
  - b. Establish price controls and/or rationing, as appropriate.
  - c. Prioritize resource use in cooperation with Emergency Management.
  - d. Ensure necessary funding for resource support is available.
  - e. Performs all responsibilities required by RCW.
5. Transportation & Land Services (TLS) and City Street Departments:
- a. Ensure coordination with the EOC or other appropriate location.
  - b. Make available all necessary resources to the maximum extent possible.
  - c. Identify vital infrastructures needed for the movement of resources; if closed or blocked then prioritize their opening if safe. This should be done in coordination with Emergency Management.
  - d. Coordinate with ARC and provide a location for staging donated goods, if necessary.
6. R.A.C.E.S. Amateur Radio:
- Provide communications support for the EOC and/or other coordination locations, as appropriate.

7. American Red Cross:
  - a. Activate their disaster plan and provides support as outlined in their National Policies and Guidelines.
  - b. Coordinates community resources needs with other service organizations.
  - c. Coordinate with TLS and donated resources.
8. LINK:

Provide evacuation assistance as available and requested by Douglas County Emergency Management.
9. Washington State Emergency Management Division:

Provide resource support in accordance with ESF 7 of the Washington State Comprehensive Emergency Management Plan.

#### **G. Recovery Activities**

1. Douglas County Emergency Management:
  - a. Provide a location, such as the EOC, for the continued management of resources and donated goods as appropriate.
  - b. Assist in the demobilization of a large incident.
  - c. Manage goods & service donations.
2. Douglas County Board of Commissioners and City Councils:
  - a. Establish priorities in the assignment and use of resources including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services needed to provide for an effective and timely recovery.
  - b. Coordinate recovery activities through Emergency Management and direct all Douglas County Departments to cooperate with Emergency Management if needed.
3. Fire Services:
  - a. Provide resources to support recovery efforts, as appropriate.
  - b. Perform demobilization functions.
  - c. Provide storage of donated goods as space allows and is required.
4. American Red Cross:
  - a. Provide care and support to affected population as prescribed in the ARC disaster plan, national policies, and guidelines.

- b. Perform damage assessments per Red Cross policy and coordinate information with Emergency Management.
  - c. Coordinate donated monies as necessary.
5. Transportation and Land Services (TLS)/City Street Departments:
- a. Perform damage assessment and determine repair priorities in order to establish “normal” conditions as soon as possible.
  - b. Ensure vital “systems” damage and repair priorities so they may be restored in the quickest manner possible.
  - c. Provide storage of donated goods as space allows and is required.
6. R.A.C.E.S:
- Continue to provide communication support to assist in the recovery.
7. Washington Emergency Management Division:
- Provide resource recovery support as outlined in ESF 7 of the State Comprehensive Emergency Management Plan.

### **RESPONSIBILITIES**

1. Douglas County Emergency Management:
- a. Responsible for ensuring local resources are inventoried and updated on an annual basis.
  - b. Responsible for coordinating local resources during an emergency or disaster event through the EOC or other appropriate location.
  - c. Responsible for coordinating requests for out-of-area resources.
2. All support agencies are responsible for:
- a. Ensuring their resources are kept in operating condition.
  - b. Providing resource updates to Douglas County Emergency Management on an annual basis.

### **RESOURCE REQUIREMENTS**

- 1. Maintain administrative records and reports necessary to document response activities in an emergency or disaster.
- 2. Maintain logistical support to responding personnel or agencies.
- 3. Facilities and logistical support to manage donated goods and services during an emergency or disaster.

**NOTE: See attached addendums:**

**EMERGENCY SUPPORT FUNCTION (ESF) 7 (ADDENDUM 1)****RESOURCE SUPPORT – MANAGEMENT OF DONATED GOODS,  
SERVICES, and MONIES****MANAGEMENT OF DONATED GOODS, SERVICES, AND MONIES:**

**PRIMARY AGENCIES:** American Red Cross (ARC)  
Douglas County Emergency Management

**SUPPORT AGENCY:** Douglas County Auditor's Office

**INTRODUCTION****A. Purpose:**

Proper management and distribution of donated money, service, and goods during an emergency or disaster.

**CONCEPT OF OPERATIONS**

- A. Donated money and services will be coordinated through the American Red Cross and the Douglas County Emergency Management Division as the lead agency. The ARC is prepared to accept service and money donations but is typically not prepared to receive donated goods; however the ARC can provide contact recommendations of organizations to contact which are better suited to accept donated goods. The donation of cash to volunteer or charitable organizations is the preferred method of making donations during an emergency or disaster and will permit the provider to earmark his/her money group(s) which best supports their interest.
- B. Any inquiry received about donating cash should be deferred to the American Red Cross who will provide information on COAD participating charitable organizations as well as other area charitable organizations. Individuals, organizations, or other governmental will be encouraged to provide their donation(s) to their charitable organization of choice.
- C. Douglas County should not request the donation of cash in competition with volunteer organizations. Cash should only be accepted by Douglas County as an exception. If individual, organization, or government cash donations are made to Douglas County that donation will be accepted and managed by the Douglas County Auditor's Office, in accordance with applicable laws.
- D. Proper storage and distribution of donated goods is essential and will be coordinated by Douglas County Emergency Management while ensuring

all regulations and guidelines are followed. The Douglas County Auxiliary Services, CERT, and CD/COAD volunteers may be utilized in the distribution of donated goods as needed. The storage of large quantities of donated goods will be coordinated with local businesses, Douglas County facilities, Douglas County Fairground, Fire Stations, and Pangborn Airport which the capacity to hold and secure these goods.

## **EMERGENCY SUPPORT FUNCTION (ESF) 7 (ADDENDUM 2) RESOURCE SUPPORT – PUBLIC INFORMATION**

### **PUBLIC INFORMATION:**

**PRIMARY AGENCY:** Douglas County Emergency Management

**SUPPORT AGENCY:** American Red Cross

### **INTRODUCTION**

#### **A. PURPOSE:**

To provide the public with information about donations of money or goods & services to their favorite charity(s) during emergencies or disasters.

#### **CONCEPT OF OPERATIONS:**

- A. Public Information efforts will emphasize the donation of cash as the best manner of supporting victims of emergency or disasters. The Director of Emergency Management, or designee, will coordinate this effort with the ARC. The Director of Emergency Management or designated Public Information Officer (PIO) will assure no spontaneous media releases are made from government officials about donations of goods or services. All news releases regarding donations will be made in coordination with Emergency Management and the ARC using NIMS protocols.
- B. The Douglas County PIO will coordinate the ARC, other charitable organizations, and the media to develop scripted messages as appropriate. These messages will inform individuals or organizations wishing to make donations to channel them to the ARC or their favorite charity(s).

## **EMERGENCY SUPPORT FUNCTION (ESF) 8** **PUBLIC HEALTH AND MEDICAL SERVICES**

**PRIMARY AGENCIES:** Chelan/Douglas County Health District

**SUPPORT AGENCIES:** Aging and Adult Care  
American Red Cross  
Chelan/Douglas Health Officer  
Chelan/Douglas Medical Services Council  
Chelan/Douglas Public Health District  
Douglas and Chelan County Ambulance Services  
Douglas County Coroner  
Douglas County Fire Districts #1, #2, #3, #4, #5, #7, and  
Chelan County Fire Districts as assigned  
Douglas County Emergency Management  
Funeral Homes and Crematoriums within Douglas County  
North Central Region EMS & Emergency Care Council  
Washington State Department of Health (DOH)  
Washington State Military Department, Emergency  
Management Division

### **INTRODUCTION**

#### **A. PURPOSE**

To provide safe and responsible health care and effective Emergency Medical Services (EMS) during emergencies or disaster.

#### **B. SCOPE**

Provide the concepts for the Chelan/Douglas Health District, Chelan/Douglas Health Officer, Emergency Medical Services, Behavioral Health agencies, and Mortuaries (funeral homes and crematoriums) to coordinate and function under.

### **POLICIES**

All emergency medical responses will follow applicable laws of the State of Washington, Local Ordinances, and agency standard operating procedures and policies.

As Douglas County has a population less than 40,000 the Douglas County Prosecuting Attorney also serves as Coroner (RCW 36.16.030) and therefore assumes the responsibility for investigating and certifying causes and manners of death within Douglas County. The Douglas County Coroner is not a physician or medical examiner and must contract with a Forensic Pathologist or Medical Examiner to perform autopsies. There are no public morgue facilities

located in Douglas County; therefore the morgue at Confluence Health Hospital or local private mortuaries shall be used as necessary.

## **SITUATION**

### **A. Emergency/Disaster Hazardous and Conditions**

Natural and/or technological disasters could easily overwhelm the local health and medical services. Casualty range for an earthquake could range in excess of 1,000 people depending on the location, time, magnitude, and duration of the earthquake. This type of natural disaster may pose certain public health threats, including problems related to food, water, wastewater and sewage disposal, solid waste disposal, and mental health effects.

Medical care facilities (hospitals, adult care, pharmacies) may be structurally damaged or destroyed. Surviving facilities may be rendered partly or completely unusable due to damage or reductions of utilities (power, water, and sewer). Damage to the infrastructure or damage/disruption of communication systems may prevent staff and resources from reaching medical care facilities. Medical and Behavioral Health care facilities that remain operational may become over-whelmed by “walking wounded” and seriously injured victims who arrive in the immediate aftermath of the occurrence.

Uninjured person who require daily medications may have difficulty in obtaining these medications because of damage or destruction of normal supply locations, damage to transportation systems, and general shortages within the disaster area.

Although other disasters such as fires and floods do not generate the casualty volume of a major earthquake, there will be a noticeable emphasis on issues involving mental and medical health issues. Issues of concerns may include: relocation, shelters, drinking water contamination, sanitation water, solid waste disposal, and sewage disposal.

A Mass Casualty Incident (MCI) resulting from an explosion, toxic gas release, passenger train derailment, and multi-injury vehicle accidents can occur and may not damage the infrastructure of local medical system, however such event could produce a large concentration of injured victims and/or specialized injuries and overwhelm the county’s medical capabilities.

### **B. Planning Assumptions**

1. Local Emergency Medical resources will become overwhelmed in any large scale event generating a mass casualty incident. Outside medical resources will be requested through the Washington State Emergency Operations Center located at the Military Department, Emergency Management Division in Camp Murray, WA.

2. Douglas County highway traffic could be restricted or inaccessible from Confluence Health Hospital, Wenatchee Valley Hospital, and other medical clinics within Chelan County if both the “George Sellar Bridge” (SR-285) and “Odabashian Bridge” (SR 2/97) are impassable. The Wenatchee River “Pipeline Bridge” may only be traversed by foot as it is governed by a weight restriction. The possibility of utilizing the Rock Island and Rocky Reach Dams exist for emergency traffic which must be coordinated through the governing Public Utility District (PUD).
3. A long-term power outage could significantly impact the transportation of goods & services in and out of the area.
4. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols as appropriate.

### **CONCEPT OF OPERATIONS**

#### **A. General**

1. Emergency medical response to an emergency, disaster or mass casualty incident will follow established protocols, including functioning under the Incident Command System (ICS). The Medical Program Director is responsible for the establishment of MCI protocols.
2. Confluence Health Hospital is the trauma center for Douglas County. In the event CWH is either unable to provide services, additional sites that may be able to assist are:
  - Wenatchee Valley Hospital, Wenatchee
  - Wenatchee Valley Clinic, Wenatchee
  - Cascade Emergency Medical Center, Leavenworth
  - Lake Chelan Community Hospital, Chelan
  - Okanogan/Douglas Hospital, Brewster
  - Quincy Community Hospital, Quincy
  - Coulee Community Hospital, Grand Coulee
3. The American Red Cross, Clergy, and Public Safety responders trained in Critical Incident Stress Debriefing (CISD) will be utilized to help provide counseling services to emergency workers and disaster victims.
4. Coordination of social service and volunteer organizations will be coordinated through the EOC or other location as appropriate. The Red Cross may assist with this coordination.

5. Emergency Medical care may be required at Red Cross shelters. The ARC will follow their shelter policies and procedures.
6. The Director of the Chelan/Douglas Health District is responsible for coordinating public health services. These services include health advisories, monitoring potential causes of communicable diseases, and disease prevention during disasters.
7. The NCW EMS and Emergency Care Council maintain a mass fatality plan for Douglas County and other counties within their jurisdiction.
8. The Douglas County Coroner will be responsible for operations and coordination of temporary morgues. This can be completed by using existing morgues, refrigerated semi trailers, or cold storage warehouses, as appropriate. The Coroner will coordinate with funeral homes to handle mass fatalities.

**B. Organization:**

1. The agencies are independent of each other and will follow their Standard Operating Procedures and policies. All responses will follow applicable laws of the State of Washington, Local Ordinances, agency standard operating procedures and policies.
2. The Chelan/Douglas Health District is a bi-county district which is overseen by the Chelan/Douglas Health Board made up of selected elected legislative officials from each participating jurisdiction. The Health District maintains a Monday through Thursday work schedule for public access. The Health District is responsible for public health matters.
2. The Medical Program Director (MPD) oversees the Emergency Medical Services (EMS) in the Douglas County area. The EMS system includes private ambulance companies and public fire districts/departments which provide emergency medical services.
3. The Douglas County Coroner is an elected official (Douglas County Prosecutor) and is responsible for the duties of the office as prescribed by applicable law (RCW 46.16.030). The coroner is responsible for the coordination of mass fatality needs.

**C. Procedures:**

Agencies with health and/or medical services have the responsibility to follow their own procedures from Washington State law. The Health District shall follow procedures developed by the Washington State Department of Health. Procedures and guidance decisions will follow applicable laws of the State of

Washington, Local Ordinances, and agency standard operating procedures and policies.

**D. Mitigation Activities:**

1. Primary Agencies: None
2. Support Agencies: None

**E. Preparedness Activities:**

1. Chelan/Douglas County Health District:
  - a. Develops and maintain procedures dealing with response to disasters for the protection of public health and the environment.
  - b. Ensures personnel are trained to respond to public health emergencies.
  - c. Coordinate with the American Red Cross for physical and behavioral health concerns within their shelters as appropriate.
  - d. Maintain proactive communication with Emergency Management and other support agencies.
  - e. Follow all laws, directives, and guidelines provided by RCW, WAC, and the WA. State Department of Health.
2. Douglas County Coroner:
  - a. Develop and maintain liaison with local funeral directors.
  - b. Develop and maintain procedures for mass fatality incidents to include establishing sites which can be used as temporary morgues such as existing morgues, trucking companies with refrigerated semi trailers, and cold storage facilities.
3. Medical Program Director:
  - a. Ensure current training and certification program for EMS field personnel is within the guidelines of accepted protocols and state law.
  - b. Ensure the appropriate training for mass causality response is carried out in an appropriate manner.
  - c. Ensure that appropriate EMS agencies develop and maintain procedures.

4. Emergency Medical Services (EMS) and Emergency Care Council:
  - a. Develop, maintain and update on an annual basis, if not more frequent, a current inventory list of all EMS related equipment provide a copy of this inventory list to Emergency Management.
  - b. Assist in the delivery of mass casualty training for EMS providers. The NCW EMS, Emergency Care Council, and region Healthcare Coalition maintain a mass fatality plan for Douglas County and other counties within their jurisdiction.
  
5. Ambulance (EMS) Companies:
  - a. Develop procedures for response to emergencies following the concepts of the Incident Command System as the on-scene Emergency Medical Command during an emergency.
  - b. Coordinate with the Emergency Medical Program Director regarding operations and training requirements for certification.
  - c. Inventory equipment, communications capabilities, and other resources. Provide a copy of these resources to the EMS Council and Douglas County Emergency Management.
  - d. Participate in drills and exercises dealing with mass casualty scenarios, as appropriate.
  
6. Central Washington, Wenatchee Valley, and Lake Chelan Hospitals:
  - a. Develop and maintain a disaster and mass causality plan for the hospital and ensure staff is appropriately trained in individual responsibilities.
  - b. Participate in drills and exercises dealing with mass casualty scenarios, as appropriate.
  
7. Fire Services:
  - a. Develop and maintain departmental procedures dealing with emergency Medical response and ensure personnel are trained in the procedures.
  - b. Develop mutual aid agreements as needed.
  - c. Ensure all personnel have, at minimum, a current First Responder first aid certification.
  - d. Participate in drills and exercises dealing with mass casualty scenarios, as appropriate.
  
8. Emergency Management:
  - a. Develop and maintain the Douglas County Comprehensive Emergency Management plan for response to disasters.

- b. Develop and drill mass casualty exercises in coordination with EMS, region Healthcare Council and public safety agencies.
  - c. Maintain proactive communications with CDHD, NCW EMS and Emergency Care Council, and other support agencies.
9. American Red Cross:
- a. Carry out preparedness activities in accordance with the national American Red Cross policies and procedures.
  - b. Train volunteers and participate in drills dealing with mass casualty scenarios, as appropriate.
  - c. Develop and maintain the COAD plan.
  - d. Maintain proactive communications with Emergency Management.

## **F. Response Activities**

1. All responding Emergency Medical Service agencies:
- a. Document disaster or emergency expenditures for auditing and reimbursement purposes.
  - b. Document actions.
  - c. Provide resources and specialized support functions as agreed upon, or provided for, in mutual aid agreements or other similar protocols.
  - d. Alert staff and brief them of the situation.
  - e. Coordinate needs for augmentation of resources with the Douglas County Department of Emergency Management.
  - f. Conduct operations within the Incident Command System (ICS).

In addition to the above, these agencies have the following responsibilities:

2. Medical Program Director:
- Responds in accordance with Mass Casualty Incident (MCI) protocols, working in coordination with Confluence Health Hospital.
3. Confluence Health Hospital:
- Responds in accordance with their internal disaster plan.
4. Emergency Management:
- a. Coordinate resource request and obtain additional resources from state and other sources, as appropriate.
  - b. Coordinate information between agencies.

5. Health District:
  - a. Responds when requested by incident command staff, as appropriate.
  - b. Monitors and records all conditions effecting public health.
  - c. Performs field sampling and testing, as appropriate.
  - d. Warns command staff of potential health threats to responders.
  - e. Issues health advisories to the public, as appropriate.
  - f. Follow directives and guidance from the Washington State Department of Health and communicate them with Emergency Management and other support agencies as appropriate.
  - g. Ensure communications with the county Health Officer and follow his/her directives and guidance.
  - h. Adjust hours and work day schedules to meet the public needs.
  
6. American Red Cross:
  - a. Establishes mass care operations, when requested by incident command staff.
  - b. Establish mass care following the concepts of the Red Cross Disaster plan

## **G. Recovery Activities**

1. Primary Agency - Chelan/Douglas Health District:
  - a. Continue to monitor and record public health situations and provide assistance, as appropriate.
  - b. Coordinate requested information with Emergency Management.
  - c. Perform related actions as prescribed by law.
  
2. Support Agency - Red Cross:

Perform activities in accordance with ARC National Policies and Procedures.
  
3. Support Agencies:

Assist in activities as requested and within their capabilities.

**RESPONSIBILITIES****A. Primary Agency**

Coordinate training, planning, and provisions of the local Emergency Medical Plan and provide public health assistance to the local area after an emergency or disaster.

**B. Support Agencies**

Provide support to the primary agency in planning for, and providing resources to, the response to and recovery from an emergency or disaster.

**RESOURCE REQUIREMENTS**

The following are resources necessary to carry out this ESF. Local resources will be utilized as outlined in mutual aid agreements and other protocols. When additional resources are necessary, request will be made to the state EOC.

- Medical transportation
- Decedent transportation
- Trained personnel
- Temporary medical facilities
- Medical equipment and supplies
- Communications (May be supplemented by use of amateur radio operators.)

**EMERGENCY SUPPORT FUNCTION (ESF) 9**  
**SEARCH and RESCUE**

**PRIMARY AGENCY:** Douglas County Sheriff's Office

**SUPPORT AGENCIES:** Chelan County Sheriff's Office SAR Program  
Civil Air Patrol  
Douglas County Emergency Management  
Douglas County Emergency Medical Service Agencies  
Douglas County Fire Agencies  
RiverCom  
Washington State Department of Transportation – Aviation  
Division  
Washington State Military Department Emergency  
Management Division  
Washington State Patrol

**PURPOSE:**

Provide coordination and utilization of resources in Search & Rescue (SAR) operations.

**SCOPE:**

This ESF details the roles and responsibilities of agencies responding to SAR operations, either wildland or urban. State law encompasses both wildland and urban disaster SAR under RCW 38.52.010(7) and WAC 118.04.120/240.

**POLICIES:**

Land-based SAR activities are initiated, coordination and directed by the local law enforcement agency responsible for the jurisdiction.

Air-based SAR missions or downed civil aircraft is the responsibility (RCW 47.68) of the Washington State Department of Transportation (WSDOT), Aviation Division. The Civil Air Patrol and Washington State Patrol may be called and their availability checked if further air support is required.

Urban Search and Rescue efforts will be initiated by fire agencies; to include collapsed building searches.

Agencies will work under the National Incident Management System (NIMS) guidelines, the Incident Command System (ICS) operational protocols, and follow their Standard Operating Procedures and policies.

All responses will follow applicable laws of the State of Washington, Local Ordinances, and agency Standard Operating Procedures (SOP's) and policies.

**SITUATION:****A. Emergency/Disaster Hazards and Conditions**

1. Douglas County could be threatened by an incident requiring a large scale SAR effort.
2. The diversity of, and easy access to, outdoor recreation in Douglas County along with the increasing number of people recreating in the outdoors may result in the increased numbers of SAR operations.

**B. Planning Assumptions**

1. Local resources (Douglas and Chelan Counties) are capable of handling routine SAR activities. Chelan County Sheriff's Office has a very robust SAR program and upon request, if available, assists within Douglas County. Fire agencies will assist with Urban Search and Rescue (USAR) activities as availability and training allows.
2. The military may respond to most requested rescue situations for air support when life(s) is threatened.
3. Law Enforcement Agencies, by RCW, are the responsible agency for SAR activities.
4. Searches for overdue or lost aircraft are the responsibility of the Aviation Division of Washington State Department of Transportation. The Civil Air Patrol and Washington State Patrol may be called and their availability checked if additional air support is required.
5. A disaster/emergency or long-term power outage could significantly impact the transportation of equipment and personnel in and out of the area.

**CONCEPTS OF OPERATIONS****A. General**

1. SAR operations will be managed by the concepts of the National Incident Management System (NIMS) and Incident Command System (ICS). The responsible Law Enforcement Agency will also serve as the Incident Command Agency.
2. SAR missions will normally be controlled from a field command post location, however large scale SAR operations may utilize the EOC for coordination of resources.

3. Necessary equipment and personnel, including organized volunteer services and personnel, will be mobilized during SAR operations. Control of SAR functions remains the responsibility of the primary law enforcement agency concerned.
4. Upon notification of a SAR operation the Douglas County Department of Emergency Management will advise the Washington State Emergency Management Division of the SAR mission if volunteers are utilized, however; obtaining a Mission Number early in a SAR mission should be strongly considered in the event volunteers are utilized at any time during a mission (see WAC 118.04.240). A mission number shall extend liability coverage to participating registered personnel.
5. Whenever local resources are exhausted, unavailable, or unqualified for a particular SAR mission the Douglas County Department of Emergency Management may request assistance through the Washington State Military Department, Emergency Management Division (EMD) who will assist in obtaining resources as prescribed by law.
6. Request for military assistance will be coordinated with Washington State Military Department, Emergency Management Division.
7. The radio frequency 155.160 MHz has been dedicated state-wide for SAR communications purposes.

## **B. Organization**

1. The primary Law Enforcement agency is responsible for SAR operations within their jurisdictions.
2. The Douglas County Department of Emergency Management will work in the coordinating capacity to support SAR activities and:
  - a. Obtain a Washington State mission number for actual and training missions.
  - b. Register local SAR volunteers as Emergency Workers 118.04 WAC (Washington Administrative Code). SAR volunteers shall have knowledge of "first aid" as required by statute.
3. Douglas County Sheriff volunteers; including Citizen Corps personnel, Fire and EMS agencies may assist SAR operations with technical, medical and personnel support as necessary.

**C. Procedures**

1. Upon receiving information of a possible SAR operation, the responsible law enforcement agency will initiate their SAR procedures.
2. When personnel from outside the law enforcement agency are used, the responsible agency will contact Emergency Management for a Washington State mission number.
3. Direction and control of the SAR operations will follow the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS), with the responsible law enforcement agency being the Incident Command agency.

**D. Mitigation Activities**

1. Douglas County Sheriff's Office
  - a. Provide ongoing public education on outdoor activities.
  - b. Maintain an active SAR program.
2. Support Agencies: Chelan County Sheriff's Office.

**E. Preparedness Activities**

1. Douglas County Sheriff's Office
  - a. Provide SAR training to responsible personnel and appoint a SAR coordinator.
  - b. Obtain training approval through Washington State Emergency Management Division using the "Training Mission Request and Authorization" (Form # EMD-079).
  - c. Develop and maintain support and response procedures for SAR operations.
2. Support agencies
  - a. Establish coordination with primary agency.
  - b. Develop and maintain training, response, and support procedures for SAR operations.
  - c. Obtain training approval through Washington State Emergency Management Division using the "Training Mission Request and Authorization" (Form # EMD-079).

**F. Response Activities**

1. Douglas County Sheriff's Office
  - a. Notify the Washington State Emergency Management Division SAR coordinator and request a Mission Number as required or recommended.
  - b. Initiate all SAR operations within their jurisdiction. Request and support WSDOT Aeronautics Division for downed aircraft SAR missions.
  - c. Establish NIMS/ICS for SAR operations and become Incident Command agency for all SAR operations, except downed aircraft missions.
  - d. Request additional resources, as appropriate.
  - e. Respond the Citizen Emergency Response Team trailer as requested.
  - f. Complete the Washington State Emergency Management Division "SAR Mission Data Sheet" (Form EMD-077).
  - g. Ensure volunteers "sign-in" on the State of Washington "Emergency Worker Daily Activity Report" (Form #EMD-078).
  - h. Ensure volunteers are registered using the "Emergency Worker Registration Card" (Form #EMD-024) and are issued a State of Washington "Emergency Worker Identification Card" (Form #EMD-025 front and back) even for temporary usage.
2. Support Agencies
  - a. Provide resources for SAR operations, as appropriate.
  - b. Respond following the concepts of the NIMS/ICS protocols.
  - c. Ensure volunteers "sign-in" on the State of Washington "Emergency Worker Daily Activity Report" (Form #EMD-078).
  - d. Ensure volunteers are registered using the "Emergency Worker Registration Card" (Form #EMD-024) and are issued a State of Washington "Emergency Worker Identification Card" (Form #EMD-025 front and back) even for temporary usage.

**G. Recovery Activities**

All Agencies

Assist in the return and organization of all SAR resources. Determine if equipment needs to be repaired or replaced to enable future SAR missions.

**RESPONSIBILITIES:****A. Douglas County Sheriff's Office**

1. In accordance with RCW 38.52.400 the chief law enforcement officer of each political subdivision is responsible for conducting SAR operations within the jurisdiction.
2. Provide a 24-hour point of contact for the public to report possible SAR operations; 911 or (509) 663-9911.
3. Provide direction and coordination for SAR operations.
4. Complete and send a copy of the Washington State Emergency Management "Mission Data Sheet" and "Emergency Worker Daily Activity Report" to EMD.

**B. Support agencies**

1. Provide support and equipment in SAR operations and victim aide within the personnel's training.
2. Provide Emergency Management with all information to complete the "Mission Data Sheet" and "Emergency Worker Daily Activity Report" as soon as possible.

**RESOURCE REQUIREMENTS:**

A partial list of resources necessary to carry out SAR missions includes:

- Trained personnel
- Air resources
- Resource support of SAR operations (feeding, generators, fuel, etc.)

Local resources will be utilized as outlined in mutual aid agreements and other protocols. If additional resources are necessary, those requests will be made to Washington State Emergency Management Division.

NOTE: EMD Forms are available on the web at: [http://www.emd.wa.gov/search\\_rescue/sar\\_forms.shtml](http://www.emd.wa.gov/search_rescue/sar_forms.shtml)

**EMERGENCY SUPPORT FUNCTION (ESF) 10**  
**Oil and HAZARDOUS MATERIALS RESPONSE**

- PRIMARY AGENCIES:** Washington State Department of Ecology  
Washington State Patrol
- SUPPORT AGENCIES:** Chelan/Douglas Health District  
Chelan/Douglas Local Emergency Planning Committee  
(LEPC)  
Douglas County Fire Districts  
Douglas County Emergency Management  
Emergency Medical Service Agencies  
Local Law Enforcement Agencies  
RiverCom  
U.S. Environmental Protection Agency  
Washington State Department of Ecology  
(Central Region Spill Response)

**INTRODUCTION**

**PURPOSE:**

To provide coordination of local governmental actions when responding to local incidents involving radioactive, chemical, toxic, explosive, terrorist and other hazardous materials incidents; aka "All-Hazards."

**SCOPE:**

Provide for the coordination and definition of functions performed by agencies responding to hazardous material incidents.

**POLICIES**

Management of a hazardous materials incident shall follow the concepts of the National Incident Management System (NIMS), the Incident Command System (ICS), and the use of a Unified Incident Command is encouraged, when appropriate.

Hazardous Material incidents within Douglas County shall be responsibility of the Washington State Patrol (WSP) if the Douglas County Fire/Port District for that area has properly relinquished their authority and notified the WSP (NOTE: As of 2008, all Fire/Port Districts within Douglas County have properly relinquished the Haz-Mat Incident Command authority and responsibility to the WSP.); however, if the incident is water-based (river, lake, etc.) then the Washington State Department of Ecology shall assume the responsibility.

The Chelan/Douglas Local Emergency Planning Committee (LEPC) maintains a combined “All-Hazards” and “Hazardous Materials” emergency response plan.

All actions taken by local response agencies at a Hazardous Materials Incident will be within the training and response capabilities of the personnel on scene. At no time shall a responder exceed their level of training.

## **SITUATION**

### **A. Emergency/Disaster Hazards and Conditions**

Hazardous materials are transported through the Douglas County area daily via rail, highway, and air routes creating a relatively high exposure to potential Haz-Mat incidents. Local response to these incidents is limited in scope by restriction placed due to both financial and training constraints.

### **B. Planning Assumptions**

1. Douglas County Hazardous-Material incident response will be defensive only as the Douglas County area has no Haz-Mat team.
2. Support for a large scale Haz-Mat incident will come from outside the area.
3. There are several facilities and transportation routes that could sustain a hazardous materials incident; these have been identified in the Chelan/Douglas County LEPC Plan. The local “public safety” agencies are aware of these locations.
4. The LEPC maintains an “All-Hazard” plan which includes Hazardous Material release information.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. Local Incident Command of a hazardous materials incident will follow the concepts of the NIMS and ICS concepts. Unless otherwise designated, the Washington State Patrol will be the Incident Command authority (RCW 70.136.030) unless the incident is water-based at which point the Washington State Department of Ecology assumes the Incident Command authority. The command team will be responsible for working together from a command post location. A unified Incident Command System is recommended when possible.
2. The affected political subdivision has the primary responsibility for protecting life, environment, and property threatened by hazardous

material incidents except in those areas specifically preempted by state or federal law. As necessary the local public safety agencies are primarily responsible for the initial assessment of the situation and shall attempt identification of materials involved, incident coordination, site security, rescue and medical treatment of injured, defensive response measures if properly trained to do so, and/or the evacuation of people if endangered and safe to do so. Clean-up is the primary responsibility of the spiller if known, or the Washington State Department of Ecology if unknown.

3. When outside personnel and resources are working in support of local response agencies, those agencies will maintain their normal chain of command and supervision. They will respond to tasks and assignments through, or in conjunction with, the Incident Command System.
4. Upon notification of a Hazardous Materials Incident, the Douglas County Department of Emergency Management will obtain a state Emergency Management incident number to extend liability coverage to register local volunteers and equipment responding in a specialized or general support capacity.
5. Release notification to the National Response Center (NRC) shall be the responsibility of the spiller if known, or the Incident Command agency if unknown.

## **B. Organization**

The primary Incident Command agency is the Washington State Patrol if the Fire District has properly relinquished their authority, or the Washington State Department of Ecology. All responses to a Hazardous Materials incident will follow the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS) and shall utilize a "Unified" command as appropriate.

## **C. Procedures**

When a hazardous materials incident occurs:

1. Establish an isolation area and move all people out of the affected area.
2. Establish perimeter control / area security.
3. Establish ICS and identify command post and staging locations.
4. Take measures to protect the public and the safety of responders.
5. Call for necessary help from mutual aid jurisdictions and/or State Department of Ecology.

6. Ensure that public health departments are advised and incorporated into the command system.
7. Monitor the progression of the incident.
8. Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.
9. Consider the MyState paging and/or EAS to notify the affected public; RiverCom will complete this page as directed by the Incident Commander.

**D. Mitigation Activities**

1. Primary Agency - Washington State Patrol:  
  
Work with the LEPC to further ideas that facilities can use to reduce the amount of hazardous chemicals which are on site.
2. Support Agency - Fire Districts
  - a. Work with the LEPC to further ideas facilities can use to reduce the amount of hazardous chemicals which are on site.
  - b. Work to ensure compliance with the *Article 80 of the Uniform Fire Code*.

**E. Preparedness Activities**

1. Primary Agency - Washington State Patrol:
  - a. Ensure all personnel who have the potential of responding to a Haz-Mat incident have the appropriate level of training.
  - b. Work with the LEPC to hold a hazardous materials exercise on an annual basis.
  - c. Ensure all response personnel have current copies of the US D.O.T. Emergency Response Guidebook (ERG).
  - d. Ensure personnel have the appropriate level of Personal Protective Equipment (PPE) for expected response; never exceed the level of PPE and insure that 29.CFR1910.134 medical requirements for offensive responders have been met.
2. Support Agency - Fire Districts:
  - a. Maintain and update locations where hazardous materials are stored, used and/or produced. Ensure all public safety responders are supplied with these materials.
  - b. Ensure all personnel have appropriate training to respond to hazardous materials incidents.
  - c. Participate in haz-mat drills and exercises.
  - d. Ensure all responding personnel have current copies of the US D.O.T. Emergency Response Guidebook (ERG).

- e. Ensure personnel have the appropriate level of PPE for the expected response.
- 3. Support Agency - Law Enforcement:
    - a. Develop procedures for response to Haz-Mat incidents.
    - b. Ensure all personnel have appropriate training to respond to hazardous materials incidents.
    - c. Participate in haz-mat drills and exercises.
    - d. Ensure that all personnel have current copies of the US D.O.T. Emergency Response Guidebook (ERG).
  - 4. Support Agency - Emergency Management:
    - a. Work with the LEPC on preparedness issues.
    - b. Ensure all personnel have appropriate training to respond to hazardous materials incidents.
    - c. Participate in haz-mat drills and exercises.
    - d. Ensure all personnel have current copies of the US D.O.T. Emergency Response Guidebook (ERG).
  - 5. Support Agency - Emergency Medical Service Agencies:
    - a. Develop procedures for response to Haz-Mat incidents.
    - b. Ensure all personnel have appropriate training to respond to hazardous materials incidents.
    - c. Participate in haz-mat drills and exercises.
    - d. Ensure all personnel have current copies of the US D.O.T. Emergency Response Guidebook (ERG).
  - 6. Support Agency - Chelan/Douglas County Health District:

Coordinate with Douglas County Emergency Management, as appropriate.
  - 7. Support Agency - Washington Department of Ecology Spill Response:

Prepare in accordance with departmental policies and procedures.

**F. Response Activities**

All responses will follow proper procedures under 29CFR1910.120 (q) and 29CFR1910.134.

- 1. Primary Agency - Washington State Patrol

Perform response activities in accordance with departmental policies and guideline, and in accordance with RCW.

2. Support Agencies - Fire Districts and Law Enforcement
  - a. Size up situation and advise dispatch of situation and make request for additional resources, if appropriate.
  - b. Isolate the area and deny further entry.
  - c. Perform rescue, if it is safe to do so.
  - d. Ensure that Incident Command agency is notified.
  - e. Establish command post. Should be in cold zone, up hill, up wind and up stream from the incident.
  - f. Attempt to identify the materials - **WITHOUT RISK** - by use of:
    - Placards / labels
    - Shipping papers
    - Shippers information
    - Tier two information
    - Any other available means
  - g. Determine if there is a need to evacuation or shelter in place, take appropriate steps.
  - h. Establish crowd and traffic control.
  - i. Institute an emergency public information plan, keep the public informed.

3. Support Agency - Emergency Medical Service Agencies:

Respond in accordance with established procedures and function within the concepts of the Incident Command System (ICS).

4. Support Agency - Washington Department of Ecology, Spill Response:

Respond in accordance with departmental policies and procedures, including functioning within the concepts of the Incident Command System (ICS).

5. Support Agency - Chelan/Douglas Health District:

Respond, as appropriate, in accordance with departmental policies and procedures.

## **G. Recovery Activities**

1. Primary Agency - Washington State Patrol
  - a. Terminate incident
  - b. Issue public information that it is safe to re-enter the area and other appropriate information.
  - c. Coordinate after action information with appropriate agencies.

2. Support Agencies - Fire Districts and Law Enforcement  

Perform requested recovery activities within capabilities of agency.
3. Support Agency - Emergency Management
  - a. Coordinate with the Douglas County LEPC on recovery issues.
  - b. Provide appropriate reports to Washington EMD.
  - c. Provide coordination with Washington DOE.
  - d. Coordinate cost recovery, as appropriate.
4. Support Agency - Washington Department of Ecology, Spill Response:
  - a. Provide clean up support in accordance with departmental policies and procedures.
  - b. Provide technical information, as appropriate.
5. Support Agency - Chelan/Douglas County Health District:  

Provide recovery support, as requested, in accordance with departmental policies and procedures.

## **RESPONSIBILITIES**

### **A. Primary Agency**

1. The Washington State Patrol:
  - a. Is the designated Incident Command Agency for all of Douglas County, on and off of state highways, per RCW 70.136.030.
  - b. Will follow the concepts of the Incident Command System.
  - c. Will ensure their personnel are trained to the appropriate levels for response.
  - d. Will perform all functions associated with the Incident Command agency, as appropriate.
  - e. Will respond to all request for assistance.
  - f. Provide command level personnel for command post or EOC, as appropriate.

### **B. Support Agencies**

1. Area Fire Services:
  - a. Fire suppression
  - b. Rescue
  - c. Material containment, defensive only and limited to department's capabilities

- d. Ensuring personnel are properly trained
  - e. Developing Standard Operating Procedures consistent with LEPC plan
  - f. Medical aid support
  - g. Evacuation support
  - h. Emergency decontamination support
  - j. Following concepts of the Incident Command System
  - k. Acting as Incident Command Agency in area where the fire districts have so designated themselves.
  - l. Provide command level personnel for command post or EOC, as appropriate.
  - m. Receive and maintain a current list of TIER II reports for public and private entities required to report under the CERLA requirements.
2. Law enforcement:
- a. Developing and training in Standard Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
  - b. Evacuation
  - c. Traffic and crowd control
  - d. Area security / scene isolation
  - e. Provide command level personnel for command post or EOC, as appropriate.
3. Emergency Medical Services:
- a. Developing and training in Standard Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan
  - b. Medical aid
  - c. Emergency decontamination
  - d. Evacuation of injured person(s)
  - e. Provide command level personnel for command post or EOC, as appropriate.
4. Emergency Management:
- a. Developing and training in Standard Operating Procedures in responding to Haz-Mat incidents, consistent with the LEPC plan.
  - b. Receive and maintain a current list of TIER II reports for public and private entities required to report under the CERLA requirements.
  - b. Collects SARA Title 3 data from TIER II 2 forms and supplies chemical information to public safety agencies
  - c. Is the local point of contact for the Washington State Department of Ecology (Central region).

- d. Establish field command post or open EOC, as appropriate
  - e. Coordinates with the state's radiological monitoring program
5. Chelan/Douglas Health District:
- a. Develop and maintain Standard Operating Procedures for support of a Hazardous Materials Incident and ensure staff is trained in the SOP.
  - b. Formulates and distributes public health information to the media and other appropriate areas.
6. Washington State Department of Ecology, Central Regional Office (based in Yakima, WA):
- a. Provides for clean-up and of spills when the spiller is unknown, in accordance with departmental policies and procedures.
  - b. Provides on-scene coordination and technical information for containment, clean-up and disposal for a spill.
  - c. Is the State's on-scene coordinator.
  - d. Assists in determining if an incident should be federalized.
  - e. Assist local agencies in cost recovery.

### **RESOURCE REQUIREMENTS**

- 1. Trained personnel.
- 2. Containment supplies such as:
  - Absorbent pads/materials
  - Booming materials
- 3. US DOT Emergency Response Guidebooks

In addition to the above mentioned requirements, coordination with state Ecology spill response units is necessary.

**EMERGENCY SUPPORT FUNCTION (ESF) 11**  
**AGRICULTURE and NATURAL RESOURCES**

**PRIMARY AGENCY:** Douglas County Emergency Management

**SUPPORT AGENCIES:** Chelan/Douglas County Health District  
City of Bridgeport, WA  
Douglas County Commissioners  
Douglas County Fairgrounds  
H.E.A.R.T. (Humane Evacuation Animal Rescue Team)  
Red Cross (Chelan/Douglas Community Organizations  
Active in Disaster (CD/COAD))  
US Department of Agriculture (Veterinary and Farm  
Services)  
Washington State Department of Agriculture (Animal  
Services and Investigation Divisions)  
Washington State Emergency Operations Center (SEOC)  
Wenatchee Valley Humane Society

**INTRODUCTION**

**A. Purpose**

Provide for the distribution of food to displaced individuals, county residents, emergency workers, special-needs community, and domesticated/livestock animals in the event of a disaster or long term recovery period.

**B. Scope**

This ESF applies to all agencies that perform food and water distribution to the general public, the “special-needs” community, and domesticated/livestock animals. This ESF also deals with animal disease epidemics, disposal of animal/livestock carcasses following the WA. State Department of Agriculture guidelines, and the evacuation and/or sheltering of livestock. Animal/livestock owners may have to assist with transport during crisis events.

**POLICIES**

The priority of providing food will be to areas of acute need, then to areas of moderate need. Additionally, the importance of safety and economic issues must be addressed as a high priority.

## **SITUATION**

### **A. Emergency/Disaster Hazards and Conditions**

Several types of hazard conditions could affect the delivery of food and water to the general public. These are, but not limited to:

1. Floods
2. Earthquake
3. Severe weather
4. Wildfire

These types of disasters have the potential to deprive substantial number of citizen's access to food and/or the means to prepare it. The most likely cause will be the disruption of the distribution network and the physical destruction of food and water supplies.

### **B. Planning Assumptions**

1. Citizens should be able to provide for themselves and their animals for the initial three (3) days.
2. There are enough food supplies locally to supply citizens and their animals for an extended time with rationing as well as the ability to evacuate animal (livestock) promptly.
3. Severe animal, diseases such as Foot and Mouth disease, can have catastrophic economic and emotional impacts upon the county, state, and potentially the nation.
4. Citizens with service and/or companion animals must be addressed during shelter operations. Unruly animals will be removed as deemed necessary.

## **CONCEPT OF OPERATIONS**

### **A. General**

1. Douglas County Emergency Management with the assistance of the Red Cross and CD/COAD will develop and maintain a list of food and water resources and shall develop agreements with these resources, as appropriate.
2. In the event a situation would prevent normal deliveries of food to the Douglas County area, the Douglas County Commissioners may institute a rationing plan, as appropriate.
3. As appropriate, the Douglas County Commissioners may secure food and water resources.

4. The Douglas County Department of Emergency Management will work with the Red Cross, H.E.A.R.T., and COAD to coordinate the distribution of domestic food and water supplies as appropriate, and the Wenatchee Valley Humane Society, the Douglas County Fairgrounds, and the City of Bridgeport, WA for domesticated animals.
5. In the event of crop and/or an Avian Pandemic, Foot and Mouth Disease and/or other large scale animal loss the Douglas County Department of Emergency Management will notify and work with the U.S. and State of Washington Departments of Agriculture, the Chelan/Douglas County Health District, and WA State Emergency Management to determine the best means of animal destruction.

**B. Organization**

1. Douglas County Emergency Management will establish a disaster response committee and supporting teams which will support the disaster plan. These teams shall include the Red Cross, H.E.A.R.T., and CD/COAD as appropriate.
2. Douglas County Emergency Management provides a chain of command that fits into the Incident Command System and has identified liaisons positions to coordinate with local government. This position will work with the supporting agencies at the EOC or other coordination location.

**C. Procedures**

All responders will follow applicable laws and their policies and procedures. The National Incident Management System (NIMS) and the Incident Command System (ICS) concepts shall be used as appropriate.

**D. Mitigation Activities**

1. Primary Agency – Douglas County Emergency Management
2. Support Organizations:
  - a) Red Cross: Provide preparedness education to volunteers.
  - b) Douglas County Commissioners: Work with and support Douglas County Emergency Management (DCEM) personnel.
  - c) Wenatchee Valley Humane Society: Provide preparedness education within their agency and work with DCEM.
  - d) Douglas County Fairgrounds: Provide preparedness education within their agency and work with DCEM.

- e) H.E.A.R.T.: can provide emergency services for vulnerable animals during a disaster. They have cages and transportation for small animals only, however can provide services for large animals as well.
- f.) City of Bridgeport: The City of Bridgeport has a small (four cage) shelter intended for small animals only as well as a part-time animal control officer.

**E. Preparedness Activities**

- 1. Primary Agency – Douglas County Emergency Management
  - a. Develop and maintain procedures for the support for distribution of food and water, including policies for rationing.
  - b. Develop relationship with supporting agencies.
- 2. Support Agencies:
  - a. Maintain inventory list of available food distributors.
  - b. Develop and maintain contacts with local food distributors and agreements to provide assistance, during a disaster situation.
  - c. Develop an inventory of suitable sites for feeding centers.

**F. Response Activities**

- 1. Primary Agency – Douglas County Emergency Management
  - a. Provide resource coordination with supporting agencies.
  - b. Determine resources needed and recommend actions to the County Commissioners.
  - c. Provide situation reports and coordinate resource request with Washington EMD
  - d. Inform the Washington State Department of Agriculture on suspicious Ag events in a timely manner.
  - e. Work with U.S. and State of Washington Departments of Agriculture and the Chelan/Douglas County Health District on mass animal destruction.
- 2. Support Agencies:
  - a. Red Cross:
    - i. Respond to emergency or disaster following organizational guidelines and procedures.

- ii. Coordinate resources and request with Emergency Management.
- b. County Commissioners
  - i. Act on recommendations by Emergency Management.
- c. Washington State Emergency Operations Center
  - i. Provide assistance in accordance with Washington State CEMP.
  - ii. Initiate the National Veterinary Stockpile as necessary.
- d. H.E.A.R.T.
  - i. Provide emergency evacuation for small animals (service and companion) and care for small and large animals as their resources allow.
- e. City of Bridgeport
  - i. Provide recovery and/or shelter services, not to exceed their capabilities.

**G. Recovery Activities**

- 1. Primary Agency – Douglas County Emergency Management
  - a. Coordinate food and water distribution with supporting agencies.
- 2. Support Agencies:
  - a. Continue to provide food and water for affected area of the populous, working in conjunction with the primary agency.

**RESPONSIBILITIES**

- 1. Primary Agency – Douglas County Emergency Management
  - a. Coordinates resource information and needs between agencies
  - b. Provides coordinated information from all involved agencies for reporting purposes to the Executive Authorities.

2. Supporting Agencies:
  - a. Red Cross:
    - i. Coordinates food allocations with Emergency Management
    - ii. Identifies locations where food and other rations can be stored.
    - iii. Identifies and list business, such as grocers than have food on hand and business that can be use for storage of food and other goods.
    - iv. Are the emergency food coordinators and:
      1. Is responsible for determining locations food can be stored.
      2. Coordinated personnel for the distribution of food to the public.
      3. Is responsible for the management of the food distribution activities.
      4. Coordinates food distribution with other community service groups.
    - v. Purchase food stocks, within their fiscal capabilities.
  - b. County Commissioners:
    - i. Coordinates with Emergency Management as to the needs that should be provided to the public.
    - ii. Are responsible for the purchase of emergency food stocks during a disaster, when local Human Services agencies can no longer provide this service.
  - c. Washington State Emergency Operations Center:
    - i. Provide resource support and coordination in accordance with the Washington State CEMP.
    - ii. Initiate the National Veterinary Stockpile as necessary.

### **RESOURCE REQUIREMENTS**

1. Resources for this ESF will be coordinated with local supporting agencies to develop agreements with local food providers.
2. The County will obtain transportation for movement of food and water to areas of isolation as necessary.
3. Additional resources (i.e. Strategic Stock Pile and/or Veterinarian

Stock Pile) will be requested through the WA State EOC as necessary.

**EMERGENCY SUPPORT FUNCTION (ESF) 12**  
**ENERGY**

**PRIMARY AGENCY:** Douglas County Board of Commissioners

**SUPPORT AGENCIES:** Cascade Natural Gas  
Chelan County Public Utility District  
Douglas County Emergency Management  
Douglas County Public Utility District  
Puget Sound Energy  
Washington State Department of Community Trade  
and Economic Development (CTED)  
Washington State Emergency Management Division

**INTRODUCTION**

**A. Purpose**

To provide the effective use and protection of available electric power, natural gas and petroleum products required to meet essential needs, and to facilitate restoration of energy systems affected by an emergency or disaster.

**B. Scope**

Actions following any emergency or disaster will be determined by the specific emergency.

**POLICIES**

With the assistance of Emergency Management the County Commissioners shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies. In the event of the entire state being affected, RCW 43.21G shall apply which deals with energy emergencies and alerts and establishes necessary emergency powers for the governor.

The County Commissioners will determine energy priorities during a disaster with the recommendations of the Director of Emergency Management.

A long-term power outage could significantly impact the transportation of goods & services in and out of the area.

## **SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

Most of the hazard conditions stated within the Basic Plan could affect this ESF. Particular attention should be given to those types of disasters that can have wide-spread effects, such as an earthquake, flooding or severe weather. War related situations could also have a high impact on this ESF.

### **B. Planning Assumptions**

1. The occurrence of a major disaster could destroy or damage portions of the county's energy and utility systems and disrupt petroleum/natural gas supplies.
2. Widespread and possibly prolonged electric power failures could occur in a disaster.
3. Delays in the productions, refining, and delivery of petroleum based products occur as a result of transportation infrastructure problems and loss of commercial power.
4. A long-term power outage could significantly impact the transportation of goods & services in and out of the area.
5. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.
6. All "Special Needs/High-Risk Populations" needs and safety may be in jeopardy during prolonged power failures.
7. Direction and control of a multi-agency, multi-jurisdictional incident will follow the National Incident Management System (NIMS) guidance and the Incident Command System (ICS) organization system.

## **CONCEPTS OF OPERATIONS**

### **A. General**

Responding to energy, petroleum, or natural gas shortages or disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of our county's citizens. Activities during an energy emergency include:

1. Assessing fuel and electric power damage.
2. Identifying requirements to repair energy systems.
3. Coordinating closely with federal, state, and local jurisdiction officials to establish priorities to repair damaged energy systems.

4. Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
5. Assessing the requirements for restoration.

## **B. Organization**

1. The electric power within Douglas County is organized by the Douglas County Public Utility District (PUD), which has its own hydroelectric power generating capability. This capability comes from Wells Dam along with cooperation with the Chelan County PUD hydro projects of Rocky Reach and Rock Island Dams. This independent power generation capability allows for the ability to generate power locally without using the Northwest Power Pool. Many end users with high reliability needs (e.g., hospitals, public safety) have their own in-house generation sources.
2. Natural Gas within Douglas County is in the East Wenatchee Area. It is brought in over Colockum pass by Northwest Pipeline, Inc., and then transferred to Cascade Natural gas for commercial and residential service in the greater East Wenatchee area. All other gas service in Douglas County is provided by the use of Propane, which is individually delivered to the specific customer.
3. Local petroleum supplies are through local independent vendors which will have to be coordinated with during an emergency or disaster situation.

## **C. Procedures**

1. To the maximum extent possible during a disaster, energy, utility, and petroleum distribution systems will continue to provide services through their normal means.
2. Emergency Management will coordinate with energy, utility, petroleum providers and government officials so information regarding the proper use of these services can be made to the public.
3. Energy, utility, natural gas, and petroleum companies will compile damage assessment reports and transmit them to Emergency Management. These assessments will be relayed to the State EOC for their evaluations, as appropriate.

**D. Mitigation Activities**

1. Primary agency:

None

2. Support agencies: Cascade Natural Gas  
Chelan County Public Utility District  
Douglas County Public Utility District  
Puget Sound Energy

Ensure, to the best of their ability, that transmission lines are kept in a state of good repair.

**E. Preparedness Activities**

1. Primary Agency - Douglas County Commissioners
  - a. In conjunction with Emergency Management develop continuity programs for energy conservation and fuel allocations in the event of a disaster.
  - b. Coordinates with local jurisdictions to develop reasonable supplemental energy utility resource plans.
  - c. Review the CTED Emergency Plan ([www.cted.wa.gov](http://www.cted.wa.gov)).
2. Support Agency - Emergency Management
  - a. Maintains lists of public and private utilities including names, addresses, and telephone numbers of key officials.
  - b. Develops and maintains an inventory of energy, utility, and petroleum contacts and resources.
  - c. Provides other support to primary agency, as requested.
  - d. Review the CTED Emergency Plan ([www.cted.wa.gov](http://www.cted.wa.gov)).
  - e. Maintain a "Special Needs" population registry.
3. Support Agencies: Cascade Natural Gas  
Chelan County Public Utility District  
Douglas County Public Utility District  
Puget Sound Energy
  - a. Develop and maintain operating procedures for actions to take during an emergency or disaster.
  - b. Ensure personnel are trained in emergency operations
  - c. Maintain a "Priority Power" population registry for citizen's needing emergency power for medical care.

**F. Response Activities**

1. Primary Agency - Douglas County Commissioners
  - a. Issue a Proclamation of Emergency as needed.
  - b. Make all legislative decisions and authorities dealing with rationing and prioritization of available energy resources.
  
2. Support Agency - Emergency Management
  - a. Coordinates public information concerning energy, utilities, and petroleum emergencies with the legislative authorities.
  - b. Provides liaison support between the utility district and the Commissioners.
  - c. Performs damage assessment estimates.
  - d. Coordinates information concerning energy, utility, and petroleum resource shortages between energy providers and the Commissioners.
  
3. Support Agencies: Cascade Natural Gas  
Chelan County Public Utility District  
Douglas County Public Utility District  
Puget Sound Energy
  - a. Respond as appropriate as described in their operating procedures.
  - b. Provide liaison with EOC, if requested.

**G. Recovery Activities**

1. Primary Agency - Douglas County Commissioners
  - a. Determine priorities among users if adequate utility supply is not available to meet all essential needs.
  - b. Make request for assistance from the State, coordinated through Douglas County Emergency Management.
  - c. Assist in the administration of energy allocation program in accordance with the Governor's emergency powers.
  
2. Support Agency - Emergency Management
  - a. Compile damage and operational capability reports.
  - b. Provide liaison between the public utilities, CTED, and Commissioners.

3. Support Agencies: Cascade Natural Gas  
Chelan County Public Utility District  
Douglas County Public Utility District  
Puget Sound Energy
  - a. Provide damage and operational capability reports to Emergency Management, as appropriate.
  - b. Follow in-house procedures for the repair and restoration of transmission lines, pipelines, etc. to return service to normal.

### **RESPONSIBILITIES**

- A. Primary Agency - Douglas County Commissioners
  1. Place temporary economic controls involving energy, water resources, and/or petroleum products into effect as necessary, during emergencies or disasters. This includes curtailing of uses or rationing, as appropriate.
  2. Energy coordination and allocation of emergency resources, with utilization of local resources as the first priority.
  3. Documenting all emergency related energy or fuel expenditures and obligations.
  4. Conservation and control of the county's energy, natural gas, and petroleum resources to meet essential and immediate emergency needs.
  5. Coordinating requests for additional fuels or energy products from outside the area, through the Douglas County Department of Emergency Management.
- B. Support Agency - Emergency Management
  1. Coordinates information between agencies and utilities, both private and public
  2. Determines where energy and utilities are needed and advises Commissioners for prioritization.
- C. Support Agencies - Cascade Natural Gas  
Chelan County Public Utility District  
Douglas County Public Utility District  
Puget Sound Energy

1. Assist with development, coordination and support of energy and utility conservation policies and programs; especially with regard to those establishing priority system for curtailment of services, restoration of services, or provision of emergency services.
2. Coordinate with Douglas County Emergency Management, as appropriate

### **RESOURCE REQUIREMENTS**

The Douglas County Commission and Douglas County Emergency Management will attempt to coordinate needed resources in an energy emergency. Resources required might include:

- Energy
- Petroleum contact lists
- Maps
- Office Supplies
- Trained Personnel
- Heavy construction equipment and shoring dunnage
- Search and Rescue equipment

**EMERGENCY SUPPORT FUNCTION (ESF) 13  
PUBLIC SAFETY, LAW ENFORCEMENT, and SECURITY**

**PRIMARY AGENCY:** Douglas County Sheriff's Office

**SUPPORT AGENCIES:** American Red Cross  
Douglas County area local, state, and federal  
Law Enforcement agencies  
Douglas County Emergency Management  
Douglas County and City Executive Authorities  
Douglas County Fire Districts  
Douglas County Transportation & Land Services (TLS)  
LINK Transit  
Washington State Department of Transportation  
Washington State Parks Department  
Washington State Patrol: Headquarters and District 6

**INTRODUCTION**

**A. Purpose**

To provide for effective coordination of Douglas County law enforcement operations and the safe evacuation of the public during emergency or disaster situations.

**B. Scope**

The intent of this ESF is to outline the law enforcement procedures required to effectively respond to county-wide emergency or disasters and direct and/or provide subsequent evacuations as necessary.

**C. Limitations**

An emergency or disaster situation involving Douglas County or local communities could require the evacuation of a large number of people/animals in or near a threatened area. The coordination of a major evacuation may be extremely difficult due to several local conditions including the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and means of transportation for those in rural areas. This is especially true for the "High Risk" population and the elderly. Although an evacuation can be ordered by government, generally people cannot be forced by government to leave. Government has only the responsibility to warn and advise the public to evacuate.

## **POLICIES**

The Douglas County Sheriff's Office, East Wenatchee Police Department and support agencies will, within the limits of their resources and authority, coordinate with local, state and federal law enforcement organization to support essential law enforcement operations and shall follow their plan for evacuation notification.

The Legislative Authority of the affected jurisdiction has the ultimate responsibility and Law Enforcement is operationally in-charge during evacuations. This is especially true for any evacuation that will be extended in nature or is not immediately threatening the health and safety of the populous.

## **SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

Any disaster situation could cause the need for evacuation. Of particular concern to Douglas County is from flooding, wildland fires, and Hazardous Material incidents. These situations, along with others (i.e., terrorist activities) can cause the need for an immediate evacuation with very little time to plan.

### **B. Planning Assumptions**

1. Local resources will be exhausted prior to seeking assistance from the state or National Guard.
2. Individuals and families may be displaced from their homes into shelters provided by one, or more, volunteer organizations. Approximately 10% of those displaced will seek these shelters as most will find housing through friends, family, or commercial sources. Shelter operations must provide for sufficient sanitation, cooking, food storage (fresh, cold, and frozen storage) to maximize the use of available products.
3. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.
4. All "Special Needs/High-Risk Populations" needs and safety may be in jeopardy and need additional assistance and specialized equipment/care during evacuations and subsequent housing.
5. Domesticated animals may be in jeopardy and require specialized equipment/care during evacuations and subsequent placement.
6. Evacuations shall not violate laws to protect the rights of the public and shall follow the policies and procedures of the organization requiring the evacuation.

7. Evacuation routes will be determined on a case by case basis during the emergency.

## **CONCEPTS OF OPERATIONS**

### **A. General**

1. Emergencies within the capabilities of local law enforcement organizations regular activities, such as traffic control or other emergency police functions, will remain the responsibility of the jurisdiction concerned.
2. The local law enforcement agency or Douglas County Emergency Management will coordinate for additional assistance when an emergency is beyond the local capabilities. Assistance may be in from local mutual assistance agreements or through Washington State or Federal assistance.
3. The Washington State Patrol will advise or assist within the county but may not supersede the authority of the Sheriff.
4. All emergency traffic regulations; particularly those involving roadblocks, re-routing, etc., will be closely coordinated with Transportation and Land Services and Emergency Management.
5. Evacuation notices shall be made through all means available.
6. Operational priorities will be coordinated with other responding agency from the Douglas County Emergency Operations Center, Special Operations Center (SOC) which is a mobile response vehicle, or other established command center.

### **B. Organization**

Law enforcement/evacuation operations will be conducted by the affected area law enforcement agency. If the situation affects more than one jurisdiction then the concepts of a Unified Incident Command system will be followed.

### **C. Procedures**

Law enforcement response will be in accordance with their operational procedures and the County's Comprehensive Emergency Management Plan. Existing agency procedures for the operations of shelters, feeding and movement of the populous will be followed and coordinated with the responsible law enforcement agency(s).

### **D. Mitigation Activities**

1. Primary Agency: Douglas County Sheriff's Office

2. Support Agency – American Red Cross

Establish shelter locations and ensure shelters are capable of handling influx of evacuees, based on the assumption of 10% of evacuated populous will utilize shelters.

**E. Preparedness Activities**

1. Primary Agency - Douglas County Sheriff's Office

- a. Develop, train, and maintain operational plans for effective use of its resources during emergency incidents and evacuations.
- b. Ensuring personnel within their jurisdiction; including full time employees, reserves or auxiliaries, are trained in emergency management procedures to include: traffic control, evacuations, search and rescue operations and evacuations.
- c. Participates in local emergency response exercises and training.
- d. Coordinates and maintains liaison with support agencies and state and federal law enforcement agencies.
- e. Tracking procedures for potential cost reimbursement and subsequent audits.

2. Support Agency - Red Cross

- a. Develop and maintain procedures for handling of displaced persons from an evacuation.
- b. Develop a volunteer family preparedness program.
- c. Develop and maintain a 24-hour contact and call-out procedure.

3. Other Support Agencies

- a. Develop and maintain operational guidance for the effective use of its resources and their roles and responsibilities.
- b. Ensuring personnel within their jurisdiction including full time employees, reserves or auxiliaries, are trained in emergency management procedures; particularly involving traffic control, evacuations, search and rescue operations and evacuations.
- c. Participates in local emergency response exercises and training.

**F. Response Activities**

1. Primary Agencies and Support Agencies (Law Enforcement)
  - a. Conducting search and rescue operations, as appropriate.
  - b. When needed, law enforcement personnel providing emergency assistance to another jurisdiction will maintain their own autonomy, with their subsequent actions coordinated by the head of the requesting jurisdiction.
  - c. Documentation of expenditures for disaster /emergency related obligations for reimbursement and auditing purposes.
  - d. Alerting staff and brief them of the situation.
  - e. Providing senior level liaison(s) at the Emergency Operations Center, mobile Command Post, or other command post.
  - f. Coordinating needs for augmentation of forces with the Douglas County Department of Emergency Management.
  
2. Primary Agency – (Evacuations) Douglas County Sheriff’s Office
  - a. Has the responsibility for planning, implementing and coordinating area requiring emergency evacuation. This is done in the event of a situation which immediately threatens an area and there is no time to obtain a Proclamation of Emergency from elected officials.
  - b. Predetermined routes of evacuation are not done due to the variables during the emergency; therefore safe routes will be evaluated and initiated based on a case by case basis during the emergency.
  - c. Coordinate with LINK Transit and public school Transportation for use of their fleet.
  - d. Is responsible for determining when and how the public/animals can re-enter the evacuated area(s).
  - e. Provide security for evacuated areas.
  - f. Document evacuation status and disseminate status to appropriate personnel, agencies and the public on a continual and timely basis.
  - g. Provide liaison to Incident Management Team (IMT) if established.
  
3. Support Agency (Evacuations) - Incident Commander
  - a. In the event an incident requires an emergency evacuation the incident commander has emergency authority to call for an emergency evacuation of a potentially affected area.

- b. Alert the Red Cross as soon as possible for the opening of shelters.
  - c. Must document justification for calling for an evacuation.
  - d. Must advise the Executive Authorities for the affected jurisdictions as soon as practical.
  
- 4. Support Agency (Evacuations) - Commissioners
  - a. Issue a Proclamation of Emergency as necessary.
  - b. Directly responsible for the decision, proclamation, and issuing evacuation orders to evacuate areas within their jurisdictions. Justification or reasons for the threat to life or property of local citizen must be well documented.
  - c. Provide authorization for expenditures and equipment Douglas County equipment as required.
  
- 5. Support Agency (Evacuations) - Emergency Management
  - a. Provide support to area law enforcement agencies, as appropriate.
  - b. Coordinate public information and instructions with local public safety agencies and the media.
  - c. Act as the point of contact with the Red Cross for shelter opening, tracking of displaced persons and other activities as appropriate.
  
- 6. Support Agency (Evacuations) - Red Cross
  - a. Responsible for the sheltering and tracking of displaced citizens (Disaster Welfare Inquiry) due to an evacuation. Red Cross will follow their established National Red Cross policies and procedures.
  - b. Provide liaison at the EOC as appropriate.
  
- 7. Support Agency (Evacuations) - Transportation and Land Services
  - a. Assist with request for additional personnel.
  - b. Provide traffic control signs, barricades, etc.
  - c. Assist in the determination of safe evacuations routes.
  - d. Document personnel time and equipment costs for possible reimbursement and audit purposes.
  
- 8. Support Agency (Evacuations) – LINK Transit
  - a. Provide transportation (buses) for or to:

1. Temporary shelters.
  2. Movement of citizens out of an effected area, as needed.
  3. Special Needs population (EMS will transport those Individuals with extreme medical needs).
- b. Provide liaison at the EOC as appropriate.
  - c. Acts as transportation coordinator during an evacuation, as appropriate.

**G. Recovery Activities**

1. Primary Agency – (Evacuations) Douglas County Sheriff’s Office
  - a. Evaluate the safety of an evacuated area prior to allowing the public or domesticated animals to return.
  - b. Document personnel time and equipment costs for possible reimbursement and audit purposes.
2. Support Agencies

Perform recovery as outlined in their departmental policies and procedures.

**RESPONSIBILITIES**

- A. Primary Agency – Douglas County Sheriff’s Office
- Provides for the law enforcement and evacuation services as outlined in their departmental guidance documents for the protection of the public.
- B. Support Agencies
- Provide for services as defined in their policies and procedure and support the mission of evacuation needs.

**RESOURCE REQUIREMENTS**

- A. Trained and prepared responders.
- B. Shelters and tracking capabilities for displaced persons.
- C. Shelters and tracking capabilities for emergency responders (housed separately from citizens if possible.)
- D. Equipment to perform Law Enforcement and Evacuation duties, to include (not all inclusive):
  - a. Vehicles
  - b. Barricades
  - c. Communications

- d. Level 1, 2, and 3 evacuation notices
- e. Thumb tacks and/or tape
- f. Identification ribbon
- g. Marking pens for windows

**EMERGENCY SUPPORT FUNCTION (ESF) 14**  
**LONG TERM COMMUNITY RECOVERY**

**PRIMARY AGENCY:** Douglas County Emergency Management

**SUPPORT AGENCIES:** Aging and Adult Care  
American Red Cross  
Chelan/Douglas Community Organizations Active in  
Disaster (C/D COAD)  
County and City Executive Authorities  
Douglas County Assessor's Office  
Douglas County Fire Districts  
Douglas County Transportation and Land Services (TLS)  
Law Enforcement  
Public Works Departments  
Southern Baptist Disaster Relief Team  
WA. State Emergency Operations Center (SEOC)

**Note:** The recovery will depend on the hazard and scale of the disaster which will determine the extent of agencies involved, however all agencies may be involved.

**INTRODUCTION**

**A. Purpose**

The purpose of this ESF is to establish uniform policies for timely assessment of damages and/or recovery needs resulting from a natural or technological disaster while maintaining or reestablishing continuity of government.

**B. Scope**

Disasters cause injuries to individuals and damage to property, the environment, businesses, non-profit entities, and to government-owned assets. Damages to all of these must be assessed to determine a priority of response efforts and to determine eligibility for various forms of disaster aid.

**POLICIES**

When the effect of an incident is so profound as to be readily apparent that the state and affected jurisdictions will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed. Emergency Management leads the PDA effort, usually accompanied by state and federal inspectors. If the PDA ultimately leads to a Presidential

Declaration of a disaster authorizing “Public Assistance”, then detailed Damage Survey Reports (DSRs) of public sector damages will be completed jointly by local, state and federal staff.

Inspect damages suffered by individuals and businesses to determine if “Public Assistance” or the “Individuals & Households Program,” is authorized. These activities are coordinated through the Human Services Program through the Washington State Military Department, Department of Emergency Management, if activated. Other damage assessment activities include “windshield surveys” of affected areas. This assessment is a quick, cursory evaluation, usually accomplished by driving through the damaged areas. Trained personnel of the American Red Cross and the State Human Services Program can often carry out these surveys.

In rare instances, the effects of the disaster are so dramatic that the need for a PDA is eliminated for those jurisdictions that are especially hard hit. In those cases, inspectors begin verifying claims for Public and Individual Assistance as quickly as possible, pursuant to the administrative procedures of the specific program.

Whenever there is a need for damage assessment, whether for potential state/federal assistance or just for local information, Emergency Management shall coordinate this effort. All appropriate agencies shall cooperate with Emergency Management as necessary.

## **SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

Hazards addressed in Basic Plan.

### **B. Planning Assumptions**

1. An emergency or disaster has occurred.
2. The emergency or disaster has caused significant damage requiring thorough assessment.
3. Local agencies will assist in the damage assessment.
4. Additional resources and manpower may be requested through the WA. State Emergency Operations Center (SEOC) as needed.
5. Debris management must be considered early in the planning stage.

## **CONCEPT OF OPERATIONS**

### **A. General**

Preliminary Damage Assessments (PDAs) are tools used to determine our jurisdictions eligibility for disaster assistance. Emergency Management will lead state and federal inspectors through damaged areas. From these assessments the state can recommend the Governor seek federal disaster assistance.

### **B. Organization**

The responsibilities for the accomplishment of damage assessment are with the department of Emergency Management. The recovery efforts will be a coordinated and methodical effort involving Federal, State, and Local levels of government.

### **C. Procedures**

#### **1. Early Assessment Activity:**

Initial damage assessment information will come into Emergency Management / EOC where it is analyzed. If it appears Douglas County may meet the threshold for state/federal assistance, Emergency Management will coordinate with the state. This coordination will include a local proclamation of Emergency from the legislative authorities and then a request for a PDA from the state (if available, the most current forms shall be obtained from State EMD at the time of the incident). Based on the results of the PDA, the state will make recommendations to the Governor for further action.

#### **2. Damage Verification:**

Once Douglas County is declared by the President to be a major disaster area, teams of federal and state inspectors will inspect damaged public facilities with a county representative and determine what aid, if any, may be due. Other inspectors will verify damages suffered by individuals and businesses that have registered with FEMA.

#### **3. Recovery:**

After the emergency(s) are over the process of recovery shall begin as quickly and methodical as possible. This recovery will assist with maintaining the continuity of government and its roles, as well

as the public. Recovery may be a long term effort and the area may never recovery fully from a catastrophic event, however all attempts to obtain a full recovery shall be made, as appropriate.

#### **D. Mitigation Activities**

Primary and Support Agencies

None

#### **E. Preparedness Activities**

1. Primary Agency: Washington State Military Department –  
Emergency Management Division
  - a. Prepare detailed administrative procedures to implement damage assessment programs.
  - b. Maintain proactive communications to support all agencies/entities.
2. Support Agency - County and City Executive Authorities
  - a. Be prepared to declare a State of Emergency and work with the State and Federal government.
  - b. Obtain NIMS training as required.
  - c. Work with and support the local Emergency Management authorities, as appropriate.
  - d. Prepare to maintain the public confidence through continuity of government.
  - e. Be prepared to provide public information to the press as needed (intended public information shall be approved by the Incident Commander prior to dissemination).
3. Support Agency - Assessor
  - a. Develop and maintain procedures to evaluate damage to real property.
  - b. Develop and maintain administrative procedures to conduct damage assessments and public information procedures for informing the public as to damage assessment information.
4. Support Agency - Red Cross
  - a. Develop and maintain damage assessment procedures consistent with National Red Cross Guidelines.

- b. Provide damage assessment training to appropriate volunteers.
- 5. Support Agency – Southern Baptist Disaster Relief Team
  - a. Develop, maintain, and train teams to provide damage assessment consistent with Federal Assessment guidelines.
- 6. All other Support Agencies

Develop and maintain administrative procedures to conduct damage assessments and coordinate information with Emergency Management. This information will facilitate the recovery phase

**F. Response Activities**

- 1. Primary Agency - Emergency Management

Collect and assemble preliminary damage assessment information and provide it to the state.
- 2. Support Agency - County and City Executive Authorities
  - a. Order a Declaration of Emergency as deemed appropriate.
  - b. Maintain ongoing communication with Emergency Management and other support agencies.
  - c. Send one representative to the local/county EOC if opened.
- 3. Support Agency - Assessor's Office

Provide property assessors to make preliminary damage assessment and coordinate information with Emergency Management.
- 4. Support Agency - Red Cross

Work with Douglas County Emergency Management and Assessor's Office in providing trained personnel for preliminary damage assessment.
- 5. Support Agency – Southern Baptist Disaster Relief Team
  - a. Do not self-deploy to complete an emergency assessment.
  - b. Upon request of Emergency Management the leader will report to the Incident Commander for assignment(s).
  - c. Report PDA's back to the EOC upon completion.

6. Support Agency - WA State Military Department Human Services Program
  - a. Work with Douglas County Emergency Management.
  - b. Provide trained personnel to complete PDA's.
  - c. Work with the public and provide information and assistance on recovery programs available.
  
7. All Other Support Agencies
  - a. Do not self-deploy to complete an emergency assessment.
  - b. Provide damage assessment information to Emergency Management, as appropriate.

**G. Recovery Activities**

1. Primary Agency - Emergency Management
  - a. Continue to collect damage assessment information.
  - b. Provide a method of public information to collect damage assessment information and to advise the public what information is being sent out from the state and federal governments.
  - c. Work with state and federal assessments teams while collecting information in Douglas County.
  
2. Support Agency - County and City Executive Authorities
  - a. Work with and support the local Emergency Management authorities, as appropriate.
  - b. Prepare to maintain the public confidence through continuity of government.
  - c. Be prepared to provide ongoing public information to the press as needed.
  
3. Support Agencies
  - a. Continue to conduct damage assessments and provide information to Emergency Management.
  - b. Work with Emergency Management and other support agencies to facilitate the coordinated and methodical recovery.

**RESPONSIBILITIES**

**A. Primary Agency - Emergency Management**

Coordinate the collection, dissemination, and evaluation of damage assessment information and general recovery needs.

**B. Support Agencies**

Perform damage assessment tasks and/or recovery information in support of this ESF.

**RESOURCE REQUIREMENTS**

**A. Primary Agency - Emergency Management**

1. Facility/location for information coordination
2. Trained personnel
3. Computer systems
4. Vehicles
5. Appropriate forms
6. Phones

**B. Support Agencies**

1. Trained personnel
2. Vehicles
3. Appropriate forms
4. Housing

## **EMERGENCY SUPPORT FUNCTION (ESF) 15 PUBLIC AFFAIRS**

### **INTRODUCTION**

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

The Warning and Emergency Public Information appendix provides the structure for immediate dissemination of warnings and alerts to key officials and the general public utilizing the National Response Framework concepts.

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

The warning and emergency public information system provides for coordination of information and warnings released to the news media and the general public in time of emergency/disaster. These systems are multi-jurisdictional/multi-agency processes which effect all responding organizations.

### **ORGANIZATION**

#### **A. Warning Officer:**

The Douglas County Sheriff (or designee) will act as the Warning Officer for Douglas County.

#### **B. Information Officer:**

The Douglas County Sheriff (or designee) will act as the Public Information Officer (PIO) for Douglas County.

Each jurisdiction/agency will appoint an Information Officer and define the scope of their duties. The Joint Information Center (JIC) concept will be recognized in the event of a multi-jurisdictional event.

### **RESPONSIBILITIES**

#### **A. Warning Officer:**

The Warning Officer is responsible for the rapid dissemination of warnings to key officials and the general public. Twenty-four hour capabilities may be accomplished by the designation of alternate Warning Officers. The Warning Officer will use the following facilities:

1. **NAtional WArning System (NAWAS):** Located in RiverCom in Wenatchee.

2. **EMERGENCY ALERT SYSTEM (EAS):** The EAS can be activated by designated local officials to broadcast official information to the public via local broadcast outlets. Activation will follow the local EAS plan.
3. **NOAA WEATHER RADIO:** The **National Oceanographic Atmospheric Administration** weather alert radio system can be activated by the Warning Officer and other locally designated officials.
4. **PUBLIC SAFETY RADIO NETWORKS:** RiverCom and their paging capabilities (AlertSense) will be utilized to disseminate information throughout the public safety community as appropriate.
5. **SOCIAL MEDIA:** The use of social media is an excellent informational tool. The use of social media will follow the guidelines of the agency and/or Douglas County Director of Management Information Services.

**B. Information Officer:**

The Public Information Officer will be the point of contact for the news media. Responsibilities of the Public Information Officer are:

1. Establish a Joint Information Center (JIC) when appropriate.
2. Prepare information for release to the media and the public. All press releases shall have approval from the Incident Commander prior to dissemination.
3. Coordinate all news media activities associated with the incident.
4. Coordinate the public information and rumor control process.
5. Monitor news media coverage of the incident.

**WARNING EMERGENCY RESPONSIBILITIES**

**A. Washington State Emergency Management:**

1. Responsible for the receipt and dissemination of significant national and state warning information throughout Washington State.
2. Responsible for coordinating national, state, National Atmospheric and Oceanic Administration or other warnings via the National Alert Warning System (NAWAS) and the Law Enforcement Teletype System (NLETS).

**B. Douglas County Department of Emergency Management:**

1. Prepares and maintains local warning procedures
2. Coordinates enhancement and helps to maintain county-wide communications capabilities utilized for warning purposes.

3. Coordinates with area's primary EAS station (KPQ radio) and ensures the EAS plan is reviewed and updated, when appropriate.
4. Coordinates Emergency Public Information.

**C. RiverCom:**

1. 24-hour point of contact for warning information for Douglas County.
2. NAWAS secondary answering point.
3. Responsible for disseminating warning information to:
  - a. Douglas County Emergency Management
  - b. Douglas County Sheriff's Office
  - c. East Wenatchee Police Department
  - d. Douglas County Fire Districts
  - e. Appropriate administrative and field personnel
  - f. Chelan County EMS entities

**D. Chelan/Douglas Public Health Department:**

Chelan/Douglas Public Health Department oversees and maintains a current list of Local Public Information Officers (English and Spanish speaking) and Joint Information Centers (JIC's) throughout Chelan and Douglas counties. A current copy of these lists should be provided to Douglas County Emergency by the Public Health Department.

**WARNING POLICIES AND OBJECTIVES**

RiverCom receives warning information from the primary NAWAS warning point in Chelan County and then disseminates the information via the Law Enforcement Teletype system (ACCESS), telephone, and voice radio as provided in their Standard Operating Procedures.

In the event of any national, state, or local incident requiring warning dissemination, the Douglas County Sheriff's Office, or the initial agency contacted, will alert the Douglas County Department of Emergency Management duty officer who will activate the warning procedures, as necessary.

Warning to the general public will be accomplished by all means available including the Emergency Alert System, National Weather Service Alert Weather radio system, helicopter, emergency vehicle public address system, door to door contact, media, sirens, voice radio, social media, or any other workable method.

## **EMERGENCY PUBLIC INFORMATION RESPONSIBILITIES**

In the occurrence of a major local, state or national disaster situation effecting Douglas County, the Douglas County Director of Emergency Management, or designee, will be responsible for the coordination, preparation and dissemination of all emergency information. Individual organizations/agencies who respond (i.e. the Red Cross, Salvation Army, etc) will speak for themselves. It is not the intent of the incident Public Information Officer (PIO) to be a spokesperson for all agencies. The PIO's primary purpose is to coordinate information to ensure accurate information is being provided to the public and to monitor rumor control.

A Public Information Officer may be assigned as part of the Incident Command Team and conduct operations from the field command post when the Emergency Operations Center (EOC) has not been activated. In the event the EOC is activated, a PIO (either local personnel or support from a request to the state) will be assigned to the EOC and coordinate information from PIO's and incident command posts in the field. The EOC will coordinate information between operations by acting as the information collection point who will then disseminate this information out to other incident operations.

Other emergency public information responsibilities include planning and coordination of procedures with the local media to ensure effective dissemination of emergency information and/or subsequent public instructions.

The PIO will establish an information center (joint, if appropriate) at a location which affords access by the media. The establishment of any type of information center will be incident specific and cannot be pre-determined.

For each incident, the command agency will determine the media's official point of contact. The location of this point of contact shall be relayed to all appropriate communications centers and the EOC, if activated. During a large scale incident the legislative authority of the affected political sub-division shall have the opportunity to determine the location of the media's point of contact. They may also allow the authority to remain under the incident commander.

### **All Agencies:**

1. In a major emergency or disaster situation, the release of all emergency information to the public shall be coordinated as best it can be. The Douglas County EOC can act as coordination point, as appropriate.
2. Information concerning localized incidents will be released through the designated Public Information Officer at the scene or by the Incident Commander.

In an actual emergency the Douglas County Director of Emergency Management, or designee, is responsible for:

1. Distribution of information regarding emergency preparedness activities, by all available means. (This should be a coordinated effort with the local Red Cross.)
2. Coordination and dissemination of emergency information and authorized news released to the public.
3. Establishing liaison with neighboring counties and their Public Information Officers in regional disasters to avoid information overlap.
4. Coordinating and disseminating incident information between commands and/or incident locations as appropriate.

### **EMERGENCY PUBLIC INFORMATION POLICIES AND OBJECTIVES**

Prior to, or during a local emergency the Douglas County Department of Emergency Management will coordinate the dissemination of emergency information and subsequent instructions to the public, via the local media. Priorities for release to the public include:

1. Presidential Declaration and announcements by federal officials.
2. Douglas County and City Governments instruction or announcements.
3. Gubernatorial Proclamations and announcements or other state official announcements.
4. Douglas County general information on details and progress.
5. Douglas County information concerning individuals and families or the effects of the emergency on the population and resources.

All public information released during an emergency situation will be approved by the Incident Commander and then coordinated through the Director of the Douglas County Department of Emergency Management, or a designated Public Information Officer, to minimize confusion

The Emergency Alert System and all available local communications and warning systems will also be utilized for disseminating emergency public information.

### **JOINT INFORMATION CENTER**

In large events, or when more than one jurisdiction is impacted a Joint Information Center (JIC) may be established to coordinate the release of information. Designated Information Officers will equally and cooperatively operate the JIC.

## **COOPERATION WITH THE JIC**

All agencies and organizations involved in emergency response and recovery will contribute their designated information personnel to the JIC in order to ensure accurate information regarding their individual operation is released to the media. All response and recovery agencies are required to cooperate with the JIC to the fullest extent possible regarding the release of any information involving the incident. Each participating agency will assist in providing current information to the JIC Information Officer.

## **DISSEMINATION OF WARNINGS AND INFORMATION TO SPECIAL POPULATIONS**

Due to the technical non-support from state and federal organizations, there are limited provisions for special dissemination of warnings and information to persons who are hearing or visual impaired. Locally, Emergency Management addresses what these "Special Needs" individuals should do to prepare for emergencies, to include receiving warnings.

## **DISASTER VICTIM INFORMATION SYSTEM**

The disaster victim information systems provides for central coordination of casualty lists and other victim information. The disaster victim information system is coordinated by the American Red Cross.

## **RUMOR CONTROL**

The Information Officer(s) will activate, staff, and supervise the rumor control system, if necessary. They will work in coordination with the JIC and other public information systems.

## **WARNING FAN OUT RESPONSIBILITIES**

Warnings can be received in a number of ways. Via NAWAS, Law Enforcement teletype, field units or the public. Notification will be made by the best way possible (phone, radio, teletype, etc.). The following are the responsibilities of Douglas County Emergency Management:

1. Douglas County Sheriff's Office
2. Douglas County Board of Commissioners
3. Douglas County Public Schools
4. Media, via EAS or other available means
5. Douglas County PUD
6. Douglas County Transportation and Land Services
7. Douglas County R.A.C.E.S. coordinator, who will activate the R.A.C.E.S. plan and notify personnel
8. Chelan/Douglas Public Health District

**WARNING SYSTEMS****A. Emergency Alert System (EAS)**

1. The primary EAS station for the Douglas County area is KPQ - AM. Local activation of the system can be done by RiverCom under the direction of:
  - a. Emergency Management Director, or designee
  - b. East Wenatchee Police Chief or designee.
  - c. Fire District Chief's
  - d. Legislative authorities of:
    - Douglas County
    - Cities of Mansfield, Waterville, Bridgeport, and Rock Island
2. To activate EAS:
  - a. Know what you want to tell the public:
    1. Who you are
    2. What the problem emergency/disaster is
    3. What do you want the public to do and how do you want them to accomplish this goal. In other words, if you want them to evacuate, tell them how much time they have, where they should, or should not, go.
  - b. Contact RiverCom, or utilize the IP EAS system and advise them you want to activate EAS.
  - c. Advise KPQ if you want it to go live, recorded, or live & recorded.

**B. NOAA Weather Alert Radio**

1. To activate the NOAA Weather Alert Radio:
  - a. Coordinate with Douglas County Emergency Management
  - b. Contact the Spokane National Weather Service

## Emergency Support Function 16

### Limited English Proficiency (LEP) Emergency Communications Plan

#### Lead Agency:

- Douglas County Sheriff's Office – EM and PIOs

#### Support Agencies:

- Douglas County Sheriff's Office – Policing

#### 1) Introduction

##### a) Purpose

To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated, and timely life safety information to impacted individuals with limited English proficiency (LEP).

##### b) Scope

- This Plan is an attachment to the Douglas County Comprehensive Emergency Management Plan (CEMP), including but not limited to Emergency Support Function 2 (ESF-2), Communication, Information, and Warning Systems; ESF-6, Mass Care, Emergency Assistance, Housing and Human Services; ESF-8, Public Health, and Medical Services; and ESF-15, Public Affairs.
- This Plan does not relieve local cities, towns, or other agencies of their responsibility to communicate and provide information on the emergency or disaster to their residents including LEP populations during times of emergency or disaster.

##### c) Legal Authority

- This Plan meets the requirements of Washington State Substitute Senate Bill (SSB) 5046, passed the legislature in 2017 and codified in chapter 38.52 RCW. This Plan will assist with addressing requirements of Title VI of the Civil Rights Act of 1964 concerning access to services for people with LEP, and Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, which directs recipients of federal funding to take reasonable steps to ensure that people with LEP have meaningful access to their programs and activities.

**2) Process to Develop Plan**

- a) This Plan was developed by the Douglas County Sheriff’s Office Emergency Management, which serves as the emergency management agency for Douglas County, Washington.

**3) LEP language groups within Douglas County**

- a) According to Office of Financial Management (OFM) 2016 estimates, Douglas County has one LEP language group considered a significant population segment: Spanish. Table 1 displays jurisdiction and significant language group populations.

Jurisdiction Name	Jurisdiction Population	Language Group	Language Group Pop.	Percentage of Jurisdiction Pop.
Douglas County	42,938	Spanish	10,119	23.56%

TABLE 1 – DOUGLAS COUNTY’S SIGNIFICANT POPULATION SEGMENTS

**1) DCSO EM's obligation to provide language access**

- a) Factor 1: Number or proportion of LEP persons eligible or likely to be served.
  - i) Emergency management serves the whole community, so we assume the proportion of LEP persons our emergency management organizations are likely to serve, encounter, or receive notifications of life safety information during an emergency to be the same proportion as LEP persons in the general population. See Table 1. We assume Douglas County will serve 23.56% or approximately 10,119 LEP persons.
  - ii) The exact number notified of life safety information will vary depending upon the nature and scope of emergencies or disasters that occur. We will share preparedness information and general communications to the entire population, including LEP persons, so we will be prepared to communicate to all significant population segments in an emergency or disaster. We will be prepared to serve or notify the language group populations listed in Table 1.
- b) Factor 2: Frequency with which LEP individuals encounter organizations and programs.
  - i) The frequency with which LEP individuals encounter the emergency management organization and its programs, including notifications of

life safety information during an emergency, varies. Douglas County's emergency management programs have had infrequent direct interaction with LEP individuals. Police, fire, 9-1-1, local health district, healthcare providers, schools, and other front-line public service agencies report more frequent encounters with LEP individuals in day-to-day operations.

- ii) Since SSB 5046 went into effect, emergency management organizations have tracked impacts on LEP individuals in emergency and disaster after-action reports. Data produced by these after-action reports will provide a more comprehensive understanding of the frequency with which LEP individuals are impacted by situations resulting in life-safety emergency communications. This data will inform plan updates.
- c) Factor 3: The nature and importance of the program, activity, or service provided by the program.
  - i) Life safety information is of vital importance.
- 4) Identify messaging strategies/methods for communicating life-safety information. Provide a brief narrative on the organization's overall messaging strategy for life-safety notifications, e.g., how you intend to use the messaging systems and methods listed below to reach LEP language groups that may be in peril during an incident. Note differences in messaging methods to different LEP language groups.
  - a) Narrative here: Douglas County Sheriff's Office has limited resources and will attempt to provide messages inclusive of limited English proficiency audiences. This will be accomplished by utilizing interpreters to translate messages from English to Spanish. Messages will be posted on the Sheriff's Office's social media. Those messages can be organically shared by others and the news media.
- 5) Identify the messaging systems and methods the organization will use to disseminate life-safety notifications and other emergency messages to LEP language groups. If needed, list messaging systems and methods by LEP language group.
  - a) Emergency Alert System: Identify radio/TV station[s] and cable system(s) w/ call sign/system identification, and contact[s] w/ phone #s and email.

Primary Emergency Alert System Broadcast Stations<sup>1</sup>

<sup>1</sup> [https://www.weather.gov/otx/Primary\\_Emergency\\_Alert\\_System\\_Broadcast\\_Stations](https://www.weather.gov/otx/Primary_Emergency_Alert_System_Broadcast_Stations) accessed 03/31/2023

- KXLY-AM (920 kHz), Spokane
- KXLY-FM (99.9 MHz), Spokane
- KXLY-TV (Channel 4), Spokane
- KHQ-TV (Channel 6) (SAP), Spokane, 509-448-4656

b) Local alerting system(s):

- i) Everbridge/Nixle (social media, SMS, email, telephone)

c) News Media: List radio, TV, newspaper, ethnic media, blogs, etc.  
(specifically identify media outlet[s] and contact[s] w/ phone #s and email)

LP1: KPQ (AM) 560 /

KPQ-FM 102.1 Townsquare Media

LP2: KBSN-AM 1470 /

KDRM (FM) 99.3 Jacobs Radio Programming

KCSY Resort Radio, LLC

KOZI-AM/FM, KZAL-FM Chelan Valley Media

KDMB Divine Mercy Broadcasting

KORE-LP Community Oriented Radio Endeavors of East Wenatchee.

KKRV, KKRT, KWIQ, KWLN Alpha Media

KWCC-LD, KNEE-LD, K148FD LocalTel Communications

KPLW Positive Life Radio

KTBI-AM, KTAC-FM American Christian Network

Moody Radio Moody Bible Institute

Northwest Public Broadcasting Washington State University

d) Social media platforms

- i) Facebook: Douglas County Sheriff's Office - Washington

- e) Door-to-door notifications (through neighborhoods, farms/orchards/production facilities, parks, hotels, etc.)
  - i) Depending on the nature of the incident, law enforcement, fire, other partner agencies, and/or volunteer resources may conduct door-to-door notifications through neighborhoods, farms, orchards, production facilities, parks, hotels, etc. Care would be taken to keep unprotected workers from entering hazardous areas to disseminate warnings.
  - ii) Those providing door-to-door notifications will access telephonic interpretation services, recorded oral messages, pictographic messages, and/or translated written messages as needed to communicate effectively. When possible, bilingual persons will provide notifications in neighborhoods known to have LEP populations.
- f) Public address systems
  - i) Fire and law enforcement vehicles can provide warnings along specific routes using public address systems and sirens. These would be effective as an alternative to door-to-door notification.
- i) Identify group(s) that may be used to make such notifications:
  - i) Local law enforcement agencies:
    - Douglas County Sheriff's Office
    - East Wenatchee Police Department
  - ii) Local fire agencies:
    - Wenatchee Valley Fire Department
    - Douglas County Fire District #1
    - Douglas County Fire District #3
    - Douglas County Fire District #4
    - Douglas County Fire District #5
    - Douglas County Fire District #8

- Douglas/Okanogan County Fire District #15
  - Bridgeport City Fire Department
- ii) Other organizations (e.g., local health department, community service groups, schools, shelters, ethnic associations, etc.)
- Chelan Douglas Health District
  - Eastmont School District
  - Bridgeport School District
  - Waterville School District
  - Orondo School District
  - Palisades School District
- iii) Traplines or pre-selected locations where emergency communications can be posted on a bulletin board, may include:
- Fire stations
  - Schools
  - Grocery stores
  - Post offices
  - Public libraries
  - Churches and other houses of worship
  - Food banks
- 6) Life-safety notifications the organization plans to use.
- a) Life-safety notifications:
- i) Notices on evacuation (SSB 5046 requirement) to include information on available transportation, if available.
  - ii) Notices on sheltering/sheltering in place (SSB 5046 requirement).
  - iii) Notices where individuals can obtain care or assistance (e.g., food, water, showers, medical care; and shelter and food/water for pets

and large animals, etc.). (SSB 5046 requirement is communicating the availability of food and water). Include information on available transportation, if known.

- iv) Notices on facility lockdown (SSB 5046 requirement).
  - v) Notices on food safety (e.g., safe handling and disposal of potentially contaminated food products).
  - vi) Notices of curfew and curfew-related restrictions.
  - vii) Other public health and safety information (e.g., air quality announcements; generator safety tips; how to avoid carbon monoxide poisoning; how to disinfect potentially contaminated wells; safely cleaning up after a disaster, and when and how to dispose of damaged household goods; the need for health screening or prophylaxis to prevent the spread of infections, diseases, etc.).
- b) Other emergency messages:
- i) Emergency closure or detour notices for key transportation corridors, passenger rail lines, and public transit systems (bus routes, commuter rail, ferry routes).
  - ii) Emergency restricted hours/closure notices for local facilities where important services are provided directly to the public (e.g., offices of the local health department or district, social services agencies, utilities/PUDs, building departments, etc.).
  - iii) Announcements related to disaster-related consumer protection issues (e.g., how to hire a contractor; insurance coverage, and how to file claims and complaints, etc.)
  - iv) Announcements on reporting damages to local authorities for damage assessment purposes (e.g., what information is needed, how, when, and where to report it, etc.).
  - v) Announcements of upcoming community meetings conducted by officials.
  - vi) Other information related to the health, safety, or security of individuals impacted by the ongoing emergency or disaster.
- 7) Individuals or organizations that can provide language assistance services.
- a) Translations (written):
    - i) Local schools

- ii) Local churches and other places of worship
  - iii) Bilingual Douglas County Employees
- b) Interpretations (oral):
- i) Douglas County certified interpreter list
  - ii) Language Line account
  - iii) Bilingual Douglas County Sheriff personnel

**EMERGENCY SUPPORT FUNCTION 17 - 19**  
**Reserved for additional Federal Response Plan (ESF's)**

## **APPENDIX 1** **DEFINITIONS**

**A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)** – Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies for state to local jurisdiction.

**ACCESS CONTROL POINT (ACP)** – Road intersection or other logistically viable point on the relocation and flood control boundaries which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

**ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A)** – The portion of the Federal Emergency Response Teams which is the first federal group deployed to the field to respond to a disaster.

**AERIAL RADIOLOGICAL MONITOR** – A radiological monitor, who utilizes aircraft and specialized aerial radiological instruments to acquire radiation exposure rate data on large areas at or between locations of special interest.

**AIR FORCE RESCUE COORDINATION CENTER (AFRCC)** – The Rescue Coordination Center 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 Rescue Coordination Center (RCC) definition).

**AIR SEARCH AND RESCUE** – 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) 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 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.

**AUTHORIZED OFFICIAL** – An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals are The Adjutant General of the Military Department or designee, Director for the Emergency Management Division or designee, the Director or designee of a local emergency management agency, the chief Law Enforcement Officer or designee of a political subdivision, or other such officials as identified in ESF 9 – Search and Rescue of a local comprehensive emergency management plan.

**AUTHORIZED ORGANIZATION** – A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies are: the Military Department, Emergency Management Division, local jurisdiction emergency management agencies, and law enforcement agencies of political subdivisions.

**CATASTROPHE** – An even, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources; or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

**CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN** – A plan that spells out how an Army installation will handle chemical material events. This on-post plan must be intergraded with off-post plans.

**CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP)** – The congressionally mandated program that requires the Army to dispose of all its unitary chemical agents by the year 2004. The preferred mode of disposition is on-post incineration.

**CLAIMANT** – The individual making a claim or their legal representative.

**COMPREHENSIVE EMERGENCY MANAGEMENT** – See Emergency Management definition.

**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 network belonging to and managed by the Washington State Military Department, Emergency Management Division.

**COMMON PROGRAM CONTROL STATION (CPCS)** – A broadcasting station in a local operational area which has special communications links with appropriate authorities (e.g. Nation Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

**CONGREGATE CARE CENTER** – A public or private facility that is pre-designated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

**DAMAGE SURVEY REPORTS (DSRs)** – A description of the disaster damage caused to property of a state or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the Federal Emergency Management Agency Public Assistance Program.

**DAMAGE SURVEY REPORT (DSR) TEAMS** – Teams of federal, state, and local jurisdiction experts, typically architects or engineers who conduct detailed on-site inspections, of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Disaster Declaration.

**DECONTAMINATION** – The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

**DEFENSE COORDINATION OFFICER (DCO)** – Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordination Officer and the Emergency Support Functions regarding requests for military assistance. The Defense Coordination Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

**DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION CENTER** – Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

**DEPARTMENT OF NATURAL RESOURCES EMERGENCY OPERATIONS ADMINISTRATOR** – The individual with the primary responsibility for the operations of the Department of Natural Resources Emergency Coordination Center and the mobilization of department assets.

**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.

**DISASTER APPLICATION CENTER (DAC)** – 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 businesses.

**DISASTER FIELD OFFICE (DFO)** – The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordination Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

**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. The DRM may also be the State Coordination Officer (SCO).

**DISASTER SEARCH AND RESCUE** – Large scaled search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

**DIRECT EFFECTS** – The effect classified as a direct includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

**DIRECT FEDERAL ASSISTANCE** – Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

**EMERGENCY** – An event, expected or unexpected, involving shortages of time and resources that places life, property, or the environment, in danger that requires response beyond routine incident response resources.

**EMERGENCY ALERT SYSTEM (EAS)** – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY INFORMATIN SYSTEM (EIS)** – An emergency planning and response software program that facilitates emergency management operations; the current software standard for the Washington State Military Department, Emergency Management Division.

**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, and 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 OPERATIONS CENTER (EOC)** – A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

**EMERGENCY PLANNING ZONES (EPZs)** – The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the event of a radiological or chemical emergency. In Washington State the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure (EPZ) with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are zones associated with nuclear and chemical storage facilities.

**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 14.43 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.

**EVIDENCE SEARCH** – An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

**EXPLOSIVE ORDNANCE DISPOSAL (EOD)** – The detection, identification, field evaluation, rendering-safe, and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of the personnel assigned to routine disposal.

**FALLOUT PROTECTION FACTOR (FPF)** – Fallout Protection Factor is a numerical factor (ratio) of gamma radiation exposure at an unprotected location

exposure at a protected location. It is a calculated value suitable as an indicator of relative protection.

**FEDERAL COORDINATING OFFICER (FCO)** – The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the president) to coordinate assistance in a federally-declared disaster.

**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 recover. Federal Emergency Management Agency 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 EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT** – A formal legal document between Federal Emergency Management Agency and the affected state that describes the understandings, commitments, and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the Federal Emergency Management agency Regional Director and the Governor. The agreement establishes the disaster incident periods, the state and local jurisdiction commitment, and the financial grant requirements as administered by Federal Emergency Management Agency through the state.

**FEDERAL EMERGENCY RESPONSE TEAM** – An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO’s staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operation, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

**FEDERAL INFORMATION PROCESSING STANDARD (FIPS)** – Preassigned numbers by the Federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

**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 which 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 licenses, 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.

**FEDERAL RESPONSE PLAN (FRP)** – The plan which 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 which results in a requirement for federal response assistance.

**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.

**FIRE COMMUNICATINS (FIRECOM)** - Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

**FIRE SERVICES DEFENSE REGIONS** – One of nine regions within the state responsible to the development and maintenance of Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) consistent with local plans and with WSFSRMP, CEMP, and ICS. Administers the WSFSRMP as it applies within the region, maintains local liaisons, and maintains inventories of equipment.

**FOOD ACCESS CONTROL POINT (FACP)** – An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

**FOREST FIRE** - The uncontrolled destruction of forested lands by wildfires caused by natural or manmade events. Wildfires occur primarily in undeveloped areas characterized by forest lands.

**FULL-SCALE EXERCISE** – An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. In involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The Emergency Operations Center is activated and field

command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** – An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are use.

**GOVERNOR’S AUTHORIZED REPRESENTATIVE (GAR)** – The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

**HANFORD SITE** – A 560 square mile complex located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

**HAZARD MITIGATION GRANT PROGRAM** – A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR)** – Radio frequency for communications between emergency medical responders.

**INDICENT** – An occurrence or event, either manmade 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 COMMAND SYSTEYM (ICS)**

- a. An all-hazards, 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 component of the National Interagency Incident Management Systems (NIMS).
- b. An equivalent and compatible all-hazards, on-scene, functional management system.

**INDIVIDUAL ASSISTANCE (IA)** – Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses, which include

disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

**INDIVIDUAL ASSISTANCE OFFICER (IAO)** – The individual who, under the direction of the Federal Coordinating Officer, establishes the Disaster Application Centers, monitors the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

**INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)** – 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.

**INGESTION EXPOSURE PATHWAY** – When human beings are exposed to radioactive or hazardous materials from a facility through consumption of water and food stuffs, including dairy products. Emergency planning and protective actions are designed in part, to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility.

**INTERFACE AREA** – Fires that threaten or burn the interface area. Fire affecting both wildland areas and homes.

**INTERMIX FIRE** – Fire which threatens or have caused damage in areas containing both forest lands and structure.

**IONIZING RADIATION** – Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, x-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

**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 hazardous incidents.

**JOINT PRIMARY AGENCY (JPA)** – Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An

example of JPA activities are the Department of Ecology and the Washington State Patrol for ESF 10, hazardous materials.

LAND SEARCH AND RESCUE – See SEARCH AND RESCUE.

LAW ENFORCEMENT RADIO NETWORK (LERN) – Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

LOCAL DIRECTOR – The director or designee of a county or municipal emergency management agency jurisdiction.

LOCAL EMERGENCY MANAGEMENT AGENCY – The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

MAJOR DISASTER – As defined in federal law, is ?... any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or humane caused catastrophe 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..... in alleviating the damage, loss, hardship, or suffering caused thereby.

MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET) – Dedicated 2-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

MILITARY DEPARTMENT – Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

MISSION – A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occur under the direction and control of an authorized official.

MISSION ASSIGNMENT – A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

**MITIGATION** – Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. 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 stocking emergency supplies.

**NATIONAL CONTINGENCY PLAN (NCP)** – “The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CRF Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

**NATIONAL DISASTER MEDICAL SYSTEM (NDMS)** – A system designed to deal with extensive medical care needs in a very large disaster or emergency. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies, and the private sector.

**NATIONAL INTERAGENCY COORDINATION CENTER (NICC)** – The organization responsible for coordination of the nation emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

**NATIONAL RESPONSE CENTER** – 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 coordination notional response action when required.

**NATIONAL RESPONSE FRAMEWORK** – (Formally known as the National Response Plan) A framework mandated by HSPD-5 which integrates Federal domestic prevention, preparedness, response, and recovery into one all-discipline, all-hazards plan.

**NOTIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC)** – Advisory committee that reviews and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHZ) frequencies within the state.

**NATIONAL SEARCH AND RESCUE PLAN (NSP)** – A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

**NATIONAL WARNING SYSTEM (NAWAS)** – The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional 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 which affect public safety.

**NUCLEAR EMERGENCY SEARCH TEAM (NEST)** – A U.S. Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

**NUCLEAR REGULATORY COMMISSION (NRC)** – The federal agency that regulates and licenses commercial nuclear facilities.

**ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR)** – A frequency used by “on-scene” emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

**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 the 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** – 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, 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 on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF), with ESF delivery assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

**PRIVATE BRANCH EXCHANGE (PBX)** – A telephone switch system owned and operated by the user.

**PROTECTIVE ACTION DECISION (PAD)** – An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

**PROTECTIVE ACTION RECOMMENDATION (PAR)** – A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and food stuffs.

**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 OFFICER – (PAO)** – A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

**RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)** – Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

**RADIOLOGICAL CALIBRATION** – A procedure utilizing radioactive sources for establishing the accuracy of radiological instruments.

**RADIOLOGICAL CONTAMINATION** – Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

**RADIOLOGICAL COUNTERMEASURES** – Protective actions to reduce the effects of any nuclear incident, including fallout, upon the population. Example: decontamination.

**RADIOLOGICAL PROFILE (RADPRO)** – A microcomputer-based file containing records from each of the local jurisdictions that have a radiological defense system. Each record has 38 data fields containing specific information about the jurisdiction. The file is maintained by the state Radiation Safety Officer.

**RADIOLOGICAL INSTRUMENT MAINTENANCE AND CALIBRATION (RIM&CI)** – An operation at the state EMD level with the mission to repair, maintain, and calibrate Civil Defense radiological monitoring instruments. Its mission includes distribution and exchange with several local jurisdictions, hospitals, military bases, and state agencies.

**RADIOLOGICAL MONITOR (RM)** – An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

**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 ongoing 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 capability during an increased readiness periods. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

## RECOVERY

- a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, 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.
- b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

**RECOVERY RESTORATION TASK FORCE (RRTF)** – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

REGIONAL DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY (RD) – The individual in the federal government who responds to the Governor’s request for a Presidential declaration by organizing and coordinating the preliminary damage assessment, makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

REMOTE PICK-UP UNIT (RPU) – A radio transmitter and receiver used in conjunction with Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

#### RESCUE COORDINATION CENTER (RCC)

- a. (Federal) – A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).
- b. (State) – An extension of the state Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out of state, and federal search and rescue resources responding to the incident. The RCC may be collocated with the EOC or deployed to a location in proximity to the incident site.

RESPONSE – 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 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.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended by Public Law 100-707) – The act which 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 Strafford Act.

ROENTGEN EQUIVALENT MAN (REM) – The unit of exposure expressed as dose equivalent. The amount of ionizing radiation needed to produce the same biological effect as one roentgen of high-penetration x-rays.

SEARCH AND RESCUE – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human caused event, 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 RESCUE.

SELF-PROTECTION MONITORING – A capability which provides for the personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recover operations.

SHELTER MONITORING – A capability which provides for the means to detect, measure, and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system to protect people from radiation.

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.

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 to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager *and as the Governor's Authorized Representative*.

STATEWIDE EMERGENCY COMMUNICATIONS SYSTEM (HF) – The state Military Department's High Frequency (HF) radio system. The net is controlled

by the Washington National Guard and interconnects all National Guard armories with Camp Murray headquarters.

**STATE EMERGENCY COMMUNICATIONS USING RADIO EFFECTIVELY (SECURE)** – Dedicated federal 2-way High Frequency (HF) radio system which provides an alternate direction and control capability as needed by the state other locations during an emergency or disaster.

**STATE FIE DEFENSE COMMITTEE** – A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

**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.

**SURGE/INCREASED READINESS** – A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, a Civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during, and after the initiation of a civil defense surge and may, in fact, be parts of it. Surge may be thought of as a federally supported enhanced form of increased readiness.

**SURVIVABLE CRISIS MANAGEMENT (SCM)** – The operational capability to survive a catastrophic disaster and be able to direct, control, and coordinate emergency operations within the state and in coordination and cooperation with other states and the federal government.

**TABLETOP EXERCISE** – An activity in which officials and key staff or other 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.

**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 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.

**TRAINING EVENT** - A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

**UMATILLA CHEMICAL DEPTO (UMCD)** – A United States Army ordnance storage facility located in northeastern Oregon formerly known as Umatilla Depot Activity (UMDA). The Depot has been operated since 1942 as a storage site for conventional Army ammunition, bombs, artillery shells, and landmines. It is now a storage site for unitary and binary chemical weapons and agents.

**UNPORTECTED LANDS** – Lands that are not protected by any fire suppression agency. (There is private property that does not hae fie protection from rural fire districts, but does have protection from the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.)

**URBAN FIRE** – Fire that is primarily found within the boundaries or limits of a city.

**URBAN SEARCH AND RESCUE (USR)** – Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

**URGBAN 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.

**WASHINGTON PUBLIC POWER SUPPLY SYSTEM (Supply System)** A public corporation planning the construction and operation of three nuclear facilities in the sate of Washington. Two facilities (WNP-1 and WNP-2) are located on land leased from the United states Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. WNP-2 is the sole operating plant.

**WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC)** – State level emergency public information may be established, provided to media and

the public, and managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

**WILDLAND** – An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of **WILDERNESS** which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

**WILDLAND FIRE** – Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

**WILDLAND SEARCH AND RESCUE** – Search and rescue conducted in wildland areas. Due to the increasing wildland – urban interface, wildland 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**.

**Wind (DF) MESSAGES** – Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

**APPENDIX 2**  
**ACRONYMS**

<b>AAG</b>	<b>Assistant Attorney General</b>
<b>AAR</b>	<b>After Action Report</b>
<b>ABD</b>	<b>Aged, Blind and Disabled</b>
<b>ACC</b>	<b>Acute Care Center</b>
<b>ACF</b>	<b>Alternate Care Facilities</b>
<b>ACLS</b>	<b>Advanced Cardiac Life Support</b>
<b>ACOE</b>	<b>Army Corps of Engineers</b>
<b>ACR</b>	<b>Acute Radiation Syndrome</b>
<b>ACS</b>	<b>Alternate Care Sights</b>
<b>ADA</b>	<b>American with Disabilities Act</b>
<b>ADF</b>	<b>Adult Family Home</b>
<b>AED</b>	<b>Automatic External Defibrillators</b>
<b>AEL</b>	<b>Authorized Equipment List</b>
<b>AERO</b>	<b>Animal Emergency Response Organization</b>
<b>AG</b>	<b>Attorney General</b>
<b>AGO</b>	<b>Attorney Generals Office</b>
<b>AHA</b>	<b>American Hospital Association</b>
<b>AHEC</b>	<b>Area Health Education Center</b>
<b>AHRQ</b>	<b>Agency for Healthcare Research and Quality (part of HHS)</b>
<b>AHS</b>	<b>Affiliated Health Services</b>
<b>AI</b>	<b>Avian Influenza</b>
<b>AIDS</b>	<b>Acquired Immunodeficiency Syndrome</b>
<b>ALS</b>	<b>Advanced Life Support</b>
<b>AMA</b>	<b>American Medical Association</b>
<b>ANSI</b>	<b>American National Standards Institute</b>
<b>ANSIR</b>	<b>Awareness of National Security Issues and Response Program</b>
<b>AOR</b>	<b>Area of Responsibility</b>
<b>APEX-PH</b>	<b>Assessment Protocol for Excellence in Public Health</b>
<b>APHA</b>	<b>American Public Health Association</b>
<b>APHA</b>	<b>Animal Health Protection Act</b>
<b>APHIS</b>	<b>Animal and Plant Health Inspection Service ( Department of Agriculture)</b>
<b>APHL</b>	<b>Association of Public Health Laboratories</b>
<b>APS</b>	<b>Adult Protective Services</b>
<b>APTS</b>	<b>Association of Public Television Stations</b>
<b>ARAC</b>	<b>Atmospheric Release Advisory Capability</b>
<b>ARC</b>	<b>American Red Cross</b>
<b>ARC</b>	<b>Advocates for the Rights of Citizens with Disabilities</b>
<b>ARDS</b>	<b>Acute Respiratory Distress Syndrome</b>
<b>ARES</b>	<b>Amateur Radio for Emergency Services</b>
<b>ARFF</b>	<b>Aircraft Rescue and Fire Fighters</b>
<b>ARG</b>	<b>Accident Response Group</b>
<b>ART</b>	<b>Assessment and Response Team</b>
<b>ASA</b>	<b>American Standards Association</b>
<b>ASCA</b>	<b>Administrative Simplification Compliance Act</b>
<b>ASCE</b>	<b>American Society of Civil Engineers</b>

<b>AWA</b>	<b>Animal Welfare Act</b>
<b>AWB</b>	<b>Association of Washington Businesses</b>
<b>AWC</b>	<b>Association of Washington Cities</b>
<b>BBS</b>	<b>Bureau of Border Security</b>
<b>BCDP</b>	<b>Bureau of Communicable Diseases and Preparedness</b>
<b>BCP</b>	<b>Business Continuity Planning</b>
<b>BDC</b>	<b>Bomb Data Center</b>
<b>BDLS</b>	<b>Basic Disaster Life Support</b>
<b>BDS</b>	<b>Bio-Detection Device System</b>
<b>BEN</b>	<b>Business Emergency Network</b>
<b>BENS</b>	<b>Business Executives for National Security</b>
<b>BER</b>	<b>Biological and Environmental Research</b>
<b>BHP</b>	<b>Basic Health Plan</b>
<b>BHP+</b>	<b>Basic Health Plan Plus</b>
<b>BIA</b>	<b>Bureau of Indian Affairs</b>
<b>BICE</b>	<b>Bureau of Immigration and Customs Enforcement</b>
<b>BJA</b>	<b>Bureau of Justice Assistance</b>
<b>BLS</b>	<b>Basic Life Support</b>
<b>BMP</b>	<b>Best Management Practices</b>
<b>B-NICE</b>	<b>Biological-Nuclear, Incendiary, Chemical Explosives</b>
<b>BOH</b>	<b>Board of Health</b>
<b>BOR</b>	<b>Bureau of Reclamation</b>
<b>BPRP</b>	<b>Bioterrorism Preparedness and Response Program</b>
<b>BRAC</b>	<b>Bioterrorism Response Advisory Committee</b>
<b>BSE</b>	<b>Bovine Spongiform Encephalopathy ( Mad Cow Disease)</b>
<b>BSIR</b>	<b>Bi-Annual Strategy Implementation Report</b>
<b>BSL</b>	<b>Bio-Safety Level</b>
<b>BSP</b>	<b>Binding Site Plan</b>
<b>BT</b>	<b>Bioterrorism</b>
<b>BTA</b>	<b>Bioterrorism Act</b>
<b>BTF</b>	<b>Bioterrorism Task Force</b>
<b>BTS</b>	<b>Border &amp; Transportation Security Directorate</b>
<b>BW</b>	<b>Biological Warfare</b>
<b>BWIRP</b>	<b>Biological Weapons Improved Response Program</b>
<b>BWTTX</b>	<b>Biological Weapons Table Top Exercise</b>
<b>BZPP</b>	<b>Buffer Zone Protection Plan</b>
<b>C &amp; D</b>	<b>Construction and Demolitions (Waste/Materials)</b>
<b>C2</b>	<b>Command and Control</b>
<b>CADIA</b>	<b>Center for Animal Disease Information and Analysis</b>
<b>CAEC</b>	<b>County Animal Emergency Coordinator</b>
<b>CAH</b>	<b>Child and Adolescent Health</b>
<b>CAIRA</b>	<b>Chemical Accident/Incident Response and Assistance</b>
<b>CAM</b>	<b>Chemical Agent Monitor</b>
<b>CAMEO</b>	<b>Computer-Aided Management of Emergency Operations</b>
<b>CAO</b>	<b>Critical Area Ordinance</b>
<b>CAP</b>	<b>Civil Air Patrol</b>
<b>CAP</b>	<b>Community Action Program</b>
<b>CBP</b>	<b>Customs Border Patrol</b>
<b>CBP</b>	<b>Customs and Border Protection</b>

<b>CBR</b>	<b>Chemical, Biological Radiological</b>
<b>CBRNE</b>	<b>Chemical, Biological, Radiological, Nuclear, Explosive</b>
<b>CC</b>	<b>Critical Capacity</b>
<b>CCEM</b>	<b>Chelan County Emergency Management</b>
<b>CCEPS</b>	<b>Chelan County Emergency Pharmaceutical Stockpile</b>
<b>CCFD</b>	<b>Chelan County Fire District They have 8 Fire Districts 1,3,4,5,6,7,8,9.</b>
<b>CCH</b>	<b>County Control Hospital</b>
<b>CCMS</b>	<b>Consumer Complaint Monitoring System</b>
<b>CCP</b>	<b>Citizen Corps Program</b>
<b>CCP</b>	<b>Crises Counseling Program</b>
<b>CCS</b>	<b>Catholic Community Services</b>
<b>CCSNW</b>	<b>Catholic Community Services Northwest</b>
<b>CCSO</b>	<b>Chelan County Sheriff's Office</b>
<b>CD</b>	<b>Communicable Disease</b>
<b>CD</b>	<b>Communicative Disorders</b>
<b>CDBG</b>	<b>Community Development Block Grant</b>
<b>CDC</b>	<b>Center for Disease Control and Prevention</b>
<b>CDC/ATSDR</b>	<b>Center for Disease Control and Prevention/Agency for Toxic Substances Disease Registry</b>
<b>CD COAD</b>	<b>Chelan/Douglas Community Organizations Active in Disaster</b>
<b>CDHD</b>	<b>Chelan Douglas Health District</b>
<b>CDRS</b>	<b>Communicable Disease Response System</b>
<b>CDS</b>	<b>Communicative Disorders Specialist</b>
<b>CDSOA</b>	<b>Continued Dumping and Subsidy Offset Act</b>
<b>CDSP</b>	<b>Counter Drug Support Program</b>
<b>CE</b>	<b>Continuing Education</b>
<b>CEAH</b>	<b>Centers for epidemiology and Animal Health</b>
<b>CEDAP</b>	<b>Commercial Equipment Direct Assistance Program</b>
<b>CEM</b>	<b>County Emergency Management</b>
<b>CEMNET</b>	<b>Comprehensive Emergency Management Network</b>
<b>CEMP</b>	<b>Comprehensive Emergency Management Plan</b>
<b>CEPIN</b>	<b>Community Emergency Preparedness Information Network</b>
<b>CERA</b>	<b>Center for Emergency Response Analytics</b>
<b>CERC</b>	<b>Crisis and Emergency Risk Communications</b>
<b>CERCLA</b>	<b>Comprehensive Environmental Response, Compensation, and Liability Act</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CFATS</b>	<b>Commercial Facility Anti-Terrorism Standard</b>
<b>CFDA</b>	<b>Catalog of Federal Domestic Assistance</b>
<b>CF-GPS</b>	<b>Compact Flash - Geographic Positioning System</b>
<b>CFH</b>	<b>Child &amp; Family Health</b>
<b>CFH</b>	<b>Community and Family Health (DOH)</b>
<b>CFO</b>	<b>Chief Financial Officer</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>CFSAN</b>	<b>Center for Food Safety and applied Nutrition</b>
<b>CFSAN</b>	<b>Classical Swine Fever</b>
<b>CFSAN-FDA</b>	<b>The Center for Food safety and Applied Nutrition- Food &amp; Drug Admin</b>
<b>CHARS</b>	<b>Comprehensive Hospital Abstract Reporting System</b>
<b>CHC</b>	<b>Community Health Centers</b>
<b>CHDD</b>	<b>Center on Human Development and Disability</b>

CHIP	Children's Health Insurance Program
CHMC	Children's Hospital and Medical Center now CHRMC
CHN	Community Health Nurse
CHRMC	Children's Hospital and Regional Medical Center
CHS	Committee on Homeland Security
CI/KR	Critical Infrastructure/Key Resources
CIAO	Critical Infrastructure Assurance Office (Department of Commerce)
CIC	CDC Information Council
CICC	County Interagency Coordinating Council
CIEH	Chartered Institute of Environmental Health
CIMS	Client Information Management System
CIO	Center/Institute/Office
CIP	Critical Infrastructure Protection
CIP	Capital Improvement Plan
CIPIC	Critical Infrastructure Protection Information Center
CIRC	Computer Incident Response Center
CIRG	Critical Incident Response Group
CIRG	Crisis Incident Response Group
CIRG	Clinical Informatics Research Group
CISA	Clinical Immunization Safety Assessment Network
CISD	Critical Incident Stress Debriefing
CISM	Critical Incident Stress Management
CISS	Community Integrated Service Systems
CIVA	Critical Infrastructure Vulnerability Assessment
CJCS	Chairman of the Joint Chiefs of Staff
CLOREP	Chlorine Emergency Plan
CLSS	Community Life Skills Scale
CM	Consequence Management
CMC	Crises Management Coordinator
CME	Continuing Medical Education
CMHC	Community Mental Health Centers
CMHS	The Center for Mental Health Services
CMR	Computer Medical Records
CMS	Centers for Medicare and Medicaid Services (Formerly HCFA)
CMSD	Crew Member Self-Defense
CMU	Crisis Management Unit
CNS	Central Nervous System
COA	Council on Aging
COAD	Community Organizations Active in Disasters
COE	Core of Engineers
COE	Center of Excellence
COG	Continuity of Government Plan
COH	Children's Orthopedic Hospital, now CHRMC
COOP	Continuity of Operation Plan
COP	County Operating Procedures
COT	Committee on Terrorism (See CHS)
CPARM	Contingency Planning and Recovery Management
CPG	Coordinated Prevention Grant
CPHP	Centers for Public Health Preparedness

CPR	Cardiopulmonary Resuscitation
CPS	Child Protective Services
CPSC	U.S. Consumer Product Safety Commission
CPX	Command Post Exercise
CQI	Continuous Quality Improvement
CRI	Cities Readiness Initiative
CRR	Community Response and Recovery
CRS	Community Rating System
CRS	Construction Review Services
CRS	Congressional Research Service
CRTK	Community Right to Know
CRU	Casualty Relocation Unit
CRU	Crisis Response Unit
CS	Communication Section
CSB	Center for the Study of Bioterrorism
CSD	Community Services Division (DSHS)
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSG	Council of State Governments
CSG	Counterterrorism Security Group
CSHCN	Children with Special Health Care Needs
CSRS	Cooperative State Research Service
CST	Civil Support Team (National Guard Mobile Labs)
CSTARC	Cyber Security Tracking Analysis and Response Center
CSTE	Council of State and Territorial Epidemiologists
CT	Counter Terrorism
CTED	Community Trade and Economic Development (WA State)
CVC	County Veterinary Coordinator
CVM	Center for Veterinary Medicine
CWA	Clean Water Act
CWC	The Chemical Weapons Convention
DAH	Division of Animal Health
DARE	Drug and Alcohol Resistance Education
DASA	Drug and Substance Abuse
DASA	Division of Alcohol and Substance Abuse (DSHS)
DASH	Disability Awareness Surveillance and Health promotion
DATCP	Department of Agriculture, Trade and Consumer Protection
DCD	Disease Condition Database
DCD	Department of Community Development
DCE	Defense Coordinating Element
DCFD	Douglas County Fire Department
DCFS	Department of Children and Family Services
DCO	Defense Coordinating Officer
DCSO	Douglas County Sheriff's Office
DCTED	Department of Community Trade and Economic Development (WA)
DEA	Drug Enforcement Administration
DEC	Disease Exposure Control
DEFRA	Department of Environment, Farming and Rural affairs
DEFRA	Department of Environment, Farming and Rural affairs of the British Government
DEM	Department of Emergency Management

DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DGR	Dangerous Goods Regulations
DH	Developmentally Handicapped
DHFS	Department of Health and Family Services
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DIRM	Division of Information Resource Management
DIS	Department of Information Services
DMCR	Disaster Management Central Resource
DME	Durable Medical Equipment
DMH	Division of Mental Health
DMORT	Disaster Mortuary Operational Response Team
DNDO	Domestic Nuclear Detection Office
DNHPP	Division of National Healthcare Preparedness Programs
DNR	Department of Natural Resources
DOC	Department of Corrections
DOC	Department of Commerce
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Ecology
DOE	Department of Education (US)
DOE	Department of Energy
DOH	Department of Health
DOI	Department of the Interior
DOJ	Department of Justice
DOL	Department of Labor
DOP	Department of Personnel
DOS	Department of State
DOT	Department of Transportation
DP	Domestic Preparedness
DPA	Defense Production Act
DPETAP	Domestic Preparedness Equipment Technical Assistance Program (ODP)
DPH	Division of Public Health
DPP	Domestic Preparedness Program
DPS	Department of Public Safety
DQ	Division of Quarantine, CDC
DRB	Disaster Resistant Business Program
DRC	Disaster Recovery Center
DRG	Diagnosis Related Group
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Office
DSCA	Defense Support of Civil Authorities
DSEG	Domestic Security Executive Group ( Governors)
DSHS	Department of Social and Health Services
DSLIR MIS	Division of State and Local Readiness Management Information System
DSNS	Division of Strategic National Stockpile
DSR	Damage Survey Reports
DT	Domestic Terrorism

DTAC	Disaster Technical Assistance Center
DTIC	Defense Technical Information Center
DTRIM	Domestic Threat Reduction and Incident Management
DVM	Doctor of Veterinary Medicine
DVR	Division of Vocational Rehabilitation (DSHS)
DWI	Disaster Welfare information
EAO	Energy Assurance Office (Department of Energy)
EAS	Emergency Alerting System
ECC	Emergency Coordination Center
ECU	Environmental Containment Unit
ED	Emergency Department
EH	Environmental Health
EH & S	Environmental Health and Safety
EHD	Environmental Health Directors
EHP	Environmental Health Programs
EHS	Environmental Health Specialist
EHS	Early Head Start
EHSPHL	Epidemiology, Health Statistics, and Public Health Laboratories
EHT	Environmental Health Technician
EICC	Emergency Information and Coordination Center (FEMA)
EID	Emerging Infectious Diseases
EIP	Early Intervention Program
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Council
EMC	Emergency Management Coordinator
EMD	Emergency Management Division - State level Emergency Management office
EMD	Emergency Medical Directive
EMI	Emergency Management Institute
EMPAC	Emergency Management Preparedness Assistance Grant
EMPAG	Emergency Preparedness Assistance Grants
EMPG	Emergency Management Performance Grant
EMRS	Emergency Management Reporting System
EMS	Emergency Medical Services
EMS/TCCs	Emergency Medical Services/Trauma Care Councils
EMSC	Emergency Management Systems Compact
EMSTC	Emergency Medical Systems Trauma Care
EMT	Emergency Medical Technicians
Env	Environment/Environmental
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOP	Emergency Operations Plan
EOT	Emergency Operations Team
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-know Act
EPO	Epidemiology Program Office (CDC)
EPR	Emergency Preparedness Response
EPRI	Emergency Preparedness Resource Inventory
EPSDT	Early and Periodic Screening, Diagnosis and Treatment Program (Well Child Exams)

EPZ	Emergency Planning Zone
ER	Emergency Room
ER	Emergency Response
ERBB	Employee Retirement Benefits Board
ERC	Emergency Response Coordinator
ERDO	Emergency Response Duty Officer
ERF	Emergency Response Framework
ERP	Emergency Response Plans
ERT	Emergency Response Team
ERT-A	Emergency Response Team - Advance Element
ERTI	Emergency Response Training Institute
ERT-N	Emergency Response Team - National
ESF	Emergency Support Function
ESFLG	Emergency Support Function Leaders Group
ESG	Executive Steering Group
EST	Emergency Support Team
EU	Explosives Unit
FAA	Federal Aviation Administration
FAD	Foreign Animal Disease
FADD	Foreign Animal Disease Diagnostician
FADDL	Foreign Animal Disease Diagnostic Laboratory
FAMS	Federal Air Marshall Service
FAO	Food and Agriculture Organization
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCIC	Federal Crop Insurance Corporation
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FDIC	Federal Deposit Insurance Commission
FEMA	Federal Emergency Management Agency
FERN	Federal Emergency Response Network
FEST	Foreign Emergency Support Team
FFDCA	Federal Food, Drug, and Cosmetics
FHWA	Federal Highway Administration
FIRE MOB	Fire Mobilization Plan
FIRST	Federal Incident Response Support Team
FOC	FEMA Operations Center
FOG	Field Operations Guide
FOSC	Federal on Scene Coordinator
Gpm	Gallons per minute
GPS	Global Positioning System
GPS	Geographic Positioning System
GSA	General Services Administration
GWRLRC	Greater Wenatchee Regional Landfill and Recycling Facility
H & W	Health & Wellness
HAN	Health Alert Network
HANLHAP	Health Alert Network Local Health Assistance Project
HAZMAT	Hazardous Materials
HAZUS	Hazards United States

HBPP	Hospital Bioterrorism Preparedness Program
HCA	Health Care Authority
HCFA	Health Care Financing Administration
HCO	Health Care Organizations
HCP	Health Care Provider
HCS	Home & Community Services (DSHS)
HCW	Health Care Worker
HDER	Homeland Defense Equipment Re-Use Program
HEAR	Hospital Emergency Administration Radio
HIV	Human Immunodeficiency Virus
HIVA	Hazardous Incident Vulnerability Assessment
HLS	Homeland Security
HLW	High Level Waste
HMRU	Hazardous Materials Response Unit
HO	Health Officer
HO	Healthy Options
HSGP	Homeland Security Grant Program
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
HUD	Department of Housing and Urban Development
HVA	Hazard Vulnerability Analysis
HVAC	Heating Ventilating Air Conditioning
HZ	Hazardous Materials Personnel
IAEA	International Atomic Energy Agency
IAEM	International Association of Emergency Managers
IAFIS	Integrated Automated Fingerprint Identification System
IAIP	Information Analysis and Infrastructure Protection Directorate
IAP	Incident Action Plans
IAPMO	International Association of Plumbing and Mechanical Officials
IATA	International Air Transport Association
IC	Incident Commander
ICP	Incident Command Post
ICRI	Incident Commander's Radio Interface
ICS	Incident Command System
ICU	Intensive Care Unit
IDEA	Individuals with Disabilities Education Act
IDLH	Immediately Dangerous to Life or Health
IRS	Internal Revenue Service
IS	Information Services
ISAC	Information Sharing and Analysis Center
ISAQ	Information-Sharing and Analysis Organization
ISC	The Information and Sharing Collaboration
ISIP	Initial Strategy Implementation Plan
ISMP	Institute for Safe Medication Practices
ISO	International Standards Organization
ISP	Installation Support Packages
ISP	Interim Stockpiles of Pharmaceuticals
ISP	Initial Strategy Plan
ISP	Individual Service Plan

ISP	Immediate Services Program
IT	Information Technology
IT	International Terrorism
ITDS	International Trade Data System
JFO	Joint Field Office
JIATF	Joint Interagency Task Force
JIC	Joint Information Center
JICC	Justice Intelligence Coordinating Council
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
JTF-CS	Joint Task Force for Civil Support
JTTF	Joint Terrorism Task Force
JTWG	Joint Terrorism Working Group
L & I	Labor & Industry
LEA	Law Enforcement Agency
LEPC	Local Emergency Planning Committee
LERC	Local Emergency Response Coordinator
LERN	Law Enforcement Radio Network
LESA	Law Enforcement Support Administration
LETPP	Law Enforcement Terrorism Prevention Program
LFA	Lead Federal Agency
LHD	Local Health Department
LHJ	Local Health Jurisdiction
LHO	Local Health Officer
LIHEAP	Low Income Home Energy Assistance Program
LIMS	Laboratory Information Management System
MAA	Mutual Aid Agreement
MAC	Multi-Agency Coordination
MACA	Military Assistance to Civilian Authority
MACC	Multiple Agency Communication Center in Moses Lake
MACC	Multi-Agency Coordination Center
MACS	Multi-agency Coordination System
MAID	Medical Assistance ID Card
MAPP	Mobilization for Action through Planning and Partnerships
MARIP	Multiple Agency Radio Interoperability Program
MARSEC	Maritime Security Level
MBPP	Mount Baker Planned Parenthood
MCC	Medical Command Center
MCE	Mass Casualty Event
MCH	Maternal and Child Health
MCHB	Maternal & Child Health Bureau
MCI	Mass Casualty Incident
MCM	Maternity Case Management
MCMs	Medical Countermeasures
MCP	Mobile Command Post
MCS	Medical Health Services
MDT	Multi-Disciplinary Team
ME	Medical Examiner

MEO	Medical Examiners Office
MEPP	Master Exercise Practitioner Program
MERS	Mobile Emergency Response Support
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSCC	Medical Surge Capacity and Capability
MSDS	Material Safety Data Sheets
NAHEMS	National Animal Health Emergency Management System
NAHERC	National Animal Health Emergency Response Corps
NAHERP	National Animal Health Emergency Response Plan
NAHLN	National Animal Health Laboratory Network
NATA	National Air Transportation Association
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical
NCEH	National Center for Environmental Health , CDC
NCID	National Center for Infectious Diseases
NCJRS	National Crime Justice Reference Service
NCP	National Contingency Plan
NCREMS	North Central Region EMS and Trauma Care Council
NFA	National Fire Academy
NHTSA	National Highway Traffic Safety Administration
NIAID	National Institutes of Allergy and Infectious Diseases (Part of NIH)
NIBRS	National Incident-Based Reporting System
NIC	National Incident Commander
NIC	NIMS Integration Center
NICC	National Information Coordination Center
NIPC	National Infrastructure Protection Center
NIPP	National Infrastructure Protection Plan
NOAA	National Oceanic and Atmospheric Administration
NOD	National Organization on Disability
NORAD	North American Defense Command
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRP	National Response Framework
NRP	National Response Plan
NRS	National Response System
NRT	National Response Team
NSRP	National Search and Rescue Plan
NSS	National Supply Stockpile
ODP	Office of Domestic Preparedness
OEM	Office of Emergency Management
OEP	Office of Emergency Preparedness
OER	Office of Emergency Response
OES	Office of Emergency Services
OHS	Office of Homeland Security
OPEO	Office of Preparedness and Emergency Operations
OPH	Office of Public Health
OPHP	Office of Public Health Preparedness
OPHS	Office of Public Health and Science

PAHPA	Pandemic and All-Hazards Preparedness Act
PAL	Program Area Leads
PGO	Procurement and Grants Office (CDC)
PGO	Procurements and Grants Office
PH	Public Health
PHA	Public Health Advisor
PHCP	Primary Health Care Provider
PHD	Public Health Department
PHDir	Public Health Directory
PH ELF	Public Health Executive Leadership Forum
PHEP	Public Health and Emergency Preparedness
PHEPA	Public Health Emergency Preparedness Assessment
PHEPR	Public Health Emergency Preparedness and Response
PHF	Public Health Foundation
PHI	Protected Health Information
PHIMS	Public Health Issues Management System
PHIN	Public Health Information Network
PHIN MS	Public Health Information Network Messaging System
PHIP	Public Health Improvement Plan
PHIRC	Public Health Infrastructure Resource Center
PHIT	Public Health Information Technology
PHN	Public Health Nurse
PHND	Public Health Nursing Directors
PHPPO	Public Health Practice Program Office
PHPRB	Public Health Preparedness and Response for Terrorism
PHPRC	Public Health Preparedness Resource Center
PIO	Public Information Officer
POC	Point of Contact
POE	Port of Entry
POETE	Planning, Organization, Equipment, Training and Exercises
POV	Privately Owned Vehicle
PPC	Prevention and Preparedness Council
PPE	Personal Protective Equipment
PPM	Parts per million
PSA	Public Safety Announcement
PSAP	Public Safety Answering Point
PSIC	Public Safety Interoperable Communications
PUD	Public Utility District
PW	Public Works
R & D	Research and Development
RA	Required Activity
RA	Reimbursable Agreement
RAC	Regional Advisory Committee (EMS)
RACES	Radio Amateur Civilian Emergency Services
RAMSES	Resources Available for Medical and Surgical Emergency Services
RAP	Radiological Assistance Program
RAPTR	Radio Analysis Prediction Tool Repository
RAT	Rapid Assessment Team
RCW	Revised Code of Washington

REOC	Regional Emergency Operations Center
REPLO	Regional Emergency Preparedness Liaison Officer
RERC	Regional Emergency Response Coordinator
RP	Responsible Party
RRT	Rapid Response Team
RRTF	Washington State Recovery and Restoration Task Force
SAC	Special Agent in Charge
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SART	State Animal Response Team
SBA	Small Business Administration
SBOH	State Board of Health
SCBA	Self Contained Breathing Apparatus
SCBA/SAR	Self-Contained Breathing Apparatus/Supplied Air Respirators
SCI	State Critical Infrastructure
SCIP	Statewide Communications Interoperability Plan
SCO	State Coordinating Officer
SDWA	Safe Drinking Water Act
SEOC	State Emergency Operation Center
SHSGP	State Homeland Security Grant Program
SHSP	State Homeland Security Program
SIP	Shelter in Place
TIP	Terrorist Interdiction Program
TSA	Transportation Security Administration
TSC	Terrorist Screening Center
TTIC	Terrorist Threat Integration Center
TTT	Train-The-Trainer
TTT	Trauma Triage Tool
TTX	Tabletop Exercise
UASI	Urban Area Security Initiative
UBC	Uniform Building Code
UC	Unified Command
US&R	Unban Search and Rescue
USACE	United States Army Corps of Engineers
USDA/VS	USDA Veterinary Services
USDA/WS	USDA Wildlife Services
USFA	United States Fire Administration
USFWS	United States Fish and Wildlife Service
USPS	United States Postal Service
USSS	U.S. Secret Service
UTC	United Teen Clinic
VIPS	Volunteers in Police Service
VISTA	Volunteers in Service to America, now AmeriCorps
VOAD	Volunteer Organization Active in Disaster
VOC	Volatile Organic Compounds
WA DOH	Washington State Department of Health
WA DOL	Washington State Department of Licensing
WA DOT	Washington State Department of Transportation
WA DSHS	Washington State Department of Social and Health Services

WA HIS	Washington State Homeland Security Institute
WA L & I	Washington State Department of Labor and Industry
WAC	Washington Administrative Codes
WACD	Washington Association for Citizens with Disabilities
WART	Washington Animal Response Team
WASA	Washington Association of School Administrators
WA-SECURES	Washington State Secure Electronic Communication and Urgent Response Exchange System
WASERC	WA State Emergency Response Commission
WASPC	Washington Association of Sheriffs and Police Chiefs
WAVOAD	Washington Volunteer Organizations Active in Disasters
WAWAS	Washington Area Warning System
WDFW	Washington Department of Fish and wildlife
WDOH	Washington Department of Health
WISHA	Washington Industrial Safety and Health Act
WJAC	Washington Joint Analytical Center
WMD	Weapons of Mass Destruction
WMD	Washington Military Department
WMD-CST	Weapons of Mass Destruction Civil Support Teams
WNV	West Nile Virus
WPC	Washington Poison Control
WSDA	Washington State Department of Agriculture
WSDOA	Washington State Department of Agriculture
WSDOE	WA State Department of Ecology
WSDOH	Washington State Department of Health
WSDOT	Washington State Department of Transportation
WSF	Washington State Ferries
WSHA	Washington State Hospital Association
WSHIP	Washington State Health Insurance Pool
WSHSSP	Washington Statewide Homeland Security Strategic Plan
WSMA	Washington State Medical Association
WSMC	Washington State Migrant Council
WSNA	Washington State Nurses Association
WSP	Washington State Patrol
WUTC	Washington Utilities and Transportation Commission
Zoonotic	Disease initiating in animal hosts transmissible to humans

**APPENDIX 3**  
**REFERENCES**

This plan was developed and is maintained pursuant to, but not limited to, the following state and federal statutes and regulations, and existing plan documents.

County Resolution C.E. 96-144

Chelan/Douglas County Fire Mutual Aid Agreement, 1998

Chapter 38.52 RCW, Emergency Management

Chapter 36.32 RCW, County Commissioners

Chapter 70.105 RCW, Public Health and Safety

Chapter 70.136 RCW, Hazardous Material Incidents

Chapter 118 WAC, Emergency Management

Chapter 118.04 WAC, Emergency Worker Program

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

Public Law 99-499, Superfund Amendment and Re-authorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).

Washington State CEMP, 1996

Washington State Identification and Vulnerability Analysis, 1996

Chelan/Douglas County Hazard Vulnerability Analysis, 1992

Public Assistance Manual, 1995

## **APPENDIX 4**

### **TRAINING, EXERCISES and DRILLS**

#### **INTRODUCTION**

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

To provide exercise, training, and public education programs to improve the skills of emergency management personnel and to ensure maximum readiness for local officials, employees, and volunteers assigned emergency responsibilities, as well as, the public.

#### **OPERATIONAL CONCEPTS**

##### **A. General**

Emergency management exercises, training, and public education are vital to the effectiveness of the comprehensive emergency management plan and its supporting procedures. These activities validate the operational concepts and resource preparations needed to carry out emergency functions.

##### **B. Training**

The training program is designed to enhance personnel proficiency in general emergency management subjects and to train emergency management personnel for their roles under operational plans and procedures. These activities take place at every level of local government, as well as, in volunteer organizations.

##### **C. Exercises and Drills**

1. Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need.
2. Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.

**D. Public Education**

Public education programs are a vital aspect of emergency/disaster mitigation, preparedness, response, and recovery. A prepared public is the first line of defense. Public education provides all-hazard awareness and preparedness programs for every facet of the community. These programs will ultimately decrease the number of dead and injured, reduce the demand on emergency and other services and empower people to maintain control over the quality of their lives in times of disaster. This is accomplished through presentations, and various publications.

**RESPONSIBILITIES****A. General**

1. Develop and implement exercise, training, and public education programs to ensure emergency management personnel are adequately prepared to meet emergency needs.
2. Conduct annual exercises to validate the effectiveness of emergency plans and procedures.

**B. Emergency Management**

1. Determine local training and public education needs in coordination with state EMD.
2. Coordinate emergency management exercise and training activities with other local agencies.

**APPENDIX 5**  
**DISTRIBUTION LIST**

<b><u>DOUGLAS COUNTY</u></b>	<b><u>DATE</u></b>	<b><u>COPY NUMBER(S)</u></b>
Sheriff's Office		
Department of Emergency Management		
Board of Commissioners		
Assessor		
Auditor		
Transportation and Land Services (TLS)		
Superior Court		
Prosecuting Attorney/Coroner		
<b><u>WASHINGTON STATE</u></b>		
Emergency Management Division		
Washington State Patrol		
Department of Transportation		
<b><u>CITIES WITHIN DOUGLAS COUNTY</u></b>		
East Wenatchee		
Bridgeport		
Mansfield		
Rock Island		
Waterville		
<b><u>FIRE DISTRICTS</u></b>		
#1		
#2		
#3		
#4		
#5		
#7		
<b><u>OTHER</u></b>		
American Red Cross - Apple Valley Chapter		
Chelan/Douglas Health District		
Chelan County Department of Emergency Mgmt.		
North Central Region EMS & Trauma Care Council		
Douglas County Public Utilities District (PUD)		
Douglas County Port District/Pangborn Airport		
RiverCom		
Aging and Adult Care		



**ANNEX A**  
**TERRORISM**

Plan distribution is restricted due to the sensitive nature of the information contained herein and the Plan's (and specific appendices) exemption from public disclosure in accordance with RCW 42.56.420. The Plan will be distributed to all authorized and participating state agencies, city and county emergency managers, Indian Tribes, selected federal government agencies, selected state and provincial organizations, and authorized individuals with a need to know.

Plan recipients identified in the Distribution List or subsequently approved for distribution are **NOT** authorized to release information contained in this Plan or specific appendices (such as ESF 8-Appendix 1, National Pharmaceutical Stockpile Reception and Distribution Plan) in whole or part. Annex A and specific appendices have a restricted distribution and are published separately due to sensitive information. Any request for information from entities **NOT** authorized in the Distribution List or amendments should be forwarded to:

Director  
Washington State Military Department  
Emergency Management Division  
MS: TA-20, Building 20  
Camp Murray, Washington 98430-5122

**WASHINGTON STATE - EMERGENCY CONTACT NUMBERS**

If immediate state emergency management or disaster assistance is required, contact the Washington State Military Department, Emergency Management Division:

24-hour Emergency Telephone: (253) 912-4901 or 1-800-258-5990  
(Note for general public release)

E-mail: [Dutyofficer@emd.wa.gov](mailto:Dutyofficer@emd.wa.gov)

CEMNET: Channel 1 – 45.20 MHz  
(Channel depends on Channel 2 – 45.36 MHz  
the caller's location) Channel 3 – 45.48 MHz (Burch Mountain repeater)

State EOC: **1-800-258-5990**

ACCESS: OLYEM

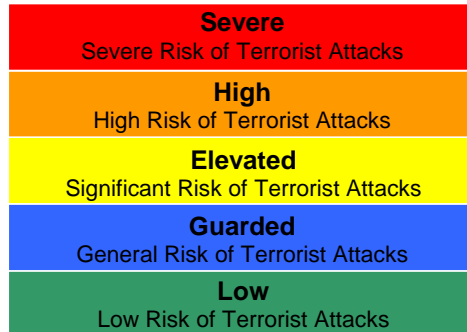
NAWAS: Washington Warning Point

Satellite Phone: 1-888-862-8459

**This document shall be maintained in a secure manner  
by all recipients.**

**Terrorism**

As disasters occur locally, knowing your partner’s roles, capabilities and limitations, and resources, including gaps, allows for quicker response when an event becomes known or is occurring:



**The threat level can be raised locally (city specific), sector, or state, in addition to the nation.**

Planning for any event or incident is a dynamic, ongoing process. Disasters which occur locally will typically be handled at the local jurisdiction level. However, assistance from other State and Federal agencies and partners may be needed.

**Primary and Support Agencies:**

Tribes, cities, counties, law enforcement, fire, EMS, hazmat, emergency communications, emergency management, CERT, Citizen Corps, public works, public health, schools, security, faith-based organizations, volunteer organizations in public and private sectors, and federal partners.

NOTE: All levels of perspectives are necessary for success, including: frontline, mid-management, and executive level.

**Terrorism Defined:**

Terrorism is defined as any activity with credible evidence that could occur at any time causing significant human suffering; injury and death; public and private property damage; environmental degradation; threat to or loss of essential services, critical lifelines, or key resources; economic hardship to businesses, industry, families, and individuals; and disruption to state, local, and tribal governments, and other governmental entities.

Additionally, there is intent to violate the criminal laws of the United States, state, or other subdivision of the United States by intimidation or coercion for political or social objectives. The coercion may be by mass destruction, assassination, or kidnapping or multiple methods. See

Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002) (State NIMS Integration, p. 29).

Notification that brings attention to the terrorist's cause may precede or follow these incidents. Whether the terrorist is an individual, an extremist, sympathizer, splinter group or a collection of groups—many have a “need to win.” Today's terrorist continues to evolve as leaders are captured and small groups may act on their own. In order to know what to plan or prevent, there is a need to understand the values of those that are threatening or attacking. The “battle” may be a war about ideas or ideals and be in our own back yard. The key is for agencies and private industry and citizens to work together to understand each others roles and responsibilities to be secure and be prepared to defend and respond effectively.

### ***Weapons of Mass Destruction***

Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in sections 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designated to release radiation or radioactivity at a level dangerous to human life.

### ***Terrorist Incidents***

Terrorist activities can occur at any time with little or no advanced warning. These activities could cause significant human suffering; injury and death; public and private property damage; environmental degradation; loss of essential services; economic hardship to businesses, industry, government, families, and individuals; and disruption to state, local, and tribal governments, and other governmental entities. Planning for the most likely case scenario for a community can be assisted by using the National Planning Scenarios. These scenarios can provide an all-hazard, catastrophic capability concept for local, state, tribal, and federal agencies, along with nonprofit organizations and business enterprise partners while focusing on local plans.

The potential exists for terrorist incidents occurring outside of Washington State to negatively affect the state. Coordination of any terrorism-specific program will be essential to the successful mitigation, preparation, response, or recovery to a terrorist incident. There may be multiple events, e.g., one event may be used to influence another event's outcome

or to impact multiple areas which could reduce the capacity to respond. Emergency responders may be the primary targets of a secondary event.

### ***Chemical, Biological, Radiological, Nuclear, And Explosives (CBRNE)***

Acts of terrorism usually fall into the following categories: conventional munitions; chemical, biological, radiological, nuclear, and explosives (CBRNE) or electronic or cyber incidents. The county and/or state may be unable to satisfy all emergency resource requests during a large-scale or catastrophic incident. Each incident has unique characteristics that must be taken into consideration when planning a response for a primary and subsequent, secondary incident. The emergency responders' ability to identify aspects of the incident, e.g., signs and symptoms exhibited by victims, report these symptoms accurately, and provide self-protection will be essential to maximize the use of critical local resources and in triggering a timely and reasonable mutual aid, state and/or federal response.

Commented [MSOffice1]: Put in cbrne and other order for ease of comparison

The situation may not be recognizable as a terrorist incident during the initial response. WMD events may not be readily recognizable until there are multiple casualties. Some chemical and biological agents may not be detectable by methods used for detection of explosives, radiological material, and firearms. Most chemical and biological agents can be carried in containers that look like ordinary items or be mixed in place. This places the responders at a higher risk of becoming casualties before the agent(s) involved are recognized.

The Washington State Hazard Identification and Vulnerability Assessment (HIVA) are published separately and provide information on the potential terrorist hazard throughout the state. The HIVA identifies the hazard, analyzes the state's vulnerability to the hazard, and provides the basis for this Annex as well as state agency-specific, emergency management plans and procedures. Local HIVA documents may be more specific to the risk of critical infrastructure or frequent problem areas.

### ***Crime Scene, Hazardous Materials, and Victims***

The terrorist incident site should always be treated as a crime scene. Preservation and collection of evidence is crucial. The challenge is initial responders may not realize a terrorist incident/crime occurred and that the scene must consequently be treated as a crime scene. Coordination is required between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster site with victims. Nevertheless, protection of life remains paramount.

The scope of the incident may expand geometrically and affect mutual aid jurisdictions. Airborne agents flow with the air current, and, if disseminated via ventilation systems, may carry the agents far from the initial source.

Contamination of critical facilities and large geographic areas may result. Victims may carry an agent, unknowingly, to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they do not realize they are contaminated. Emergency responders could carry the agent to fire or precinct houses, hospitals, or to the locations of subsequent calls. Proper protection of responders and forensic personnel is critical, as is awareness, planning, and exercising to multi-jurisdiction coordination of procedures and plans in alignment with the National Incident Management System. The Department of Health maintains fact sheets on various health issues, including different agents, see their website: <http://www.doh.wa.gov/phepr/pheprgeninfo.htm>.

Time works against responding elements. The effects of some chemicals and biological agents worsen over time. Re-suspension of the agent to an airborne state of contamination is possible; thus, time is of the essence in a crime scene investigation and other on-scene activities.

There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror in most people. The fear of the unknown also heightens the public response and the probability of societal infrastructure saturation. The medical system could be overwhelmed by masses of worried but otherwise well patients demanding treatment. Public transportation arteries will be overwhelmed by response vehicles, evacuees, and citizens seeking assistance. Depending upon the type of incident, bridges or other infrastructure may create the need for alternate routes or mutual aid to hospitals.

In an unannounced biological terrorist incident, it is unlikely a single location or cluster of people will be identified for traditional first response. This is different than an explosion or chemical attack. The initial responders to a biological event will most likely include county and city health officers, hospital staff, members of the outpatient medical community, and a wide range of response personnel in the public health system and traditional first responders such as police, fire, rescue, and emergency medical services. Efforts to develop coordinated health care operations and response plans are important for thinking issues through before a potential event occurs.

Some health care providers lack the experience, familiarity, or requisite level of suspicion necessary to detect that a biological terrorist attack has

taken place; recent planning has identified capabilities and gaps. Hospitals would be frontline response institutions with hundreds or perhaps tens of thousands of people requiring immediate and/or intensive care. Overburdened, over-occupied, and understaffed hospitals will need to be prepared to deal with a mass disaster. A mass care plan should include a Disaster Medical Assistance Team (DMAT) and Disaster Mortuary Operational Response Team (DMORT), and jurisdictions should consider a mutual aid agreement with the Metropolitan Medical Response System (MMRS) along with understanding who (which positions) in a community can manage the process, especially if a crime scene. Registered retired medical emergency workers will benefit the local jurisdictions.

Support facilities, such as utility stations and 911 centers, may be at-risk targets. The training and combined knowledge of emergency management, responders, and all partners on the National Incident Management System and the Incident Command System will become extremely instrumental as the complex event evolves into a terrorist incident and federal resources respond. There will be a great need for coordinated, public information—all agencies talking as one in cooperation with the state's EOC. Private industry may be targets due to economic impact or due to the potential for harm to the environment or public.

Federal assistance may be available for terrorist incident response and recovery operations under the provisions of federal authorities, including the Federal Bureau of Investigation (FBI) Weapons of Mass Destruction Incident Contingency Plan, the Terrorism Incident Annex of the National Response Plan (NRP), and Public Laws 93-288 and 107-296, as amended, when certain criteria are met. In 2005, the National Security Branch (NSB) was established for expanded capabilities and coordination among partners with the FBI regarding intelligence, counterterrorism, counterintelligence, and in 2006, the Weapons of Mass Destruction Directorate was created within the NSB. The structure is to create efficiencies and provide better cross communication across the FBI.

### ***Incidents of National Significance***

Incidents of National Significance is defined as “any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event can result in sustained local, state, and national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal, and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that

national security could be threatened.” Due to the little or no warning of a catastrophic or terrorist event, federal assistance may be obvious and immediate, so anticipation for these resources should be planned, as well as if these resources are not available.

## **INTRODUCTION**

### **A. Purpose**

To identify actions the County must complete to mutually support local, state, and the public to coordinate an integrated response to terrorist incidents. Local, state and other partners can use this Annex as a framework to assist in their terrorism response or anticipatory planning activities. Four points to be aware: disasters occur locally; a terrorism event may have more than one hazard-type involved; first responders to a terrorism event may be unaware until someone becomes ill or sensors indicate a known substance; and there is no guarantee of federal funds.

### **B. Scope**

A supporting plan to the Washington State Comprehensive Emergency Management Plan (CEMP). Select Emergency Support Functions (ESFs) from the CEMP will support this plan. Terrorist incidents are likely to occur in the state of Washington, as described in the Washington State Hazard Identification and Vulnerability Assessment (HIVA).

## **Policies**

The Governor has oversight authority for state emergency management under RCW 38.52.050 and can assume control for a local jurisdiction when a disaster becomes beyond their capabilities. The Adjutant General is the State’s Emergency Management Director and works closely with the Emergency Management Division Director. The Governor’s authority to proclaim an emergency is located in RCW 43.06.010, and 43.06.200-270 in addition to RCW 17.24.007 and 43.21G.040.

Chapter 38.52 RCW Emergency Management provides the legal basis regarding emergency management and Title 118 WAC Military Department (emergency management) provides the administrative process. Other state agencies, local jurisdictions, and tribal organizations have emergency powers and responsibilities under their own authorities or through the Interlocal Cooperation Act Chapter 39.34 RCW.

## **SITUATION**

### **A. Emergency/Disaster Hazards and Conditions**

A terrorist event could have significant impact to Douglas County and easily tax the area resources beyond its capacity. The main focus is preplanning (3 day/3 ways) if an event were to isolate the County, in whole or in part, and prevent resources coming in.

### **B. Planning Assumptions**

1. The County will make every reasonable effort to respond in the event of a terrorist incident; however resources and system throughout the County and State may be taxed and or limited.
2. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.
3. All "Special Needs/High-Risk Populations" needs and safety may be in jeopardy and need additional assistance and specialized equipment/care during evacuations and subsequent housing.
4. Many, if not most or all, of this CEMP "Emergency Support Functions" (ESF's) will be initiated and probably taxed to their capacity.

## **Concepts of Operations**

### **A. General**

1. RCW 38.52.070, directs the establishment of local organizations or jurisdictions for emergency management responsibilities in accordance with the Washington State CEMP. Local organizations, tribes, or jurisdictions are to assign terrorist incident response responsibilities based upon existing capabilities or mutual aid agreements. Any gaps should be identified.
2. Terrorism may present challenges due to the catastrophic nature and the multitude of local, state, and federal agencies involved in an incident response. In addition to the terrorist incident itself, individuals and groups must deal with the challenges of operating

in a large unified command structure and integrating concurrent local and federal response operations. Additionally, volunteers, donated goods, and managing public agency and individual expectations must be managed.

3. Local responders will be the first on-scene during a terrorist incident and the last to leave. Incident response will be a local unified ICS function for the first 48-to-72 hours.
4. Quick implementation of the Chelan/Douglas Community Active in Disaster (C/D COAD) will assist with the overall success of the recovery and confidence of the public served.

### **B. Planning**

1. Maintain a County EOC in a preparedness level to initiate and staff as necessary.
2. Threat Conditions are assigned according to the probability and gravity of risk for a qualitative assessment vs. quantitative calculation. The accuracy is as good as the intelligence provided. Factors to be considered include:
  - To what degree is the threat information credible?
  - To what degree is the threat information corroborated?
  - To what degree is the threat specific and/or imminent?
  - How grave are the potential consequences of the threat?

### **C. Response**

1. The Douglas County Sheriff, Douglas County Commissioners, and City Executives will direct emergency responses concurrently. The State of Washington Governor, Disaster Manager, and/or emergency response personnel may assess the emergency response through aerial flights (Civil Air Patrol, Washington State Patrol, Washington State Department of Transportation, Washington National Guard, and commercial flight), ground visits, and briefings.
2. The local jurisdiction will request state or federal assistance through the state EOC, when a reasonable attempt has been made to use public, private, and mutual aid or inter-local agreement resources and the lack of resources or the delay in providing resources would place lives, property, or the environment at peril.
3. Activation of the MyStateUSA reverse notification directory as necessary.

4. Implement a Douglas County EOC as necessary. Coordinate efforts with our Chelan County partners as available.
5. Initiate the Chelan/Douglas COAD as necessary.

**D. Recovery**

1. Short and long term goals and objectives to consider, but not be limited to:
  - ◆ Health and safety.
  - ◆ Environmental impact of terrorist incident.
  - ◆ Economic impact.
  - ◆ Regulatory and contractual requirements.
  - ◆ Good will.
  - ◆ Conducting and managing Douglas County CEMP, ESF 14, Long-Term Recovery, and/or responsibilities pertaining to the Washington State Recovery and Restoration Task Force (RRTF).
2. Conduct a business impact analysis in order to establish short- and long-term recovery.
3. Short-term recovery goals to consider (not all-inclusive):
  - ◆ Identifying and safeguarding essential records, vital systems, and operations.
  - ◆ Establishing priorities for reinstatement of systems and operations.
  - ◆ Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
  - ◆ Identifying minimum resources needed to recover business operations.
4. Long-term recovery goals should consider, but not be limited to:
  - ◆ *Strategic planning:*
    - Management and coordination of recovery activities.
    - Managing fiscal operations and recovery funding.
    - Management of volunteer, contractual, mutual aid, and agency resources in addition to supporting the state's EOC or field offices.
    - Development and implementation of mitigation goals and activities.

## DOUGLAS COUNTY CEMP

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- ◆ Organization and staffing for continuity of government. Essential records maintenance.
- ◆ Resource procurement. Restoration of utility services. Damage assessment record keeping and documentation.
- ◆ Public and employee information.
- ◆ Agency, local jurisdiction, state, and community resource coordination. Support to Emergency Management Assistance Compact mobilizations and state EOC activations.
- ◆ Debris and waste removal (contaminated and uncontaminated).
- ◆ Decontamination of equipment, facilities, and resources.
- ◆ Identification of temporary or new, permanent work site(s) due to prolonged contamination or radiation hazard.
- ◆ Restoration and salvage.
- ◆ Personnel reunification.
- ◆ Identification of recovery resources.

## **ANNEX B** **CATASTROPHIC EVENT**

### **INTRODUCTION**

A catastrophic event can occur within Douglas County and would typically be handled using local or mutual aid resources. When a major event occurs, the state can be notified to coordinate potential assistance which could include finding private or public contracted services or resources through the Emergency Management Assistance Compact. Emergencies and disasters can be with, or without, prior notice and one disaster may trigger additional events which require requiring extreme measures to control or contain the situation. Pre and post-event measures can include the need to have isolation, decontamination, and controls to maintain security against terrorists or chemical spills.

A Catastrophic Event is defined as a natural disaster, act of terrorism, or other man-made disaster or incident, expected or unexpected, in which a government, because of the severity of the event is unable to use its resources; or the need for resources has greatly exceeded the availability; the social or economic structure of the community has been disrupted; the fulfillment of the community's essential functions are prevented; and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged mutual aid and outside help. Also considered are the levels of casualties, damage, or disruption severely affecting the population (including mass evacuations), environment, mass casualty, and government functions in an area which exceeds capabilities.

#### **A. Purpose**

The Douglas County Comprehensive Emergency Management Plan (CEMP) is always in effect and defines the roles and objectives of primary and secondary agencies. The County's Hazard Identification Vulnerability Analysis (HIVA) and hazard plans provide information on specific risks and actions. This Catastrophic Disaster Plan serves two purposes:

- a. First, this document serves as an annex to identify gaps and provides current assumptions for the CEMP. Other plans, policies and procedures should be consulted as well.
- b. Second, it provides a guide for transitioning from the County's Emergency Operations Center (EOC) into the State EOC and Joint Field Office.

Maintaining infrastructure lifelines, such as roads, will be a priority during any major event. Communication and interoperability of systems and equipment are essential for response and coordination.

## **B. Scope**

This Annex affects all agencies/departments involved in emergency operations and/or response. It is necessary to ensure all information is correct and coordinated so effective planning is done.

## **Policies**

The Douglas County Commissioner Board will declare an emergency when appropriate. This board will work with the other elected and appointed officials as well as Douglas County Emergency Management to ensure the best level of continuity of government exists.

## **SITUATION**

### **A. Emergency/Disaster Hazards and Conditions**

The types and locations a catastrophic event could occur within Douglas County and the State of Washington are nearly countless, thus an “All-Hazards” approach to planning must be utilized.

### **B. Planning Assumptions**

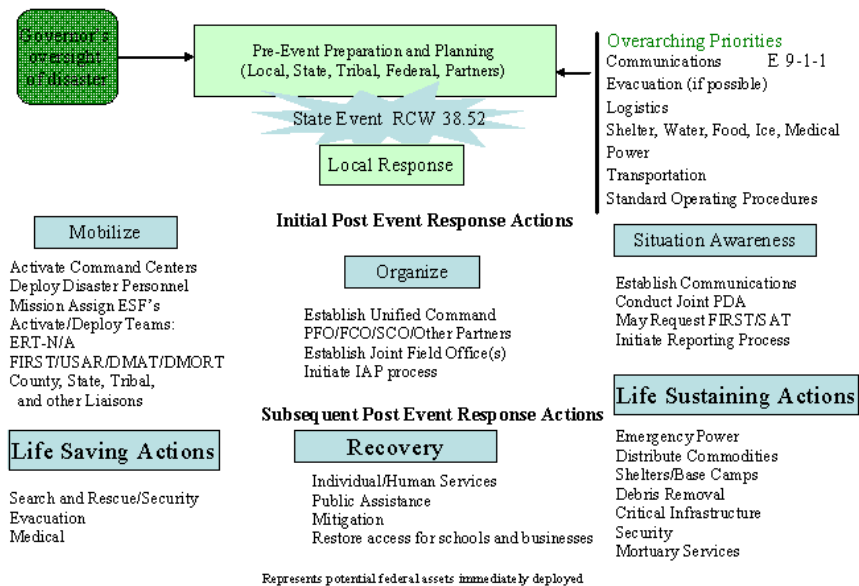
1. The sooner government, businesses, and schools can reopen, the faster the healing and recovery.
2. The “Special Needs Directory” shall be utilized to determine the transportation, housing, and medical needs of those individuals registered.
3. Agencies must know their capabilities and limitations during a catastrophic event; and if taxed beyond those capabilities know who and how to contact them.
4. Agencies will work under the National Incident Management System (NIMS) guidelines and the Incident Command System (ICS) operational protocols.
5. Communications could be disrupted.
6. Shelter-in-Place may be more viable than evacuations into shelters.

**Concepts of Operations**

**A. General**

1. Every emergency or disaster may have a different set of technical experts needed.
2. Elected and appointed public officials are encouraged to know their roles and responsibilities during a disaster, as well as those of their agencies.

**Concept of Operations for Catastrophic Events**



**B. Planning**

1. Prepare for evacuations of public, “special needs” population, and domesticated animals. This preparation will include transportation, housing locations, housing needs (sanitary and food preparation, etc.).
2. Prepare to receive and distribute quantities of donated goods.

**C. Response**

1. Initiate a Unified Command, or Joint Operations, as promptly as possible.
2. Initiate an EOC promptly and maintain communication with the Special Response Vehicle (mobile command post) personnel as well as the State EOC.

3. Initiate communications between County and State/Federal entities to document, track personnel and equipment costs, public losses for possible reimbursement.
4. Utilize volunteers as appropriate. These volunteers must be managed and directed by appropriate officials. They shall not self-deploy as they deem necessary.

**D. Recovery**

1. Determine and prioritize government needs to ensure continuity and maintain public trust. Once prioritized local government shall work with Washington State and Federal governments to fill unanswered needs as available.
2. Determine and prioritize the public safety needs to ensure safety.
3. Determine and prioritize business needs to ensure continuity.