

STEVENS COUNTY



COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2018

**STEVENS COUNTY
CITY OF CHEWELAH
CITY OF COLVILLE
CITY OF KETTLE FALLS
TOWN OF MARCUS
TOWN OF NORTHPORT
CITY OF SPRINGDALE**

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RECORD OF CHANGES

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EXECUTIVE SUMMARY

USE OF THE PLAN

A “disaster” is defined as a great misfortune, catastrophe or sudden calamitous event that brings great damage, loss or destruction. Stevens County is vulnerable to natural, man- made, and/or technological related disasters.

When a disaster threatens or strikes; County and City governments will take the lead in managing emergency public safety, health and welfare services. The response may be complex and widespread, extending beyond the usual functions, capabilities and boundaries of departments providing emergency services. Events will require cooperation of governmental and private sector units that do not normally respond to emergency situations. Since the state and federal governments will provide only supporting services for disaster mitigation, response and recovery; the leadership of the local legislative authorities and the cooperation of all involved is of critical importance.

The Stevens County Comprehensive Emergency Management Plan should be utilized by officials dealing with all aspects of emergency management prior to, during and following disasters. It provides policies, information, recommendations and guidance to assist the responsible officials making operational decisions. The Plan also provides for the functional aspects of emergency management and the organization that will provide the guidance to accomplish the tasks necessary to fulfill our mission and purpose.

In order to ensure a viable and workable plan; department heads and agency managers within the County and participating cities and towns are directed to:

- Adhere to the elements of this plan.
- Support the planning efforts in developing the emergency support functions (ESF) to this Plan.
- Develop suggested operating guidelines and checklists for their specific programs and functions.
- Implement this plan and process for their departments / agencies.
- Assure that all personnel within their departments / agencies are trained in this plan and understand their responsibilities in emergency/disaster operations.

LETTER OF PROMULGATION

This Hazard Identification and Vulnerability Analysis, updated October, 2017:

Submitted By:

James Caruso
Director, Emergency Management

ADOPTED by the Board of County Commissioners of Stevens County on

this _____ day _____, 2017

CHAIRMAN

COMMISSIONER

COMMISSIONER

Attested by:

CLERK OF THE BOARD OF COUNTY COMMISSIONERS

We the undersigned legislative authorities of Stevens County and the participating cities and towns do hereby promulgate the Stevens County Comprehensive Emergency Management Basic Plan and attached appendixes.

BOARD OF STEVENS COUNTY COMMISSIONERS:

Chairman Date

Commissioner Date

Commissioner Date

MAYORS:

City of Chewelah Date

Town of Colville Date

City of Kettle Falls Date

City of Marcus Date

Town of Northport Date

Town of Springdale Date

EMERGENCY MANAGEMENT:

Director, Emergency Management Date

BASIC PLAN

❖ **INTRODUCTION**

A. Mission

The mission of the Emergency Management Division is to coordinate activities and programs to save lives, prevent injury, and protect property and the environment by taking reasonable and affordable actions to mitigate, prepare for, respond to, and recover from emergencies and disasters.

B. Purpose

The purpose of this plan is to guide the Emergency Management Division in its responsibility to preserve lives, protect property and the environment, and to ensure public health in times of natural or technological disasters. The organization also provides for the coordination of recovery efforts following disasters, and will provide actions to mitigate the effects of such disasters, to the extent possible.

The Stevens County CEMP uses the National Incident Management System (NIMS) and is an all-hazards plan that provides the structure and mechanisms for policy and operational coordination for incident management. Consistent with the model provided in the National Response Framework (NRF) and NIMS, the CEMP can be partially or fully implemented in the context of a threat, or anticipation of or response to a significant incident or event. Selective implementation through the activation of one or more of the Emergency Support Functions (ESFs) or Annexes allows maximum flexibility in responding to and recovering from an incident, meeting the unique operational and information-sharing requirements of the situation at hand, and enabling effective interaction between various county and non-county entities. This plan will facilitate restoration of basic county government operations and services following emergencies or disasters.

This Comprehensive Emergency Management Plan is required by law and is the basis for an integrated system of Emergency Management in Stevens County, in accordance with the requirements of Chapter 38.52 Revised Code of Washington.

C. Scope

The Stevens County Comprehensive Emergency Management Plan is an all hazard plan that is promulgated by Stevens County Board of Commissioners and Mayors of the participating cities and towns within the county and applies to all local public and private entities and organizations participating and included in the plan.

This plan is an all hazard approach to emergency and disaster situations likely to occur in the county, as described in the Stevens County Hazard Identification / Vulnerability Analysis (HIVA), and provides the foundation for:

1. The establishment of an organization and guidelines for efficient and 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.

3. An outline of other participants' responsibilities in emergency management activities as agreed upon by the participating agencies and organizations.

D. Organization

1. Stevens County Board of County Commissioners:
 - a. Has assigned Emergency Management to be a Division of the Stevens County Board of County Commissioners.
 - b. Establishes overall emergency management policy, in cooperation with City Mayors.
2. All of the personnel, services and facilities of local government become part of the emergency management organization as needed in times of emergency. Other governmental and quasi-governmental agencies will commit their resources as agreed upon under the guidelines of this plan.
3. Many private agencies and organizations become a part of the emergency management organization according to this plan, and agree to coordinate their activities in the same manner as the local government agencies.
4. This plan utilizes the Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the state local jurisdiction may need in order to implement hazard mitigation and preparedness or respond and recover from an emergency or disaster.

❖ POLICIES

A. Authorities / References

Emergency Management Division and the Comprehensive Emergency Management Plan are developed and promulgated pursuant to the following local, state and federal statutes and regulations:

1. Washington State Emergency Management statute, Chapter 38.52 Revised Code of Washington, as amended.
2. Washington Administrative Code, WAC 118
3. Presidential Preparedness Directive 8
4. Comprehensive Planning Guide (CPG) 101, Version 2, November 2010
5. The Stafford Act
6. The Homeland Security Act of 2002
7. Public Law 93-288, Disaster Relief Act of 1988, as amended.
8. National Response Framework 2nd edition, May 2013
9. Washington State Comprehensive Emergency Management Plan, as amended

B. Assignment of Responsibilities

1. Legislative authorities (County Commissioners and City / Town Councils) are responsible for:

- a. **Emergency Management:** Ultimately responsible for the emergency management program and organization and provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs within their jurisdictions.
 - b. **Proclamation of emergency:** Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.
 - c. **Local government resources:** Ensure that all available local government resources are utilized to the maximum extent possible.
 - d. **Emergency expenditures:** Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.
 - e. **Prioritizing emergency resources:** Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.
 - f. **Impressments of citizens:** Command the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor.
2. **Local government responsibilities:**
In carrying out the provisions of the emergency management program, the legislative authority of the political subdivisions of the state are responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (RCW 38.52.110).
 3. **Chairman of Board of County Commissioners / City Mayors:**
Shall act as the single point of contact, for the legislative body of their jurisdiction, for emergency policy decisions.
 4. **Emergency Management Director:**
Responsible for establishing and maintaining emergency response coordination, including planning, training, development of incident management facilities, dissemination and implementation of plans.
 5. **Incident command agencies:**
These agencies have established day to day responsibility for specific services within a specific jurisdiction (fire districts and departments, law enforcement agencies, public works departments, etc.) They are also responsible for providing trained incident managers and staff when required, responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities, at the incident.
 6. **Participating agencies and organizations:**
Responsible for providing necessary staff in time of emergency, participating in training and exercises, providing representatives to incident management as a

point of contact during emergencies, and committing agency workers, equipment and resources to the cooperative effort.

C. Limitations

1. This Plan is not intended to deal with every potential scenario that may occur during times of emergency, but rather identify the organization, the processes and the responsibilities of the respective participants who may be involved. The possibility of local resources becoming overwhelmed is a reality, the participating jurisdictions can only make a reasonable effort to respond based on the situation(s), information and the resources available at the time of the disaster.
2. No guarantee of a perfect system is implied by this plan. Emergency situations are difficult, if not impossible to predict. The local emergency management system must be flexible and be able to function under a variety of unanticipated complex and unique circumstances.
3. The disaster response, relief and recovery activities of the Emergency Management Division may be limited by:
 - a. Inability of the general citizenry to function on their own for more than three days without additional supplies of water, food, shelter and medical supplies.
 - b. Lack of police, fire, emergency medical services and public works response due to damage to facilities, equipment and shortages of personnel.
 - c. The limited number of public safety responders in a rural jurisdiction.
 - d. The shortage of trained response personnel and equipment needed to handle a disaster
 - e. The shortage of critical supplies and/or funding.
 - f. Damage to essential services and facilities, such as roads, rail, utilities and communication networks.
 - g. Damage to emergency services communication networks.
 - h. The availability of outside assistance and resources.

❖ SITUATION

A. Emergency / Disaster Conditions and Hazards

Stevens County is subject to a full range of natural, man-made and technological hazards with the potential to pose serious threat to public safety and health, property and the environment. This all hazard plan is intended to help meet the needs of the impacted areas, whatever the nature and scope of the incident.

The following hazards have been identified as having occurred or have the realistic potential to occur in the county; however this list may not be all inclusive of the hazards that may occur.

<u>Natural Disasters:</u>	<u>Technological / Man-made Disasters:</u>
Wild land fires	Dam Failures
Floods	Terrorism / Sabotage
Droughts	Hazardous Materials Incidents
Windstorms	Utility Outages
Earthquakes	Explosions Severe
Weather	Urban Fires
Tornadoes	Civil Disturbances
Winter Storms	
Ice storms	
Snow storms, drifting Flash	
Flooding Thunderstorms	
Lightning, wind, hail and rain.	

Due to the topography of Stevens County and the geographical separation of some of the populated areas, response concepts must account for the potential of isolation in some areas. Available resources may be limited for a period of time and operational decisions need to reflect the needs of each community and also maintain countywide coordination in order to ensure effective and efficient resource management.

Specific hazards are detailed in the Stevens County Hazard Identification/ Vulnerability Analysis (HIVA).

B. Planning Assumptions

1. Local government officials recognize their responsibilities with regard to public safety and accept them in the implementation of this plan.
2. Coordination exists between emergency response organizations on a daily basis. This interaction is based on the frequent and routine practice of day to day responses.
3. Demand on emergency response agencies becomes much greater in times of crisis, and the prioritization of response to an emergency becomes critical. In addition, the resource of many of the supporting public and private organizations, that normally do not interact except in a crisis, need to be mobilized on a cooperative basis.
4. Citizens, businesses, government agencies, and industries will utilize their own resources and should provide for themselves during the first three days of an emergency or disaster.
5. Nothing in this plan is intended to diminish the emergency preparedness responsibilities of each participating jurisdiction. Their first priority is to the

needs of the citizens within its jurisdiction; and each jurisdiction maintains their right to attend to their own circumstances before committing resources to cooperative disaster response. Participation in the mutual aid agreements is entirely voluntary.

6. Nothing in this plan is intended to diminish the emergency preparedness responsibilities of individual citizens. Circumstances during disasters may not allow immediate response to meet all the needs of the public. Every individual should be prepared and able to provide for themselves during the first three days of an emergency or disaster.
7. A free market economy and existing distribution systems should be maintained as the primary means for continuing operations of the economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.
8. In situations not specifically addressed in this plan, responding agencies will have to improvise and carry out their responsibilities to the best of their abilities under the circumstances.

❖ **CONCEPT OF OPERATIONS**

A. General

1. The Emergency Management Division is responsible for the administration and overall coordination of the emergency management program for Stevens County and assisting the cities of within the county.
2. Emergency Management in Stevens 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.
3. The responsibility for leadership and operations during emergency situations is vested in the executive heads of each individual government.
4. Heads of departments, augmented by trained reserves and volunteers, perform emergency functions as stated in this plan.
5. Departments / Cities will retain their identity and autonomy during disaster operations. When agencies assist each other, personnel will remain under the supervision of their own agency. They will receive mission assignments from the using agency.
6. Departments not having an assigned emergency mission will carry out such duties as may be directed by the executive heads of government.
7. All agencies and organizations will utilize the principles of the National Incident Management System (NIMS) and specifically the policies and procedures in the Incident Command System (ICS) for response.
8. The county plan will make provisions for those actions necessary to minimize injuries and damage and expedite recovery from the effects of a disaster. Priority throughout the emergency period will be the preservation of life and protection of property.

9. All persons selected to assume emergency responsibilities should be appointed by the executive heads of government either prior to or during the emergency period to affect operational readiness.
10. The State Emergency Operations Center (SEOC) will be contacted, as appropriate.

B. Emergency Management Concepts

1. The initial response to or the imminent threat of an emergency / will generally be conducted under the basic guidelines of the responding agencies procedures and the Emergency Support Functions (ESFs) contained in this Plan the Incident Commander should:
 - a. Assess the situation; mobilize and respond initial emergency response resources.
 - b. Establish incident command and assume coordination of local resources.
 - c. Take action to protect lives, property and the environment.
2. If the situation exceeds or threatens to exceed the initial response.
 - a. The Incident Commander will activate additional response capabilities through established procedures, mutual aid or inter-local operational agreements.
 - b. The Emergency Management Division (SCSO-EMD) will support the Incident Commander and activate the necessary functions of the Emergency Management Organization.
 - 1.) Activate and staff Emergency Operations Center, Expanded Dispatch or Command Vehicle, as appropriate.
 - 2.) Establish liaison with other organizations and entities, as necessary.
 - 3.) Implement appropriate elements and functions of the Plan.
3. In the event the magnitude and complexity of the incident overwhelm or exhaust local capabilities and resources. The SCSO-EMD will activate the EOC; alert and notify the appropriate staff and officials; and implement the Comprehensive Emergency Management Plan.
 - a. Obtain proclamation of emergency, if necessary, to activate emergency powers. Suspend normal non-essential activities, and divert local resources to augment disaster response and recovery.
 - b. Request support from the state through State Emergency Operations Center (SEOC) will evaluate local resource commitment, and coordinate additional resource response.
 - c. In the event that the capabilities of state government are exceeded, the Governor may request federal disaster assistance. A disaster declaration by the President will be necessary in order to release certain federal aid.
 - d. Identify and mobilize available local, state and federal resources to restore the community to its pre-disaster state to the fullest extent possible.

C. Direction and Control

1. 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, legislative authority 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.

2. Incident Command Agency:

Designation of the incident command agency, and assumption of incident coordination, will follow statutory responsibilities when applicable. Designation of the Incident Commander is made by the legislative authority of the jurisdiction and is based on the following criteria:

- a. Specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan.
- b. Assumption of responsibility by the official agency.

3. Response Levels:

Response organization activities are based on the complexity and magnitude of the incident(s). Incident Commanders will establish the response levels.

- a. **Level 1:** Day to day emergency response.
- b. **Level 2:** Situations that are larger in scope and require the use of mutual aid resources or special procedures for dealing with the emergency. Multiple jurisdictions, multi-agency, and/or multiple situation events where broader application of ICS protocols, including unified command, is required to ensure coordination.
- c. **Level 3:** Broad scope community emergencies/disasters with long term impact representing a significant threat to life, property and/or the environment. These incidents require a substantial commitment of personnel, equipment and facilities; often requiring considerable outside help. This level of response usually requires considerable response and resource coordination and will likely result in a local emergency proclamation.
- d. **Level 4:** Recovery and restoration 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. The majority of this level of response takes place after the emergency.

4. Implementation of the Plan:

- a. **Phase 1:** The appropriate incident command agency, or the first incident command agency representative on scene, may implement Phase 1 under the following guidelines:
 - 1.) 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.

- b. **Phase 2:** The Director of Emergency Management or Chief Public Safety Officer or the impacted jurisdiction may implement Phase 2 under the following guidelines:
 - 1.) The incident has occurred, or appears to be imminent based on the best information available, which is of such nature and scope as to require an extraordinary commitment of local emergency response and recovery resources in order to meet actual or potential community needs.
 - 2.) The resources activated under Phase 1 appear to be inadequate, and acceleration of response is necessary in order to meet emergency needs.
- c. **Phase 3:** The legislative body of each jurisdiction impacted by the disaster (Board of County Commissioners / Mayors & City Councils) may implement the plan by proclamation of emergency under the following guidelines:
 - 1.) An incident has occurred, or is clearly imminent based on the best information available, which is a significant threat to life, property or the environment, and when such event is of such nature and scope as to exceed the ability of local government to respond effectively to the needs of the community without the imposition of emergency powers.
 - 2.) The emergency response and recovery resources activated under Phase 2 appear to be inadequate and acceleration of response is necessary in order to meet emergency needs.
- d. **Phase 4:** The Stevens County Director of Emergency Management, with concurrence of the appropriate legislative authority and Incident Commanders may move into a disaster recovery mode when appropriate.

D. Emergency Operations Facilities

- 1. 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. Public safety agencies will make available command level personnel for staffing of the EOC and all other agencies and departments will make personnel available to the EOC, as appropriate
 - a. The Stevens County EOC is located in the Stevens County Commissioners Office, 230 E. Birch, Colville, WA. 99114.
- 2. Command Vehicle: Incident command can be facilitated by the use of a Command Vehicle. It can be used for site-specific direction and control of incidents or it can be used as an alternate EOC, as appropriate.
- 3. Expanded Dispatch: EOC opening, dispatch can be expanded by use of emergency management staff, working with the 9-1-1 Communications Center. With the close proximity of the EOC to the Stevens County 9-1-1 Center, the EOC facilities can assist the 9-1-1 Communications Center during this phase.
- 4. Staffing Responsibility: Each participating agency will identify and train personnel in incident command positions as identified in the plan, as appropriate.

E. Emergency / Disaster Management Time Phases

1. Mitigation Activities

- a. Stevens County EMD will support and assist local efforts to reduce or eliminate potential hazards or reduce the effects of those hazards through training and education, the HIVA, plans and procedures, and programs.
- b. Local agencies and organizations should develop mitigation plans and programs to eliminate or reduce hazards, or to minimize the effects of those hazards. Local governments should consider mitigation in building codes, land use regulations, planning and zoning.
- c. Mitigation efforts should consider the following:
 - 1.) Identification and analysis of hazards.
 - 2.) Removal or elimination of the hazard.
 - 3.) Reducing or limiting the amount or size of the hazard.
 - 4.) Insurance coverage (i.e. flood insurance).
 - 5.) Public awareness of hazards and potential mitigation activities.
 - 6.) Establish hazard warning and communication procedures.
 - 7.) Integrating mitigation strategies into training and education programs.
 - 8.) Stocking of essential emergency supplies.

2. Preparedness Activities

- a. EMD will develop and maintain the Comprehensive Emergency Management Plan, the Hazard Identification / Vulnerability Analysis, Contingency Plans and Suggested Operating Guidelines. DEM will also establish and maintain a training and exercise program; emergency resource inventories; public education program; warning and emergency public information program; a functional Emergency Operations Center (EOC); a disaster recovery system; an emergency/disaster communications capability; and assist in establishing mutual aid agreements and inter-local operating agreements, as local resources allow.
- b. Local agencies and organizations should develop and implement procedures to carry out their responsibilities as outlined in the plan. Lines of authority should be identified and documents for the continuity of government should be protected. Individuals with responsibilities during assessment and mitigation, preparedness, response, and recovery phases should be identified and aware of their emergency responsibilities, as local resources allow.

3. Response Activities

- a. EMD, upon notification of an actual emergency/disaster, will evaluate the situation and; alert the appropriate local response and support resources as established in local procedures; activate the EOC at the appropriate level; activate warning and emergency public information systems; coordinate and manage resource requests; coordinate the situation analysis and damage assessment; prepare an emergency declaration, if necessary; and coordinate local actions with WA State Emergency Operations Center and other State and Federal agencies as necessary.

- b. Local agencies and organizations should:
 - 1.) Establish response strategies and actions to save lives, reduce injury, minimize property and resource damage, and protect the environment.
 - 2.) Follow established response procedures for: **(A.)**
Processing emergency call information. **(B.)** Activation and implementation of plan.
(C.) Mobilization or demobilization of services.
(D.) Establishing an Incident Command System and organization.
 - 3.) Maintain on scene 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.
 - 4.) Document all emergency response activities and actions.

4. Recovery Activities

- a. EMD will coordinate disaster recovery and restoration efforts to include; collection, evaluation, compilation, and forwarding of reports and damage assistance requests; restoration of essential services; State, Federal and other disaster assistance programs; identify potential future mitigation measures; and conduct reviews and critiques of emergency plans and procedures.
- b. Local agencies and organizations should address the following issues:
 - 1.) Organization and staffing for continuity of government.
 - 2.) Essential records recovery and restoration.
 - 3.) Restoration of utility and other essential services.
 - 4.) Record keeping and documentation of disaster related expenditures.
 - 5.) Debris and waste removal and disposal.
 - 6.) Inspection and evaluation of facilities.
 - 7.) Internal review of plans, procedures and emergency related activities.
 - 8.) Coordinate recovery efforts with the local business community.

❖ RESPONSIBILITIES

A. Purpose

To identify the agency and other participating organization responsibilities within the Emergency Management Division.

B. Agency and Organization Responsibilities

General responsibilities for agencies and other participating organizations are:

1. Board of County Commissioners.
 - a. Proclaim local proclamation of emergency as prescribed in Chapter 36.40.180 Revised Code of Washington.
 - b. Establish emergency policies for the county during an emergency or disaster.
 - c. Provide liaison to mayors, other county commissioners or to the Governor in emergency or disaster related matters.
 - d. Request state assistance from either the Governor or other appropriate state agencies.
 - e. Issue, amend, or rescind necessary orders, rules and regulations to carry out emergency management operations.
2. City and Town Mayors / Councils
 - a. Proclaim local proclamation of emergency as prescribed in Chapter 35.33.081 revised Code of Washington.
 - b. Establish emergency policies for their respective municipality during an emergency or disaster.
 - c. Provide liaison to other mayors, the Board of County Commissioners or to the Governor in emergency or disaster related matters.
 - d. Issue, amend, or rescind the necessary orders, rules and regulations to carry out emergency management operations.
3. Emergency Management Division
 - a. Maintain and coordinate the local emergency management organization, to include staffing for normal activities, and for emergencies and disasters.
 - b. Prepare and maintain the Comprehensive Emergency Management Plan and program. Advise and assist local agencies in the development of their emergency or disaster procedures and programs.
 - c. Prepare local proclamation of emergency for the Board of County Commissioners and provide assistance (as needed) to local Mayors.
 - d. Provide for the registration of emergency services workers.
 - e. Obtain a state mission number for emergencies in accordance with Chapter 38.52.180 of Revised Code of Washington.
 - f. Provide for communications coordination and support.
 - g. Maintain the emergency operations center and a Command Vehicle (if possible) for direction and control support.
 - h. Coordinate emergency and disaster information and resource assistance requests with State Emergency Operations Center.
 - i. Coordinate damage assessment efforts.
4. Fire Service
 - a. Incident Command.

- b.** Fire prevention and suppression.
 - c.** Emergency medical response support.
 - d.** Hazardous Materials response support in conjunction with designated IC.
 - e.** Evacuation support.
 - f.** Light duty rescue and assist with heavy rescue.
 - g.** Damage assessment.
 - h.** Warning support.
 - i.** Emergency personnel and equipment resource.
- 5.** Law Enforcement
 - a.** Incident Command.
 - b.** Maintain law and order and enforce emergency rules and regulations.
 - c.** Traffic and crowd control.
 - d.** Evacuation.
 - e.** Security.
 - f.** Hazardous Materials response support.
 - g.** Search and Rescue.
 - h.** Coroner function support.
 - i.** Damage assessment support.
 - j.** Warning support.
- 6.** Public Works
 - a.** Engineering services
 - b.** Transportation coordination.
 - c.** Emergency debris clearance from roadways and other infrastructures.
 - d.** Restoration of essential services and facilities.
 - e.** Emergency traffic control support.
 - f.** Hazardous materials response support.
 - g.** Flood control support.
 - h.** Heavy rescue support.
 - i.** Provide heavy equipment resources.
 - j.** Damage assessment.
- 7.** Emergency Medical Services
 - a.** Provide emergency medical services.
 - b.** Mass casualty response, triage management.

- c. Medical resource coordination.
 - d. Casualty transportation.
- 8. Public Health
 - a. Non emergency medical and health care.
 - b. Identification of health hazards, including hazardous materials incidents.
 - c. Food, water and sanitation systems inspection.
 - d. Immunization and disease control.
- 9. Coroner / Medical Examiner
 - a. Mortuary services.
 - b. Mass casualty support.
- 10. Prosecuting Attorney
 - a. Legal affairs.
 - b. Provides emergency legal advice to county agencies.
 - c. Reviews agreements, contracts, and other emergency or disaster related documents.
- 11. Auditor
 - a. Support county emergency resource program.
 - b. Emergency fiscal procedures.
- 12. Treasurer –Emergency fiscal procedure reports.
- 13. Assessor
 - a. Damage assessment support.
 - b. Recovery assistance.
- 14. Extension Agent
 - a. Coordinate resources and information for farm and livestock activities.
 - b. Function as County Emergency Food Coordinator.
- 15. American Red Cross
 - a. Coordination of mass care functions with areas other human needs organizations.
 - b. Coordinate and provide emergency shelters and feeding according to established mass care / shelter plans.
 - c. Assist with residential damage assessment.
- 16. All departments, agencies, and participating organizations.

All local government agencies and organizations 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. Prepare and maintain 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 Suggested Operating Guidelines, and checklists.

❖ **RESPONSIBILITIES**

- A.** Stevens County Commissioners and Mayors:
 - 1. Support and participate in the review, updates and revisions of this Plan.
- B.** Emergency Management Division.
 - 1. The EMD Coordinator will develop a working schedule to assure the Plan is maintained, reviewed, revised published and distributed over a four year period, the entire Plan will be updated, as necessary.
 - 2. Coordinate the critiques and reviews of exercises and actual events to address specific functional elements of the Plan, and make necessary and appropriate revisions.
 - 3. Assist local agencies and organizations in the development and maintenance of their emergency management agency procedures.
- C.** Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions:
 - 1. Develop and maintain the necessary guidelines to accomplish accepted responsibilities as outlined in the Plan.
 - 2. Coordinate with DEM in the development, review and maintenance of the ESF's that contain agency responsibilities.

APPENDIX 1

DEFINITIONS

DSR - Reports to gather information regarding the effects of a disaster. DSR are done and submitted to the State of Washington to determine eligibility for disaster recovery programs.

EAS - Replaced the Emergency Broadcast System (EBS) for communicating emergency information electronically to the public via Television and Radio.

EMD - State level emergency management office.

Emergency - An event, situation, or set of circumstances that: requires immediate action to; reduce injury, protect life, preserve public health, protect property, protect the environment, or provide relief to the affected area(s) or community (ies); or reaches a magnitude to warrant a Proclamation or Declaration of Emergency by local elected executive officials. In the context of this Plan, the term usually does not include day to day situations to which fire, law enforcement, EMS or public works respond.

EMS - Medical First Responders, such as paramedics and emergency medical technicians.

EOC - Location established for coordination of information and establishment of policy from legislative authorities during a disaster situation. Primary EOC for Stevens County is located in the Stevens County Sheriff's Office.

ESF - Support functions written as part of the overall plan.

FIRE MOB - The process for mobilization of fire resources throughout local regions and the state to respond to major incidents.

Fire Mobilization Plan - Either the Washington State Fire Mobilization Plan or the Northeast Regional Fire Mobilization Plan.

HAZ MAT - Hazardous Materials

HIVA - Analysis to identify hazards an area is vulnerable to.

IC - Person in charge of an incident. Usually the senior response officer of the responsible jurisdiction on-scene.

ICS - Accepted system to manage an incident (functional management). Can expand or contract to the magnitude and complexity of an incident.

Legislative Authority

For cities and towns - The Mayor and City or Town Council

For the county - The Board of County Commissioners

LEPC - Local planning group for comprised of local public safety, community members, chemical facility representatives, and others to prepare and plan for hazardous materials emergencies. Required under SARA Title 3, Emergency Planning and Community Right to Know Act (EPCRA) and State Law.

Local Agencies and Organizations - All of the local county and municipal departments; political subdivisions, fire districts; special purpose districts; volunteer and other organizations; and any other group with emergency management responsibilities in this Plan.

Local Emergency Management Organization - The overall organization and system of emergency management; all parties noted in this plan and any others pressed into service during emergencies; working with the coordination of the Stevens County DEM.

PSAP - Communication centers where emergency calls are answered and units dispatched.

APPENDIX 2

ACRONYMS

ARC - American Red Cross
CEMP - Comprehensive Emergency Management Plan
DEM - Department of Emergency Management
DOT - Department of Transportation
DSR - Damage Survey Reports
EAS - Emergency Alerting System
EMD - Emergency Management Division
EMS - Emergency Medical Service **EOC** -
Emergency Operations Center **ESF** - Emergency
Support Functions
FEMA - Federal Emergency Management Agency
FIRE MOB - Fire Mobilization
HAZ MAT - Hazardous Materials
HIVA - Hazard Identification / Vulnerability Analysis
IC - Incident Commander
ICS - Incident Command System
LEPC - Local Emergency Planning Committee
LCDEM - Stevens County Department of Emergency Management
LCSO - Stevens County Sheriff's Office
PIO - Public Information Officer
PSAP - Public Safety Answering Point
PUD - Public Utility District
RCW - Revised Code of Washington
SAR - Search and Rescue
SOG - Suggested Operating Guidelines (can be used as SOP)
WAC - Washington Administrative Codes

APPENDIX 3

REFERENCES AND AUTHORITIES

LISTED IN BASIC PLAN

APPENDIX 4

TRAINING, EXERCISES AND DRILLS

❖ INTRODUCTION

A. Purpose

To provide an effective training, education and exercise program to ensure preparedness of the local emergency management organization and the general public.

B. Scope

This appendix defines the emergency management training and education program of the County and outlines the Emergency Management exercise process.

Selected portions of the Stevens County CEMP will be exercised annually following adequate training. Exercises will be planned, designed, conducted and evaluated to include an after-action-report with an improvement plan. The Homeland Security Exercise and Evaluation Program (HSEEP) model, to include templates and formats may be utilized. The standard may be reporting within 60 days from the conclusion of the exercise. Exercise types under the HSEEP include: seminar, workshop, table top, game, drill, functional, and full-scale.

Since training and exercising is a collaborative and integrate effort, the two must be interrelated, and then forecasted on a multi-year schedule/calendar. In order for this system to be successful a plan must be present. This is followed on by training on the plan. The process is then concluded with an exercise to validate the plan and the training that took place.

❖ POLICIES

Local agencies and organizations will develop and maintain their training programs to meet appropriate legally required standards.

❖ SITUATION AND ASSUMPTIONS

- A.** Emergency Management training programs include mitigation, preparedness, response and recovery phase activities.
- B.** During an emergency or disaster, volunteers may be recruited and trained to provide necessary emergency and support functions.
- C.** Training and education prepare for emergencies; the exercise program is utilized to evaluate how well the Emergency Management Organization is able to respond; and can be used as a tool to prioritize program emphasis and planning needs for the future. Exercises also are used to assess the validity of the Stevens County Comprehensive Emergency Management Plan and procedures.

- D. Local agencies and organizations are responsible to provide internal training and exercises for agency specific functions. Emergency management operational concepts will be integrated into these programs to the best extent possible.

❖ **CONCEPT OF OPERATIONS**

A. Training

1. Each agency and organization is responsible for its own specific training.
2. An assessment of needs will identify potential training programs for the local organizations; EMD can assist in coordinating or obtaining those training programs.
3. EMD coordinates emergency management related training.
4. Periodic refresher courses should be conducted to maintain proficient skill and knowledge levels.

B. Education

1. Education programs, based on potential hazards, are made available to all interested participants, subject to local program limitations.

C. Exercises

1. Annual exercises will be conducted by the EMD in cooperation with local agencies and organizations and / or elected executive officials.
2. EMD will take the lead role in developing and conducting Emergency Management exercises.
3. EMD may request outside assistance from WA State Emergency Operations Center or other source to develop and conduct exercises so that DEM can participate fully in the exercise activities.
4. The exercise program is based on the following concepts.
 - a. Determine type and extent of exercise and functions to be evaluated.
 - b. Identify key players to assist in developing the exercise format and process.
 - c. Conduct pre-exercise training, if desirable.
 - d. Conduct and evaluate the exercise.
 - e. Critique the exercise with all of the participants, if practical.
 - f. Identify functions that need improvement or plan elements that need to be revised.
 - g. Follow up on improvements or revisions.

❖ **EMERGENCY RESPONSIBILITIES**

A. Stevens County Commissioners and Mayors:

1. Support and participate in local training and exercise programs and direct department heads and supervisors participation.
2. Assist in the development, preparation, conduct and evaluation of County DEM exercises.

3. Actively participate in County EMD exercises.

B. Emergency Management Division

1. The EMD Coordinator will function as the Emergency Management training coordinator.
2. Develop and maintain an Emergency Management training and exercise program.
3. Conduct annual exercises in accordance with State requirements.
4. Provide regular training and education to executive elected officials and other key officials in emergency responsibilities, hazards, planning and in the Emergency Management Program of the County.
5. Support local agencies and organizations internal training programs and work with them to integrate emergency management concepts into those programs.
6. Provide emergency management training and education programs, within available capability, to:
 - a. Local Business and Industry
 - b. Volunteer Organizations
 - c. General public
 - d. School system
7. Coordinate available State and Federal sponsored programs to the local Emergency Management Organization.
8. Provide or conduct required and necessary training in emergency management related functions to EMD staff training.

C. Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions:

1. Develop and conduct agency specific training and exercises.
2. Coordinate with DEM for emergency management responsibilities.
3. Assist in the development, preparation, conduct and evaluation of County EMD exercises.
4. Actively participate in County EMD exercises.

APPENDIX 5, DISTRIBUTION LIST

ORGANIZATION	# COPIES	DATE	UPDATE	REC'D BY
Ambulance, Chewelah Rural				
Ambulance, Deer Park Ambulance				
Ambulance, SCSO Ambulance				
American Red Cross				
City of Chewelah				
City of Colville				
City of Kettle Falls				
City of Marcus				
City of Northport				
City of Springdale				
Davenport Veterinary Clinic				
Stevens County Commissioners				
Stevens County Dispatch				
Stevens County Fire District #1				
Stevens County Fire District #2				
Stevens County Fire District #3				
Stevens County Fire District #4				
Stevens County Fire District #5				
Stevens County Fire District #6				
Stevens County Fire District #7				
Stevens County Fire District #8				
Stevens County Fire District #9				

ORGANIZATION	#COPIES	DATE	UPDATE	REC'D BY
Stevens County Fire District #10				
Stevens County Fire District #11				
Stevens County Fire District #12				
Stevens County Fire District #13				
Stevens County Coroner				
Stevens County Prosecutor				
Stevens County Public Health				
Stevens County Public Works				
Mt Carmel Hospital				
St. Joseph Hospital				
ORGANIZATION				
Washington State Dept of Natural Resources				
Washington State Dept of Transportation				
Washington State Emergency Management Division				
Washington State Patrol				

Stevens County Emergency Management Division Responsibility Matrix

	APP 1	APP 2	APP 3	APP 4	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 20	ESF 21	ESF 22	ESF 23	ESF 24	ESF 25
Agency/ Organization	Direction and Control	Public Information	Administration	Training and Exercises	Transportation	Communications	Public works & Engineer	Fire	Information Analysis	Mass Care	Resource Management	Health and Medical	Search and Rescue	Hazardous Materials	Food and Water	Energy and Utilities	Military Support	Recovery	Law Enforcement	Damage Assessment	Evacuation and Movement	Animal Response
Assessor			S															S		S		
Amateur Radio Services						S			S													
Auditor		P																S				
City/ Town Mayors	P	P								S											S	
Coroner											P											
County Commissioners	P	P								S							S					
Emergency Management	P	P	P	P	S	P	S	S	P		P	S	S	S	S	S	P	P	P	P	P	P
Emergency Medical Services								S			P	S	S	S						P	S	P
Fire Services								P	S		S	S	S	S							S	
Law Enforcement					S			S				P	S						P	S	P	
Stevens Co./ City Building Dept.							S															
Local Community Churches									S													
Local Hospitals											S											
Local School Districts					S							S										
Military												S					S		S			
Prosecuting Attorney			S																			
Public Health							S					P	S						S			
Public Works					P		P	S	S							P				S	S	
Red Cross										P	S	S								S	S	P
SCSO Search and Rescue													S									
Telephone Services						S																
Treasurer																						
Veterinary																						S
WA State Dept. of Agriculture																						P
WA State Dept. of Fish and Wildlife														S	S							
WA State Dept Natural Resources									S	S									S			
WA State Dept. of Transportation					S																	
WA State Patrol					S									S					S		S	

KEY: P = Primary Responsibility
S = Support Responsibility

EMERGENCY SUPPORT FUNCTION #1

TRANSPORTATION

PRIMARY AGENCY: Stevens County Public Works Department
City Public Works Departments

SUPPORT AGENCIES: EMD
County & City Law Enforcement Agencies Local
School Districts
Washington State Department of Transportation
Rural Resources

❖ **INTRODUCTION**

A. Purpose

Provide for the mobilization and coordinated operation of emergency transportation services and facilities for effective utilization during an emergency.

B. Scope

This ESF addresses the utilization and coordination of vehicles, equipment and the transportation facilities. The ESF also addresses the coordination of movement of traffic in emergencies.

❖ **POLICIES**

Emergency transportation operations will follow the existing State Law and the other applicable ESF's contained in this Plan.

❖ **SITUATION**

A. Emergency / Disaster Conditions and Hazards

The ability to move emergency equipment, supplies and people on the road and highway systems could be affected by physical damage to the system; hazardous situations created by events such as; wildfires, floods, hazardous materials, severe weather, earthquakes and civil disturbances; or heavy traffic congestion. The following issues are of primary concern:

- The physical condition of land and air transportation systems
- Emergency response accessibility to emergency locations.
- Capability of movement of equipment supplies and people.
- Availability of alternate routes.
- Special needs of the physically challenged.

B. Planning Assumptions

1. Most of the people will utilize private transportation resources to evacuate a hazardous area.

2. Limited resources may hamper response and operations during the early stages of a major emergency.
3. The responsibility for operations on State Highways, County roads, and Municipal streets is maintained by the respective jurisdiction.
4. Available local government resources will be utilized first, and then additional transportation resources may be procured from the private sector and other political subdivisions through implementation of mutual aid agreements.
5. In a declared emergency, state resources may become available to assist local governments in their emergency operations.

❖ **CONCEPT OF OPERATIONS**

A. General

1. When land and air transportation systems and facilities have been severely disabled, local governments within Stevens County will act to restore transportation systems and facilities on a priority basis.
2. Utilization of available ground transportation for local emergency operations will be the first priority. Depending upon the circumstances, air or water transportation services may also be required
3. If extensive damage to the ground transportation systems in the Stevens County area is suspected, an immediate survey of the county and state highway system will be undertaken by law enforcement agencies and highway / road maintenance supervisors. Estimates will be made of the traffic capabilities of facilities remaining available for use and possible traffic demands. If use of specific routes or traffic control is necessary, road use permits will be issued for priority movement on routes that would otherwise be heavily congested.
4. Reconnaissance of disaster impact areas utilizing aircraft may be necessary. Special resources will be identified in the county resource inventory, or request WA State Emergency Operations Center to assist in obtaining special resources.
5. During an emergency, transportation providers will operate within the concepts of the Incident Command System, maintaining their own internal structure and operating their own internal systems and facilities.
6. In the event county and city capabilities are expended in meeting emergency transportation needs, assistance may be requested from the state. State Emergency Management Operations Center will coordinate assistance.
7. All involved operations will communicate periodic situation reports and activities to the EOC to provide Emergency Public Information that is coordinated, accurate and up to date.

B. Organization

Each jurisdiction will respond to and be responsible for operations within its own boundaries.

- County Roads Stevens County Public Works
- Municipal Streets City / Town Public Works and Street Departments
- State Highways Washington State DOT

If the magnitude of the situation is beyond local capabilities, mutual aid agreements will be implemented, and the additional resources will be organized through concepts of ICS.

If the situation is multi agency / multi jurisdiction a command post or the EOC will be activated to coordinate and prioritize the operations.

C. Procedures

1. Upon notification of an incident or situation, the responsible jurisdiction responds based on established procedures. The initial response will establish Incident Command with the appropriate agencies / organizations represented.
2. The primary agency will assign personnel to the Emergency Operations Center, or appropriate command post location. These personnel will be responsible for coordinating transportation requests from the command agencies and coordination with the support agency representatives at the Emergency Operations Center or command post location.
3. All transportation resource requests will be made through the primary agency at the EOC or other command location.
4. In the event evacuation operations are necessary, the concepts of ESF 13 will be utilized.

D. Emergency / Disaster Time Phases

1. Mitigation Activities

a. Primary Agency

- 1.) Regularly inspect public roads and structures for deterioration and make necessary repairs to keep in good condition.
- 2.) Ensure, to the extent possible, that hazard areas are identified and acceptable mitigation measures taken.

2. Preparedness Activities

a. Primary Agency:

- 1.) Develop and maintain Suggested Operating Guidelines and checklists outlining agency responsibilities for emergency transportation functions.
- 2.) Assure that personnel are trained in their responsibilities according to the departmental SOG's and checklists.
- 3.) Develop and maintain a chain of command to ensure continuity within the organization.
- 4.) Identify key transportation routes and potential hazard areas, and identify alternative routes.
- 5.) Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the Stevens County DEM.
- 6.) Assign and train personnel to function at the County EOC.
- 7.) Maintain equipment in operating condition.

b. Support Agencies:

- 1.) Develop and maintain Suggested Operation Guidelines and checklists outlining agency responsibilities for emergency transportation functions.
- 2.) Assure that personnel are trained in their responsibilities according to the departmental SOG's and checklists.
- 3.) Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the Stevens County DEM.
- 4.) Maintain equipment in operating condition.

3. Response Activities

a. Primary Agency:

- 1.) Respond based on established procedures.
- 2.) Establish or become part of Incident Command with the appropriate agencies and organizations represented.
- 3.) Conduct a survey of the situation, damage assessment, analyze the situation and prioritize activities.
- 4.) Carry out necessary functions; including debris removal, repairs, establishing alternate routes, traffic control, etc.
- 5.) Coordinate with adjacent jurisdictions.
- 6.) Maintain accurate and timely information exchange with command post or EOC to assure coordinated incident status and public information.
- 7.) Request necessary additional resources through command post or EOC.

b. Support Agencies:

- 1.) Respond based on established procedures and supply requests.
- 2.) Carry out designated functions; including; evacuation support, traffic control, damage assessment and the transport of personnel, equipment

4. Recovery Activities

The primary agency will, after an emergency or disaster, make sure that inspections of infrastructure are completed. The appropriate functions necessary to accomplish restoration of essential facilities and services are maintained.

All agencies involved will coordinate damage assessment activities with the EOC and provide necessary reports and documentation of costs and activities.

❖ **RESPONSIBILITIES**

A. Primary Agency

1. Perform emergency transportation services and Public Works functions within their respective jurisdiction.

2. Stevens County Public Works Department:
 - a. The Director of Public Works or designee will act as the County Transportation Coordinator and is responsible for coordination of countywide transportation resources and support.
 - b. The Public Works Department will work with support agencies to develop and maintain a working relationship and procedures to provide the emergency transportation functions.

B. Support Agencies

1. Stevens County EMD:
 - a. Maintain and update an inventory of local transportation resources that identify transportation resources and capabilities, facilities and fuel sources.
 - b. Assist with the coordination of local transportation resources to support emergency transportation efforts.
 - c. Coordination of resource requests.
2. Local Law Enforcement Agencies
 - a. Perform Law Enforcement functions.
 - b. Assist in damage assessment and inspection of transportation routes.
 - c. Traffic control and monitoring of traffic flow.
 - d. Enforce emergency road and highway traffic regulations.
3. Local School Districts
 - a. May provide buses for emergency transportation services subject to district approval.
4. Stevens County Transportation Services
 - a. Provide emergency transportation services for those people with special needs and the physically challenged.
5. Washington State DOT and Washington State Patrol
 - a. Provide support to local operations within locally agreed on procedures and assist as requested through State Emergency Management Operations Center in declared emergencies.
6. All support agencies are responsible for:
 - a. Developing and maintaining departmental SOG's
 - b. Coordinating transportation activities with the primary agency
 - c. Working within the concepts of the Incident Command System (ICS) during an incident.
 - d. Providing functions within scope of agency procedures and agreed responsibilities in this Plan.

*** REFERENCES**

The Stevens County EMD resource inventory of public and private resources, facilities and fueling locations.

ESF 3 – Public Works and ESF 13 – Public Safety, Law Enforcement and Security

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EMERGENCY SUPPORT FUNCTION #2

EMERGENCY COMMUNICATIONS

PRIMARY AGENCIES: Stevens County Sheriff's Office (Communications) EMD

SUPPORT AGENCIES: Local Public Safety Agencies
Other local agencies with communications systems
Amateur Radio Services Landline Telephone
Services Wireless Telephone Services
Department of Informational Services
State of Washington Emergency Management Division

❖ INTRODUCTION

A. Purpose

To organize, develop and maintain an emergency communications capability to support Stevens County emergency operations.

B. Scope

This ESF outlines emergency communications capabilities and operational procedures and is applicable to all Stevens County Agencies and Organizations.

❖ POLICIES

- A.** All local government communications capabilities will be available to meet emergency communications needs.
- B.** Some FCC regulations governing radio frequency usage are waived during emergencies.
- C.** Emergency communications needs will take priority over regular system usage.

❖ SITUATION

A. Emergency/Disaster Conditions

Emergencies and disasters can disrupt the existing communications system as a result of numerous local and out of the area hazards and incidents. Potential examples of problems include:

1. Power surges and outages
2. Lightning
3. Equipment failures and/or damaged equipment
4. Overwhelming system usage

Out of area and special resources may not have the capability to communicate with local emergency operations and special provisions will need to be established to provide adequate communications capabilities.

B. Planning Assumptions

1. Responding agencies will maintain and operate their own communications systems and equipment.
2. Regular day to day communications systems will be the primary means of emergency communications.
3. To the extent possible, established dispatching and field communications procedures will be utilized during emergencies and disasters.
4. Most public safety communications systems have emergency back up power capability.
5. Additional communications capabilities may need to be installed during a major emergency to provide for necessary functions. (i.e. - additional telephone lines in the EOC, VHF radio caches, and/or cell phone capabilities)

❖ CONCEPT OF OPERATIONS

A. General

1. The Stevens County Sheriff's Office - Dispatch / 911 Center, with support of the Emergency Operations Center, is designated as the primary communications center for Stevens County. It maintains 24-hour emergency alerting and communications capability for receiving, coordinating and disseminating emergency information.
2. Most public safety agency facilities also maintain a limited emergency communications capability that can be utilized to support and provide limited backup capability for the primary communications center.
3. A mobile command vehicle may be utilized to establish communications from agencies involved at the scene. The mobile command vehicle may also be used to link field units with the EOC.
4. During a major emergency or disaster in the Stevens County area, effective use of the existing public safety and other agency communications resources is the first priority for the support of emergency operations.
5. Amateur Radio Services volunteers may provide for additional local or statewide communications networks. This capability can also provide backup communication systems at the Stevens County Emergency Operations Center if required.
6. Wireless telephone communications (cellular) systems may be utilized to provide additional communications needs, as appropriate.

B. Organization

1. The Stevens County Central Dispatch / 911 Center provides communications coverage over the entire Stevens County area. It is the central receiving point for emergency notification and warning information and disseminates pertinent emergency information to support agencies.

2. Each emergency incident in the field will require an on-scene emergency communications capability to facilitate ICS operations and provide contact to the EOC or other designated contact point.
3. A secondary communications system may be established utilizing amateur radio operators, between the EOC, Red Cross command post and shelters. The amateur radio operators also have the ability to set up field communications to support public safety operations, as appropriate.

C. Communications System Resources

1. NAWAS (National Warning System)
 - Spokane County is the primary NAWAS point relaying warning information to Stevens County.
2. Emergency Alert System (EAS):
 - One way system from emergency authorities to the public via commercial radio and television.
3. NOAA Weather Radio:
 - One way radio broadcast from National Weather Service in Spokane.
4. Stevens County 911 Emergency Communications System:
 - Countywide Enhanced 911 Emergency call receiving system for reporting all emergencies. (Backup / alternate routing system through Spokane County 911 Communications)
5. Public Safety Radio Systems:
 - Local public safety, two way radio communications systems.
 - Paging and alerting capabilities.
 - Local and regional microwave relay systems.
6. CEMNET / State LGS
 - State and regional two-way radio network for State and Local Emergency Management communications.
7. ACCESS:
 - Two way wire line based computer network between law enforcement agencies.
8. Local Media:
 - One way commercial media systems; television, radio and newspapers.
9. Local telephone system and network:
 - Two-way wire line and microwave based commercial network for switched and dedicated line access.
 - Voice
 - Fax
 - Network for Internet, E-mail and other data transmission.

10. Wireless (Cellular) communications system:

- Combination radio and wire line two way voice commercial network. (Can also be utilized for data transmission.)

11. Amateur Radio Services:

- Amateur radio organizations with permanent and mobile two-way voice and data communications systems. Can provide local, regional and national coverage.

12. 911 mass notification system

- Internet based mass notification system for all land line phones. Cell phones and VOIP phones are accessed by voluntary owner sign up
- System will be active as long as funding is available.

D. Procedures

1. Emergency communications systems are detailed in the County Communications Plan and operations will follow established plans and procedures.
2. All emergency operations will follow established dispatching and communications procedures to the extent possible. During major emergencies, the situation may dictate unique procedures be established. These procedures will be coordinated between the Communications Center/ EOC and the Incident Commander(s).
3. Additional communications systems and equipment may be necessary to provide necessary emergency communications capability. These will be used to augment the existing systems and to provide coordination with outside resources.

E. Emergency / Disaster Time Phase

1. Mitigation Activities a. All agencies will:

- 1.) Install emergency communications equipment at sites protected from potential hazards.
- 2.) Provide protection for communications and warning equipment from power surges and lightning.

2. Preparedness Activities a.

Primary agencies:

- 1.) Develop and maintain emergency communications and warning systems.
- 2.) Develop and maintain EOC communications capabilities.
- 3.) Develop and maintain procedures for coordinating information flow between agencies through the EOC.
- 4.) Work with the amateur radio services to provide communications capabilities that can be utilized to support public safety communications or provide communications for support groups such as the Red Cross.
- 5.) Designate an emergency communications coordinator.
- 6.) Ensure that all communication staff are trained in their emergency communications / warning functions.

- 7.) Test all communications equipment on a regular schedule.
- 8.) Develop and maintain alternate capabilities, including emergency power supply.
- b. Support agencies:
 - 1.) Develop and maintain SOG's dealing with warning, alert notification and emergency communications.
 - 2.) Provide training to all appropriate personnel.
 - 3.) Work with primary agencies to assure coordinated operating procedures and capabilities.

3. Response Activities

- a. Stevens County EMD will:
 - 1.) Activate the EOC to support the County 911 Center or other designated communications location.
 - 2.) Provide a central point of contact for communications and warning information.
 - 3.) Provide mobile communications support by use of mobile command vehicles.
- b. All agencies will:
 - 1.) Activate their agency emergency communications SOP's.
 - 2.) Coordinate information between agencies by use of the EOC or other established point of contact.

4. Recovery Activities a. All agencies will:

- 1.) Continue to coordinate information between agencies regarding recovery activities.
- 2.) Check communication equipment and make necessary repairs.

❖ RESPONSIBILITIES

A. Primary Agencies

- 1. Stevens County EMD:
 - a. Develop and maintain current emergency communications plans.
 - b. The Director of the Stevens County EMD, or his designee, is the County Emergency Communications Coordinator.
 - c. Develop and maintain EOC emergency communications capability.
 - d. Coordinate with local amateur radio operators, who will establish a secondary communications network to support communications needs between shelters, Red Cross operations and others, as appropriate according to the local R.A.C.E.S. plan.
 - e. Periodically test and exercise the communications.

- f. Maintain an inventory of existing radio frequencies and other communications resources available for local emergencies.
 - g. Maintain liaison with other agencies to insure upgraded communications capabilities are compatible with countywide communications systems.
- 2. Stevens County Sheriff's Office will:
 - a. Operate and maintain the Stevens County Central Dispatch and 911 Center, and assure interoperability with the EOC.
 - b. Operate and maintain the County Emergency Services Communications System and coordinate the interface with other existing local communications systems.
 - c. Ensure that all personnel within the agency, including regulars, reserves or auxiliaries, are trained in emergency communications operations and procedures.

B. Support Agencies

- 1. All local government and public safety agencies will:
 - a. Establish and maintain liaison with the Stevens County EMD to assure compatible and coordinated emergency communications capabilities.
 - b. Control their own communications systems during emergencies or disasters.
 - c. Develop and maintain SOG's to accomplish their tasks.
 - d. During emergencies, maintain liaison with the EOC to assure coordinated communications capabilities and operations.
- 2. Amateur Radio Services
 - a. Designate a coordinator to work with Stevens County DEM:
 - b. Establish emergency communications capabilities.
 - c. Maintain rosters and inventories of capabilities.
 - d. Mobilize resources as requested.

❖ REFERENCES

- Basic Plan, ESF #15 – Public Affairs
- Stevens County Communications Plan
- Stevens County 911 Emergency Communications Plan

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EMERGENCY SUPPORT FUNCTION #3

PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES: Stevens County Public Works
City Public Works and Street Departments

SUPPORT AGENCIES: Stevens County DEM
Stevens County Building Department City and Town
Building Departments Stevens County Public Health
Department
Washington State Department of Transportation

❖ INTRODUCTION

A. PURPOSE

To provide for emergency public works functions and emergency engineering services.

B. Scope

This ESF outlines emergency public works and engineering activities to include debris and wreckage clearance, demolition of unsafe structures, temporary repair of essential public structures and facilities, and inspection of bridges, roads, and other structures and facilities.

❖ POLICIES

Emergency public works and engineering operations will follow the existing State Law and the other applicable ESF's contained in this Plan.

❖ SITUATION

A. Emergency/Disaster Hazards and Conditions

Essential public facilities and structures could be damaged, out of service or destroyed as a result of events such as fire, floods, earthquakes, or severe weather. Facilities in the private sector that provide essential services such as food, fuel and supplies; and private residences are also vulnerable to these events. The following issues are of concern:

- Safety and structural integrity of facilities and structures.
- Public access to essential facilities and services.
- Temporary restoration of essential facilities and services.

B. Planning Assumptions

1. By law, public works activities can only be conducted on public facilities, structures and right of ways unless a local emergency declaration has been made and a threat to life or severe property damage is present.
2. A major incident may deplete local public works resources, and local government may need to contract with private resources to perform inspections and provide necessary services, equipment and operations.

❖ CONCEPT OF OPERATIONS

A. General

1. In the event of a major emergency, the public works and emergency engineering services resources and capabilities of the affected jurisdictional will be mobilized. All operations will remain the responsibility of the jurisdiction.
2. If the situation is beyond the capabilities of the local entity, mutual aid resources from neighboring public works departments and/or local private resources will be utilized.
3. In major emergency situations, priorities for public works and emergency engineering operations will be established by the Public Works Director or their designee, working with the other agency heads coordinating with either the EOC or command post.
4. During an emergency, public works and engineering services will operate within the concepts of the Incident Command System, maintaining their own internal structure and operating their own internal systems and facilities.
5. In the event county and city capabilities are expended in meeting emergency transportation needs, assistance may be requested from the state. State Emergency Management Operations Center will coordinate assistance.
6. All involved operations will communicate periodic situation reports and activities to the EOC to provide Emergency Public Information that is coordinated, accurate and up to date.

B. Organization

1. Each jurisdiction will respond to and be responsible for operations within its own boundaries.
 - a. County Stevens County Public Works
 - b. Municipal City / Town Public Works and Street Departments
 - c. Other Special Purpose Districts
2. If the magnitude of the situation is beyond local capabilities, mutual aid agreements will be implemented, and the additional resources will be organized through concepts of ICS.
3. If the situation is multi agency / multi jurisdiction a command post or the EOC will be activated to coordinate and prioritize the operations.

C. Procedures

1. Upon notification of an incident or situation, the responsible jurisdiction responds based on established procedures. The initial response will establish Incident Command with the appropriate agencies and organizations represented.
2. The primary agency will assign personnel to the Emergency Operations Center, or appropriate command post location. These personnel will be responsible for coordinating emergency public works and engineering services requests from the command agencies and coordination with the support agency representatives at the Emergency Operations Center or command post location.
3. All public works and engineering services resource requests will be made through the primary agency at the EOC or other command location.

Emergency / Disaster Time Phases

4. Mitigation Activities a.

Primary Agency

- 1.) Regularly inspect public facilities and structures and make necessary repairs and upgrades to keep in good condition.
- 2.) Ensure, to the extent possible, that hazard areas are identified and acceptable mitigation measures taken.

5. Preparedness Activities a.

Primary Agency:

- 1.) Develop and maintain Suggested Operating Guidelines and checklists outlining agency responsibilities for emergency public works functions. Establish and maintain emergency callout lists.
- 2.) Assure that personnel are trained in their responsibilities according the departmental SOG's and checklists.
- 3.) Develop and maintain a chain of command to ensure continuity within the organization.
- 4.) Identify and inventory critical and essential facilities and establish priority of repair or restoration of those facilities.
- 5.) Maintain a current inventory of all public works and engineering resources available and make this inventory available to the Stevens County DEM.
- 6.) Assign and train personnel to function at the County EOC.
- 7.) Maintain equipment in operating condition.

b. Support Agencies:

- 1.) Develop and maintain Suggested Operating Guidelines and checklists outlining agency responsibilities for emergency public works functions. Establish and maintain emergency callout lists.
- 2.) Assure that personnel are trained in their responsibilities according the departmental SOG's and checklists.

3.) Maintain a current inventory of public works and engineering resources available and make this inventory available to the Department of Emergency Management.

4.) Maintain equipment in operating condition.

6. Response Activities a.

Primary Agency:

1.) Respond based on established procedures.

2.) Establish or become part of Incident Command with the appropriate agencies and organizations represented.

3.) Conduct a survey of the situation, perform damage assessment, analyze the situation and prioritize activities.

4.) Perform inspections on damaged public structures and facilities; restrict access and secure hazards on those found to be unsafe.

5.) Carry out necessary functions; including debris removal, temporary repairs, restoring essential services, demolition or reinforcing of hazardous and unsafe structures and facilities, heavy rescue support, traffic control, and hazardous materials response support.

6.) Coordinate with adjacent jurisdictions.

7.) Maintain accurate and timely information exchange with command post or EOC to assure coordinated incident status and public information.

8.) Request necessary additional resources through command post or EOC.

b. Support Agencies:

1.) Respond based on established procedures.

2.) Perform inspections on damaged private structures and facilities; restrict access and secure hazards on those found to be unsafe.

3.) Carry out designated functions including inspections, situation analysis, damage assessment, and repair and restoration of essential facilities and services.

4.) Based on situation, assist in the dissemination of pertinent Emergency Public Information.

7. Recovery Activities

a. The primary agency will make sure that detailed follow-up inspections of facilities and structures are completed. The appropriate functions necessary to accomplish restoration of essential facilities and services will be maintained.

b. All agencies involved will coordinate damage assessment activities with the EOC and provide necessary reports and documentation of costs and activities.

c. Information on status of operations and follow-up instructions to the general public will be coordinated with the Public Information Function and the EOC.

❖ **RESPONSIBILITIES**

A. Primary Agency

1. Perform emergency public works and engineering functions within their respective jurisdiction.
2. Provide equipment and supplies in flood operations.
3. Provide coordination of solid waste disposal of disaster debris.
4. Stevens County Public Works Department:
 - a. The Director of Public Works or designee will act as the County Public Works Coordinator and is responsible for coordination of countywide public works and engineering resources and support.
 - b. The Public Works Department will work with support agencies to develop and maintain a working relationship and procedures to provide the emergency public works functions.

B. Support Agencies

1. Stevens County EMD:
 - a. Maintain and update an inventory of public works resources.
 - b. Assist with the coordination of public works resources to support emergency operations.
 - c. Coordination of resource requests and public advisories and information through the EOC.
2. Stevens County and City Building Departments
 - a. Perform public and private sector structural inspections to determine condition and habitability.
 - b. Expedite permitting and inspection processes during recovery period as appropriate and feasible.
 - c. Assist with the damage assessment process.
 - d. Provide appropriate disaster related public information and advisories to the Public Information function for coordinated dissemination.
3. Stevens County Health Department (Tri-County Health)
 - a. Provide evaluation and testing of water and septic systems.
 - b. Provide guidance for hazards associated with disaster debris.
 - c. Provide appropriate disaster related information and advisories to the Public Information function for coordinated dissemination.
4. Washington State DOT
 - a. Provide support to local operations within locally agreed on procedures and assist as requested through State Emergency Management Operations Center in declared emergencies.

5. All support agencies are responsible for:
 - a. Developing and maintaining departmental SOG's
 - b. Coordinating public works activities with the primary agency
 - c. Working within the concepts of the Incident Command System (ICS) during an incident.
 - d. Providing functions within scope of agency procedures and agreed responsibilities in this Plan.

❖ **REFERENCES**

- Stevens County resource inventories of public and private resources.
- ESF 1 – Transportation

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EMERGENCY SUPPORT FUNCTION #4

FIREFIGHTING

PRIMARY AGENCIES:	Stevens County Fire Protection Districts Municipal Fire Departments
SUPPORT AGENCIES:	Washington State Department of Natural Resources (DNR) Stevens County EMD Law Enforcement Agencies County and City Department of Public Works Washington State Patrol

❖ **INTRODUCTION**

A. Purpose

To provide an organized local capability for effective fire prevention, control and management this utilizes all available fire fighting resources.

B. Scope

To develop and maintain fire suppression and support functions required for multi- agency response to major urban, rural and wildland fire operations, large structure fires, and other emergency response operations. This includes the mobilization and dispatching of resources, utilization of mutual aid agreements, and the receipt and dissemination of warning.

❖ **POLICIES**

- A.** All local fire incidents will be managed using the concept of Incident Command System (ICS) NIMS Trained. Direction and control of multi-agency, multi-jurisdictional incidents will follow the concepts of the Incident Command System (ICS), usually utilizing a Unified Command.
- B.** All Fire Service Agencies must ensure their primary protection area is adequately protected before responding to mutual aid or fire mobilization requests.
- C.** Each agency will assume the cost of protection of land and property within its respective jurisdiction and protection boundaries unless other financial procedures have been accepted and adopted.
- D.** Procedures established in local, Regional, State and Federal Plans and Mobilization Guides will apply to Fire Service operations in the County.
- E.** The prioritization for fire operations is: 1- protection of life, 2-Incident Stabilization, 3- protection of property and 4 - protection of natural resources.

❖ **SITUATION**

A. Emergency / Disaster Hazards and Condition

The Fire Service will be affected by most all of the hazards that occur within the County area. The Fire Service has the most local resources available for response and support in the County.

The major hazard affecting the Fire Service is the wild land / rural interface fire scenario. These events can be extremely complex, dangerous and rapid in escalation and pose a major threat to life and property.

B. Planning Assumptions

1. Fires may result from or occur simultaneously with another significant event, such as an earthquake or thunderstorm.
2. A fire of large magnitude will usually require more resources than local fire agencies can provide.
3. Additional fire resources can be obtained through activation of the Regional and State Fire Mobilization Plan.
4. Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.
5. Vehicle access may be hampered by occurrences such as traffic congestion, bridge failures, debris in the roadway and other obstructions. Conventional travel to emergency scene may be compromised.

❖ **CONCEPT OF OPERATIONS**

A. General

1. On-scene emergency operations within Stevens County are managed by concepts of the Incident Command System.
2. In the event of a multi-agency fire response; direction, control and coordination will be established from a Command Post at the scene
 3. Requests for additional outside resources by activation of the Fire Mobilization Plan or other sources should be coordinated by the local fire district. Stevens County EMD may assist the fire district in this request if necessary
4. The Fire Services can provide limited emergency medical services response, based on the individual departments capability and training.
5. Law Enforcement agencies and Public Works departments can support fire operations by performing their normal functions of traffic control, area security, evacuation, heavy equipment, and other functions as appropriate.
6. Fire Service agencies personnel may be utilized for the dissemination of information and warning.
7. Fire Service agencies can provide support for SAR operations

8. Fire suppression operations are defined in two response categories:

a. Structure Fires

Primarily the protection of improved property by the Fire Service agencies within the boundaries of established fire protection districts and municipalities.

b. Wildland/Urban Interface Fires

Primarily the protection of natural resources outside established fire protection districts and municipalities, by State and Federal wild land fire agencies.

Fires that threaten both improved property and natural resources, these are usually a wild land fire incident that poses a threat to homes in rural areas. These incidents are usually multi jurisdiction / multi agency incidents require extensive coordination and cooperation.

B. Organization

Each local fire agency is an independent agency reporting to district or municipal elected officials. Other fire agencies (primarily wild land fire protection) are a region or district of State and Federal Agencies and operate within established parent agency procedures and accepted local plans and procedures. Within each agency is an identified chain of command that oversees the operational portion of the agency.

C. Procedures

1. Fire Response agencies need to know which dispatch center is providing service and be familiar with the specific procedures.
2. On scene command of an incident will follow the concepts of the Incident Command System (ICS).
3. In the event an incident is beyond the capabilities of the responding agency, the Incident Commander will activate mutual aid and the fire dispatch center will be requested to send additional resources.
4. The Incident Commander may request other non-fire resources to support the incident in accordance with established procedures or the provisions of this plan.
5. In the event the situation depletes or exhausts or will soon deplete or exhaust local mutual aid resources; the State Fire Mobilization Plan can be activated to provide additional resources. Activation will follow the Regional Fire Mobilization Plan procedures.
6. Incidents involving multi agency / multi jurisdiction response will be conducted utilizing Unified Command.

D. Emergency / Disaster Time Phase

1. Mitigation Activities

a. All Fire Service agencies:

- 1.) Keep response equipment in good condition.
- 2.) May conduct fire safety inspections and educate property owners on how to protect their own property.

- 3.) Support or help establish local codes and ordinances that help reduce the threats of fires, such as restrictions on combustible roofing materials, road access, water supplies, and other activities.
- 4.) Participate in fire prevention programs.

2. Preparedness Activities

a. Fire Service agencies:

- 1.) Develop and maintain operational guidelines and procedures and participate in development of a F.O.G (Field Operations Guide).
- 2.) Maintain current inventories of available resources and provide to Stevens County DEM.
- 3.) Develop and maintain training programs for personnel to assure minimum standards.
- 4.) Participate in local mutual aid agreements and development of county wild fire procedures
- 5.) Participate in the state Fire Mobilization Plan if able and available.
- 6.) Participate in interagency training and exercises.
- 7.) Maintain activation and alerting procedures.
- 8.) Develop and Support Regional Training Academies

b. Support Agencies

- 1.) Develop and maintain operational guidelines and procedures and participate in development of the County Plan.
- 2.) Develop and maintain training for support functions.
- 3.) Participate in interagency training and exercises.

3. Response Activities

a. Fire Service Agencies:

- 1.) Provide fire suppression and control of fires within respective jurisdictions and support other jurisdictions as requested.
- 2.) Respond and operate in accordance with established departmental and county wide procedures.
- 3.) Establish Incident Command System and supporting elements of ICS.
- 4.) Assist with the dissemination of warnings and emergency information.
- 5.) Coordinate request for outside resources with Stevens County EMD.
- 6.) Provide support to Emergency Medical Services operations.
- 7.) Provide support to SAR operations.
- 8.) Provide traffic control and evacuation support.
- 9.) Provide defensive support for Hazardous Materials incidents

- b. Support Agencies:
 - 1.) Respond and operate in accordance with established departmental procedures.
 - 2.) Provide for scene security.
 - 3.) Provide traffic control.
 - 4.) Assist in SAR activities.
 - 5.) Provide traffic control support.
 - 6.) Provide heavy equipment, as appropriate.

4. Recovery Activities

- a. Fire Service agencies:
 - 1.) Provide information concerning hazardous areas, or other encountered problems.
 - 2.) Continue fire prevention, suppression, rescue or other operations as required.
 - 3.) Assist in damage assessment data collection.
 - 4.) Document agency cost.
 - 5.) Provide for fire investigation, as appropriate.
 - 6.) Replenish and restore equipment and supplies.
- b. Support Agencies:
 - 1.) Assist with fire investigations.
 - 2.) Document agency costs.
 - 3.) Assist in damage assessment process.

❖ RESPONSIBILITIES

A. Primary Agencies

- 1. Fire Chiefs and heads of Fire Service agencies:
 - a. Provide fire prevention and suppression activities within their respective jurisdictions.
 - b. Development and maintain agency standard Operating Guidelines, resources inventories, and other operational plans.
 - c. Assure that all personnel are trained in fire suppression and other fire related activities within their jurisdictions.
 - d. Ensure the ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) as provided in the departments SOG's.
 - e. Direct emergency operations within their respective political subdivisions, as appropriate.

- f. Work within the guidelines of the Stevens County fire mutual aid agreement.
- g. On scene fire management will follow the concepts of the Incident Command System.
- h. Participate in the State Fire Mobilization Plan, if able.
- i. Document expenditures for auditing and reimbursement purpose.
- j. Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.
- k. Provide for light duty search and rescue operations within department capabilities.
- l. Provide emergency medical treatment to victims at the scene, within levels of training.
- m. Provide a limited defensive capability for hazardous materials incidents.
- n. Assist in warning in areas affected by a major emergency.
- o. Assist in evacuation of areas affected by a major emergency.
- p. Provide assistance in damage assessment and reporting.

2. Emergency Management Division:

- a. Coordination of available fire resources, from the scene or EOC if activated.
- b. Assist in compiling fire resource inventories.
- c. Assist in Fire Mobilization implementation and Fire Mobilization activation.
- d. Assist in the implementation of the local mutual aid agreement.
- e. Ensure that Fire Service related information is disseminated to the local Fire Service agencies.
- f. Update and maintain the local mutual aid agreement
- g. Maintain local resource inventories.
- h. Requests appropriate Fire Service staffing for the EOC, as appropriate.
- i. Provide communications and other support assistance to the fire operation.
- j. Activate EOC in support of fire operations, as appropriate.

B. Support Agencies

1. 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.

2. Public Works agencies:
 - a. Traffic control support.
 - b. Assistance with identifying evacuation routes.
 - c. Heavy equipment support.

❖ **REFERENCES**

- Stevens County Fire Service Resource Inventory
- Northeast Region Fire Mobilization Plan
- Washington State Fire Mobilization Plan
- State and Federal Fire Response and Mobilization Plans
Stevens County Wildfire Protection Plan

❖ **ATTACHMENTS**

- Attachment A - Local Fire Service Agencies

ATTACHMENT A TO ESF 4

LOCAL FIRE SERVICE DEPARTMENTS AND AGENCIES

Stevens County Fire District #1 - Clayton Stevens
County Fire District #2 - Hunters Stevens County Fire
District #3 - Colville Stevens County Fire District #4 -
Valley Stevens County Fire District #5 - Addy Stevens
County Fire District #6 - Kettle Falls
Stevens County Fire District #7 - Arden Stevens County
Fire District #8 – Joint Fire District 3/8 - Orient
Stevens County Fire District #9 – Little PD Lakes Stevens
County Fire District #10 – Deep Lake Stevens County Fire
District #11 – Onion Creek Stevens County Fire District #12
– Rice
Stevens County Fire District #13 - Evans
Chewelah Fire Department Colville Fire
Department Kettle Falls Fire
Department Northport Fire Department
State of Washington, Dept. of Natural Resources, Northeast Region
US Forest Service – Colville National Forest
Wellpinit/Spokane Tribe

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EMERGENCY SUPPORT FUNCTION #5

EMERGENCY MANAGEMENT

PRIMARY AGENCY: Stevens County EMD

SUPPORT AGENCIES: Incident Commanders
Local Law Enforcement Agencies Local Fire
Service Agencies Communications Centers
Local Public Works Departments
Local Health and Emergency Medical Services
Bureau of Land Management
Emergency Management Operations Center

❖ **INTRODUCTION**

A. PURPOSE

To provide for the effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

B. SCOPE

This appendix provides additional detail to direction and control functions addressed in the basic plan. It is applicable to all operations of the emergency management organization.

❖ **POLICIES**

A. GENERAL

1. If an emergency or disaster is beyond the normal capabilities of local government; a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. This proclamation is prepared by Stevens County EMD, and is approved and signed by the Board of County Commissioners as an ordinance or resolution. This proclamation is usually a prerequisite for state and federal assistance.
2. The elected executive officials, County Commissioners, department heads and other key officials may operate from the Emergency Operations Center or an alternative Command Post during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Operations Center. Information for the development of situation reports will be collected and coordinated at the Emergency Operations center. The elected and/or senior government officials will make the policy decisions.
3. Stevens County EMD coordinates 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, Stevens County EMD provides the necessary coordination for state and federal assistance.

4. Emergency operations in Stevens County will follow the concepts of the Incident Command System to assure functional and cooperative management of emergency operations.

B. AUTHORITY

The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from; RCW 38.52 and other applicable state statutes and regulations; the Joint Local Agency Agreement for Emergency Management; and policies promulgated under the authority of this Plan.

❖ CONCEPT OF OPERATIONS

A. LEGISLATIVE AUTHORITIES / ELECTED EXECUTIVES

1. Stevens County Board of County Commissioners:
 - a. The legislative authority of Stevens County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
 - b. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.
2. Mayors and City and Town Councils:
 - a. The legislative authority of each city or town is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

B. DESIGNATION OF SUCCESSORS

1. Succession will occur when there are no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.
 - a. County Government
 - 1.) If the entire Board of Commissioners is not available, then this authority is assumed by the other available county elected officials; Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, and Treasurer as the Director of Emergency Management will act as the Chair of this body. The Director of Public Works and the Director of Emergency Management are also included in this body.
 - 2.) In the event no elected officials are available, emergency authority will fall to the Director of Emergency Management.
 - b. City and Town Government
 - 1.) If the entire elected legislative authority body is unavailable, then this authority is assumed by the available department heads, with the City Administrator acting as chair of this body.
 - c. Emergency Management responsibilities of successors acting as the legislative authority
 - 1.) Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political sub-division.

- 2.) Shall make only those decisions necessary to support the emergency or disaster operations.
- 3.) Shall commit funds to the emergency/disaster operations as provided in the Revised Code of Washington.

C. INCIDENT COMMAND SYSTEM (ICS)

All emergency operations in Stevens County will be conducted utilizing the accepted concepts and principals of the Incident Command System.

The following outline generally describes the Stevens County Emergency Management system operational concept for direction and control during emergencies and disasters.

1. Level 1 Response – Day to day emergencies.
 - a. Command – Senior officer at the scene .shall assume the role of the incident commander until relieved of that duty.
 - b. Coordination – IC will coordinate all incident activities and operations.
 - c. Direction and Control – Will utilize department procedures for regular response.
2. Level 2 Response – Usually multiple agencies, jurisdiction or situation based incidents that are of the magnitude to be potential major emergencies.
 - a. Command – Incident Commander (or Incident Commanders if Unified Command is implemented) will manage the incident and establish an Incident Command Organization sufficient to meet the demands of the incident.
 - b. Coordination I.C. will coordinate incident activities and operations; coordinate their operation with the Emergency Management Organization either by a representative of Stevens County DEM or the EOC, if activated.
 - c. Direction and Control – The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction, if necessary, and other agency administrators as appropriate. This may be direct to the Incident Commander or through the Stevens County EOC if activated.
3. Level 3 Response – Major emergency or disaster.
 - a. Command –The Incident Commander (or Incident Commanders if Unified Command is implemented) will manage the incident(s) and establish an Incident Command Organization sufficient to meet the demands of the incident(s). (The magnitude and scope of the situation may require multiple Incident Command Organizations to be established.)
 - b. Coordination – Each Incident Command Organization, with necessary liaisons or agency representatives, will coordinate individual incident activities and operations; and coordinate those operations with the Emergency Management Organization through the Stevens County EOC. During this level of response, resource management and the establishment of priorities is essential.
 - c. Direction and Control – The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through the Stevens County EOC Policy Group. Emergency actions will need to be coordinated and prioritized county wide.

D. EMERGENCY OPERATIONS CENTER

1. EOC ACTIVATION

- a.** The following local government officials have the authority to activate the Emergency Operations Center:
 - 1.)** County Commissioners.
 - 2.)** Mayors through the Department of Emergency Management.
 - 3.)** Director of Emergency Management, or designee.
 - 4.)** Incident Commanders; through the Director of Emergency Management.
- b.** The decision for partial or full activation of the Emergency Operations Center will generally reflect the phase of plan activation, as follows:
 - 1.)** Phase 1: 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.)** Phase 2: The incident has occurred, or appears to be imminent based on the best information available, which is of such nature and scope as to require an extraordinary commitment of local emergency response and recovery resources in order to meet actual or potential community needs.
 - 3.)** Phase 3: An incident has occurred, or is clearly imminent based on a credible threat or best information available, which is a significant threat to life, property or the environment, and when such event is of such nature and scope as to exceed the ability of local government to respond effectively to the needs of the community without the imposition of emergency powers.
 - 4.)** Phase 4: Coordination is required for Response, Recovery and Restoration requirements, resources and activities.
- c.** Phases of activation
 - 1.)** Phase 1: The Department of Emergency Management may respond to the incident location and provide necessary EOC functions with the support of the Stevens County 911 Communications Center.
 - 2.)** Phase 2: Limited activation; the DEM EOC supervisor will activate the necessary EOC functions and personnel to support the incident.
 - 3.)** Phase 3: Full activation. For immediate response and recovery activities.
 - 4.)** Phase 4: Limited activation; the DEM EOC supervisor will activate the necessary EOC functions and personnel to support long term recovery and restoration activities.

2. EOC PERSONNEL AND STAFFING

- a.** The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase. Actual staff's alerting procedures are outlined in the Stevens County Department of Emergency Management EOC Procedures.

- b. During a major emergency or disaster, it may become necessary to support the EOC with personnel from multiple and varied departments as well as civilian volunteers. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide, as available, personnel to support the EOC function.

3. EMERGENCY OPERATIONS CENTER FACILITY

a. Location

- 1.) The Stevens County EOC is located at 230 E. Birch, Colville, WA. 99114 unless a different location is designated by the E. M. director.

b. Equipment

- 1.) Two way radios - The Stevens County EOC and Communications Center is equipped to communicate with most local public safety agencies and other necessary support organizations.
- 2.) Telephones - The EOC has telephones to be used in the event the center is opened. The EOC also has fax capabilities
- 3.) The EOC has computer equipment with E-mail and Internet capability

❖ EMERGENCY RESPONSIBILITIES

A. The Stevens County Commissioners and Mayors:

- 1. Establish emergency policies and decisions throughout all phases of emergency management activities affecting their respective jurisdictions and coordinate these policies with all affected jurisdictions.
- 2. Will be available to the EOC or other command structure for policy decision making, as appropriate.
- 3. Communicate policies and incident objectives to the Incident Commander(s).
- 4. Establish procedures and guidelines for line of succession in the event they are not available during an event.
- 5. Authorizing emergency expenditures.
- 6. Identify alternate locations for operating capability if primary location cannot be utilized.

B. The Director of the Stevens County Department of Emergency Management:

- 1. The DEM Director or his designee is the EOC supervisor.
- 2. The DEM Director develops and maintains EOC plans, staffing, organization and operations.
- 3. The DEM will identify specific needs or policy decisions that will require actions from the elected commissioners and/or other office holders.

C. Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions:

- 1. Appoint and train a line of successors to insure adequate emergency operations.

2. Develop suggested Operating Guidelines (SOG) for operations that are consistent with the overall Comprehensive Emergency Management Plan, including how the department will function in the event the department head is unavailable.
3. Maintain direction and control over their departments/agencies, subject to policy and direction of the Executive Elected Officials.
4. Identify alternate locations for operating capability if primary location cannot be utilized.

DIRECTION AND CONTROL

❖ INTRODUCTION

A. Purpose

To provide for the process and organization to collect, report, analyze, coordinate and disseminate emergency incident information and intelligence, and to establish a viable plan. For operational capabilities and capacities in support of response, recovery and restoration activities.

B. Scope

This ESF is pertinent to all agencies and organizations involved in emergency operations. It is essential that all available emergency information is collected, processed and disseminated appropriately to provide for efficient and effective planning and reporting. The information analysis and planning function is critical to facilitate warning, public information, emergency response, disaster analysis, resource management, damage assessment and recovery operations and efforts.

❖ POLICIES

A. Washington State Disaster Assistance Guide

❖ SITUATION

A. Emergency / Disaster Hazards and Conditions

The process of information analysis and planning is essential before and during any actual or potential emergency or disaster. This is especially important in escalating incidents such as wildfires, severe weather and flooding where forecasting plays a critical part in the response plan of action.

B. Planning Assumptions

1. Initial situation information may be incomplete and fragmented at the onset of an incident.
2. The EOC, command post or other designated location will be used as the point of contact for all information coordination.
3. Establish capabilities to provide timely pertinent information relative to situation awareness and operational activities while managing rumor control.

❖ CONCEPT OF OPERATIONS

A. General

1. Information will be coordinated from the Stevens County EOC or other designated point, as appropriate to the incident.
2. Information will be used for planning purposes and to inform all involved agencies on the situation and actions.

3. The Incident Commander is responsible for providing timely and consistent situation reports and periodic updates.
4. The EMD and/or EOC shall review and coordinate all received information
5. Information should be communicated in writing, if possible. All involved response agencies should provide situation reports to the EOC or designated location on a timely and consistent basis, as the situation warrants or upon request from the EMD or EOC. Time critical information will be communicated by the most expeditious method available.
6. The Stevens County EMD, or designated point, shall provide situation reports to the state EOC, as appropriate. This includes transmission of local proclamation of emergencies. This will be done by the best means available.

B. Organization

1. The Stevens County EMD is the primary agency for the coordination and collection of incident information for planning and analyzing.
2. Each Incident Commander is responsible for the information analysis and planning process for their respective incidents.
3. If the magnitude of the incident is extensive, the Disaster Analysis Group at the EOC will provide for the function.
4. The Public Information Officer and the information analysis and planning process will coordinate activities.

C. Procedures

1. DEM will activate the Stevens County EOC or alternate site for the information analysis and planning functions. EMD shall maintain the facility (the EOC or other alternate site) and the necessary equipment to serve as a point of contact for information collection, coordination and distribution.
2. Incident Commanders and support agencies will coordinate information with the EOC. This will be accomplished by periodic situation reports that should include:
 - a. Time and date of report.
 - b. Contact person and call back number, etc.
 - c. Incident status, operational activities and a projected plan of action.
 - d. Area affected.
 - e. Resource status and needs.
3. EMD or the Disaster Analysis Group will maintain maps, statistics, logs and other information displays and provide periodic briefings and reports to the EOC, appropriate other agencies and field operations.
4. DEM will establish procedures dealing with information coordination, collection and distribution for the Disaster Analysis Group at the EOC.
5. DEM will provide necessary situation reports and information to WA State Emergency Operations Center.

D. Emergency / Disaster Time Phase

1. Mitigation Activities

No specific activities.

2. Preparedness Activities

a. Primary Agency - Stevens County EMD

- 1.) Develop and maintain liaison with support agencies.
- 2.) Develop and maintain the process for information coordination during an emergency or disaster.
- 3.) Develop and distribute reporting formats and systems.

b. Support Agencies

- 1.) Develop and maintain procedures for information coordination during an emergency or disaster.

3. Response Activities

a. Primary Agency - Stevens County EMD

- 1.) Implement the information analysis and planning process.
- 2.) Analyze provided information and distribute to appropriate agencies
- 3.) Coordinate and prepare periodic situation reports and other necessary information for local officials and WA State Emergency Operations Center.
- 4.) Request special information from local agencies and volunteer organizations, as necessary.
- 5.) Prepare local proclamation of emergency and supporting documents for the legislative authority of the affected jurisdiction, if necessary.

b. Support Agencies

- 1.) Provide information to Emergency Management/EOC, as appropriate.
- 2.) Keep DEM/EOC apprised of agency status.

4. Recovery Activities

a. Primary Agency - Stevens County EMD

- 1.) Maintain and finalize reports and information displays.
- 2.) Continue information analysis and planning and provide to all appropriate agencies with necessary information.

b. Support Agencies

- 1.) Provide information to EMD, as requested.
- 2.) Assist in collection of damage assessment information and coordinate activities with Emergency Management.

❖ **RESPONSIBILITIES**

A. Primary Agency

1. Stevens County EMD
 - a. Coordinate and provide for the collection, analysis, planning and sharing of information about potential or actual emergencies or disasters that could affect Stevens County and its cities.
 - b. Provide timely and complete reports and updates to the WA State Emergency Operations Center and other necessary locations.

B. Support Agencies

1. Support Agencies
 - a. Provide all necessary incident information to EMD or the EOC.
 - b. Participate in the analysis and planning functions.
 - c. Provide requested maps, property descriptions, forecasts, predictions, display information and other "tools" to EMD or the EOC.
2. Incident Commanders

Establish and maintain a planning section function for each incident and coordinate information with EMD or the EOC.

❖ **REFERENCES**

- Basic Plan Appendix 2 Public Information
- ESF 16 Damage Assessment
- Washington State Disaster Assistance Guide

EMERGENCY ADMINISTRATIVE PROCEDURES

❖ INTRODUCTION

A. Purpose

To provide guidance to agencies, local jurisdictions, and organizations on administrative matters necessary before, during and after emergencies or disasters, and to preserve vital records.

B. Scope

This appendix provides details specific to emergency administrative procedures for all local agencies and organizations that operate during and after emergencies and disasters.

❖ POLICIES

A. The Stevens County Emergency Management Organization will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Chapter 118.04 WAC covers the Emergency Worker Program in detail.

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

1. Cities - Chapter 35.33 RCW.
2. Counties - Chapter 36.40 RCW.

C. Records for emergency related expenditures and obligations need to be documented and accounted for, separate from general programs and activities of local agencies, jurisdictions or organizations. Complete and accurate records are essential:

1. To document requests 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 performed by force account.
 - b. Personnel time sheets; equipment use records; records of in stock materials used; and invoices and warrants for materials, supplies and services used during the emergency.
 - c. Contracted work.
 - d. Requests for bids, if applicable; contracts issued; invoices submitted by the contractor, and warrants issued.
 - e. Documentation of operations conducted utilizing inter-local agreements and mutual aid or mutual assistance agreements.

❖ **SITUATION**

Emergency and disaster operations and expenditures are not normally integrated into the budgeting process of local jurisdictions. During emergencies and disasters circumstances events often occur that require substantial and necessary unanticipated

obligations and expenditures. Procedures need to be developed and maintained to meet emergency administrative requirements.

❖ **CONCEPT OF OPERATIONS**

- A. Local agencies, jurisdictions or organizations with emergency management responsibilities 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 records include, but are not limited to:

- Computer data backup systems and files, usually maintained off premise.
- Fire proof document and file storage areas.

- B. Reports are required from county agencies and local jurisdictions or organizations to provide the legislative authorities, Director of Emergency Management, and other officials with information concerning the nature, magnitude, and impact of an emergency or disaster, and for use in evaluating and providing the most efficient and appropriate emergency or disaster response assets and services. Reports required include, but are not limited to:

- Situation Reports.
- Request for assistance.
- Damage Assessment Reports.

Reports will be supplied to the County's Emergency Operations Center (EOC), or other location determined by Emergency Management. It is the responsibility of the Emergency Management Coordinator to administer this information and ensure that it is appropriately disseminated.

- C. Emergency Worker liability and compensation coverage

1. Stevens County Emergency Management will obtain a WA State Emergency Operations Center Mission Number for any incident that utilizes Emergency Workers. Mission numbers are assigned to local jurisdictions for actions taken to protect life, property, and the environment during that incident. They will be used for the duration of the incident and the recovery period.
2. Claims under a state EMD incident number will be processed through the Stevens County DEM.

- D. The County Fiscal Committee (Board of County Commissioners, County Auditor, and County Treasurer, advised by County Emergency Management Director will be responsible for:

1. Prescribing emergency procedures for fiscal activities of the county in conformity with state requirements, where state and/or federal funds are involved.
2. Advising and assisting department heads in the preparation of their department procedures and supervising emergency fiscal activities.

❖ **EMERGENCY RESPONSIBILITIES**

- A. Stevens County Commissioners and Mayors:**
 - 1. Declare an Emergency in their respective jurisdiction.
 - 2. Establish and authorize emergency administrative procedures.
 - 3. Authorize emergency expenditures.
 - 4. Identify and protect essential processes, records and documents.
- B. Director of Emergency Management Division.**
 - 1. Coordinate emergency administrative procedures with other departments and organizations.
 - 2. Provide guidelines for emergency related procedures.
 - 3. Provide coordination with State and Federal emergency administrative procedures.
 - 4. Identify and protect essential processes, records and documents.
- C. Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions:**
 - 1. Develop and maintain agency specific emergency administrative procedures.
 - 2. Document all emergency related actions and expenditures.
 - 3. Identify and protect essential processes, records and documents.
- D. Auditor**
 - 1. Assist local departments, agencies and organizations to develop their emergency administrative procedures and assure compliance with applicable rules and regulations.
 - 2. Maintain essential fiscal and accounting services and assist other departments in the compilation of emergency reporting and accounting functions.
 - 3. Identify and protect essential processes, records and documents.
- E. Treasurer**
 - 1. Assist with emergency fiscal procedures.
 - 2. Identify and protect essential processes, records and documents.
- F. Prosecuting Attorney**
 - 1. Review and provide legal assistance in the preparation of agreements, contracts and other emergency related documents.

ATTACHMENT A TO ESF #5

EMERGENCY OPERATING CENTER (EOC) STAFFING AND ORGANIZATION

EXECUTIVE AND POLICY GROUP:

Function

1. County Government
2. Municipal Government
3. Emergency Management
4. Legal Advisor
5. Public Information Officer

Representative

County Commissioners
Mayor of applicable cities and towns
Director
Prosecuting Attorney

OPERATIONS GROUP:

Function

1. Operations Group Chief
2. Law Enforcement Operations
3. Fire Operations
4. Medical Operations
5. Mass Care Operations
6. Public Works
7. Shelter Operations
8. Military Support
9. Other operational functions

Representative

Emergency Management
Stevens County Undersheriff
Fire Chief of Jurisdiction
Stevens County Health Officer
Red Cross Representative
Public Works Director
Red Cross Representative
Military Support representative
Liaisons as necessary

DISASTER ANALYSIS GROUP:

Function

1. Disaster Analysis Group Chief
2. Public Works
3. Two Assistants

Representative

Public Works

RESOURCE MANAGEMENT GROUP:

Function

1. Resource Coordinator
2. Representatives of utilities, transportation and others as specified by Emergency Management Director.
3. PLUS: Emergency Log Plotters
4. Operational Units Plotters
5. Messengers

Representative

Auditor

COMMUNICATIONS CENTER:

Function

1. Communications Officer
2. EOC Plotters, Messengers
3. ARES Coordinator
4. CB Coordinator
5. Other Message Center Personnel

Representative

911 Center
County Information Services
ARES

Group and Section Chiefs or Coordinators will take assistants to EOC, as necessary.

❖ **RESPONSIBILITIES OF EOC STAFF**

Executive and policy group:

10. County Government - Establish policy and overall direction and control
11. Municipal Government - Establish policy and overall direction and control
12. Emergency Management – Overall coordination and supervision of the EOC operation.
13. Legal Advisor – Provide legal advice to the policy group.
14. Public Information Officer – Provide public information, information analysis and rumor control at the direction of the policy group.

Operations group:

15. Operations Group Chief – Coordinate the activities of the operations group.
16. Law Enforcement Operations – Coordinate countywide law enforcement operations.
17. Fire Operations – Coordinate countywide fire service operations.
18. Medical Operations– Coordinate countywide medical and health operations.
19. Mass Care Operations– Coordinate countywide mass care operations.
20. Public Works and Engineering Operations– Coordinate countywide public works, utility and engineering operations.
21. Shelter Operations – Coordinate countywide shelter operations with the mass care and law enforcement sections.
22. Military Support– Coordinate military support functions and provide liaison with DEM.

Disaster analysis group:

23. Disaster Analysis Group Chief – Coordinate the activities of the disaster analysis group.
24. Public Works – Coordinate disaster information and damage assessment.
25. Two Assistants – Provide support for the function.

Resources management group:

26. Resource Coordinator – Coordinate requests with appropriate resources in support of the operations group.
27. Representatives of utilities, transportation and others as specified by EOC Supervisor.

Communications Center:

28. Communications Officer – Coordinate and manage emergency communications systems and operations.
29. Chief Operator (Chief of Maintenance) – Provide maintenance support to the EOC.
30. EOC Plotters, Messengers
31. RACES Coordinator – Coordinate amateur radio operations.
32. CB Coordinator
33. Other message center personnel – Support functions as directed.

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EMERGENCY SUPPORT FUNCTION #6

MASS CARE, HOUSING, AND HUMAN SERVICES

PRIMARY AGENCIES: Red Cross – Spokane
Stevens County EMD

SUPPORT AGENCY: Local Community Churches
Other local community service organizations
Department of Social and Health Services
Northeast Tri-County Health
Home Health Care Agencies

❖ INTRODUCTION A. Purpose

To provide coordinated mass care and sheltering during times of emergency or disaster for persons needing assistance.

B. Scope

This ESF outlines the mass care responsibilities and processes necessary for local government and community service organizations. The mass care function is primarily the responsibility of the Red Cross and community service organizations with DEM coordinating activities and other local government agencies providing support.

❖ POLICIES

- A.** Red Cross services will be provided based on the operating procedures established by Red Cross Disaster Services Policy.
- B.** All services will be provided to any citizen without regard to race, color, national origin, religion, economic status, sex, age or disability.
- C.** The Stevens County CEMP is intended to support and coordinate community service organization response and relief activities

❖ SITUATION

A. Emergency/Disaster Hazards and Conditions

Emergencies and disasters could require the need for mass care of a portion of the local population, potentially from evacuation, being stranded or displacement caused by damages to homes. Examples of emergencies or disasters that may require mass care include urban fires, wildfires, earthquakes, floods and hazardous materials emergencies.

B. Planning Assumptions

1. The Red Cross will manage and carry out local mass care functions.
2. Only a limited percentage of the population will require public shelter services in any given situation. Past incidents, in Stevens County, have shown that most people evacuated from their homes for extended periods of time will obtain shelter in other locations.

❖ **CONCEPT OF OPERATIONS**

A. General

1. The Red Cross has established mass care / shelter plans and has procedures to carry out mass care functions.
2. In an actual emergency, information on public shelter locations, will be disseminated as directed by the Stevens County EMD or the designated Public Information Officer in coordination and cooperation with the Red Cross
3. The Red Cross representative to the EOC will function as the mass care coordinator and access to other Red Cross Resources
4. Registration of sheltered persons and tracking of displaced citizens will be accomplished by the Red Cross Disaster Welfare Information (DWI) procedures.
5. Mass care functions include emergency lodging, feeding, essential needs (medicine, , personal hygiene items, etc.) and crisis counseling.

B. Organization

1. The Red Cross has developed a mass care / shelter plan for the Stevens county areas. The Red Cross has trained volunteers and staff to carry out the plan. Other community service organizations will provide support services.
2. The Stevens County EMD will work with the Red Cross to assist in the coordination and liaison with local government and the public in providing mass care and shelter services for the public in need.

C. Procedures

1. When the need for sheltering and mass care services is identified by the Incident Commander(s) or DEM the Red Cross will be notified by EMD of the specific needs and details.
2. The Red Cross, with the assistance of EMD will activate and staff shelter and mass care functions.
3. Once the function is activated and shelter locations and other services are established, EMD will provide that information to Incident Commanders and coordinate the Dissemination of relevant information the public through the Public Information Coordinator.
4. Sheltering and mass care will follow the SOG's developed and implemented by the Mass Care plan of the Red Cross.
5. Status of mass care operations will be coordinated through EMD and / or the EOC.

D. Emergency / Disaster Time Phase

1. Mitigation Activities

None

2. Preparedness Activities

a. Primary Agency - Red Cross

- 1.) Identify facilities for shelter and mass care.
- 2.) Maintain a current inventory of all available shelters.
- 3.) Recruit and train volunteers for mass care operations.
- 4.) Coordinate with Emergency Management in planning issues and other mass care concerns.
- 5.) Accept donations at certain shelter locations, determined by the Red Cross.
- 6.) Develop a liaison and working relationship with other community service organizations to identify capabilities and provide mass care functions.
- 7.) Designate a Red Cross representative to the EOC who will function as the mass care coordinator.

b. Stevens County Sheriff's Office / Emergency Management Division:

- 1.) Coordinate with the Red Cross in shelter and mass care planning and training.
- 2.) Ensure compatibility between the Stevens County CEMP and the Red Cross mass care plan.
- 3.) Maintain an inventory of mass care facilities and services in cooperation with the Red Cross.

3. Response Activities

a. Primary Agency - Red Cross

- 1.) Activate and staff shelters; and provide mass care functions in coordination with EMD or EOC.
- 2.) Provide reunification services.
- 3.) The Red Cross representative will coordinate the shelter operations from the EOC with support and assistance from EMD.

4. Recovery Activities

a. Primary Agencies:

- 1.) Provide for crisis counseling, as necessary and available.
- 2.) Provide additional support services.

b. Stevens County DEM

- 1.) Coordinate with FEMA and WA State Emergency Operations Center or other outside sources for any assistance programs that may be available.

❖ **RESPONSIBILITIES**

A. Red Cross

As the primary support agency responsible for implementing the mass care and shelter program, the Red Cross will:

1. Identify suitable community facilities and services and develop emergency mass care Suggested Operating Guidelines.
2. Maintain inventory of shelters, capabilities and mass care resources available.
3. Develop a countywide shelter management and staffing capability and provide appropriate training.
4. Coordinate shelter operations.
5. Document costs for potential reimbursement and auditing purposes.
6. Evaluate and review of procedures to ensure operational readiness.
7. Coordinate support services.
8. Provide reunification services.
9. Identify potential local shelter locations, including schools, churches, and campgrounds.
10. Establish, with EMD and faith based organizations, a system for communications between shelters, Red Cross and the EOC.
11. Establish and maintain capabilities with other local community service organizations to provide additional and cooperative services.

B. Stevens County EMD

1. Maintain current inventories of available public shelter facilities and capabilities.
2. Coordinate the implementation of the overall shelter program within the county as needed.
3. Establish, with the Red Cross, communications between the shelter and the EOC with assistance from amateur radio operators.

C. Other Community Service Organizations

1. Coordinate with the Red Cross in developing and maintaining local mass care and sheltering capabilities.

❖ **REFERENCES**

- Appendix A – Special Needs Annex
- Red Cross Plans and Procedures
- ESF 13 Public Safety, Law Enforcement and Security

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EMERGENCY SUPPORT FUNCTION #7

RESOURCE SUPPORT

PRIMARY AGENCY: Emergency Management Division

SUPPORT AGENCIES: Stevens County Board of Commissioners
City Mayors / Councils
Red Cross
Local Agencies and Departments
Department of General Administration

❖ **INTRODUCTION**

A. Purpose

1. Provide efficient utilization and conservation of available resources during an emergency or disaster situation.
2. Provide a framework for requesting, obtaining, allocating and utilizing additional resources.
3. Provide a framework for the process to establish mandatory controls on essential materials, supplies and services during and after major disasters, if adequate resources are not or will not be available.

B. Scope

This ESF primarily applies to operations during major events that would have a widespread and complex impact on the County and its citizens. However, any incident has the potential to require specific resource management activities with the operation.

❖ **POLICIES**

- A.** Washington State Constitution - (No county, city, town or other municipal corporation shall give any money, property, loan its money or credit to or in aid of any individual, association, company or corporation.)
- B.** Washington State RCW
1. 38.52.070 - Emergency Contracts and Obligations
 2. 38.52.110 - (1) Use of existing resources
- (2) Command the service and equipment of the citizens.

❖ **SITUATION**

A. Emergency/Disaster Hazards and Conditions

Several emergency and disaster scenarios, such as earthquakes, floods or wildfires could require extensive resource management and coordination. Potential situations could occur during a

disaster situation that would isolate the county or specific areas of the county and restrict available resource support. Another situation might be a lack of specific resources necessary for emergency response activities. An extreme situation could also develop that might require the elected legislative authorities of the county to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.

B. Planning Assumptions

1. Each responding organization has an established system for managing agency resources.
2. The Incident Command System (ICS) will be utilized.
3. Initially, there are usually sufficient local and mutual aid resources necessary for emergency operations.
4. In a large emergency or disaster situation, requests for and utilization of outside resources will often become necessary.
5. The Northeast Region and Washington State Fire Mobilization Plan can be utilized to obtain additional resources upon the depletion of local and mutual aid resources.
6. The free market economy and existing systems will be maintained to the maximum extent possible.

❖ CONCEPT OF OPERATIONS

A. General

1. During initial emergency operations, each entity will be responsible for managing its own resources. Multi-agency response will follow the concepts of the Incident Command System (ICS).
2. Requests for additional and outside resources will be coordinated with Stevens County DEM or the EOC, if activated.
3. The Stevens County EMD or the EOC will manage resource coordination activities.
4. The legislative authority of the political subdivisions is empowered to establish controls on resources and resource allocation priorities during a state of emergency.
5. Voluntary controls are the preferred method of resource management, although mandatory controls may be required, when feasible, as a temporary measure. The public will be encouraged to voluntarily cooperate with emergency measures through the public information program.
6. The Stevens County Board of Commissioners and the respective Mayors/City Councils have the responsibility and authority to manage resources and invoke economic and other controls, if the situation warrants.
7. When appropriate, private agricultural, industrial, commercial, financial, or other services may assist local government in an advisory capacity with emergency resource distribution and mobilization policies or control programs.
8. Local Community Service Organizations will determine receiving points for donated goods.

B. Organization

1. Each local jurisdiction and agency will be responsible for managing its own resources.
2. EMD will coordinate and manage resource acquisition and allocation requests with input and guidance from all involved parties.

C. Procedures

1. The management of initial emergency response resources will be the responsibility of the Incident Commander(s).
2. Requests for additional resources will be coordinated through EMD or the EOC.
3. EMD may request additional outside resources, these requests will be coordinated through State Emergency Management Operations Center.
4. If the EOC is activated and the need for Resource management activities requires additional assistance, the DEM coordinator will act as the Resource Coordinator.
5. Incoming resources will usually be processed through a staging area operation, which will be determined by the situation.
6. If the magnitude and complexity of the situation warrants, the Emergency Management Council may establish priorities and allocations of essential resources.
7. Demobilize outside resources as soon as practical.

D. Emergency / Disaster Time Phase

1. Mitigation Activities

None specific.

2. Preparedness Activities

a. Stevens County EMD

- 1.) Develop and maintain resource inventories.
- 2.) Obtain support of private resource organizations to participate in emergency resource management activities.

b. All Agencies

- 1.) Develop Suggested Operating Procedures for Resource Management.
- 2.) Ensure that all personnel are familiar with their roles during an incident.
- 3.) Identify and inventory essential lacking resources that may be needed during a major emergency.

3. Response Activities

a. Emergency Management Division

- 1.) Activate EOC or other location for resource management activities.
- 2.) Establish resource needs and identify available resources.

- 3.) Coordinate the establishment and operation of staging areas to process incoming resources.
- b. Stevens County Board of Commissioners and City Mayors.
 - 1.) Keep in contact with the EOC or other coordinating location for duration of incident.
 - 2.) Establish overall incident resource management strategies.
 - 3.) Prioritize resource necessity and allocation, in cooperation with DEM or the EOC and operational agencies.
 - 4.) Provide necessary funding for required resources, as appropriate for the incident and available within county / city fiscal capabilities.
- c. All other Agencies and Organizations
 - 1.) Keep EMD / EOC advised on resource status and needs.
 - 2.) As appropriate, provide available resources in response to requests from DEM and the EOC.
 - 3.) Document all activities and costs incurred.

4. Recovery Activities

- a. Emergency Management Division
 - 1.) Maintain resource management function to support recovery and restoration efforts.
 - 2.) Document and report on resource status and activity.
- b. Stevens County Board of Commissioners and City Mayors
 - 1.) As necessary, establish priorities in the allocation and utilization of essential and services needed to provide effective recovery and restoration activity.
 - 2.) Coordinate recovery activities through DEM and direct all county and city departments to cooperate with EMD and the EOC.
- c. All other Agencies and Organizations
 - 1.) Keep EMD informed on resource status and needs.
 - 2.) Provide available resources and assistance in the recovery and restoration efforts.

❖ RESPONSIBILITIES

A. Primary Agency - Stevens County EMD

1. Develop and maintain local resources inventory.
2. Assist all other local agencies in establishing resource inventories and resource management procedures.
3. Coordinate local resources through the EOC or other coordination point.
4. Coordinate local requests for out of area resources and maintain contact with WA State Emergency Operations Center.

5. Provide resource availability status during the incident.

6. Coordinate activities with adjacent jurisdictions.

B. Red Cross

1. Coordinate and manage, in cooperation with other local community service organizations, operations to deal with donated money, goods and services.

C. All other Agencies and Organizations

1. Maintain resources to meet basic operational needs and identify sources of additional required resources.

2. Work with EMD to maintain resource inventories and operating procedures.

❖ **REFERENCES**

- EMD and Local Agency Resource Inventories
- Washington State and Northeast Region Fire Mobilization Plan

❖ **ATTACHMENTS**

- Attachment A to ESF 7 - Emergency Personnel

ATTACHMENT A TO ESF - #7

EMERGENCY PERSONNEL

PURPOSE: To provide for the utilization and management of local or requested emergency personnel resources.

Policies and Assumptions:

- A.** The Stevens County Emergency Management Organization, including county and municipal departments, state and federal agencies, local political subdivisions, volunteer and other organizations; their personnel, services and facilities will be utilized as the primary emergency management staff (RCW 38.52.110).
- B.** Locally organized and trained volunteer groups will provide the majority of additional specialized emergency personnel resources for areas such as operations, damage assessment, shelter and mass care activities, handling donated goods and other emergency functions. These groups may include.
 - 1. Red Cross
 - 2. Fire Services
 - 3. Local Church Groups
 - 4. Local School Districts
 - 5. Law Enforcement reserves and volunteers
 - 6. Other local organizations
- C.** Additional emergency personnel assistance may be requested and will be coordinated through WA State Emergency Operations Center.
- D.** Responding agencies should notify the Stevens County DEM of all requests for additional personnel.

Emergency Responsibilities:

- A.** Stevens County EMD is responsible for coordinating emergency personnel and will:
 - 1. Identify and register available personnel resources as emergency workers (RCW 38.52.310).
 - 2. Utilize appropriate temporary emergency workers by registering and classifying them as to ability and skills
 - 3. Coordinate specialized training requirements for emergency workers.
 - 4. Process emergency worker liability or other claims, as necessary (RCW 38.52.210).
- B.** During an emergency or disaster Stevens County and City departments and agencies and private and volunteer organizations are responsible for:
 - 1. Administrative Functions - Documenting all emergency or disaster related expenditures and obligations for auditing and reimbursement purposes.
 - 2. Support Functions - Providing personnel as agreed upon, contracted for, or designated in mutual aid agreements.

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EMERGENCY SUPPORT FUNCTION #8

PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCIES: EMS Providers
Northeast Tri-County Health
Stevens County Coroner

SUPPORT AGENCIES: Emergency Medical Services Council
Stevens County
EMD Local Area
Hospitals Area
Fire Services
American Red
Cross
Washington State Department of Health

❖ INTRODUCTION

A. PURPOSE

Outline provisions to coordinate the organization and mobilization of emergency medical, public health, mental health, and mortuary services in responding to and recovering from emergency or disaster situations.

B. SCOPE

This ESF is divided into three areas of activity:

1. Emergency Medical Services
 - a. Field Services
 - 1.) Basic Life Support - BLS Services
 - 2.) Advanced Life Support - ALS Services
 - b. Hospital Services

2. Public Health Services
 - a. Sanitation and Contamination Control
 - b. Disease Control
 - c. Mental Health Services
 - d. Mass Care Medical Services
3. Mortuary Services

❖ **POLICIES**

- A. Established EMS protocols.
- B. Washington State RCW and WAC -- applicable laws and regulations for EMS, Public Health and Coroner activities and functions.
- C. Established hospital and medical facility rules and regulations

❖ **SITUATION**

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

Most emergencies and disasters have the potential to threaten the safety, health and well being of the citizens. Depending on the magnitude of the event consideration of the following issues is of appropriate concern to this ESF; injury, death, disease, contamination, sanitation and mental health.

B. **Planning Assumptions**

1. The principal normal responsibilities of local entities will be expanded to deal with the functions and activities outlined in this ESF.
2. Mass casualty plans exist to outline procedures for EMS and Hospital disaster response activities.
3. Out of area assistance may be needed in dealing with major events.

❖ **CONCEPT OF OPERATIONS**

A. **General**

1. Emergency Medical Services
 - a. The primary function of EMS is to provide prompt and continuous emergency basic and advanced life support to victims of emergencies and disasters. This includes the response, initial care and triage of victims, the transport to appropriate medical facilities, medical treatment and the coordination of resources necessary to accomplish these tasks.
2. Public Health Services
 - a. This element provides for and coordinates all public health and sanitation activities resulting from emergencies and disasters; and provides for basic medical and mental health assistance associated with mass care functions. Under

the direction of the health officer and the board of health, NE Tri-County Health District will establish and maintain policies regarding these activities.

3. Mortuary Services

- a. The County Coroner, with the cooperation and assistance of local area funeral directors will provide for essential mortuary services, including transportation, care, identification, and disposition of deceased persons. The Coroner will also establish and operate temporary morgues and request through established channels, any additional assistance or resources necessary to perform necessary functions.

B. Organization:

1. Each EMS provider organization is either independent of a function of another agency (i.e. fire services, hospital district); the overall operation of the EMS is directed and coordinated by the Medical Program Director who establishes the appropriate protocols for local operations.
2. Most public health services are provided by or through NE Tri-County Health. Other specific functions as described in this ESF are provided by Community Service Organizations normally through other Emergency Support Function operations. The local Health Officer will coordinate these activities.
3. The County Coroner is responsible for all mortuary service operations and will coordinate with local funeral homes to provide services as outlined in this ESF.
4. In the event of a major event requiring additional and extraordinary coordination, the local Health Officer will function as the County Emergency Medical and Health Coordinator.
5. Stevens County DEM and / or the EOC will coordinate overall activities.

C. Procedures:

1. Each organization affected by this ESF will be responsible for developing and following internal Suggested Operation Guidelines (SOG) dealing with response to an incident. Incident response will follow the concepts of the Incident Command System.
2. EMS operations will follow appropriate local protocols and the County Mass Casualty Plan provisions.
3. Public Health and Mortuary Services activities will follow established procedures and will be coordinated with EMD and / or the EOC.
4. Requests for additional assistance and resources will follow procedures outlined in the County CEMP Plan.

D. Emergency / Disaster Time Phase

1. Mitigation Activities

None specific.

2. Preparedness Activities

- a. Develop and maintain agency procedures to carry out designated responsibilities.
- b. Maintain inventories of available resources and facilities.
- c. Establish and maintain the County Mass Casualty Plan.
- d. Conduct appropriate training and exercises to verify existing plans and procedures.

3. Response Activities

a. Emergency Medical Services

- 1.) Respond per established procedures and function within ICS for operations.
- 2.) Provide immediate care, triage and transport of victims.
- 3.) Provide and coordinate patient care with available and appropriate medical facilities.

b. Public Health Services

- 1.) Assess and identify public health hazards.
- 2.) Provide inspection of food and water supplies.
- 3.) Establish emergency sanitation procedures.
- 4.) Provide emergency mental health counseling.
- 5.) Identify and control communicable disease.
- 6.) Assess environmental contamination and public health concerns from hazardous materials and other threats.
- 7.) Provide basic medical services for shelters and mass care operations.
- 8.) Coordinate health advisories and other emergency information with DEM and or the PIO.

c. Mortuary Services

- 1.) Provide transportation, care, identification and disposition of the deceased.
- 2.) As necessary, provide for temporary morgue facilities.
- 3.) Coordinate notification of next of kin with local law enforcement authorities.

4. Recovery Activities

- a. Provide continued mental health counseling to the public.
- b. Provide CISM program to emergency workers.
- c. Continue to monitor and issue advisories and emergency instructions concerning health hazards, sanitation procedures, contamination issues and waste management.

❖ RESPONSIBILITIES

A. Primary Agencies

1. The Emergency Medical Program Director / EMS Providers:

- a. Develop and maintain Suggested Operating Guidelines (SOG).
- b. The MPD will coordinate all EMS activities, establish appropriate response and care protocols.
- c. Ensure training and certification program for EMS field personnel is within the guidelines of accepted protocols.

- d. Develop and maintain the County Mass Casualty Plan and ensure that appropriate training and exercises are conducted.
 - e. Ensure local EMS responders cooperate in local response.
2. Northeast Tri-County Health District
- a. The local Health Officer will coordinate countywide public health operations and activities and function as the Emergency Medical / Health Coordinator at the EOC.
 - b. Develop and maintain plans regarding mitigation, preparedness, response and recovery activities for all events of public health concerns.
 - c. Ensure appropriate personnel are trained to respond to public health emergencies.
 - d. Monitor all conditions that may have an effect on the public health.
 - e. Perform field sampling and testing of food and water supplies and other materials, as appropriate.
 - f. Assess possible contamination concerns.
 - g. Identify and control communicable disease.
 - h. Establish emergency sanitation procedures
 - i. Advise EMD / EOC of potential health threats to responders and the general public.
 - j. Issues health advisories to the public, as appropriate, and coordinate with PIO.
 - k. May assist in the coordination of health care system response to an emergency and in the activation/operation of alternate health care facilities.
3. Stevens County Coroner:
- a. Coordinate Mortuary Services.
 - b. Develop and maintain Suggested Operation Guidelines for mass fatality incidents.
 - c. Develop and maintain liaison with local funeral directors.
 - d. Identify sites that can be used for temporary morgues for mass fatality incidents.

B. Support Agencies

1. Emergency Medical Services Council:
- a. Develop and maintain a current inventory listing of all EMS related equipment and coordinate this information with Emergency Management.
 - b. Assist in the delivery of mass causality training for EMS providers.
 - c. Coordinate activities of the local EMS community and provide guidance on establishing EMS plans and procedures.
2. Stevens County EMD
- a. Assist and work with the EMS community to develop and maintain the County Mass Casualty Plan.
 - b. Design and conduct mass causality drills / exercises in cooperation with other involved agencies.

- c. Coordinate resource requests and obtain additional resources from state and other sources, as appropriate.
 - d. Coordinate information between agencies.
- 3. Area Hospitals
 - a. Develop and maintain a disaster plan and mass causality plan for the hospital and ensure staff is trained in individual responsibilities.
 - b. Coordinate with other area medical facilities as necessary.
 - c. Conduct and participate in drills and exercises dealing with mass casualty scenarios.
- 4. Local Fire Services
 - a. Develop and maintain departmental procedures dealing with emergency medical response support and ensure personnel trained appropriately.
 - b. Ensure that all personnel have at least a current First Responder first aid certification.
 - c. Participate in periodic mass causality drills / exercises.
 - d. Follow the concepts of the Incident Command System.
 - e. Provide field emergency medical services support and assistance, as appropriate.
- 5. Red Cross
 - a. Provide basic medical and mental health assistance within mass care facilities.
 - b. Coordinate and maintain mental health response programs to assist the victims of disasters and provide appropriate staff and volunteers with available training.

ATTACHMENT A TO ESF #8
MEDICAL AND HEALTH SERVICES

AREA HOSPITALS

A. MT CARMEL HOSPITAL

Colville, WA 99114 Phone: 685-5100

1. **Capacity:** Variable

2. **Personnel:** Variable

Doctors

Nurses

Nurses Aides -

Lab Technicians

X-Ray Technicians

Other

B. ST JOSEPH HOSPITAL

Chewelah, WA 99109 Phone: 935-8211

1. **Capacity:** Variable

2. **Personnel:** Variable

Doctors

Nurse Practitioner

PA-C

Nurses

Nurses Aides

Lab Technicians

X-Ray Technicians

Other Staff

OTHER HEALTH FACILITIES - NURSING HOMES

ALLEGIANCE SUPPORTED LIVING: 413 N Kruger, Chewelah, WA 935-8233

BUENA VISTA NURSING HOMES: 151 Buena Vista Dr, Colville, WA 99114, 684-4539

PINEWOOD TERRACE REHAB CENTER: 100 E Elep, Colville, WA 99114, 684-2573

VALLEY VEIW FAMILY HOME: 353 Rocky Lake Road, Colville, WA 99114, 684-1124

AMBULANCE SERVICES

<u>SERVICE</u>	<u>QTY</u>	<u>LOCATION</u>	<u>PHONE</u>
Chewelah Rural Ambulance	3	Chewelah	911
Stevens County Sheriff's Ambulance	4	Colville	911

MORTUARY / FUNERAL HOMES

<u>SERVICE</u>	<u>LOCATION</u>	<u>PHONE</u>
Danekas Funeral Home	Colville / Chewelah	684-6271

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EMERGENCY SUPPORT FUNCTION #9

SEARCH & RESCUE

PRIMARY AGENCIES:	Stevens County Sheriff's Office City Law Enforcement Agencies
SUPPORT AGENCIES:	Stevens County Emergency Management Stevens County Fire Services Stevens County Emergency Medical Services Volunteer SAR Organizations Public Works Military WA State Emergency Operations Center Washington State Department of Transportation

❖ **INTRODUCTION**

A. PURPOSE:

To provide coordination and effective utilization of resources in Search and Rescue operations.

B. SCOPE:

This ESF details the roles and responsibilities of agencies responding to Search and Rescue operations.

❖ **POLICIES**

- A.** "Search and Rescue (SAR) means the acts of searching for, rescuing, or recovering by means of ground, marine or air activity any person who becomes lost, injured or killed while outdoors or as result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used." (RCW 38.52.010 (7)).
- B.** "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. (RCW 38.52.400)
- C.** Air SAR for mission or downed civilian aircraft is the responsibility of the Department of Transportation (WSDOT). (RCW 47.68)
- D.** The Incident Command System (ICS) will be utilized for on-scene incident management of all multi- agency / multi-jurisdiction SAR operations. (38.52.400)
- E.** When SAR activities result in the discovery of a deceased person or SAR workers assist in the recovery of human remains, the chief law enforcement officer of the political subdivision shall insure compliance with RCW 68.50.

❖ **SITUATION**

A. Emergency/Disaster Hazards and Conditions

The abundance of and easy access to outdoor recreation in Stevens County results in the potential of many SAR operations. The County is also subject to major events such as avalanches, earthquakes or airline crashes. These and other events increase the potential for large SAR operations that could be multi-agency and / or multi-jurisdictional in nature.

B. Planning Assumptions

1. Local resources are usually capable of handling day to day Search and Rescue activities.
2. The military may respond to most life threatening rescue situations for air support and/or military aircraft is involved, when requested.
3. Disaster situations may require resources for SAR activities that are not normally involved in these activities (i.e. heavy equipment).
4. The National Park Service and Colville National Forest shares SAR responsibilities on their lands. The Stevens County Sheriff's Office will cooperate with those agencies on incidents in those locations.
5. Once a downed aircraft is located during a WSDOT / Aeronautics Air Search, the responsibility for SAR operations becomes a local function.

❖ **CONCEPT OF OPERATIONS**

A. General

1. Search & Rescue operations will be managed by the concepts of the Incident Command System (ICS), with responsible Law Enforcement Agency of the jurisdiction as the Incident Command Agency. Incidents involving multiple jurisdictions may utilize Unified Command.
2. The Sheriff will designate a SAR Coordinator for the County. In the absence of the Coordinator, the Assistant Coordinator or the Shift Commander will act as Coordinator.
3. The SAR Coordinator will notify WA State Emergency Operations Center of all SAR missions, coordinate support for all SAR activities in the County, register emergency workers, and keep a log of all activities.
4. Large scale Search & Rescue may utilize the EOC for coordination of resources.
5. If local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, the SAR Coordinator or Stevens County EMD may request assistance through WA State Emergency Operations Center. The State will authorize state, federal and state-wide search and rescue resources and assist in the mobilization of personnel, equipment, air support, and other specialized or requested supplies.

B. Organization

1. Local chief law enforcement officers are responsible for SAR operations within their jurisdictions.
2. SAR operations are primarily initiated, coordinated, and directed by each political

subdivision.

However, one political subdivision may not be able to provide all the necessary trained personnel or equipment to carry out a SAR mission. Additional special skills or equipment needed to support a SAR operation is coordinated by WA State Emergency Operations Center. Cities can request assistance from the Stevens County Sheriff's Office.

3. The Stevens County EMD will work in a coordinating capacity in direct support of SAR activities and:
 - a. Obtain state mission number for actual and training missions.
 - b. Register local search and rescue volunteers as emergency workers.
4. Fire, EMS and Public Works agencies may support SAR operations with equipment, technical, medical and personnel support.

C. Procedures

1. Upon receiving information of possible SAR operations, the responsible law enforcement agency will initiate their SAR protocols.
2. When personnel from outside the law enforcement agency are used, the responsible agency will obtain a State Mission Number.
3. Ground Search
 - a. When a search operation exhausts local resources, WA State Emergency Operations Center will activate appropriate state SAR resources upon request.
 - b. Special SAR "units" or teams will be alerted and assigned as required. All personnel and equipment assigned will serve under the direction of the search coordinator of the county. The Sheriff's Office Reserves, and others are the SAR groups used in the County.
 - c. Air support may be requested through the WA State Emergency Operations Center.
4. Air Search Operations
 - a. The WSDOT, Aviation Division, may receive notification of overdue aircraft from the Federal Aviation Administration by Alert Notice (ALNOT).
 - b. The Washington State Aeronautics Mission Coordinator exercises command over all aircraft and airborne personnel participating in a search for downed or missing general aviation aircraft.
 - c. The Washington State Aeronautics Mission Coordinator may request a WA State Emergency Operations Center Mission Number for ground search activity.

D. Emergency / Disaster Time Phases

1. **Mitigation Activities**
 - a. Primary agency
 - b. Provide public education to outdoor recreationists.
2. **Preparedness Activities**

- a. Primary agency
 - 1.) Appoint a SAR coordinator and provide SAR training to responsible agency personnel.
 - 2.) Develop and maintain procedures for response to SAR incidents.
 - 3.) Develop and maintain a training program for personnel and volunteers for SAR operations.
- b. Support agencies
 - 1.) Establish coordination with primary agency.
 - 2.) Maintain emergency worker registration.
 - 3.) Develop and maintain procedures for responding to SAR operations.
 - 4.) Develop and maintain training for SAR operations.

3. Response Activities

- a. Primary agency
 - 1.) Initiate all SAR operations within their jurisdiction, except those operations tasked to State DOT, Aeronautics Division.
 - 2.) Establish ICS and Incident Command for all SAR operations.
 - 3.) Assure responding personnel are properly trained and equipped for their designated functions.
 - 4.) Request additional resources, as appropriate.
 - 5.) Restrict or limit access to SAR area, when necessary.
- b. Support agencies
 - 1.) Provide resources for SAR operations, as appropriate.
 - 2.) Operate utilizing the concepts of the Incident Command System.

4. Recovery Activities

All Agencies

- a. Provide necessary reports and documentation of incident activities.
- b. Participate in after action reviews and critiques.

❖ RESPONSIBILITIES

A. Primary agency – Stevens County Sheriff and Law Enforcement Agencies

- 1. The Stevens County Sheriff and Chief Law Enforcement Officer of each political subdivision are responsible for directing SAR operations within their jurisdiction.
- 2. Appoint and train a SAR coordinator.
- 3. Provide a 24-hour point of contact for reporting possible SAR incidents.
- 4. Provide direction and coordination for SAR operations, to include disaster related

SAR operations.

B. Support agencies

- Develop and maintain organizational SOG's.
- Coordinate activities with the primary agency.
- Operating within the concepts of ICS during the incident.
- Maintain required training standards and skill levels.

1. Stevens County DEM

- a. Register SAR volunteers and issue emergency worker cards.
- b. Forward appropriate SAR reports, and file necessary claims and other reports.
- c. Coordinate resources secured through WA State Emergency Operations Center.
- d. Provide administrative support to the SAR Council.
- e. Establish and maintain plans.

2. Volunteer Organizations

- a. Provide support to SAR operations with personnel and equipment.
- b. Register organization members with DEM and participate in training and exercises.
- c. Coordinate logistics and record keeping.

❖ **RESOURCE REQUIREMENTS**

❖ **ATTACHMENTS**

Attachment A SCSO protocol for SAR incident initiation

ATTACHMENT A TO ESF #9

PROTOCOL FOR SEARCH AND RESCUE INITIATION

Receipt of Call

1. Dispatch and/or Receiving Deputy will fill out a lost person questionnaire as completely as possible. Include any information on special problems or techniques needed, i.e.: patient must be carried, can walk or must lie flat, nature of injury.

Notification

1. Notify Field Supervisor
2. Notify Undersheriff
3. Notify Sheriff
4. Notify SAR Coordinator
5. Notify Appropriate Rescue Personnel:
 - a. Notify local ambulance, fire and Sheriff's Department Supervisors.
6. Notify State Department of Emergency Management duty officer and request Mission Number.

Field Supervisor's Duties

1. Initiate personal contact with reporting party for data on injured/lost party.
2. Initiate necessary Search/Rescue support.
 - a. Personnel
 - 1.) Search and Rescue group and others as needed.
 - b. Logistical Support
 - 1.) Vehicles, Transportation Equipment
 - 2.) Food, Shelter, Clothing and Maps of Area

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EMERGENCY SUPPORT FUNCTION #10

HAZARDOUS MATERIALS RESPONSE

Primary Agency: Department of Emergency Management

Support Agencies: Fire Departments/Districts
Stevens County Sheriff's
Office City Law
Enforcement Agencies
Multi Agency Communications
Center Northeast Tri-County
Health District Emergency
Medical Services
Public Works/Engineering Departments
Local Emergency Planning Committee
(LEPC) Washington State Patrol (WSP)
WA State Emergency Management Division (EMD)

I. INTRODUCTION

A. Purpose

To ensure a safe response, with practical management of operations and coordination of resources, for all incidents involving hazardous materials or substances. To take protective actions to safeguard citizens, protect property and the environment. To maintain procedures to effectively coordinate resources and assistance from other local jurisdictions and the State of Washington.

B. Scope

This Emergency Support Function (ESF) is a portion of Stevens County's Comprehensive Emergency Response Plan dealing with Hazardous Materials that threaten the citizens of the county and incorporated cities/towns. This ESF, along with the development of other ESFs, will provide the protection required to respond and control incidents, or the ability to call for assistance from agencies outside the county when needed.

II. POLICIES

Hazardous materials responders will be trained and qualified with the requirements of 29 CFR 1910.120; RCW Chapters 38.52 Emergency Management, 70.136 Hazardous Materials Incidents, 70.105 Hazardous Waste Clean-up, 90.48 Water

Pollution Control, 90.56 Oil and Hazardous Substance Spill Prevention and Response; WAC Chapters 118-40 Hazardous Chemical Emergency Response Planning and Community-Right-To-Know, 173-303 Dangerous Waste Regulations, 296-62-300 Hazardous Waste Operations and Treatment, Storage, and Disposal Facilities; Public Law 99-499 Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community-Right-To-Know Act (EPCRA)

III. SITUATION

A. Emergency/Disaster Hazards and Conditions

Hazardous materials are ever increasing as the most probable hazard which emergency response agencies must handle. In Stevens County there are fixed site facilities which may involve gases, chemicals, solids, liquids and radiation, all of which may endanger life, property, and the lives of emergency responders. Also, numerous transportation routes through the County may have accidents involving the movement of hazardous materials. An emergency, as defined for this plan, is an event that can be handled with the resources available in the County. Disaster, is defined as an incident of which exceeds the capabilities and resources of the local jurisdiction, and may deplete the resources of the County.

Any Radiation emergency during peace time shall be handled the same as hazardous materials emergency.

B. Planning Assumption

1. Business and industrial facilities located in Stevens County, who have complied with EPA rules, have coordinated their facility emergency response plans with local government and within their respective community. Emergency response notifications are part of both local government and industry's planning. Both work closely together in the Local Emergency Planning Committees process to assure that planning includes the population at risk and that local resources are staged and properly coordinated to prevent duplications.
2. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses and special facilities.
3. Protective actions that may be necessary for the public in the affected area may include sheltering in place; evacuation; and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the

magnitude, severity and urgency of the situation, the characteristics of the area and populations involved weather and road conditions.

4. In all responses to Hazardous Materials incidents the Incident Command System (ICS) will be used as an on-scene management tool for control of the incident and the surrounding area. All incident commanders are required to be trained to hazardous materials operations level.
5. In the event of a serious hazardous material incident spontaneous evacuations may occur without official recommendations to do so.

IV CONCEPTS OF OPERATIONS

A. General

1. If an emergency situation goes beyond the normal capabilities of local emergency services, the Director of Emergency Management or his/her designee will recommend the issue of a proclamation of emergency. This proclamation authorizes the emergency use of resources and emergency expenditures and activates the emergency plan and program.

B. Organization

1. **Emergency Management** has the primary responsibility planning and coordination of hazardous material emergencies. Emergency Management will also provide for the coordination of all local, state agencies and private organizations.
2. **The Stevens County Communications Center (E-911)** on receipt of notification of a hazardous material incident will initiate a response of the evaluation report from the first response agency enacting notification procedures of this plan. (See App. #1).
3. **Emergency Response Agencies** shall provide services such as, but not limited to; evaluation of the incident, rescue and emergency medical treatment of the injured, evacuations of citizens at risk, sealing off area involved and identification of safety zones. Containment of hazardous materials involved in the incident if, assessment determines the action can be made safely without contact with the hazard.
4. **Hazardous materials response team(s):** Response in Stevens County is limited to operations level response. There are no operational Haz-Mat teams available without an outside agency request. They can

provide services to include, but are not limited to; assessment for informing operational personnel, emergency public information, protective action recommendations for emergency response personnel and citizens at risk, containment/handling procedures for materials requiring protective clothing and equipment.

5. **Local Emergency Planning Committee (LEPC)** as created by requirements of Environmental Protection Agencies Superfund Authorization and Amendments Act (SARA) 1986, shall develop and assist the Department of Emergency Management in maintaining this plan which include planning, response and recovery needs for the various planning areas of Fire Districts and the incorporated city/town Fire Departments in Stevens County.

6. **Agencies** shall respond in support with information, equipment or supplies to combat the emergency.

Coordination of support agencies shall be accomplished by Emergency Management personnel within the incident command post or Emergency Operations Center. Support agencies shall provide personnel to the EOC.

7. **State agencies** will provide support to local government through coordination efforts of the Military Department and Emergency Management Division.

State agencies include, but are not limited to:

- a. Department of Social and Health Services.
- b. Department of Transportation.
- c. Washington State Fisheries and Wildlife.
- d. Washington State Patrol.
- e. Washington State Department of Labor & Industries.
- f. Washington State Department of Ecology.
- g. Washington State Department of Health.

C. PROCEDURES

This Emergency Support Function was created with intention of attaching individual agency procedures to address emergency response, scene control, and recovery operations.

D. MITIGATION

1. Local industries and businesses, in cooperation with the Stevens County LEPC, have developed emergency action plans which seek mitigation opportunities. Many businesses and industries have either eliminated hazardous materials, where possible, or substituted alternative, reduced toxicity chemicals to their processes to decrease the risk for their employees and the community.
2. All employees routinely exposed to hazardous materials shall receive a minimum of 40 hours initial training in work practices and safety before job assignment.
3. Personal protective clothing will be provided to protect employees from the hazards and potential hazards they are likely to encounter on the incident site. This includes but is not limited to totally encapsulated, protective suites and self contained breathing apparatus.
4. Emergency Management and Emergency Response Agencies under the Growth Management Act have the opportunity to review land use and properties. This review creates mitigation capabilities for land use issues.
5. Stevens County has adopted the Washington State Uniform Building Code to assure that facilities comply with safety codes.

E. Preparedness Activities

1. The LEPC will:
 - a. Ensure that community right-to-know information is updated and available to the public.
 - b. Review this plan annually, update the plan to identify existing and needed manpower and equipment resources, and notify the State Emergency Response Commission in writing annually of the plans review.
 - c. Conduct and/or sponsor an annual hazardous materials emergency exercise.
2. Methods for exercising the plan will include table-top exercises, functional drills and exercises and full scale exercises.
 - a. Table-top exercises will be used to train personnel and to identify deficiencies in the plan.

- b. Functional drills and exercises will be used to train personnel and test specific portions of the plan.
- c. Full-scale exercises will be used to test the entire plan, with all functions being demonstrated.

F. Response Activities

1. Two methods of warning may be used in Stevens County: The Emergency Alert System (EAS) and Route Alerting.
 - a. The Emergency Alert System is the primary warning method in Stevens County. It can be activated by Stevens County Emergency Management or the Multi Agency Communications Center according to the procedures contained in the Emergency Alert System Plan. This system relies on all Radio and Television stations in the area to rebroadcast any emergency messages immediately. The Emergency Alert System results in wide-area alerting.
 - b. 911 Mass Notification may be used in addition to or in place of an Emergency Alert System message depending on circumstances.
2. Protective actions will be decided upon by the Incident Commander or, after an emergency has been declared, by the unified command. Decisions made to avoid or minimize exposure to hazardous materials will be based on many factors including:
 - a. Type and quantity of material b.
Duration of a release
 - c. Projected time that a release is expected if it has not already occurred. d.
Meteorological conditions
 - e. Characteristics of the population that may be effected
 - f. Most likely exposure pathway, i.e. direct exposure through inhalation or contact with the material, or contamination of water and food supplies
 - g. Effects from the exposure pathways of concern
3. There are two basic protective actions that may be taken.
 - a. Shelter in place - the public would be instructed to stay indoors with all

windows and vents closed to prevent any outside air from entering the structure.

- b. Evacuation - the public would be instructed to leave a designated area
4. Additionally, there are secondary controls that can be used for further protection.
 - a. Access Control - prevent the public from entering a designated area. b.
Ingestion protection - prevent the public and animals from consuming contaminated foods or water.
 5. Law enforcement will be in charge of evacuation. The responsible law enforcement agency and incident commander will jointly and will determine the appropriate evacuation routes and access control points.
 6. The Incident Commander is responsible to ensure the safety of all emergency workers and will appoint a safety officer to carry out this responsibility.
 7. As outlined in Title 29 CFR 1910.120, all suspected conditions that may pose inhalation or skin absorption hazards that are immediately dangerous to life, health, or other conditions that may cause health or serious harm, shall be identified during the preliminary survey.
 8. Additional information in the form of news releases and briefings will be released by the on-scene Public Information Officer. After activation of the Department of Emergency Management (DEM), information will be coordinated with the on-scene Public Information Officer and released by the DEM Public Information Officer.
 9. The designated hazardous materials Incident Commander will assume operational control, make necessary decisions and initiate warnings to protect the health and safety of the public near the scene, and emergency workers on the scene.
 10. The designated Incident Command Agencies in Stevens County for hazardous materials incidents are: Stevens County Sheriff's Office, Stevens County Fire District #1 (within their district) and the Washington State Patrol. The Washington State Patrol has incident command authority for all hazardous materials emergencies on the State Highways and Interstate.
 11. The Stevens County Sheriff's Office - Department of Emergency Management (DEM), will be activated as needed in order to be used as a point of central

control and coordination. Representatives of emergency response organizations (and the facility involved if at a fixed site) will report to the center to assist in decision making and to coordinate their efforts. The Emergency Manager is responsible for managing the operations of the DEM. Upon activation, all public information and news releases will be issued from the DEM. All requests for resources and information should be passed from on-scene operations to the DEM.

12. The DEM will be the point of central control and coordination. The on-scene command post will be the point of coordination for field operations and the carrying out of decisions made in the DEM.
13. If the capabilities and resources of Stevens County (including existing mutual aid agreements) become exhausted, or are in imminent danger of becoming exhausted, a request for assistance will be made to the State Emergency Management Division.
14. Response levels categorize hazardous materials incidents by the severity of the threat to public health or the environment. The severity of an incident is dependent on the amount of material spilled, the location, the toxicity of the material, and potential for exposure. Three levels of emergencies are defined by increasing severity, as follows:

Response Level	Description
I. Potential Emergency Condition	An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.
II. Limited Emergency Condition	An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.
III. Full Emergency Condition	An incident involving a severe hazard or a large area which poses extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of County, State, Federal or private agencies/organizations.

G. Recovery Activities

The techniques and equipment used to contain a release would depend on the type, site, health hazard, and environmental impact of the spill. The situations can be so varied that the incident commander will have to make the determination. The clean-up would be the responsibility of the party causing the incident. When no responsible party has been designated, Ecology's Spill Response Team may initiate an emergency cleanup if the spill poses an immediate threat to the environment. Any long-term site control will be the responsibility of the spiller and may involve Ecology oversight.

V. RESPONSIBILITIES

- A. MAYOR/COUNTY COMMISSIONERS:** The elected officials of the jurisdictions at risk have ultimate responsibility for decision making designation within their jurisdiction in the event of a hazardous materials incident. Per RCW 70.136.030, the following hazardous materials incident command designations have been made:

STEVENS COUNTY HAZ MAT INCIDENT COMMAND DESIGNATION		
AGENCY	DESIGNATION	DATE
SCFD 1	WSP / Changing to self IC	2/1/1988
SCFD 2	WSP	2/9/1988
Stevens/Ferry County FPD 3	WSP	2/1/1988
SCFD 4	WSP	2/1/1988
SCFD 5	WSP	2/1/1988
SCFD 6	WSP	2/1/1988
SCFD 7	WSP	2/1/1988
SCFD 8	WSP	2/1/1988
SCFDD 9	WSP	10/26/2006
SCFD 10	WSP	10/26/2006
SCFD 11	WSP	10/26/2006
SCFD 12	WSP	10/26/2006
SCFD 13	WSP	3/14/2005
Colville and Chewelah	WSP	2/1/1988
Kettle Falls	WSP	2/1/1988
Marcus	WSP	10/26/2006
Northport	WSP	2/1/1988
Springdale	WSP	2/1/1988
Unincorporated area	Stevens Co. Sheriff	12/29/1987

B. STEVENS COUNTY EMERGENCY MANAGEMENT:

- Maintain and manage the Emergency Operations Center.
- Maintain the response plans and procedures and assist in training programs for response to hazardous materials incidents.
- Maintain a resource directory to support hazardous materials and emergency response .
- Assist the Emergency Operations Center Public Information Officer in disseminating public information and instructions.
- Collect all data and submit the required documentation to the State Military Department's Emergency Management Division.

C. FIRE DEPARTMENTS AND DISTRICTS:

- The senior fire officer in the jurisdiction where a hazardous materials incident occurs will assume the initial role of Incident Commander on-scene and will implement the Incident Command System to contain the hazardous materials and protect the public, emergency workers and the environment.
- The Incident Commander will make necessary protective action decisions for the public and emergency workers prior to the declaration of an emergency.
- After declaration of an emergency, the Incident Commander will coordinate development of protective action decisions for the public and emergency workers with the Emergency Chairperson in the Emergency Operations Center.

D. LAW ENFORCEMENT:

- Washington State Patrol has been designated, under RCW 70.136.030, as the incident commander by many of the county fire agencies and cities in Stevens County. The Stevens County Sheriff has retained the incident commander role for the unincorporated area.
- Stevens County Fire District #1 has elected to retain the incident commander role for their jurisdiction.
- Each law enforcement agency will develop procedures for traffic control, evacuation and security for their jurisdiction.
- Law enforcement personnel will attend appropriate hazardous materials training and conduct training on standard operating procedures.
- The law enforcement agency with jurisdiction over the area of the event will provide staff support to the DEM and will supervise reentry into affected areas.

E. EMERGENCY MEDICAL SERVICES: Each emergency medical services agency is urged to conduct basic Hazardous Material identification and Incident Command System training for their responders and formulate a course of action to provide necessary medical attention for emergency workers and the public. They will also provide staff support, if needed, for the DEM.

F. NORTHEAST TRI-COUNTY HEALTH DISTRICT

- Provide staff support for the DEM. Provide advice on health impacts and protective actions.

- Enforce health and sanitation regulations.
- Assist emergency medical services personnel in coordinating medical services for emergency workers and the public.
- The health officer will advise the Emergency Manager and the Sheriff's Office regarding re-entry into contaminated areas.

G. MULTI-AGENCY COMMUNICATIONS CENTER:

- Develop and maintain standard operating guidance, checklists, and resource listings.
- Receive and disseminate notifications to designated response agencies and maintain communications capabilities for participating members.
- MACC will provide supervisory staff support to DEM.

H. FACILITIES HAZARDOUS MATERIALS RESPONSE TEAMS: The teams will:

- Coordinate Identification of response members with Law enforcement agencies, Fire Services, Emergency Medical Services and Emergency Management .
- Conduct hazardous materials response training for their personnel.
- Maintain inventories of response resources, including teams, local experts, community and industry equipment and clean-up resources.
- Provide advice to Incident Commander on protective actions and containment services.

I. PUBLIC WORKS: The Public Works and/or Engineering departments of all jurisdictions will:

- Develop, maintain, and provide training to personnel on hazardous materials operating procedures.
- Provide traffic barrier material as requested by law enforcement agencies.
- Provide heavy equipment and diking material as requested by Incident Commander.
- Provide staff support for the Emergency Operations Center

J. TRANSPORTATION: Stevens County school districts will:

- Provide transportation resources as requested by the Incident Commander or the DEM.
- Maintain a current listing of bus, taxi, and/or other agencies and their availability of equipment and drivers for emergency use.
- Provide staff support to the DEM.

K. AMERICAN RED CROSS

1. Maintain a list of shelter resources in the National Shelter System (NSS) and provide training to American Red Cross (ARC) sheltering volunteers available to respond in Stevens County. ARC is also willing to provide shelter training to community partners, as requested.
2. Arc is always open to finding and processing new potential shelter locations.
3. List of ARC shelters from NSS is available to Stevens County Emergency Management upon request.
4. Provide mass care and individualized assistance for disaster affected individuals and families, and canteening to emergency workers on an as-needed basis.
5. ARC provides reunification services through human and technological resources to reconnect individuals as quickly as possible following a disaster or incident. Mechanisms include facilitating communication through the ARC Safe and Well website, action upon urgent requests including unaccompanied minors and separated children, reestablishing contact with family members who have been separated within the disaster area and working with partners to resolve reunification-related inquiries.
6. In the event of a mass casualty incident, the ARC will participate with government and community partners to provide a Family Assistance Center. They will work, where they have consent, with medical facilities and the coroner's office to facilitate the reunification of families.
7. Provide ARC liaisons to Stevens County Emergency Management.

L. FIXED FACILITIES WITH HAZARDOUS MATERIALS: The fixed facility with hazardous materials will:

- Develop an on-site contingency plan which specifies notification and emergency response procedures and responsibilities.
- Develop Emergency Response Planning that will identify the occurrence of a release and the probable affected populations. Some facilities will specifically address the requirement of § 112 (r) thru Risk Management Planning.

- Notify the emergency dispatch center of a release and the projected area of impact and provide technical and planning support for the off-site area.
- Provide staff support to the command post and DEM to advise the Incident Commander and decision makers.
- Designate a Facility Emergency Coordinator in accordance with the requirements of SARA Title III. (See Appendix 3, Tab A)

M. PUBLIC INFORMATION OFFICER: The Public Information Officer will:

- Include, but not be limited to, releasing additional information in the form of news releases and briefings. After activation of the Emergency Operations Center, release of information will be coordinated with the on-scene Emergency Operations Center Public Information Officer.

N. STATE DEPARTMENT OF ECOLOGY: The Washington Department of Ecology will respond to accidental and intentional releases of oil and hazardous materials to the environment. These activities include:

- **24-Hour Statewide Response:** The agency provides round-the-clock response to oil and hazardous material spills that pose an imminent threat to public health, safety, and the environment. The agency ensures that damage from the spill to the environment is contained within the smallest area possible and is cleaned up as quickly as possible.
- **Ecology Response staff serve as the State On-Scene Coordinator** under the State Contingency Plan for spills to waters of the state. Incidents may be co- managed with the responsible party, and local, tribal, and federal emergency response personnel.
- **Methamphetamine Drug Lab Cleanup:** Agency spill responders work with law enforcement personnel and dispose of drug lab chemical waste from the sites of illicit methamphetamine drug labs and lab dumps. Removing these chemicals and processing them for proper disposal reduces the immediate threat to public health and safety posed by the illegal labs.
- **Compliance and Enforcement:** The agency can take enforcement and compliance actions for violations related to oil and hazardous material spills to the environment, including imposing fines and requiring changes in operating practices to prevent future spills.
- **Natural Resource Damage Assessment and Restoration:** When an oil spill causes significant damage to publicly owned natural resources, the agency coordinates assessing the degree of damage, and seeking fair

compensation from the responsible party(s). The agency works with other organizations using the collected monies to restore the injured resources.

VI. RESOURCE REQUIREMENTS

A. Resource Development

Specialized equipment and supplies are often necessary to effectively respond to oil and hazardous materials incidents. Equipment and supplies should be appropriate to the anticipated needs and application.

B. Training

Safe, effective, and coordinated response to a hazardous materials incident requires spill knowledge and training ranging from basic awareness to highly technical skills. Local jurisdictions are responsible for providing training appropriate to the hazardous materials incident response and incident management missions.

Section

VII, Reference, 8 is important to the training of local jurisdictions and first responders.

VII. REFERENCES

The following documents were used as reference for planning purpose and information resources:

1. Washington State, Comprehensive Emergency Response Plan, Emergency Support Function-10 (ESF-10).
2. Grant County Emergency Response Plan (revised draft).
3. Washington State EMD, Emergency Planning Guide.
4. National Response Team, Planning Guide.
5. FEMA: CPE 1-8, 1-8A, CPG1-35.
6. DOT Emergency Response Manual.
7. Superfund Amendments and Reauthorization Act 1986 (SARA, Title III, Community Right to Know).
8. 296.62 WAC. (P), Hazardous Waste Operations and Emergency Response.

9. Recommended Emergency Preparedness Guidelines for Rail Transit Systems. U.S. DOT.
10. NEPA, Fire Protection Manual, Section 2 Chapter III and Section 12, Chapter 6.
11. Public Law 93-288, Disaster Relief Act, 1974
12. Code of Federal Regulation Title 44, part 205.
13. Public Law 96-342 Improved Civil Defense Act 1950
14. Chapter 36.32 RCW and Chapter 36.28 RCW (Counties).
15. RCW 38.52.110.070, Emergency Management
16. Chapter 11-4 WAC

VIII. TERMS AND DEFINITIONS

See Appendix 4 of the CEMP Basic Plan

IX. APPENDICES

Appendix 1 Notification Procedures and Checklists

Appendix 2 County Map, Transportation routes.

Appendix 3 Title III; Facility listing, extremely hazardous substances.

Appendix 4 Resource Matrix

Appendix 5 Evacuations plan outline

Appendix 6 Agency Checklist

ESF-10 HAZARDOUS MATERIALS EMERGENCY RESPONSE

APPENDIX 1 ESF-10

NOTIFICATION PROCEDURES

MULTI AGENCY COMMUNICATION CENTER:

On receipt of notification from the facility emergency coordinator, community emergency coordinator, public, or field officer of an accident involving hazardous materials, the tele-communicator shall first initiate a response by the fire department and/or district for the affected area. Law enforcement, if not on the scene will be dispatched to establish necessary traffic control. After a response is initiated the tele-communicator will notify the Sheriff, or their designated person next in command. See Emergency Response Telephone List (Tab 4, Appendix A).

The tele-communicator will then begin to record incoming information of the incident. If available, a tele-communicator should be assigned to handle all incoming information: or maintain a record log of event, easily available to both tele-communicators. Incident form (Tab 2 of Appendix 1) should be used to record necessary information: Form identifies information required. A tele-communicator will conduct all radio traffic related to incident, until the EOC has been activated.

(See Emergency Response Telephone List (Tab 4, Appendix 1).

SITE INCIDENT INFORMATION REQUIRED FROM FACILITY.

- | | | |
|-------------------------|------------------------|--------------------|
| 1. Reporting party name | 5. Protective Actions | 9. Type of Release |
| 2. Facility | 6. Type of Incident | |
| 3. Type of Event | 7. Quantity of Spill | |
| 4. Notification Status | 8. Quantity of Release | |

Weather conditions

wind direction	N, NE, E, SE, S, SW, W, NW.
wind speed	None, light, moderate, gusty, strong.

Prognosis of Situation?

Additional Offsite Resources Requested.

TRANSPORTATION SITE: INFORMATION REQUIRED FROM REPORTING PARTY

1. Location of accident.
2. Injuries.
3. Type of vehicle involved and
4. Any information about hazards known.
5. Wind conditions.

INFORMATION REQUIRED FROM FIELD OFFICER.

1. Location of accident
2. Injuries.
3. Information.? materials, spills, fumes, solids, etc.
4. Wind and weather conditions.
5. Area involved as risk area.

TAB A
APPENDIX 1/ESF-10
NOTIFICATION PROCEDURES
TELECOMMUNICATOR

Hazardous Materials incident:

On receiving information of a chemical spill or release record the incident or accident on the notification form Tab 2

1. Initiate emergency response. a. Fire.
b. Law enforcement.
c. Ambulance.
2. Notify Emergency Management Director and their designee on request from response agency.
3. Complete Washington State Hazardous Materials Incident Work Sheet when requested by EMD.

TAB B OF APPENDIX 1/ESF-10 NOTIFICATION FORM

Received By: _____ Referred To: _____
 Reporting R/P Company _____ R/P Callback _____
 Party Name: _____ Agency Name: _____ Phone No: _____
 Facility _____ Type of Event _____
 Emergency _____ Exercise/Drill _____

Notification status	Date	Time
a. Initial		
b. Escalation of Event		
c. Termination		
d. Information		
5. Protective Action, Recommendation		
6. Type of Incident:		
<input type="checkbox"/> Fire/Explosion <input type="checkbox"/> Radiological <input type="checkbox"/> Security <input type="checkbox"/> Hazmat <input type="checkbox"/> Electrical <input type="checkbox"/> Other		
Description of Incident:		
7. Total Quantity: <input type="checkbox"/> lbs <input type="checkbox"/> gal <input type="checkbox"/> cubic ft		8. Quantity Released: <input type="checkbox"/> lbs <input type="checkbox"/> gal <input type="checkbox"/> cubic ft
9. Release Information: No Release Airborne Release Waterborne Release Unknown Release Terminated Time of Release Duration of Release		10. Meteorological Data: Wind Speed _____ mph Wind Direction: From _____ to Precipitation: <input type="checkbox"/> yes <input type="checkbox"/> No
11. Prognosis of Situation:		
<input type="checkbox"/> Unknown <input type="checkbox"/> Stable <input type="checkbox"/> Escalating <input type="checkbox"/> Improving		
12. Additional Offsite Resource requested:		
<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire/EMS <input type="checkbox"/> Equipment/Materials <input type="checkbox"/> Other		

TAB C APPENDIX 1

STEVENS COUNTY HAZARDOUS MATERIALS RESPONSE LIST

After 5:00 P.M. and Weekends all calls are made to S.C.S.O.

MULTI AGENCY COMMUNICATION CENTER:

911 ----- 911
Non-emergency Line ----- 509-684-2555
Fax ----- 509-684-7588

Stevens County Emergency Management

Office (weekdays) ----- 509-684-7543
Office (nights & weekends) ----- 509-684-2555

Northeast Tri-County Health District

Office ----- 509-684-5048

Washington State Emergency Management Division

Administration ----- 253-512-7000
Duty Officer ----- 800-258-5990
Emergency line 24 hours ----- 1-800-258-5990

Department of Ecology

Spill Response (Eastern Region) ----- 509-329-3400

APPENDIX 2 ESF-10

TRANSPORTATION ROUTES:

Within the county and the incorporated cities or towns, there are numerous road systems of which materials are transported along and through. These road systems are what the nation utilizes for travel and transportation of goods.

Hazardous materials which may be transported along these road systems may threaten lives and property when the transport vehicle is involved in an accident. Spill or releases of the hazardous materials will react much like those at a fixed site facility. The planning efforts for mitigation, response and recovery are in some cases more difficult since the location of accidents are not known and are hard to plan for. The notification times increase and the response time may increase.

This appendix provides the information of established transportation systems within the county and city/towns. These systems involved Federal, State and County roads. Most cities' or towns' main arterials are part of a State or County road system.

Tabs are provided at the end of this appendix which identifies the arterial systems and the railways in the county and city/towns.

TABS:

1. Stevens County Arterial

APPENDIX 3

ESF-10

The SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT of 1986 established an Extremely Hazardous Substance list and required commercial industrial facilities to inventory their premises for these materials. The facilities were then required to inform the Local Emergency Planning Committee (LEPC) and the local fire service agency, of the materials at the site.

This requirement was twofold, for the purpose of emergency planning. One; for the fire service to use the list as a guide in their procedures of pre-fire planning for structures. Two; for the Emergency Planning Committee to use in planning for Hazardous Materials response.

These facilities were also required to name one or more representatives to act as Emergency Coordinators and work with the LEPC in the development of emergency planning and mitigation.

The information of the facilities within Stevens County is received by the LEPC, and the fire services. The listing of facilities and representatives in accordance to SARA Title III are maintained by the Stevens County Department of Emergency Management.

Information of these facilities will be provided upon written request or may be reviewed at the Department of Emergency Management office.

APPENDIX 4
ESF-10
EMERGENCY RESPONSE EQUIPMENT

The development of the following information is intended to support emergency response operations. Materials, goods, supplies and equipment have been listed within a matrix identifying the source of these items by agency, firm or corporation.

Hazardous Materials personnel and equipment is extremely limited in Stevens County. Most, if not all agencies are limited to identification and evacuation capabilities. All offensive hazardous materials resources will need to be brought in from outside the County.

TAB B
APPENDIX 4/ ESF-10

VOLUNTEER RESOURCE ASSISTANCE PROCEDURES

Assistance that is of a volunteer nature is protected for liability when assisting at a Hazardous Materials Incident if the proper form is signed by the volunteer assistance and the Incident Command Agency pursuant to the Hazardous Materials Good Samaritan Act, RCW 70.136.050.

All volunteer assistance must be authorized by the Incident Commander of the Haz-Mat Incident. If the volunteer assistance is pre-arranged with the appropriate form signed pursuant to RCW 70.1136.050, the assistance can be utilized upon arrival.

If the volunteer assistance is not pre-arranged as per RCW 70.136.050, and the nature of the Hazardous Materials Incident dictates that the assistance is critical and needed without delay, The volunteer assistance can be utilized with a verbal agreement between the volunteer assistance and the incident commander with the appropriate form signed and expedient training is provided before the volunteer is placed in service.

An appropriated form for the volunteer assistance agreement is the emergency worker identification card and registration is shown as page two of this document.

APPENDIX 5 of ESF-10

EVACUATION

Evacuation and verification of evacuation in Support of Law Enforcement and Fire Services.

I. Purpose

To establish procedures for evacuation and verification of evacuation area by personnel supporting the Chief Law Enforcement Official.

II. General Information

The Chief Law Enforcement Official, for each jurisdiction, is responsible for assuring the public has evacuated from an evacuation area. Area law enforcement and fire services of the local Fire Dept/District, may assist the Chief Law Enforcement Official and his personnel to perform this function.

The decision to evacuate residents from their homes, work places or public assemblies shall normally be made by the Chief Elected Official. In the event time will not allow contact with the Chief Elected Official, the decision will be made by the Chief Law Enforcement Official or highest ranking County or City Official. This appendix has established procedures to be used in conducting an evacuation for the purpose of protecting life;

The decision to evacuate shall be made on the facts known about the release of toxic fumes into the atmosphere that may or will endanger lives, or for the precaution of protecting lives if the substance or mixture of substances is not known. A precautionary evacuation is considered on the assumption that the substance is extremely harmful, until its identity is known. Evacuation shall only be considered when it is felt that sheltering in the home or place of work is not appropriate.

The Chief Law Enforcement Officer in charge of the evacuation shall determine the evacuation route needed in addition to the predetermined routing for the facility sites, or the transportation route along residential areas. Consideration shall also be given to

the rerouting of traffic on the roads into the areas. Several transportation routes in the county require routing of traffic at intersecting highways that may involve road blocks several miles from the incident. These areas are remote and due to geographical features there are very few intersecting roads to use as detours.

Evacuation recommendations may come from the facility which reports a release of materials, or from the incident commander at the forward command post.

TAB A
APPENDIX 5/ESF-10

CHIEF LAW ENFORCEMENT OFFICIAL IN CHARGE OF EVACUATION
RESIDENTIAL EVACUATION CHECK LIST

	YES	NO
Determine evacuation perimeter (area to be evacuated)		
Assign street or roads to be evacuated by incoming emergency units. Command post will determine the desired evacuation routes.		
Units will travel their assigned streets or roads alerting residents by means of flashing lights, sirens and P.A. systems.		
Units will make two passes of assigned areas.		
Units will follow-up with door to door contact if necessary .		
Assign special services to evacuate special populations that cannot help themselves. Request assistance from Command Post/EOC.		

LARGE GATHERING EVACUATIONS PROCEDURES

This procedure applies to any large gathering of people such as:

1. Schools
2. Ball games
3. Church events
4. Industrial/Commercial Facilities

Chief Law Enforcement Official in charge of evacuation

Receive information about the evacuation perimeter		
Make assignments for evacuations of group to incoming emergency units		
Units will contact person in charge of the group.		

Have the group instructed to prepare to make an orderly evacuation from the area.		
Units will accompany the group until relieved or otherwise instructed.		
Units will report to Operation Center of Command Post when evacuation is complete.		

TAB A
APPENDIX 5/ESF-10
OFFICER CONDUCTING EVACUATION CHECKLIST

OFFICER NAME: _____ **DATE/TIME** _____

	Yes	NO
1. Receive assignment from Law Enforcement Official. EVACUATION AREA: (assignment or description of area)		
2. Travel through area with vehicle sounding siren/horn.		
3. Stop frequently, announcing: "Immediate evacuation of the area is recommended due to an accident at location. If you need transportation assistance, please let us know now. Tune your radio to stations: (KXLY 920 AM) and (KHQ 87.7 FM), for further information".		
4. Direct evacuees to evacuation route.		
5. Transportation assistance requested for: Family Name Number of Location-Special Needs		
6. Refusal to evacuate encounter from: Family Name Number of Location-Special Needs		
7. All evacuees notified to evacuate.		

*****CAUTION*****

Washington State prohibits forced evacuation of residence.

*****CAUTION*****

OFFICER IN CHARGE CONDUCTING EVACUATION

NAME: _____ **DATE/TIME** _____

8. Evacuation verification completed.		
9. Chief Law Enforcement Office notified of evacuation completion.(signature)		
10. Go to Command Post and turn in you log.		

APPENDIX 6
ESF-10
AGENCY CHECKLIST AND PROCEDURES

Each agency, responsible for the response efforts during a Hazardous Materials Incident, or support to those agencies, will use the checklist provided to insure coordination of an effective operation.

The checklist has been developed in Tab form for purpose of update and change by the agency. The Director or elected official will insure the checklists are updated annually.

Tabs:

- a. Chief Elected Official/Declaration of Emergency
- b. Chief Law Enforcement Official
- c. DEM Director
- d. Health Officer
- e. Public Information Officer/EAS Scripts
- f. Emergency Medical Services
- g. Fire Districts/Departments
- h. Public Works

TAB A
APPENDIX 6/ESF-10

CHECKLIST
CHIEF ELECTED OFFICIAL

	INITIALS/TIME
1. Standby until close-out or escalation	_____
2. Respond to staff EMD	_____
3. Approve EAS releases (except initial notification).	_____
4. Coordinate activities that may impact the town(s) or cities of the county with the executive(s) of those town(s) and/or cities.	_____
5. Declaration of emergency if appropriate (See Tab A page 3 for sample).	_____ _____
6. "Shelter in Place" or evacuation decision.	_____
7. Public notification verified	_____
8. Prepare for broadcast of public information to coordinate with PIO.	_____
9. Invoke disaster expenditures and loss accounting methods.	_____
10. Coordinate with WA State DEM	_____
11. Begin Recovery Operations	_____

TAB A
APPENDIX 6/ ESF-10

**EMERGENCY DECLARATION
PROCEDURES**

In the event that any emergency should escalate to a disaster the capability and the resource of the response agencies may be depleted. Also the normal function of the government will greatly differ from the daily operations that we are accustomed. An emergency or disaster will require certain changes to readily allow the expenditures needed to provide materials and foods to the response agencies.

The proper procedure to accomplish this is for the City/Town or County Official to enact an emergency declaration there by releasing the normal control of government and to allow the agencies the freedom to enter in to contracts and purchases as authorized by the mayor or commissioner at the time of need.

(The authority to accomplish this task is found in RCW 38.52.020.070.)

Each government entity shall establish the procedures to follow in the case of an emergency and shall attach their guide lines to this appendix for the purpose of an emergency procedures guideline. Tab "a" found at the end of the appendix offer the entity a sample of a, Emergency Declaration document.

A. Declaration sample for County/ City/Town

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF STEVENS COUNTY, WASHINGTON
IN RE: DISASTER AREA IN STEVENS COUNTY

RESOLUTION NO. _____

LOCAL DECLARATION OF DISASTER AREA

WHEREAS, the Emergency Management Division has reported to the Stevens County Board of Commissioners, begin _____ hours, ____ month, __ day, of 20__ that a Hazardous Materials emergency has occurred on/at the _____ Plant/Route and may impact all or parts of the County and

WHEREAS, contamination from Hazardous Materials is possible within all or part of the impacted area, unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, evacuations from _____ could result in shortages of resources and necessitate the establishment of assistance centers and

WHEREAS, there is a present emergency which necessitates activation of Stevens County Hazardous Materials Emergency Response Plan and utilization of emergency powers granted pursuant to RCW 36.40.180 and RCW 38.52.070; now therefore

BE IT RESOLVED THE BOARD OF STEVENS COUNTY COMMISSIONERS:

SECTION I

That it is hereby declared that there is an emergency due to the conditions on/at the _____ Plant/Route is or may be impact(ing) Stevens County therefore, the _____ departments are authorized to enter into contracts and incur obligation necessary to combat such disasters, protecting the health and safety of citizens and providing emergency assistance to the victims of such disaster.

SECTION II

Each aforementioned department is authorized to exercise the powers vested under Section I of this resolution in light of the problems of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DONE IN SPECIAL EMERGENCY SESSION this ____ day of _____, 20 ____.

BOARD OF COUNTY COMMISSIONERS STEVENS COUNTY, WASHINGTON

Chairperson: _____

Attest:

Member: _____

Member: _____

Clerk of the Board Member: _____

BEFORE THE CITY/TOWN COUNCIL OF _____ STEVENS COUNTY, WA
IN RE: DISASTER AREA

RESOLUTION NO. _____
LOCAL DECLARATION OF DISASTER AREA

WHEREAS, the Stevens County Department of Emergency Management has reported to the City/Town Council of _____, begin _____ hours, _____ month, _____ day, of 20____ that a Hazardous Materials emergency has occurred on/at the _____ Plant/Route and may impact all or parts of the city/town and

WHEREAS, contamination from Hazardous Materials is possible within all or part of the impacted area, unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, evacuations from city/town could result in shortages of resources and necessitate the establishment of assistance centers and

WHEREAS, there is a present emergency which necessitates activation of Stevens County Hazardous Materials Emergency Response Plan and utilization of emergency powers granted pursuant to RCW 36.40.180 and RCW 38.52.070; now therefore

BE IT RESOLVED THE CITY/TOWN COUNCIL FOR THE CITY/TOWN OF _____:

SECTION I

That it is hereby declared that there is an emergency due to the conditions on/at the _____ Plant/Route is or may be impact(ing) the city/town of _____ therefore, the _____ departments are authorized to enter into contracts and incur obligation necessary to combat such disasters, protecting the health and safety of citizens and providing emergency assistance to the victims of such disaster.

SECTION II

Each aforementioned department is authorized to exercise the powers vested under Section I of this resolution in light of the problems of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DONE IN SPECIAL EMERGENCY SESSION this _____ day of _____, 20____.

CITY/TOWN COUNCIL FOR
CITY/TOWN _____

Attest:

Mayor

Clerk

TAB B
APPENDIX 6/ESF-10

CHECKLIST
LAW ENFORCEMENT OFFICIAL

		INITIALS / TIME
HAZARDOUS MATERIALS EMERGENCY		
1.	Received notification	_____
2.	Assign personnel for duty until close-out or escalation	_____
3.	Staff DEM until close-out or escalation	_____
4.	Evacuation determined. (refer to evacuation procedures Appendix 21).	_____
5.	Maintain traffic control for evacuation.	_____
6.	Ensure evacuation verification is carried out.	_____
7.	Assure free movement of facility personnel needs at facility site, or Hazardous Materials Teams in county areas, over county road, etc.	_____
8.	Coordinate with EMD for requested support or other assistance not readily available.	_____
9.	Provide input/feedback to Public Information Officer.	_____

TAB C
APPENDIX 6/ESF-10

CHECKLIST EMERGENCY MANAGEMENT

HAZARDOUS MATERIALS		INITIALS /TIME
1.	On receipt of notification determine activation of EMD.	_____
2.	Notify state EMD duty officer mission #_____.	_____
3.	Notify EOC staff.	_____
4.	Determine activation of EAS	_____
5.	Coordinate with American Red Cross for welfare, first aid and staffing of shelters	_____
6.	Coordinate transportation of evacuees	_____
7.	Continue coordination with the state DEM.	_____
8.	Begin recovery operations	_____

**TAB D
APPENDIX 6/ESF-10**

**CHECKLIST
STEVENS COUNTY HEALTH DEPARTMENT**

HAZARDOUS MATERIAL EMERGENCY	INITIALS /TIME
-------------------------------------	-----------------------

- | | |
|--|-------|
| 1. Received notification | _____ |
| 2. Health Officer or designee report to DEM. | _____ |
| 3. District Health personnel to standby status until close-out or escalation | _____ |

EOC OPERATION

- | | |
|---|-------|
| 1. Provide advice to Commissioners/Mayor concerning health hazards. | _____ |
| 2. Provide protective actions guidance for emergency workers. (Radiological hazard only). | _____ |
| 3. Provide assistance to state DSHS as needed. | _____ |
| 4. Provide advice or message content to be released by PIO to citizens. | _____ |
| 5. Coordinate any radiation related advice or decision with State DEM Health Officer. | _____ |

TAB E
APPENDIX 6/ESF-10

EMERGENCY PUBLIC INFORMATION

Emergency Public Information is vital to keep the public informed of the incident, its dangers, shelters or evacuation procedures.

After initiating an EAS message, certain information must be provided to the public. This information will assist the emergency response force in directing the public away from an incident. Sightseers and emergency vehicle chasers may create unnecessary traffic or inhibit the response capability of emergency response.

An Emergency Public Information Officer will be assigned the responsibility of providing this information to the media with information of the incident and the operations. Certain information can be prepared for release during non-emergency times and other information may be drafted as needed with details provided from the Incident Commander or Emergency Management Department.

The Tab sections of this Appendix provide pre-drafted messages and checklists, and information which may be provided to the broadcast media on what the public should do in case of an emergency/disaster involving Hazardous Materials.

The Public Information Officer or the Emergency Management Department will produce drafts of Emergency Public Information and seek approval of the Commissioners or Mayor prior to issuance. Clearance from the incident commander will be essential if the information deals with operations or emergency response.

TAB E
APPENDIX 6/ESF-10
CHECKLIST
EMERGENCY PUBLIC INFORMATION OFFICER

TIME / INITIALS

1. Standby to provide necessary releases;
coordinate with DEM Director.
2. Public Information releases over EAS
if required by DEM Director as approved by
Chief Elected Official. (See Scripts)

EMD OPERATION:

1. Go to EMD and provide necessary press
releases.
2. Provide necessary EAS releases as the plant
site area and/or transportation routes are
affected if approved by the Chief Elected
Official.
3. Establish contact with the affected
facility and press center to effect public
inquiries.
4. Coordinate EAS release with Radio
Stations and KREM, KHQ, AND KXLY.
5. Coordinate releases with Washington
State Emergency Public Information
Officer (EPIO).

TAB E
APPENDIX 6/ESF-10

**PERSONAL PROTECTIVE ACTION MESSAGES FOR USE ON THE
EMERGENCY ALERT SYSTEM**

(A) SHELTER-IN-PLACE

"At _____ today, local authorities reported an
(Time)
incident involving hazardous materials. The accident
occurred at _____ today.
(Location)

All persons in _____ should
(Describe Area)

remain inside their houses or some other closed building until
their radio or television announcer advises they can leave
safely. If you are in this area, turn off heating or cooling
systems and windows or attic fans. Close all windows, doors
and vents, and cover cracks with tape or wet rags. Keep
your pets inside. Until you reach a building, cover your nose
and mouth with a handkerchief or other cloth. Listen to the
radio or television for further advice in five (5) minutes"

(note)

As soon as it can be determined that the hazardous condition has passed, a message to open windows, doors, ventilate buildings, and go outside should be given.

**TAB E OF
APPENDIX 6/ESF-10**

(b) PREPARE TO EVACUATE

"At _____ today, local officials reported a potentially serious
(time)
condition involving _____

(description of situation)

The incident is occurring at _____
(Location)

All persons in _____
(Name of Communities)

should stay indoors and prepare to evacuate. If you are in your home, gather all necessary medication and clothing. You do not need to evacuate at this time. Stay tuned for further instructions. The next report will be given in five (5) minutes. This message will be repeated until conditions change.

TAB E
APPENDIX 6/ESF-10

(c) EVACUATION

"At _____ today, local officials reported an incident
(time)
involving _____.
(description of danger)

The incident occurred at _____.
(location)

All persons in _____
(names of communities)

should evacuate the area in an orderly manner. Drive or walk toward the main roadway in your neighborhood, always walking upwind or crosswind of any visible vapor clouds.

Emergency personnel will be along those routes to direct you to a reception center. Please observe normal traffic laws. This message may be repeated until conditions change.

TAB E
APPENDIX 6/ESF-10

PRESS RELEASE

CHECKLIST: I. Purpose

To provide a checklist designed only to "trigger" the thoughts of the message formulated
and not to provide total message content.

1. Select authoritative figures to air message. _____
2. Select mode (EAS, TV) and time frame. _____
3. Write message to cover:
 - a. Combating any existing rumors. _____
 - b. Assistance Center activities. _____
 - c. Area evacuated. _____
 - d. Where people can check on family. _____
 - e. Red Cross activities. _____
 - f. General cooperation of agencies and responders. _____
 - g. Prognosis of facility press release, i.e., present status, potential for future problems, latest information and actions underway. _____
 - h. School closures. _____
 - i. Security (law and fire) measures to protect property. _____
 - j. Advise to commuters and visitors (area closed, etc). _____

TAB E
APPENDIX 6 /ESF-10

PUBLIC INFORMATION

PREPARE TO EVACUATE. When you see/hear law enforcement vehicles and fire trucks on your street with lights flashing and sirens wailing and the officer saying "PREPARE TO EVACUATE", then you should do the following.

A. THINGS TO DO:

1. Turn on your radio and TV.
2. Get dressed according to the weather.
3. Get any medicine that you might need.
4. Call a neighbor to see if they need help.
5. If you have agreed to help a neighbor, then go to their home.
6. Stay close to radio or television for further information.

B. THINGS NOT TO DO:

1. Do not call the Police or Fire Department. (It will only tie up the phone lines).
2. Do not call schools. (If school is in session, they will be moved as a group, if necessary, to a safe location).
3. Do not call local industry. (They will be unable to give additional information)

You will be given all information on your local radio and television station. This information will be given to you by an official of your county.

C. SAMPLE MESSAGES YOU MIGHT RECEIVE:

1. Prepare to evacuate to a designated safe location.
2. Stay inside and turn off fans and air conditioners, close doors/windows and all outside openings.
3. Things are under control-you are in no danger.

TAB F
APPENDIX 6/ESF-10

EMERGENCY MEDICAL SERVICES CHECKLIST

HAZARDOUS MATERIALS EMERGENCY RESPONSE	INITIALS/TIME
1. Plan route to approach	_____
2. Wind direction and speed	_____
3. Name of hazardous materials	_____
4. Contact appropriate agency regarding specific material (Emergency Response Guide-Orange Book) CHEMTREC 1-800-424-9300	_____
5. Notify base station physician of the situation	_____
6. Request additional resources as needed.	_____
ON SCENE OPERATIONS	
1. Evaluate the situation	_____
2. Request resources as needed	_____
3. Activate MCI plan as needed	_____
4. Utilize decontamination and control zones as established by appropriate agencies	_____
ASSESSMENT INFORMATION FOR 911	
1. Evaluate the situation, number of patients and triage categories	_____
2. Name of Hazmat	_____
3. Level of MCI if activated	_____
4. Location of Command Post, Control Zones, Decon area	_____
5. Request resources as needed	_____
6. Destinations for transport of patients	_____

TAB G
APPENDIX 6/ESF-10
CHECKLIST
FIRE DISTRICTS/DEPARTMENTS

**HAZARDOUS MATERIALS EMERGENCY
 RESPONSE:**

INITIALS/TIME

- | | | |
|----|---|-------|
| 1 | Obtain wind direction and speed | _____ |
| 2. | Plan route to approach | _____ |
| 3. | Name of hazardous materials | _____ |
| 4. | Look up material in NAERG (
DOT Manual-Yellow Book)
CHEMTREC 1-800-424-9300 | _____ |
| 5. | Establish ICS, command post and staging area. | _____ |
| 6. | Provide liaison personnel to EMD when available. | _____ |
| 7. | Accountability/badging for personnel to enter field area. | _____ |

ASSESSMENT INFORMATION FOR DISPATCH/DEM:

- | | | |
|----|---|-------|
| 1. | Evaluate the situation, damage, number of injuries
and deaths known, need for support agencies and
other resources. | _____ |
| 2. | Obtain information from scene. | _____ |
| 3. | Establish separate control points. | _____ |
| 4. | Establish separate holding areas for personnel or victims
who become contaminated. | _____ |
| 5. | Coordinate additional mutual aid and DEM. | _____ |
| 6. | Decontamination area and control zone. | _____ |

Remember you do not carry the equipment and entry suits for all chemicals.
**If you cannot find out what chemical is involved. Treat it as highly toxic, violently reactive or
 explosive.**

**TAB H
APPENDIX 6/ESF-10**

**CHECKLIST
PUBLIC WORKS DIRECTOR**

INITIALS/TIME

- | | | |
|----|---|-------|
| 1. | Stand by until close-out or escalation | _____ |
| 2. | Director or supervisor to DEM | _____ |
| 3. | Alert field forces to stand by. | _____ |
| 4. | Collect/Load barricades for possible road blocks. | _____ |
| 5. | Field forces support law enforcement | |
| | a. transport road barricades | _____ |
| | b. fuel supply for emergency vehicles. | _____ |
| 6. | Field forces support transportation | |
| | a. snow removal. | _____ |
| | b. water removal. | _____ |
| | c. sand crew. | _____ |
| 7. | Field force support - sewage -water maintenance. | _____ |

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EMERGENCY SUPPORT FUNCTION # 11

AGRICULTURE and NATURAL RESOURCES

PRIMARY AGENCIES: American Red Cross and Community Service Organizations

SUPPORT AGENCIES: Stevens County –Emergency
Department of Agriculture
Department of Natural Resources
Stevens County Conservation District
Stevens County WSU Extension Office

❖ INTRODUCTION

A. Purpose:

To provide for the management and distribution of food supplies and water for mass care operations, displaced individuals, county residents or emergency workers in the event of a disaster or long term recovery period. To provide coordination of public information relating to the protection and control of food resources affected by emergency or disaster.

B. Scope:

This ESF outlines procedures to support and supplement activities defined in ESF 6, Mass Care.

❖ POLICIES

Unless extremely unique circumstances exist the provision of food and water will be accomplished through the mass care function and activities. If a situation occurs where a severe lack of available food for the county residents does exist, local governments and the Emergency Management Organization will work with the local commercial food distribution system to provide an acceptable supply and distribution system.

❖ SITUATION

A. Emergency/Disaster Hazards and Conditions

1. Emergencies and disasters can disrupt the normal availability and / or distribution of food supplies and water.

B. Planning Assumptions

1. Citizens should be self-sufficient for 3 days.
2. There should be adequate supply of food locally, to provide adequate provisions for the local area for a week.
3. Local food supplies will be restocked and replenished through normal commercial channels to the maximum extent possible.

4. Adequate water will exist in some area of the county to provide for the needs of areas without necessary water supply. As available, local fire services apparatus may be utilized to distribute a potable water supply. Tanks will be flushed and cleaned per advice from the Health District.

❖ **CONCEPT OF OPERATIONS**

A. General

1. The Red Cross and Community Service Organizations will provide and conduct mass care operations.
2. In the event of a situation that would prevent normal procurement, delivery and distribution of adequate food to the Stevens County area, the legislative authority of the County, in cooperation with the local food providers, may:
 - a. Procure, through any available source, emergency food supplies.
 - b. Assist in transportation and distribution of supplies.
 - c. Institute a rationing plan, as appropriate.
3. In the event potable water distribution is necessary, the Stevens County DEM will work with other agencies, such as the local fire services and Health District, WA State Emergency Operations Center or National Guard to provide emergency water supplies.
4. The Stevens County DEM will work with the Red Cross in the coordination of the distribution of food and water supplies, as appropriate.

B. Organization

1. The Red Cross and other Community Service Organizations have an established mass care organization and capability.
2. DEM will provide coordination and support for the mass care operation and coordinate activities that are beyond the capability of the mass care operations.
3. The Food Coordinator position will be activated if the situation warrants.

C. Procedures

1. Procedures as outlined in ESF 6, Mass Care will be applicable.
2. Public Information activities relative to emergency food supplies will be coordinated between the mass care operation, DEM, the local food retailers and the PIO.
3. DEM will coordinate information on food supplies, monitor the situation and identify and potential shortfalls that exist or might occur.
4. Local government may support local food retailers in operations necessary to maintain adequate food supply and distribution.
5. DEM may request assistance through WA State Emergency Operations Center channels.

D. Emergency / Disaster Time Phase

1. **Mitigation Activities**
 - a. None specific.

2. Preparedness Activities

- a. Maintain inventory of food suppliers and facilities.
- b. Develop and maintain contacts with local food distributors and agreements to provide assistance during emergency or disaster situations.

3. Response Activities

- a. Provide emergency food and water through mass care operation.
- b. Provide feeding for emergency workers.
- c. As necessary, procure, store and distribute emergency food and water supplies.

4. Recovery Activities

- a. Continue to provide emergency food and water distribution.
- b. Coordinate food and water distribution with primary agencies.
- c. Provide emergency information and instructions to the public.

❖ RESPONSIBILITIES

A. Mass Care ESF - Red Cross and Community Service Organizations

1. Provide for mass care operations as outlined in ESF 6, Mass Care.
2. Identify and inventory local food sources.
3. Provide feeding for emergency workers.
4. Coordinate activities with DEM and the PIO.

B. Stevens County Department of Emergency Management

1. Coordinates resource information and needs between agencies
2. Provide guidance and advice to the legislative authorities of the affected jurisdictions.

❖ References

- ESF 6 - Mass Care
- ESF 7 - Resource Management

ANIMAL RESPONSE PLAN

Disposal of Deceased Animals / Livestock

PRIMARY AGENCIES: Stevens County Sheriff's Office - EMD
Washington State Department of Agriculture
Washington State Department of Fish and Wildlife

SUPPORT AGENCIES: Emergency Management
Local Veterinary Services
Stevens County Health Department
Volunteer SAR Organizations
Local Agencies and Departments
Humane Society of the United States
(HSUS) Red Cross

I. PURPOSE

The purpose of this Emergency Support Function (ESF) – Stevens County Animal Response Plan (LCARP) and attached appendices is to provide guidelines for rapid response to events affecting the health, safety, and welfare of human beings and animals. Veterinary medicine and animal care activities in the mitigation, preparedness, response, and recovery activity phases of emergency management include, but are not limited to, small and large animal care, facility usage, and displaced pet/livestock, wildlife, and exotic animal assistance.

II. POLICIES

- A. The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the state and maintain liaison with the emergency management and environmental protection agencies; departments and/or agencies that represent veterinary medicine, public health, agriculture, wildlife, non-native wildlife, and humane societies and animal control agencies.
- B. The coordinating body responsible for planning all animal response and recovery activities for the *Stevens County Comprehensive Emergency Management Plan* (CEMP) will be the WSDA and the Washington Animal Response Management (WARM) Team described in Appendix 2.
- C. The State Veterinarian will serve as permanent chair to the WARM Team but may designate a Veterinary Coordinator in his/her place.
- D. The State Veterinarian or Assistant State Veterinarian will be the Veterinary Coordinator for the Foreign Animal Disease (FAD) Appendix 1.

III. CONCEPT OF OPERATIONS

Animal health events that overwhelm local jurisdiction resources, and are of such a scale that existing agreements may not provide an adequate response, are to be acted upon under the coordination of the WSDA, acting consistently within its statutory mandate, and under the coordination authority of the Stevens County EMD. Recovery and recovery activities will be consistent with the Stevens County CEMP. Animal health care responders who meet training and qualification standards established by the WARM Team will be designated as emergency workers by the Stevens County EMD. Response and recovery activities will be governed by procedures established in Appendix 1 and Appendix 2 with the WSDA responsible for their implementation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The WSDA and WDFW are the primary organizations for coordination and direction and control of animal health care services and allied associations and agencies assisting in emergencies and disasters, and are responsible for the following:

1. Communications with recognized animal health care providers, and agencies.
2. Appointments of the Veterinary Coordinator.
3. Coordination of emergency management activities with Stevens County EMD, Department of Health (DOH), and local jurisdictions.
4. Coordination of multi-state event response and recovery with other state Veterinary Medical emergency management agencies.
5. Maintain a list of State Field Veterinarians, Washington State Veterinary Medical Association's (WSVMA) Emergency County Veterinary Coordinators, County Animal Emergency Coordinator, Emergency Field Veterinary Technicians and Emergency Exotic Wildlife Field Personnel, and their alternates.
6. Activation of the telephone tree of emergency resources, when necessary.
7. Coordination of all press releases and public service announcements with the StevensCounty EMD Public Information Officer (PIO).
8. Assistance in coordination of donations of animal food, feed, supplies, and resources.
9. Maintenance of County Agency Emergency/Disaster Liaison Coordinator's communication with regulatory agencies.
10. Determining which animal health care personnel are qualified to enter the area of the event.

V. DIRECTION AND CONTROL

- A. The initial point-of-contact is Stevens County EMD who will contact the WSDA and/or WDFW. Thereafter, the WSDA, through the Veterinary Coordinator, will coordinate activities with the recognized animal health care responders.
- B. During times of federal assistance when the resources of the state/ county have been exhausted or overwhelmed, the Regional Veterinary Activities Commander (ReVAC) of the American Veterinary Medical Association Emergency Response Force is the liaison coordinator between local jurisdiction animal health care responders and Veterinary Medical Assistance Teams of the United States Public Health Service. The ReVAC will coordinate animal health care activities with the State Veterinarian's office within the WSDA.

VI. CONTINUITY OF GOVERNMENT

During county emergencies or disasters the line of succession for the Veterinary Coordinator will be, respectively, the Washington State Veterinarian, the Washington State Assistant State Veterinarian, Area Veterinarians, and other WSDA personnel as designated by the Director.

VII. ADMINISTRATION AND LOGISTICS

The WSDA assigns a State Agency Emergency/Disaster Liaison Coordinator who will serve at the Stevens County Emergency Operations Center (EOC) when activated for exercises, emergencies, or disasters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The WARM Team will annually review this ESF to ensure that necessary updates and revisions are prepared, coordinated, and submitted, based on experiences from exercises, emergencies, and disasters.

❖ IX. DEFINITIONS AND ACRONYMS

See CEMP Basic Plan, Appendix 4

APPENDIX 1 / ESF 11

FOREIGN ANIMAL DISEASE OF LIVESTOCK

PRIMARY AGENCY: Washington State Department of Agriculture

SUPPORT AGENCIES: Office of the Attorney General Washington State
Department of Ecology
Washington State Department of Fish and Wildlife
Washington State Department of Health
Washington State Military Department
Emergency Management Division
National Guard
Washington State Patrol
Washington State University
 College of Veterinary Medicine
 Cooperative Extension Service
Federal Agencies
Tribal Governments
Private Organizations and Businesses
Allied Industries and Professions
Associated Councils, Boards, and Advocacy Organizations

I. INTRODUCTION A.

Purpose

This Appendix provides guidance to coordinate the initial, as well as ongoing, activities of state and federal agencies, and private organizations and entities in response to and recovery from an outbreak of a Foreign Animal Disease (FAD). In as much as some FADs are zoonotic, this coordination may also involve the identification and control of diseases of public health significance. Issues of major concern in preparedness and response to a FAD outbreak include prevention of introduction, disease surveillance, rapid identification, initiation of steps to reduce the further spread of the disease, and disposal of infected, exposed, and dead animals during an outbreak.

B. Scope

This Appendix provides technical advice and assistance to state, county, and local governments, professional animal health organizations and industry during a FAD outbreak, and includes procedures for the identification, containment, and elimination of a FAD. This Appendix is applicable to all federal and state agencies identified in the Primary and Supporting Government Agency outline, as well as the United States Department of Agriculture (USDA) accredited veterinary practitioners who can be deputized by the Director of Agriculture and put on the state payroll as temporary employees. It is anticipated that the remainder of the Supporting Private Organizations identified in this Appendix will participate to the fullest extent possible.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several serious animal disease outbreaks have occurred outside the United States recently. Foot and Mouth Disease (FMD) in Taiwan's swine population in 1997 resulted in the slaughter of more than five million hogs. The recent Classical Swine Fever (Hog Cholera) epidemic in the Netherlands resulted in the slaughter of more than 10 million hogs. Ongoing problems with Classical Swine Fever in Haiti and the Dominican Republic continue to be a threat to the U.S. swine industry. The occurrence of Bovine Spongiform Encephalopathy (BSE) in Great Britain has resulted in a large number of beef and dairy cattle destroyed and diseased cattle continue to be identified. The disease continues to spread through most of Europe. The importation of animal products from foreign countries, the ease of travel throughout the world, the lifting of restrictions on animal health movement as a result of Free Trade Agreements, the presence of international ports and an international border, and the outbreak of West Nile Virus in birds, horses, and humans in several eastern states within the past few months of 1999 underscore Washington's vulnerability to an outbreak of a FAD.
2. Even though concerns about animal diseases are increasing, the public gives it relatively low priority. Protecting animal agriculture in the United States requires cooperation, participation, and partnership. While the USDA has assumed leadership in combating the FAD problem, it does not have the resources or the desire to assume these responsibilities alone. Consideration must be given to the fact that an outbreak of FAD within the state of Washington could be devastating to the economy and the health of the state, as well as the entire country. The state/local response is the first line of defense in an animal health disaster, the quality of which likely will determine the final economic impact to the state and national industry, and the public as a whole.
3. The Office International des Epizooties (OIE) provides worldwide disease reporting services to 147 member countries, including the United States, on the occurrence of certain animal diseases, and establishes guidelines for trade in animals and animal products. The OIE has published, in the International Animal Health Code (ISBN 92-9044-485-1), the following list of diseases of concern:
 - a. **OIE LIST "A" DISEASES:** Defined as transmissible diseases which have the potential for very serious and rapid spread, irrespective of national borders; may have serious socioeconomic or public health consequence; are of major importance in the international trade of animals and animal products. All List "A" diseases are foreign to the United States except for Vesicular Stomatitis and Bluetongue.
 - 1) African horse sickness
 - 2) African swine fever
 - 3) Bluetongue
 - 4) Classical swine fever (Hog Cholera)
 - 5) Contagious bovine pleuropneumonia

- 6) Foot and Mouth Disease
- 7) Highly pathogenic avian influenza (Fowl Plague)
- 8) Lumpy skin disease
- 9) Newcastle disease
- 10) Peste des petits ruminants
- 11) Rift Valley fever
- 12) Rinderpest
- 13) Sheep pox and goat pox
- 14) Swine vesicular disease
- 15) Vesicular stomatitis

b. **OIE LIST “B” DISEASES:** Transmissible diseases, which are considered to be of socioeconomic, and/or public health importance within countries and which are significant in the international trade of animals and animal products. OIE member countries normally submit reports once a year, although more frequent reporting may in some cases be necessary to comply with Section 1.2 of the International Animal Health Code.

- 1) Some diseases listed on OIE List B are foreign to the United States. (List B diseases foreign to the U.S are marked with an asterisk.* Multiple species diseases include Anthrax, Aujeszky’s disease (Pseudorabies), Echinococcosis/hydatidosis, Heartwater*, Leptospirosis, Q fever, Rabies, Paratuberculosis, and Screwworm.*
- 2) Cattle diseases include Anaplasmosis, Babesiosis, * Brucellosis, Genital Campylobacteriosis, Tuberculosis, Cysticercosis, Dermatophilosis, Enzootic bovine leukosis, Hemorrhagic septicaemia, Infectious bovine rhinotracheitis, Pustular vulvovaginitis, Theileriosis, Trichomoniasis, Trypanosomiasis, * Malignant catarrhal fever (WD - MCF), * and Bovine Spongiform Encephalopathy. *
- 3) Sheep and goat diseases include Ovine epididymitis (Brucella ovis), Caprine and Ovine brucellosis* (excluding B. ovis), Caprine arthritis/encephalitis, Contagious agalactia, Contagious caprine pleuropneumonia,* Enzootic abortion of ewes (Ovine chlamydiosis), Ovine pulmonary adenomatosis,* Nairobi sheep disease,* Salmonellosis (S. abortus ovis),* Scrapie, and Maedi-Visna.*
- 4) Horse diseases include Contagious equine metritis, * Dourine, * Epizootic lymphangitis, * Equine encephalomyelitis (Eastern and Western), Equine Infectious Anemia, Equine influenza, Equine piroplasmiasis, * Equine rhinopneumonitis, Glanders, * Horse pox, * Equine Viral Arteritis, Japanese encephalitis, * Horse mange, Surra, * and Venezuelan equine encephalomyelitis. *

- 5) Swine diseases include Atrophic rhinitis of swine, Porcine cysticercosis, Swine brucellosis, Transmissible gastroenteritis, Trichinellosis, Enterovirus encephalomyelitis,* and Porcine reproductive and respiratory syndrome.
- 6) Avian diseases include Avian infectious bronchitis, Avian infectious laryngotracheitis, Avian tuberculosis, Duck virus hepatitis, Duck virus enteritis, Fowl cholera, Fowl pox, Fowl typhoid, Infectious bursal disease, Marek's disease, Avian mycoplasmosis, Avian chlamydiosis, and Pullorum disease.

B. Assumptions

1. Local livestock producers, dairymen, feedlot operators, poultry producers, horsemen, and hog producers likely will be the first to notice an unusual condition/disease in their animals. The concerned producer should make contact with one of four entities: a private accredited veterinarian, the State Veterinarian and/or the local area field veterinarian, the Washington Animal Disease Diagnostic Laboratory (WADDL) located at Washington State University (WSU) in Pullman, Washington or the USDA, APHIS, Area Veterinarian-In-Charge (USDA-AVIC).
2. If the disease situation is unexpected with high death loss, or if the symptoms are unusual, and especially if a FAD is suspected, a private accredited veterinarian must report his or her findings to the State Veterinarian or USDA-AVIC. In addition, Chapter 16-70 Washington Administrative Code (WAC) requires veterinarians to report to the State Veterinarian any suspected or diagnosed diseases listed in that rule, including those classified as FADs.
3. The area WSDA or USDA field veterinarian, if contacted by a producer experiencing a sudden unusual disease occurrence, has the expertise as a FAD Diagnostician (FADD) trained regulatory veterinarian, and will gather information and make an initial assessment and submit samples. He or she will then contact the State Veterinarian.
4. WADDL, if contacted by the private accredited veterinarian or directly by the producer, will in turn contact the State Veterinarian or the USDA-AVIC regarding the unusual disease occurrence. In addition, Chapter 16-70 WAC also requires all laboratories to report to the State Veterinarian any suspected or diagnosed diseases listed in that rule, including those classified as FADs.
5. When contacted by the area or private veterinarian, producer, WADDL, or, a private laboratory, the State Veterinarian, or the USDA-AVIC, will in turn contact the other official by telephone to determine what steps, if any, are necessary to further characterize the disease occurrence, based on their judgment of the possibility of a FADs being involved. This may include the dispatching of a FADD to the location, and requesting assistance from the USDA Regional Emergency Animal Disease Eradication Organization (USDA-READEO) Early Response Team (ERT).
6. If the FADD determines that the differential diagnosis includes a FAD, the USDA-AVIC will notify USDA-Emergency Programs and other appropriate federal government officials. The FADD will obtain a FAD investigation case number from the USDA-AVIC. In addition, the USDA-AVIC and State Veterinarian, depending on the likelihood of a FAD, will take steps, in concert with area field veterinarians, to isolate the disease to as small an area as possible. This may necessitate the involvement of local, county, and state law enforcement agencies to assist in isolating the area.

7. If the suspected disease has potential wildlife impacts, the State Veterinarian will contact the Washington Department of Fish and Wildlife (WDFW), which in cooperation with WSDA, will determine the appropriate response to protect wildlife or conduct surveillance activities in wildlife to determine its disease status.
8. Suspected FADs in or potentially affecting wildlife or fish will be reported to the WDFW, who in turn will report this information to the State Veterinarian. If the disease has potential livestock impacts, WDFW will determine the appropriate response in cooperation with the WSDA.
9. If the suspected disease has potential public health impacts, the State Veterinarian will contact the Washington Department of Health (DOH). The DOH, in cooperation with WSDA, will determine the appropriate response to protect human health and welfare. DOH will report findings to other appropriate agencies.

III. CONCEPT OF OPERATIONS

- A.** Upon notification by the State Veterinarian that an outbreak of FAD is suspected, the Director-WSDA will activate the Primary State Core Decision Group (PSCDG) which consists of the following representatives:
 - 1. Washington Department of Agriculture**
 - a. Director or Deputy Director
 - b. Assistant Director, Food Safety Animal Health and Consumer Services (FSAH&CS) Division
 - c. Identification FSAHCS Division
 - d. State Veterinarian, Animal Health Program
 - e. Livestock Identification Program Manager, FSAH&CS Division
 - f. General Counsel-Office of the Attorney General
 - g. Public Information Officer
 - 2. Director, Washington State Emergency Management Division (EMD).**
 - 3. Director, Washington Animal Disease Diagnostic Laboratory (WADDL).**
 - 4. USDA-AVIC**
 - 5. Industry representative(s) (depending on animal species involved).**
- B.** The Director, WSDA, on the advice of the State Veterinarian, may activate any and all of the Secondary State Core Decision Group (SSCDG), which may consist of the following representatives:
 - 1. Director, Washington State Department of Ecology (Ecology).**

2. **Director, WDFW.**
 3. **Secretary, Washington State DOH.**
 4. **Director, Washington State Military Department**
 5. **Director, Washington State Patrol (WSP)**
- C.** The PSCDG and possibly some or all of the members of the SSCDG will make the determination as to:
1. Procedures necessary to isolate the affected area.
 2. Which ESFs of the *Washington State Comprehensive Emergency Management Plan* (CEMP) will be activated.
 3. When to request activation of a USDA-READEO.
 4. The procedures to be utilized to combat the outbreak once it is identified as a FAD.
- D.** When the state EOC is activated, all members of the Primary and Supporting Government Agencies, and if possible, Supporting Private Organizations of this Appendix, and the Primary and Supporting Government Agencies from any other activated ESFs will establish and maintain a presence in the state EOC.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

A. Primary Agency

1. Washington Department of Agriculture

- a. Functions as the primary decision-maker for the PSCDGs and SSCDGs, and co-decision-maker with USDA for the USDA-READEO, if activated, and functions as the lead state agency when the USDA emergency management system is activated.
- b. Functions as the liaison between the local identifying practitioner or producer), the state of Washington, and the federal government.
- c. Issues quarantines or hold orders, and oversees the implementation and enforcement of restricted or quarantined areas determined necessary by the PSCDG, with the assistance of the other state and federal supporting agencies. Because time is of the essence in an animal health emergency, quarantines or hold orders may initially be issued verbally but will be documented by written order as soon as practical.
- d. Determines the extent to which WSDA personnel will respond to an animal health emergency. Duties in support of this Appendix will take priority over all other duties of the Department.

B. Support Agencies:

1. Office of the Attorney General

- a. Provides representation to the PSCDG when requested by WSDA.
- b. Provides legal assistance, including preparing administrative orders, as required, to accomplish the overall mission of dealing with a FAD within, or adjacent to, the boundaries of the state of Washington, including lands owned by tribal governments.
- c. Functions as the liaison between the WSDA and legal counsel representing federal and tribal government.

2. Department of Ecology

- a. Provides representation to the SSCDG when requested by WSDA.
- b. Provides recommendations to the PSCDG as to the most appropriate method(s) for disposal of dead, destroyed, and affected animals. If burning is utilized, Ecology will determine what fuels and procedures should be utilized to minimize the environmental impact. If burial is determined to be the method of disposal, Ecology will determine if the materials should be buried on site or transported to an offsite location. If the materials are transported to an offsite location, Ecology will identify the offsite location and make recommendations, in conjunction with the Washington Department of Transportation (WSDOT), regarding specific transportation requirements.
- c. Assists the Washington National Guard (WNG) in assessing the safety of disinfectants used for cleaning and disinfection of vehicles, equipment, and facilities.
- d. Provides personnel at the site of each destruction and disposal area. Ecology personnel will be qualified to make environmental assessments.

3. Washington Department of Fish and Wildlife

- a. Coordinates with WSDA and participates in the SSCDG as requested by WSDA, and as a responding agency if required. WDFW will provide advice on risks to wildlife and methods to mitigate these risks.
- b. Supports the law enforcement aspect of the restricted or quarantine area, if applicable.
- c. Initiates a surveillance program in the immediate vicinity of the outbreak and determines if the disease has spread to wildlife if the FAD is one that has a history of affecting wild animals. WDFW will initiate steps to prevent the spread of the disease to susceptible wildlife.
- d. Immediately notifies the WSDA, who will then activate the PSCDG, and SSCDG members as deemed appropriate, in the event that a FAD is first detected among wildlife.

4. Department of Health:

- a. Provides representation to the SSCDG when requested by WSDA.
- b. Immediately upon being informed that a suspected FAD has been detected within the state of Washington, will determine the public health risk and impact, if any.
- c. Notifies the U.S. Centers for Disease Control and Prevention that an outbreak of a FAD has occurred within the boundaries of the state of Washington, inform them of the nature of the disease, its primary animal host, and if it is considered to be a health hazard to humans.
- d. Assesses the public health risk associated with burial or burning of dead and affected animals, and provide this information to the PSCDG.

5. Washington State Military Department, Emergency Management Division:

- a. The state EMD provides representation to the PSCDG when requested by WSDA.
- b. Assists WSDA in obtaining assistance from the WNG.
- c. Activates the state EOC when determined necessary by the PSCDG.
- d. Provides liaisons to other state, county, and local government agencies.
- f. Establishes procedures for documenting expenses.
- g. EMD will provide access to the Emergency Management Council (EMC), and federal agencies, other than the USDA, as required.

6. Washington State Military Department, National Guard:

- a. The WNG provides representation to the SSCDG when requested by WSDA.
- b. Activates appropriate members of the WNG as directed by the Governor of Washington. The following types of WNG members may be required:
 - 1) Military Police
 - 2) Heavy Equipment Operators
 - 3) Truck Drivers
 - 4) Helicopter Crews
 - 5) Administrative personnel
 - (6) Communications experts
- c. Assists local and county law enforcement, WSP, and WSDA personnel in the staffing of roadblocks and security at quarantine sites.
- d. Assists WSDA in the preparation of burial or incineration sites for dead animals or those to be humanely destroyed, and to assist local

and county law enforcement, WSP, and WSDA personnel with security at burial or incineration sites.

- e. Assists WSDA and other responding agencies with the transportation of equipment, response personnel, and affected animals.
- f. Assists WSDA with the cleaning and disinfection of vehicles, equipment, and facilities.
- g. Assists with mobile communications systems in support of the plan.
- h. Assists in other missions that may be deemed essential by the PSCDG and approved by the Governor.

7. Washington State University

a. Washington Animal Disease Diagnostic Laboratory

- 1) Provides representation to the PSCDG when requested by WSDA.
- 2) Provides diagnostic assistance as requested by a USDA ERT, if activated.
- 3) Reports suspected FAD to the State Veterinarian or the USDA/APHIS AVIC.
- 4) When there is a suspicion of a FAD in samples from provided by either local producers or local veterinarians, the samples need to be forwarded to the appropriate USDA/APHIS laboratory (Plum Island, New York, or Ames, Iowa). WADDL will have the responsibility to assure that their facilities are adequately quarantined and decontaminated if a FAD is
- 5) Assists WSDA, when requested, with the collection and submission of appropriate samples for definitive diagnosis of suspected FAD.
- 6) Assists WSDA and other state agencies in their efforts to combat the FAD.
- 7) Coordinates with the USDA National Veterinary Services Laboratory and the USDA FADDL during the initial investigative phase, as well as during the management phase of an outbreak.

b. College of Veterinary Medicine

The College of Veterinary Medicine will assist and advise the WSDA in clinical aspects of the disease and supply expertise in certain diseases.

c. Cooperative Extension Service

The Cooperative Extension Service will assist in educational efforts to notify the public and livestock industries about the nature of the problem.

8. Washington State Patrol:

- a. Provides representation to the SSCDG when requested by WSDA.
- b. Provides roadblocks on state and federal highways in restricted or quarantined areas delineated by the PSCDG and/or the USDA.
- c. Assists local and county law enforcement, WSDA and WNG personnel in restriction of entry into the restricted or quarantined area.
- d. Performs other functions as requested by the PSCDG or, if activated, the state EOC.

9. Federal Agencies or Tribal Governments

- a. United States Department of Agriculture
 - 1) Animal and Plant Health Inspection Service
 - 2) Veterinary Services
 - 3) Plant Protection Quarantine (PPQ)
 - 4) Regional Emergency Animal Disease Eradication
 - 5) USDA-READEO for the Western Region
 - 6) VS Emergency Programs
 - 7) National Veterinary Services Laboratory
 - 8) FAD Diagnostic Laboratory
 - 9) U.S. Coast Guard
 - 10) U.S. Department of Commerce, National Marine Fisheries Service
 - 11) U.S. Customs
 - 12) U.S. Immigration and Naturalization Services
 - 13) Tribal Governments
- b. USDA, APHIS, VS Emergency Programs will assume a primary role for responding to a FAD emergency within a few days of diagnosis. Initial response of the USDA will be through the USDA-READEO for the Western Region. This Appendix provides for response actions prior to the full involvement of USDA, and also provides a framework for supporting the USDA once they are fully engaged through their emergency response structure. USDA will use the State Veterinarian as the primary contact point for WSDA. The State Veterinarian will serve as the WSDA representative in the USDA response system.

- c. In certain instances the U.S. Coast Guard, U.S. Customs, Immigration and Naturalization Service (INS) and USDA PPQ may be involved in response to a FAD exposure in this country or our bordering countries.
- d. Tribal governments and the U.S. Department of Interior will be engaged as appropriate to protect the rights of Native Americans.

10. Private Organizations and Businesses

- a. Producer Organizations
 - 1) Llama Owners of Washington
 - 2) Northwest Dairy Association
 - 3) Northwest Quarter Horse Association
 - 4) Washington Cattlemen's Association
 - 5) Washington Cattle Feeder's Association
 - 6) Washington State Dairy Federation
 - 7) Washington Fish Growers Association
 - 8) Washington State Pork Producers
 - 9) Washington Poultry Industry Representatives
 - 10) Washington State Horsemen
 - 11) Washington State Sheep Producers
 - 12) Washington Thoroughbred Association
 - 13) Stevens County Cattleman's Association
 - 14) Stevens County Farm Bureau
- b. Allied Industries and Professions
 - 1) American Association of Zoological Parks
 - 2) Livestock Markets
 - 3) Livestock Slaughter Establishments
 - 4) Renderers
 - 5) USDA Accredited Veterinary Practitioners
 - 6) Washington Livestock Marketing Association
 - 7) Washington State Veterinary Medical Association

- c. Associated Councils, Boards and Advocacy Organizations
 - 1) Agricultural Animal Health Advisory Board
 - 2) Back Country Horsemen of Washington
 - 3) Livestock Identification Advisory Board
 - 4) Washington Beef Commission
 - 5) Washington Dairy Commission
 - 6) Washington State Fair Association
 - 7) Washington State Farm Bureau
 - 8) Washington State Grange
 - 9) Washington State Horse Council

- d. Private organizations have a great deal of interest in a response plan of this type since their livelihood may depend upon the outcome. In most cases a private entity, such as a local veterinarian, will be the first “on scene” and must make immediate decisions. A local veterinarian, as a veterinarian accredited by the USDA, APHIS, VS has the authority to verbally restrict movement of animals suspected of being affected with a FAD. The local veterinarian is then required to immediately notify the State Veterinarian who, with the assistance of the USDA-AVIC, determines the next appropriate action(s) to confirm or rule-out the presence of a FAD, and to restrict animal and, if necessary, people movement in and through the affected area.

- e. Private enterprises such as the WSVMA, producers, livestock markets, slaughtering establishments, renderers and the Agricultural Animal Health Advisory Board will be notified by the WSDA when an animal disease emergency exists. They will be encouraged to actively participate in an emergency response.

- f. These industry groups and others not fully identified at this time are expected to:
 - a. Maintain a list of resources and personnel available to assist state and local jurisdictions in the response and recovery phases in FAD emergencies.
 - b. Provide resources and personnel to state and local jurisdictions to assist in the response and recovery phases in FAD emergencies.
 - c. Participate as members of state and local jurisdiction planning teams.

- d. Support exercises and drills as a participant during the exercise and design period and conduct of the event, and by including the state and local jurisdictions in business and industry activities.

V. DIRECTION AND CONTROL

- A. The primary point of contact for activation of this Appendix is the State Veterinarian. The State Veterinarian will notify the members of the PSCDG and, if necessary, members of the SSCDG after consultation with the Director-WSDA and request convening of the members. If the situation is such that the state must get involved immediately, the Director of the EMD will request a proclamation by the Governor of a State of Emergency. This proclamation will make available the Governor's Emergency Fund and will activate all state resources as necessary.
- B. When the U.S. Secretary of Agriculture declares an emergency or extraordinary emergency, the USDA-READEO can be fully activated with funding made available from the Commodity Credit Corporation for indemnity.
- C. If and when an outbreak exceeds local and state capabilities and resources, the Governor may request a Presidential Declaration of either an Emergency or a Major Disaster.
- D. Local veterinarians, the WSVMA, animal control agencies, and the Humane Society will participate in emergency operations on a voluntary basis.

VI. ADMINISTRATION AND LOGISTICS

- A. The WSDA and the State Veterinarian, along with a number of other state agencies, will serve as members of the state EOC staff.
- B. Reimbursement of expenses will be in accordance with guidelines established in the RCW statutes and the WACs.
- C. All participating local, county, and state agencies will be responsible for maintaining a log of events and expenses in accordance with procedures established by the agency and approved by EMD. This log and a record of expenses will be made available to EMD upon termination of the emergency. Each organization will also maintain a Daily Situation Report (SITREP), which will be forwarded by facsimile to the state EOC, if activated, or the State Veterinarian, on a daily basis no later than 1600 hours daily. The period of the report shall be from 12 noon of one day to 12 noon of the next day.

VII. PLAN DEVELOPMENT AND MAINTENANCE

WSDA is responsible for the development and maintenance of this Appendix. Other members of the PSCD and SSCDG will review this Appendix on an annual basis or as necessary following the activation of this Appendix. Recommended changes by the PSCDG or SSCDG will be forwarded to the State Veterinarian.

APPENDIX 2 / ESF-11

WASHINGTON ANIMAL RESPONSE MANAGEMENT TEAM

PRIMARY AGENCY: Washington State Department of Agriculture

SUPPORT AGENCIES: Washington Military Department
Emergency Management Division
Washington State Department of Fish and Wildlife
Washington State Department of Health
Washington State University, Cooperative Extension Service
Washington State Veterinary Medical
Association Animal Support Agencies and
Organizations Volunteer Organizations

I. INTRODUCTION

The purpose of the Washington Animal Response Management (WARM) Team is to coordinate the response of state agencies in assisting local and volunteer organizations to provide all animals affected by the disaster with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner. The coordination may also involve diagnosis, prevention, and control of foreign animal diseases and diseases of public health significance. Another major concern is disposal of dead animals.

WARM TEAM STRUCTURE

- A. The WARM Team will be the coordinating body responsible for planning response to animal issues at the state level through the *Comprehensive Emergency Management Plan* (CEMP).
- B. The WARM members will consist of the following state agencies: Washington State Department of Agriculture (WSDA), state Emergency Management Division (EMD), Washington Department of Fish and Wildlife (WDFW), Washington State Department of Health (DOH), and Washington State University Cooperative Extension Service.
- C. Other member non-state agencies: Washington Animal Control Association, Humane Society and other animal advocate groups, Washington State Veterinary Medical Association (WSVMA).
- D. Other agencies, such as the American Red Cross; United States Department of Agriculture (USDA), Animal and Plant Health Inspection Services (APHIS) Area Veterinarian in Charge (AVIC); may be asked to participate in planning meetings, training, exercises and actual disasters.

- E. Local emergency management and animal response personnel will be included on the team when emergencies or disasters occur in a specific area.
- F. A member of WSDA will chair the WARM Team.

CONCEPT OF OPERATIONS

General

The coordination of state agencies involved in assisting local and volunteer agencies includes tasks before, during, and after a disaster where local resources are not sufficient and local governments request state assistance.

1. Coordinate and assist with emergency medical care for all animals, including commercial livestock, poultry, fish, and exhibition (racing) animals; zoo animals; laboratory and research animals; wildlife; and domestic pets.
2. Coordinate and refer volunteers and donated goods to the county. Coordinate efforts to provide water, food, and shelter and other physical needs to animals. Store and distribute animal food and medical supplies to the requesting county. When necessary, assist counties distribute supplies to animal caretakers/shelters.
3. Coordinate with public information personnel to ensure that information is provided on the location of animal shelters and other animal-related matters before, during, and after the disaster. Also, coordinate public education efforts, such as brochures distributed to veterinary offices. Abandonment of animals should be discouraged due to the welfare of both animals and the public. When necessary, assist with soliciting needed resources to fill shortages.
4. Coordinate efforts to rescue and capture animals including relocation prior to the disaster. Counties will identify available barns, pastures, kennels, etc., with local agencies and volunteer organizations.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners.
6. Coordinate with DOH on the identification, prevention, and control of diseases of animals with public health significance, including epidemiological and environmental health activities.

Notification

1. Upon notification by the State Warning System of a potential or actual event requiring response, WSDA will notify all support agencies and organization members by telephone or through other communication facilities.

2. All support groups' contact persons will be instructed to alert their contacts throughout the state to ensure all available resources are on standby.
3. Other resource inventories will be confirmed for possible use.

Actions

1. Mitigation/Preparedness

- a. WARM Team will conduct training programs for county animal coordinators and other interested persons.
- b. WARM Team assists in releasing information on disaster planning and safety for animals through news releases or brochures.
- c. WARM Team maintains a database of all county animal emergency plans and all county animal emergency coordinators.
- d. WARM Team will develop and maintain an updated list of available animal shelters and confinement areas in Washington, including shelter for exotic or zoo animals. This list will be provided by county animal coordinators and will include personnel and resource information.
- e. When feasible, WARM Team will assist county animal emergency coordinators identify suitable facilities for shelters and confinement areas.
- f. The WARM Team expects county animal emergency coordinators to develop and maintain a list of local non-medical volunteers and agencies that will provide care assistance. The information available should list the type of service being offered, number of volunteers, resources available, contact person with telephone numbers and logistical abilities of each. This information should be forwarded to the primary agency for this ESF along with other lists and plans.

2. Response

- a. WARM Team will track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster. This tracking will be based on information provided by the county animal emergency coordinator.
- b. WARM Team will coordinate with ESF 5 – Information Analysis and Planning to provide information on the location and availability of shelter space, food, and water for animals.
- c. WARM Team will coordinate with ESF 11 – Food and Water and ESF 7 – Resource Support for storage sites and staging areas for animal food and medical supplies.

3. Recovery

- a. WARM Team will coordinate damage assessment through the CAEC.
- b. WARM Team will coordinate with the CAEC on assignment of relief personnel and the distribution of supplies from supply areas or staging areas.
- c. WARM Team will be kept informed by the CAEC of the closing of animal shelters or confinement areas, personnel status, and supplies as the need diminishes.
- d. WARM Team will assist support agencies for long term maintenance, placement, or disposition of animals, which cannot be returned to their normal habitat are separated from their owners.
- e. WARM Team, CAEC, and support agencies will coordinate on animal medical services needed for remaining animals in animal shelters and confinement areas.
- f. WARM Team will coordinate with ESF 1 – Transportation, ESF 3 – Public Works and Engineering, and ESF 8 – Health and Medical Services for the removal and proper disposal of animal waste and dead animals.

Direction and Control

1. It is assumed that the following activities have occurred prior to initiating the actions outlined in this document:
 - a. That the local government has taken all necessary actions to respond to the emergency prior to requesting assistance from the state.
 - b. Local government has responded to the emergency by activating its emergency response plan and response teams.
 - c. Local government has called upon its local resources, implementing mutual aid and cooperative agreements for additional services and personnel.
2. During a disaster, if local resources are insufficient to meet existing needs, local county governments may request state assistance. When official state assistance is not requested, cities and counties may access information and/or direction from the WARM Team by contacting WSDA, Animal Health Program. The WARM Team will assist local governments coordinate with other state agencies as needed.
3. WSDA is the primary agency for the WARM Team, with responsibility for animal issues in the State Veterinarian's Office based on the authority for actions required in an emergency designated in the Washington Animal Health Law Chapter 16.36 RCW.
4. WSDA will request assistance from EMD and support agencies in the event of a foreign animal disease or any disease outbreak that requires a quick response and assistance from other state agencies (Appendix 1).

5. WARM Team response activities are coordinated through the state EOC.
6. The CAEC or person designated by the county emergency management director or coordinator will be the contact for the WARM Team at the local government.
7. During a state response, national animal rescue and support groups shall respond only when requested by WARM under the Standardized Emergency Management System. These groups shall operate under the direction of the local incident commander or CAEC in accordance with the incident.

RESPONSIBILITIES

A. Primary Agency: Washington State Department of Agriculture

1. Coordinates the availability of resources by maintaining lists of CAECs and WSVMA volunteer county veterinary coordinators.
2. When the information is provided by each CAEC, WSDA may coordinate the availability of resources by maintaining the following:
 - a. A list of shelters and confinement areas for county.
 - b. A list of food and water sources for each county.
 - c. A list of county animal emergency coordinators.
3. Establishes a protocol for prioritizing decision making during response activities.
4. With the assistance of EMD, and their Public Information Officer (PIO), shall release information on disaster planning and safety for animals through news releases and/or brochures.
5. WSDA may conduct training for CAEC, volunteer county veterinary coordinators, and other interested persons.
6. In coordination with WSVMA and Washington State University College of Veterinary Medicine, may develop and maintain a list of volunteer county veterinary and non- veterinary coordinators to provide assistance to the WARM Team. The list may include information on the type of service being offered, number of volunteers, resources available, contact persons with telephone numbers and logistical abilities of each person.
7. Coordinates with WSDA personnel to develop roster for 24 hours per day, seven days per week staff coverage of the state EOC.
8. Prepares status reports.
9. Coordinates activities with other ESFs.

10. Coordinates animal issues during multi-state disaster responses with Federal Emergency Management Agency (FEMA) or other WA State Emergency Operations Center agencies.

B. Support Agencies

1. Washington Emergency Management Division

- a. Assists WSDA in the coordination of resources during a response.
- b. Assists WSDA in coordinating damage assessment.
- c. Assist WSDA in releasing information on disaster planning and safety for animals through news releases and/or brochures.
- d. Participates in disaster preparation exercises in conjunction with WSDA.

2. Washington State Department of Fish and Wildlife

- a. Assists permitted facilities in the location of suitable alternative housing for their restricted species.
- b. Conducts inspections and assist in the evaluation of confined wildlife and exotic animals including, but not limited to those held under WDFW permits.
- c. Assists with the assessment of lost or escaped captive wildlife, exotic animals, oil soaked birds or other species as deemed appropriate.
- d. Coordinates the use of specialized personnel and equipment to recapture potential dangerous escaped captive wildlife and exotic animals.

3. Washington State University, Cooperative Extension Service

- a. Identifies and educates animal owners on disaster planning for animals.
- b. Assists CAEC in locating shelter areas for livestock during development of the county/local plan.
- c. Assists CAEC in sheltering livestock during training exercises and actual disasters.

4. Washington State Department of Health

Coordinates with WSDA to diagnose, prevent and control zoonotic diseases and other animal related conditions of public health significance.

5. Animal Support Agencies and Organizations

- a. Identifies possible locations within the county for emergency animal shelters and confinement areas.

- b. Maintains a list of local sources of food and water for sheltered and confined animals.
- c. Maintains a list of local transportation resources.
- d. Establishes an adoption procedure consistent with local statutes for unclaimed animals.
- e. Develops plans and agreements for the disposal of animal carcasses and animal waste.
- f. Request assistance through the local Emergency Operations Center when local resources are insufficient to meet needs.
- g. Coordinates trained volunteers through the local EOC.
- h. Provides identification and documentation of injuries and deaths of animals rescued and sheltered as a result of a disaster.
- i. Provides damage assessment personnel, when requested, may work through WARM and state EOC, to assist in determining what resources may be needed from outside the local Operational Area.
- j. Delivers services and other forms of assistance in coordination with the county animal coordinator, when requested, and may work through WARM and the state EOC.

6. Washington State Veterinary Medical Association

- a. Appoints a designated representative for coordinating with WSDA for veterinary medical support during a disaster.
- b. Coordinates volunteer veterinarians and technicians to provide medical care.
- c. Provides documentation of injuries and deaths of animals under the care of the veterinary disaster team.

7. Volunteer Organizations

- a. Provides registered and trained disaster service workers who volunteer as personnel to support WARM.
- b. Provides additional resources.

FINANCIAL MANAGEMENT

WARM participants should keep complete and accurate records of all costs incurred in the disaster, should there be funds available to reimburse expenses. See Appendix 5 Administration to the CEMP.

REFERENCES AND AUTHORITIES

RCW 43.06.010(12) Governor's General Powers and Duties
RCW 38.52 Emergency Management
State Agency Emergency Plans

APPENDIX 3 / ESF-11

DEAD ANIMAL DISPOSAL

PRIMARY AGENCY: Washington State Department of Agriculture

SUPPORT AGENCIES: Office of the Attorney General
Department of Ecology

INTRODUCTION

- A. Dead animals are defined as all animals that may die or be killed for other than food purposes. The carcass of any dead animal shall be removed and disposed of by burial, incineration or rendering within 24 hours after death. If buried, the carcass shall be placed so that every part is covered by at least two feet of earth (WAC 246-203-120 (3)).
- B. RCW 16.68 states that the livestock that have died or been killed on account of disease need to be placed so that every part is covered by at least three feet of earth at a location not less than 100 feet from any well, spring, stream or other surface waters and in a place not subject to overflow. Any animal found dead shall be presumed to have died from and on account of disease.
- C. In all cases of death from communicable disease, buried carcasses need to be thoroughly enveloped in unslaked lime (lime or quicklime is calcium oxide; slaked lime is quicklime that is chemically combined with water or moist air).

RESPONSIBILITIES

- A. Responsibility for proper disposal of dead animals (WAC 246-203-120):
 - 1. The owner of the animal when ownership can be determined.
 - 2. The owner of the property on which the dead animal is found, if on private property and ownership cannot be determined for the animal.
 - 3. The county board of health at public expense if found on any street, alley or other public place and the owner cannot be determined for the animal.
- B. The owner of the dead animal who knowingly leaves or causes to be left a carcass or any portions of a carcass within a watershed in such a condition as to any way corrupt or pollute the water supply shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$500.00 (RCW 70.54.030).

- C. Food Safety and Animal Health Division, Washington State Department of Agriculture, maintains a list of licensed independent collectors and licensed renderers. For more information on these listings, contact (360) 902-1878. Counties should maintain a list of private contractors who can properly clean up, load, and dispose of this type of solid waste.

APPENDIX 4 / ESF-11

FISH AND WILDLIFE

PRIMARY AGENCY: Washington State Department of Fish and Wildlife

SUPPORT AGENCIES: Washington State Department of
Agriculture Washington State Department
of Health Washington State Diagnostic
Disease Laboratory Washington State
Veterinary Medical Association United
States Department of Agriculture
Animal Support Agencies and Organizations

❖ **I. PURPOSE**

The purpose of this Appendix is to provide wildlife expertise and information to involved agencies in the event a foreign animal disease threatens or extends to free ranging wildlife populations.

- A. This Appendix will be the coordinating body responsible for dealing with a threat or actual outbreak of foreign animal disease in free ranging wildlife. B. The Director of the Washington State Department of Fish and Wildlife or his designate will chair this Appendix. Representatives of the support will comprise the Wildlife Committee.
- C. Other non-government organizations as the Humane Society, Progressive Animal Welfare Society, Washington Animal Control Association, and other animal advocate groups may be consulted.

II. RESPONSIBILITIES

- A. Establishes and maintains channels of communication with state and federal agencies which are dealing with the disease outbreak in domestic animals.
- B. Maintains an awareness of wildlife conditions in the region and is familiar with species of wildlife having emergency animal disease significance.
- C. Is familiar with the topography, wildlife density, and methods of control and dispersal of wildlife.
- D. Reviews maps showing locations of wildlife populations. If wildlife becomes involved, recommends the general area to be included in the quarantine and buffer zones around the outbreak.

- E. Determines the need for personnel for administration, diagnosis, depopulation, disposal, and enforcement in the event of an emergency animal disease outbreak involving wildlife.
- F. Establishes procedures for conducting surveys of the wildlife populations in an outbreak area to determine incidence of disease.
- G. Will identify methods of humane collection and preservation of specimens for laboratory analysis.
- H. Will determine which species are becoming ill or dying.
- I. Plans for collection of diagnosis specimens and identifies laboratories where needed tests can be conducted in a timely manner.
- J. Directs and coordinates efforts to control and depopulate a specific game animal in a given area.
- K. Advises and assists in depopulation of uncontrolled and unconfined non-game species.
- L. Plans and coordinates for the deposition of diseased carcasses.
- M. Identified wildlife rehabilitators, which might be of service.
- N. Prepares news releases giving justification for testing and killing wildlife if indicated.
- O. Will be prepared to conduct public meetings and respond to animal rights advocates.
- P. Cooperates with state and federal disease reporting personnel by submitting required reports in a timely manner.

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EMERGENCY SUPPORT FUNCTION #12

ENERGY

PRIMARY AGENCIES: Public and Private Energy and Utility Providers (see Attachment A)

SUPPORT AGENCIES: Emergency Management, Community, Trade and Economic Development

❖ **INTRODUCTION**

A. Purpose

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

B. Scope

This ESF outlines the procedures local government and the emergency management organization will take to assist energy and utility providers in providing essential services to local government and the public during and recovering from emergencies and disasters.

❖ **POLICIES**

A. Local Energy and Utility Providers Policies

B. Applicable State and Federal Laws and Regulations

❖ **SITUATION**

A. Emergency/Disaster Conditions and Hazards

Emergencies and disasters could damage the facilities and infrastructure, and disrupt the ability to distribute essential energy and utility supplies and services. These include electric power, natural gas, water, sewer, telecommunications and petroleum products. Impacts from local as well as regional and out of area incidents may have adverse affects on the local capabilities.

B. Planning Assumptions

1. Some energy and utility providers have existing plans and procedures for dealing with energy and utility emergencies.
2. Occurrences and activities out of the local area may have an adverse affect on local operations, capabilities and activities.
3. Priorities will need to be established and coordinated between the providers, local governments and other appropriate authorities outside the local area to provide the most efficient utilization of available services and supplies.

❖ **CONCEPT OF OPERATIONS**

A. General

1. To the maximum extent possible, each provider of energy and utility supplies and services will manage and operate their respective systems through their normal means.
 - a. The electric power industry within Washington is organized into a network of public and private generation and distribution facilities, which forms the Northwest Power Pool. Through such networks, the electric power industry has developed a capability to provide power under even the most extreme circumstances.
 - b. Water supply systems within the county are either publicly or privately owned. Since these systems are not normally interconnected, like the electric power systems, emergency planning for water utilities is concerned with restoration efforts.
 - c. Natural gas within Washington is distributed by major natural gas companies through common pipelines originating in other states.
 - d. State authorities can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency fuel supplies.
2. If existing energy and utility supplies or services are not capable of meeting emergency needs; the affected energy and utility providers and the County Energy and Utility Coordinator will work together to identify and establish procedures to prioritize essential and necessary actions and operations.

B. Organization

1. Each local energy and utility provider will maintain and operate their respective systems.
2. If control measures and the County Energy and Utility Coordinator function will be activated through DEM or the EOC.

C. Procedures

1. Each provider will function based on established procedures.
2. Emergency activities will be coordinated with DEM
3. If a provider needs additional resources, outside of established mutual aid or other agreements, requests for assistance will be coordinated with DEM.
4. The County Energy and Utility Coordinator will coordinate with energy, utility, and petroleum providers and government officials to provide public information regarding emergency use of these services.
5. Energy, utility and petroleum companies will compile damage assessment and situation reports and transmit them to DEM. These assessments will be relayed to the State EOC for evaluation, as appropriate.
6. If local control measures are necessary local providers will work with DEM and the legislative authorities in the establishment and activation of those measures,

D. Emergency / Disaster Time Phase

1. Mitigation Activities

Energy and utility providers should attempt to design, locate and install systems and facilities so that they are the least vulnerable to known hazards. When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.

2. Preparedness Activities

- a. Maintain inventories of public and private utilities, petroleum product suppliers and emergency resources including names, addresses and telephone numbers of key contact personnel.
- b. Develop and maintain operating procedures for actions to take during an emergency or disaster.
- c. Ensure personnel are aware of emergency responsibilities and trained in emergency operations

3. Response Activities

- a. Conduct damage assessment on systems.
- b. Assess energy and utility service system capabilities.
- c. Coordinate, as appropriate, with federal, state and local officials to identify and establish priorities to repair and restore damaged systems.
- d. Coordinate sources of emergency fuel supplies for essential operations.
- e. Establish and activate temporary controls on energy, water resources, and/or petroleum products as necessary
- f. Coordinate public information dissemination relative to emergency energy and utility capabilities and usage.
- g. Maintain liaison with the local legislative authorities on situation.

4. Recovery Activities

- a. Determine priorities among users if adequate utility supply is not available to meet all essential needs.
- b. Request additional assistance through WA State Emergency Operations Center.
- c. Assist in the administration of energy allocation programs in accordance with the Governor's emergency powers.
- d. Compile damage and operational capability reports.
- e. Provide liaison between the utilities and legislative authorities.
- f. Provide coordinated emergency public information.

❖ **RESPONSIBILITIES**

A. Energy and Utility Providers

1. Establish and maintain emergency procedures.
2. Coordinate emergency actions and activities with DEM.
3. Assist with development, coordination and support of energy and utility conservation policies and programs; and establishing priority systems for the curtailment or reduction of services, restoration of services, and provisions for emergency services.
4. Cooperate with voluntary requests for conservation and control measures.
5. Work and coordinate with local legislative authorities and DEM to establish necessary priorities and control measures, as required.

B. Stevens County DEM

1. The DEM Director or designee will act as the County Energy and Utility Coordinator.
2. Maintain inventories of energy and utility providers and emergency resources.
3. Coordinate information between agencies and utilities, both private and public.
4. Coordinate activities and requests for outside resources with WA State Emergency Operations Center.
5. In conjunction with EOC operations, advise the legislative authorities on potential emergency actions.

❖ **REFERENCES**

- ESF 7 - Resource Management

❖ **ATTACHMENTS**

- Attachment A - Local Energy and Utility Providers
- Attachment B - Applicable RCW - 43.21G 020, 030, 040

ATTACHMENT A TO ESF 12

ENERGY AND UTILITY PROVIDERS

ELECTRIC POWER

1. Avista
2. Inland Power and Light

NATURAL GAS

1. Avista

WATER

1. Municipal Water
2. Community owned wells and water service

SEWER

1. Municipal sewer districts

TELECOMMUNICATIONS

1. Century Link
2. AT&T Wireless
3. Verizon

PETROLEUM PRODUCTS

1. JMT – Loon Lake
2. Conoco - Loon Lake
3. Hico – Chewelah
4. Conoco – Chewelah
5. Spoko Fuel – Chewelah
6. Conoco – Addy
7. Arden One Stop – Arden
8. Union 76 – Colville
9. Safeway Fuel – Colville
10. Chevron – Colville
11. Exxon – Kettle Falls
12. Rivers Edge – Northport
13. Fruitland Service – Fruitland
14. Spoko Fuel – Two Rivers Casino
15. Suncrest Fuel - Suncrest

ATTACHMENT B TO ESF 12

RCW 43.21G

ENERGY EMERGENCIES

RCW 43.21G.030 Intent in developing energy production, allocation and consumption programs. It is the intent of the legislature that the governor shall, in developing plans for the production, allocation, and consumption of energy, give high priority to supplying vital public services including, but not limited to, essential governmental operations, public health and safety functions, emergency services, public mass transportation systems, fish production, food production and processing facilities, including the provision of water to irrigated agriculture, and energy supply facilities, during a condition of energy supply alert or energy emergency. In developing any such plans, provisions should be made for the equitable distribution of energy among the geographic areas of the state.

It is further the intent of the legislature that the governor shall, to the extent possible, encourage and rely upon voluntary programs and local and regional programs for the production, allocation, and consumption of energy and that involvement of energy users and producers be secured in implementing such programs. [1977 ex. s. c 328 § 3; 1975-'76 2nd ex. s. c 108 § 17.]

NOTES:

Severability--1977 ex. s. c 328: See note following RCW 43.21G.010.

RCW 43.21G.040 Governor's energy emergency powers--Energy supply alert--Construction of chapter. (1) The governor may, subject to the definitions and limitations provided in this chapter:

(a) Upon finding that an energy supply alert exists within this state or any part thereof, declare a condition of energy supply alert; or

(b) Upon finding that an energy emergency exists within this state or any part thereof, declare a condition of energy emergency. A condition of energy emergency shall terminate thirty consecutive days after the declaration of such condition if the legislature is not in session at the time of such declaration and if the governor fails to convene the legislature pursuant to Article III, section 7 of the Constitution of the state of Washington within thirty consecutive days of such declaration. If the legislature is in session or convened, in accordance with this subsection, the duration of the condition of energy emergency shall be limited in accordance with subsection (3) of this section.

Upon the declaration of a condition of energy supply alert or energy emergency, the governor shall present to the committee any proposed plans for programs, controls, standards, and priorities for the production, allocation, and consumption of energy during any current or anticipated condition of energy emergency, any proposed plans for the suspension or modification of existing rules of the Washington Administrative Code, and any other relevant matters the governor deems desirable. The governor shall review any recommendations of the committee concerning such plans and matters.

Upon the declaration of a condition of energy supply alert or energy emergency, the emergency powers as set forth in this chapter shall become effective only within the area described in the declaration.

(2) A condition of energy supply alert shall terminate ninety consecutive days after the declaration of such condition unless:

- (a) Extended by the governor upon issuing a finding that the energy supply alert continues to exist, and with prior approval of such an extension by the committee; or
- (b) Extended by the governor based on a declaration by the president of the United States of a national state of emergency in regard to energy supply; or
- (c) Upon the request of the governor, extended by declaration of the legislature by concurrent resolution of a continuing energy supply alert.

In the event any such initial extension is implemented, the condition shall terminate one hundred and fifty consecutive days after the declaration of such condition. One or more subsequent extensions may be implemented through the extension procedures set forth in this subsection. In the event any such subsequent extension is implemented, the condition shall terminate sixty consecutive days after the implementation of such extension.

(3) A condition of energy emergency shall terminate forty-five consecutive days after the declaration of such condition unless:

- (a) Extended by the governor upon issuing a finding that the energy emergency continues to exist, and with prior approval of such an extension by the committee; or
- (b) Extended by the governor based on a declaration by the president of the United States of a national state of emergency in regard to energy supply; or
- (c) Upon the request of the governor, extended by declaration of the legislature by concurrent resolution of a continuing energy emergency.

In the event any such initial extension is implemented, the condition shall terminate ninety consecutive days after the declaration of such condition. One or more subsequent extensions may be implemented through the extension procedures set forth in this subsection. In the event any such subsequent extension is implemented, the condition shall terminate forty-five consecutive days after the implementation of such extension.

(4) A condition of energy supply alert or energy emergency shall cease to exist upon a declaration to that effect by either of the following: (a) The governor; or (b) the legislature, by concurrent resolution, if in regular or special session: PROVIDED, That the governor shall terminate a condition of energy supply alert or energy emergency when the energy supply situation upon which the declaration of a condition of energy supply alert or energy emergency was based no longer exists.

(5) In a condition of energy supply alert, the governor may, as deemed necessary to preserve and protect the public health, safety, and general welfare, and to minimize, to the fullest extent possible, the injurious economic, social, and environmental consequences of such energy supply alert, issue orders to: (a) Suspend or modify existing rules of the Washington Administrative Code of any state agency relating to the consumption of energy by such agency or to the production of energy, and (b) direct any state or local governmental agency to implement programs relating to the consumption of energy by the agency which have been developed by the governor or the agency and reviewed by the committee.

(6) In addition to the powers in subsection (5) of this section, in a condition of energy emergency, the governor may, as deemed necessary to preserve and protect the public health, safety, and general welfare, and to minimize, to the fullest extent possible, the injurious economic, social, and environmental consequences of such an emergency, issue orders to: (a) Implement programs, controls, standards, and priorities for the production, allocation, and consumption of energy; (b)

suspend and modify existing pollution control standards and requirements or any other standards or requirements affecting or affected by the use of energy, including those relating to air or water quality control; and (c) establish and implement regional programs and agreements for the purposes of coordinating the energy programs and actions of the state with those of the federal government and of other states and localities.

The governor shall immediately transmit the declaration of a condition of energy supply alert or energy emergency and the findings upon which the declaration is based and any orders issued under the powers granted in this chapter to the committee.

Nothing in this chapter shall be construed to mean that any program, control, standard, priority or other policy created under the authority of the emergency powers authorized by this chapter shall have any continuing legal effect after the cessation of the condition of energy supply alert or energy emergency.

If any provision of this chapter is in conflict with any other provision, limitation, or restriction which is now in effect under any other law of this state, including, but not limited to, chapter 34.05 RCW, this chapter shall govern and control, and such other law or rule or regulation promulgated thereunder shall be deemed superseded for the purposes of this chapter.

Because of the emergency nature of this chapter, all actions authorized or required hereunder, or taken pursuant to any order issued by the governor, shall be exempted from any and all requirements and provisions of the state environmental policy act of 1971, chapter 43.21C RCW, including, but not limited to, the requirement for environmental impact statements.

Except as provided in this section nothing in this chapter shall exempt a person from compliance with the provisions of any other law, rule, or directive unless specifically ordered by the governor. [1987 c 505 § 83; 1985 c 308 § 1; 1981 c 281 § 1; 1980 c 87 § 23; 1979 ex.s. c 158 § 1; 1977 ex.s. c 328 § 4; 1975-'76 2nd ex.s. c 108 § 18.]

NOTES:

Effective date--1985 c 308: "This act is necessary for the immediate preservation of the public peace, health, and safety, the support of the state government and its existing public institutions, and shall take effect June 29, 1985." [1985 c 308 § 2.]

Severability--1981 c 281: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1981 c 281 § 3.]

Severability--1977 ex.s. c 328: See note following RCW 43.21G.010.

RCW 43.21G.050 Duty of executive authority of state and local governmental agencies to carry out supply alert or emergency measures--Liability for actions. To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the governor pursuant to this chapter as now or hereafter amended. A local governmental agency shall not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the governor. [1981 c 281 § 2; 1977 ex.s. c 328 § 5; 1975-'76 2nd ex.s. c 108 § 19.]

NOTES:

Severability--1981 c 281: See note following RCW 43.21G.040. Severability--1977 ex.s. c 328: See note following RCW 43.21G.010.

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EMERGENCY SUPPORT FUNCTION #13

PUBLIC SAFETY, LAW ENFORCEMENT, and SECURITY

PRIMARY AGENCY: Stevens County Sheriff's Office
City Police Departments

SUPPORT AGENCIES: Washington State Patrol
WA State Emergency Operations Center

❖ **INTRODUCTION**

A. Purpose

To provide for effective local law enforcement operations; to provide support for law enforcement operations; to utilize local law enforcement communication resources to support countywide emergency operations.

B. Scope

This ESF outlines general law enforcement activities and additional law enforcement emergency operations required to effectively respond to an emergency or disaster.

❖ **POLICIES**

- A.** The Stevens County Sheriff's Office and City Police Departments are responsible to provide emergency law enforcement services within their respective jurisdictions.
- B.** Support law enforcement resources will remain under the command of their own agencies and will operate under the direction and control of the Law Enforcement Coordinator.

❖ **SITUATION**

A. Emergency/Disaster Conditions and Hazards

In times of emergency or disaster, law enforcement agencies will be called upon to perform a wide range of functions in addition to general law enforcement, including: warning and evacuation; search, rescue and recovery; emergency transportation; emergency communications; damage assessment; security and access control of emergency locations; looting; crowd control and emergency traffic control.

B. Planning Assumptions

1. General law enforcement activities and problems will be compounded by additional disruption and activities caused by emergencies and disasters.
2. Local resources will be exhausted prior to seeking assistance from the WA State Emergency Operations Center, Washington State Patrol or National Guard. The assistance of the Military / National Guard requires a local emergency proclamation.

3. The Washington State Patrol will advise or assist within the county, but may not supersede the authority of the Sheriff or Police Chiefs.

❖ **CONCEPT OF OPERATIONS**

A. General

1. In an emergency all law enforcement operations will remain the responsibility of the respective jurisdiction.
2. In an emergency beyond the capabilities of the local law enforcement agency, additional personnel may be provided locally through mutual assistance agreements.
3. All agencies will coordinate public and emergency information with the County Public Information system.

B. Organization

1. Law enforcement operations will be conducted by the agency responsible for the jurisdiction.
2. The Stevens County Sheriff's Office will coordinate countywide law enforcement activities.
3. Additional outside resources such as the State Patrol, National Guard, and other law enforcement agencies will support local operations.
4. All operations will be conducted utilizing the concepts of ICS, from an on scene command post.
5. Incidents requiring additional levels of coordination may require activation of the EOC.

C. Procedures

1. Law enforcement response will be in accordance with operational procedures and the provisions of this Plan.
2. On scene operations will be conducted utilizing ICS; incidents involving multi agency / multi jurisdiction response will usually utilize Unified Command.
3. In the event an incident is beyond the capabilities of the responding agency, the Incident Commander will activate mutual aid and the dispatch center will be requested to activate and secure additional resources.
4. The Incident Commander may request other non-law enforcement resources to support the incident in accordance with established procedures or the provisions of this plan.
5. As necessary, the County Law Enforcement Coordinator will coordinate available resources from the scene or the EOC.
6. In the event the situation depletes or exhausts or will soon deplete or exhaust local mutual aid resources; WA State Emergency Operations Center may be requested to assist in coordinating additional resources.

D. EMERGENCY / DISASTER TIME PHASES

1. Mitigation Activities

None

2. Preparedness Activities

a. Primary Agency

- 1.) Develop and maintain SOG's for emergency law enforcement activities.
- 2.) Ensure that all agency personnel are trained in emergency law enforcement procedures.
- 3.) Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.

b. Support Agencies

- 1.) Develop and maintain SOG's for emergency law enforcement support activities.
- 2.) Ensure that all personnel within are trained in assigned responsibilities.
- 3.) Participates in local emergency response exercises and training.

3. Response Activities

a. Primary Agencies and Support Agencies

- 1.) Respond based upon established procedures.
- 2.) Establish ICS.
- 3.) Perform emergency law enforcement functions.
 - (A.) Enforce laws and emergency regulations.
 - (B.) Emergency communications.
 - (C.) Traffic control.
 - (D.) Crowd control.
 - (E.) Scene security and area access control.
 - (F.) Evacuation operations.
 - (G.) Search and Rescue operations.
 - (H.) Support for hazardous materials operations.
 - (I.) Warning and emergency information dissemination.
 - (J.) Information gathering and damage assessment support.

4. Recovery Activities

All agencies involved will coordinate damage assessment activities with the EOC and provide necessary reports and documentation of costs and activities.

❖ RESPONSIBILITIES

A. Primary Agencies

1. Develop and maintain SOG's to carry out emergency law enforcement responsibilities.

2. Perform functions and tasks as established in this Plan.

B. Stevens County Sheriff's Office

1. The Sheriff is the County Law Enforcement Coordinator.
 - a. Coordinate all emergency law enforcement activities within the county.
 - b. Coordinate requests for assistance from other law enforcement agencies in support of emergency operations.
 - c. Request outside assistance as required.
2. Assign representative to the EOC and command post operations.
3. Provide security for the EOC and other vital facilities, as necessary.
4. Communications Center will monitor warning systems and initiate warning procedures.
5. Conduct and coordinate Search and Rescue operations.

C. Support Agencies

Provide operational support to the Primary Agency.

❖ **REFERENCE**

ESF 1 Transportation, ESF 2 – Communications, ESF 9 SAR, Appendix 1
Northeast Washington State Law Enforcement Mobilization Plan

❖ **ATTACHMENTS**

Attachment A to ESF 13 – Local Law Enforcement Agencies

ATTACHMENT A TO ESF 13

PUBLIC SAFETY, LAW ENFORCEMENT and SECURITY

LOCAL LAW ENFORCEMENT ORGANIZATIONS

<u>Agency</u>	<u>Location</u>	<u>Phone Number</u>
Stevens County Sheriff	Colville	684-2555
Chewelah Police Department	Chewelah	935- 6555
Colville Police Department	Colville	684-2525
Springdale Police Department	Springdale	258-4520
US Park Rangers (Kettle Falls)	Kettle Falls	Contact Dispatch
Washington State Patrol	Spokane	456-4101
U.S. Forest Service LE		Contact Dispatch
Kettle Falls PD	Kettle Falls, WA	738-6700
WA DNR	Colville, WA	684-7474
BNSF	Seattle, WA	206-625-6135

APPENDIX 1 / ESF-13

PUBLIC SAFETY, LAW ENFORCEMENT, and SECURITY

PRIMARY AGENCIES:	Stevens County Sheriff's Office City Police Departments Stevens County EMD
SUPPORT AGENCIES:	Red Cross / Human Services Organizations Public Works Fire Services Stevens County Board of Commissioners City and Town Mayors / Councils Local State and Federal Law Enforcement Agencies

❖ INTRODUCTION

A. Purpose

To provide for the evacuation, movement and relocation of all or part of the population from any stricken or threatened emergency or disaster area within the county to locations providing relative safety and shelter.

B. Scope

Evacuation and movement involves coordination of multiple agencies and emergency functions; and may require significant Warning and Emergency Public Information activities. It also requires close coordination with mass care and sheltering functions.

❖ POLICIES

1. The Incident Commander (IC) of an emergency scene has the authority to call for an emergency evacuation to protect the life and health of the population immediately threatened.
2. The respective Law Enforcement Agency of an affected jurisdiction is in charge of evacuation operations.
3. The Legislative Authority of each jurisdiction has the ultimate responsibility for any and all evacuations, especially for any evacuation that has the potential to be long term, could pose negative economic impacts or is not immediately threatening the health and safety of the populace.
4. Local officials do not have the legal authority to require residents to evacuate their homes.

❖ **SITUATION**

A. Emergency/Disaster Conditions and Hazards

Any emergency or disaster situation could require the need for evacuation. Specific local hazards that may require evacuation activities include; wildfires, urban fires, dam failures, flooding, and hazardous materials transportation and facility incidents.

B. Planning Assumptions

1. Private vehicles will provide the means of movement for the majority of people in the evacuation zone. Public transportation resources will be utilized to evacuate those without other means of transportation.
2. Certain facilities may require specific plans for evacuation operations, such as hospitals, nursing homes and jails. These facilities should develop internal evacuation plans and identify any special resources they need to accomplish their tasks.

C. Limitations

An emergency or disaster could require the evacuation of a large number of people in or near a threatened or stricken area. The operation of a major evacuation may be difficult, especially in rural areas, due to compromising factors like the isolation of an area, the difficulty of providing adequate and timely warning and limited transportation routes and capabilities. Operations could be further complicated for those individuals who are at risk medically, the elderly and the handicapped.

❖ **CONCEPT OF OPERATIONS**

A. General

1. Evacuation and movement is the responsibility of the public safety agencies and the elected legislative authorities of a jurisdiction.
2. Unless an evacuation is of immediate urgency in nature, the Legislative Authority for the affected political sub-division will coordinate with the responsible law enforcement agency and emergency management regarding evacuation decisions.
3. The Incident Command System will be utilized for all evacuation operations.
4. The responsible law enforcement agency working with the other responding agency officials will establish operational priorities from the field command post, other established command center or the EOC.
5. It is critical that evacuation information for the public is timely and accurate. The Public Information Coordinator will be kept informed of all relevant information.
6. Stages of evacuation operations have been established as follows:
 - a. Level 1 - Public is advised by local media or mass notification system of a hazardous situation that has the potential for an evacuation.
 - b. Level 2 - Public is advised on scene by public address systems, sirens and / or by door-to-door contact and media that an area will probably be evacuated soon and all citizens within that area should be ready to evacuate.

- c. Level 3 - An area is being evacuated now, the public is requested to leave that area immediately and there will be no further alerts or warnings issued.
- 7. Warning and alerting will be accomplished by all means available.
- 8. The Stevens County DEM will coordinate with WA State Emergency Operations Center for additional state or federal assistance, if required.

B. Organization

- 1. The responsible law enforcement agency official is responsible for establishing the need for evacuation and conducting operations.
- 2. DEM and /or the EOC will establish the necessary coordination to provide all necessary support functions.
- 3. The Stevens County Sheriff will coordinate evacuation county wide, especially incidents involving multiple operations and evacuation areas.
- 4. The legislative authorities will establish overall policy for evacuation operations, if necessary.

C. Procedures

- 1. The Incident Commander will determine the need for emergency evacuation and immediately assure that the responsible law enforcement agencies and DEM are notified.
- 2. DEM and / or the EOC are responsible for assuring all necessary functions to carry out activities have been alerted.
- 3. Establish "reception" area.
- 4. Emergency evacuation instructions must be established, coordinated and given to the public by all available means. Initial instruction to the public should include:
 - a. Reason for evacuation
 - b. Evacuation routes.
 - c. Location of reception area to register for accountability and to provide additional assistance and instructions to evacuees.
 - d. Possible duration of evacuation.
 - e. Provisions for security of area.
 - f. Re-entry provisions, if appropriate.
- 5. All evacuation information and instructions will be coordinated with the Warning and Emergency Public Information Coordinator.
- 6. The Red Cross will conduct reception, registration, shelter, and mass care activities.

D. Emergency / Disaster Time Phase

- 1. **Mitigation Activities**
None specific.

2. Preparedness Activities

a. Primary Agencies

- 1.) Develop and maintain evacuation procedures and ensure that personnel are familiar with and trained in the implementation of those procedures.
- 2.) Identify hazards and potential evacuation activities that may be required.

b. Support Agency - Red Cross

- 1.) Maintain mass care capabilities per ESF 6.
- 2.) Develop and maintain procedures for registering and handling of displaced persons from an evacuation.

c. Other Support Agencies

- 1.) Develop and maintain procedures on their roles and responsibilities during an evacuation.
- 2.) Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.

3. Response Activities

a. Primary Agencies: Incident Commanders, Law Enforcement and Emergency Management.

- 1.) Implement and coordinate the emergency evacuation of any threatened areas.
- 2.) Alert and coordinate mass care functions and advise the Elected Legislative Authorities of the situation.
- 3.) Establish Emergency Public Information function and operations.
- 4.) Provide alerting, warning and emergency evacuation instructions to all persons in the evacuation area.
- 5.) Document all cases where persons refuse to comply with evacuation orders.
- 6.) Provide traffic control and evacuation routes.
- 7.) Provide crowd control.
- 8.) Provide security for evacuated areas.
- 9.) Establish in cooperation with the PIO, a public contact point for inquiries regarding evacuation instructions and information.
- 10.) Establish operational guidelines to determine essential access to the evacuation area and when and how the public can re-enter the evacuated area.
- 11.) Report and coordinate information with the EOC and the PIO on a continual and timely basis.

b. Support Agencies - Public Safety

- 1.) Respond per established procedures.
- 2.) Provide support for warning and alerting, traffic and crowd control, barricades and barriers, evacuation routing, transportation operations, and other assigned activities.

- c. Support Agencies - Red Cross
 - 1.) Establish reception and registration, shelter, and mass care functions as appropriate and outlined in ESF 6.

4. Recovery Activities

- a. Primary Agencies
 - 1.) Continue to monitor and evaluate the safety of an evacuated area during reentry activity.
 - 2.) Provide a detailed log of actions taken during the evacuation operations.
- b. Support Agencies
 - 1.) Perform recovery activities as assigned as outlined in plans and procedures.

❖ RESPONSIBILITIES

A. Primary Agencies

- 1. Law Enforcement
 - a. The Chief Law Enforcement officer of each jurisdiction is responsible for developing evacuation protocols and carrying out emergency evacuation operations.
 - b. The Stevens County Sheriff will coordinate county wide and multiple area evacuation operations.
 - c. Establish procedures to handle persons refusing to evacuate.
 - d. Establish procedures to handle abandoned and broken down vehicles.
- 2. Stevens County DEM
 - a. Identify potential hazardous locations in the county.
 - b. Assist primary and support agencies in developing protocols for evacuation.
 - c. Alert and coordinate activities to provide registration, shelter, mass care and emergency public information.

B. Support Agencies

- 1. Local Fire Services
 - a. Develop and maintain procedures to support evacuation operations.
 - b. Provide support for alerting and warning, and other assigned operations.
- 2. Local Public Works Departments
 - a. Develop and maintain procedures to support evacuation operations.
 - b. Provide support for traffic and crowd control and other assigned operations.
 - c. Provide support in establishing and maintaining evacuation transportation routes.

3. Stevens County Board of Commissioners and City and Town Mayors / Councils
 - a. Provide policy and guidance to law enforcement for evacuation orders and operations.
 - b. Enact and issue long term evacuation orders.
4. Red Cross
 - a. Provide mass care functions as outlined in ESF 6.
 - b. Provide for registration and accounting of evacuated persons.
5. Other local State and Federal Law Enforcement Agencies
 - a. Establish procedures to support evacuation operations.
 - b. Provide personnel and support to responsible agency evacuation operations.

❖ **REFERENCE**

ESF 1 - Transportation

ESF 6 - Mass Care

Basic Plan Appendix 2 - Emergency Public Information and Warning

Dam Safety Emergency Action Plans

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EMERGENCY SUPPORT FUNCTION #14 LONG TERM COMMUNITY RECOVERY and MITIGATION

PRIMARY AGENCY: Stevens County EMD

SUPPORT AGENCIES: County Auditor, Assessor and Treasurer
City Clerks and Treasurers
All agencies affected by the emergency /
disaster. WA State Emergency Operations
Center Community Trade and Economic
Development
Red Cross

❖ INTRODUCTION

A. Purpose

The purpose of this ESF is to outline the process to accomplish recovery and restoration functions in order to transition from the disaster event to "normal" community activities.

B. Scope

This ESF applies to all agencies and organizations that have been affected by the emergency / disaster.

❖ POLICIES

- A.** Washington State Disaster Assistance Guide
- B.** Washington State Law - RCW 38.52
- C.** Federal Disaster Laws - Stafford Act
- D.** State and Federal Disaster Assistance Program Regulations

❖ SITUATION

A. Emergency/Disaster conditions and Hazards

Any emergency or disaster occurring in Stevens County can cause damage to public and private property, which requires recovery and / or restoration activities.

B. Planning Assumptions

1. Each political subdivision, special purpose district, public utility, agency and organization is responsible for response, repair and restoration costs for its own operations, properties and facilities.
2. Eligibility for disaster assistance programs is usually flexible and needs to be looked at in each case; often "creative" sources of assistance can be obtained.
3. The private sector should be self sufficient for a limited period, however an unknown level of assistance is usually necessary following any emergency or disaster.

❖ CONCEPT OF OPERATIONS

A. General

1. Each political subdivision, special purpose district, public utility, agency and organization will:
 - a. Complete a detailed damage assessment process.
 - b. Coordinate recovery and restoration activities with DEM or the EOC.
 - c. Apply for public assistance programs, if eligible.
 - d. Designate an "Agency Representative" responsible for all recovery activities.
 - e. Work with the DSR teams to verify and document eligible assistance projects.
2. Each agency or organization is responsible for recovery costs within existing budget limitations; if costs exceed existing budget authority, the legislative authority of the respective jurisdiction needs to provide appropriate action.
3. Each agency or organization is responsible for documenting all disaster related costs and activities.
4. The Stevens County DEM / EOC will coordinate priorities for recovery activities if the situation warrants.
5. DEM will coordinate private sector assistance program availability and work with the Public Information Officer to disseminate all pertinent information to the general public.
6. Local public and private utility service providers will restore services based on their policies and procedures; and will coordinate pertinent activities with DEM or the EOC.

B. Organization

1. Each political subdivision, special purpose district, public utility, agency and organization will designate an Agency Representative responsible for recovery activities.
2. The Stevens County DEM / EOC will coordinate recovery programs and activities.
3. State and Federal disaster assistance program coordinators will provide assistance and guidance to local entities on assistance programs.
4. State and Federal Teams in cooperation with the respective Agency Representatives will conduct damage Survey Reports (DSR) for all eligible applicants.

C. Procedures

1. Recovery and restoration operations will be coordinated in the EOC or other established location. This process will continue until the function is no longer necessary. Recovery and restoration operations may include, but not limited to:
 - a. Establishing of a recovery task force.
 - b. Prioritization of activities.
 - c. Providing support to local entities and Federal and State teams.
 - d. Providing necessary and requested information.
 - e. Providing reports and situation updates.
 - f. Coordination requirements.
2. If Stevens County is declared a federal disaster area, an applicant briefing will be held to inform all eligible public agencies of the process to apply for assistance and what assistance might be available through public assistance programs.
3. If individual assistance programs are available, each individual must apply for themselves. DEM and the program liaisons will notify the public on program procedures.
4. DEM will assist in providing the private sector with contacts of other organizations or sources of assistance as appropriate.

D. Emergency / Disaster Time Phase

1. Mitigation Activities Primary Agency Stevens County EM

When repairing and restoring services and facilities, each entity is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts.

After a federally declared disaster, a mitigation grant program is usually available. Local entities should investigate possible projects for reducing future disaster damage and losses. DEM will assist local entities with the process.

2. Preparedness Activities

a. Primary Agency Stevens County EM

- 1.) Develop and maintain a liaison with local, state and federal agencies and organizations that can provide assistance in recovery and restoration activities.

b. Support Agencies

- 1.) Develop and maintain procedures to recover from emergencies and disasters including cost documentation.

3. Response Activities a. Primary Agency Stevens County EM

- 1.) Activate EOC or other facility to coordinate recovery activities.
- 2.) Assemble and forward all necessary reports and requests for assistance to WA State Emergency Operations Center and other necessary locations.

- 3.) Coordinate recovery and restoration activities with local, state and federal program representatives.
 - 4.) Provide all necessary individual assistance program information to the Public Information Coordinator for dissemination.
- b. Support Agencies
- 1.) Identify all damages and losses and prepare an action plan for recovery activities.
 - 2.) Prepare relevant recovery and restoration instructions and information for public information distribution.
 - 3.) Participate in the DSR process as appropriate.
 - 4.) Coordinate activities with DEM or the EOC.
4. **Recovery Activities Primary Agency Stevens County EM**
- a. All agencies and organizations.
- 1.) Review and critique incident actions.
 - 2.) Continue documentation and reporting on all disaster recovery activities.

❖ **RESPONSIBILITIES**

A. Primary Agency - Emergency Management

1. Coordinate the recovery and restoration activities with potential disaster assistance programs.
2. Provide information and guidance to policy makers concerning issues of recovery and restoration.
3. Assist in public information activities including public announcements on recovery and restoration and instructions on applying for assistance programs.
4. Provide liaison between the County agencies and organizations and State or Federal agencies dealing with recovery efforts.

B. Support Agencies

1. Conduct recovery and restoration tasks in coordination with DEM and State and Federal assistance program guidelines.
2. Support and coordinate with DEM in the conduct of recovery and restoration activities.
3. Coordinate all pertinent disaster recovery information for the general public with the Public Information Coordinator.
4. County Assessor will advise citizens on property reassessment as a result of disaster damages.
5. Building and Planning officials will work with persons on site safety inspections, permits, codes for disaster recovery activities.
6. County Auditor and Treasurer and City financial officers will assist in disaster recovery accounting and fiscal activities.

C. All Agencies and Organizations

1. Document all disaster related activities and costs.
2. Inventory all damages and losses and develop an action plan for recovery and restoration activities.
3. Review and critique all actions and activities for possible future modifications and updates to Agency procedures and the County Comprehensive Emergency Management Plan.

❖ REFERENCES

- ESF 23 - Damage Assessment
- ESF 5 - Information Analysis
- Basic Plan, Appendix 3 - Emergency Administrative Procedures
- Washington State Disaster Assistance Guide

APPENDIX 1 / ESF-14

LONG TERM COMMUNITY RECOVERY / DAMAGE ASSESSMENT

PRIMARY AGENCY: Stevens County EMD

SUPPORT AGENCIES: County Assessor's Office
County and City Building Departments
County and City Law Enforcement
Agencies Local Fire Services
County and City Public Works Departments
Red Cross

❖ INTRODUCTION

A. Purpose

The purpose of this ESF is to outline the damage assessment process and to provide for the coordination of the damage assessment function.

B. Scope

The ESF applies to the assessment of emergency and disaster impacts to determine the extent of damages and to assist in the prioritization of recovery efforts; and to compile and document public and private sector damages which is usually necessary in obtaining disaster assistance.

❖ POLICIES

- A.** The Washington State Disaster Assistance Guide details the specific process and forms to conduct and report damage assessment information.
- B.** Each political subdivision, special purpose district, public utility, and organization is responsible for conducting damage assessment on it's own properties and facilities and reporting the information to the Stevens County DEM.
- C.** Conducting a damage assessment process and compiling countywide reports is usually required before any assistance programs are initiated.

❖ SITUATION

A. Emergency/Disaster Conditions and Hazards

Any emergency or disaster occurring in Stevens County can cause damage to public and private property.

B. Planning Assumptions

1. Not all damages will be evident in the initial phases of an emergency.

2. Initial damage reports may be incomplete and partial and not be indicative of the true disaster impacts.
3. There may be a shortage of qualified personnel to assess specific damages; special assistance may be needed to conduct some of the more comprehensive and complex damage assessment projects.
4. Local agencies will assist in the damage assessment.

❖ **CONCEPT OF OPERATIONS**

A. General

Conducting a comprehensive damage assessment is essential to the recovery and restoration efforts of any disaster. From the onset of an emergency or disaster all responding parties will relay to DEM or the EOC periodic situation reports of damages they discover. Reports of damage will also be received from the general public, media and a variety of other sources. These will be compiled and evaluated by DEM or the EOC to determine the general overall impact of the event.

DEM or the EOC may request further investigation of reports to attempt to get an overall perspective of the event during the response phase to assist in the prioritization of response activities. As viable information is obtained, the EOC will disseminate reports and updates to the appropriate officials, as necessary.

After the response phase or as resources are available, a more detailed damage assessment will be conducted.

B. Organization

1. Each political subdivision, special purpose district, public utility, and organization is responsible for conducting damage assessment on its own properties and facilities and reporting the information to Stevens County DEM.
2. The Stevens County DEM will coordinate all damage assessment activities, compile and forward all necessary reports to the appropriate locations.

C. Procedures

1. Emergency Assessment

The main purpose of the emergency assessment is to gather as much information as possible as early as possible to provide for the effective use of available response resources. All responders and persons in the Emergency Management Organization will report initial damage reports to DEM or the EOC at the earliest opportunity. DEM will coordinate this information with all appropriate response entities to assist in response prioritization and efficient utilization of resources.

2. Initial Detailed Damage Assessment

The purpose of the detailed assessment is to "measure" and define the extent of damages and identify the overall impact to the County, the communities and the public.

- a. All local government entities and organizations will conduct a detailed assessment of damages to their properties and facilities.

- b. The Red Cross will conduct a "windshield field survey" of damages to private residences and businesses.
 - c. DEM will establish a call in process for the private sector to call in and report damages to establish an estimate of the private sector damages.
- 3. Preliminary Damage Assessment (PDA)

A PDA is required to determine and verify the eligibility of a jurisdiction for public, private and individual disaster assistance. Each jurisdiction will assign a representative, if possible in that jurisdiction to work with a State and Federal team to inspect and verify damages.

DEM will assign a contact person knowledgeable with the private sector damages in the County to work with the State and Federal team to inspect and verify damages.

D. Emergency / Disaster Time Phases

1. Mitigation Activities

Primary Support Agency- Stevens County Emergency Mgmt.

2. Preparedness Activities

a. Primary Agency - Stevens County DEM

1.) Develop and maintain procedures to implement damage assessment programs.

b. Support Agency - Assessor

1.) Develop and maintain procedures to evaluate damage to real property.

c. All other Agencies

1.) Develop and maintain procedures to conduct damage assessments.

3. Response Activities

a. Primary Agency - Emergency Management

1.) Initiate contact with all public entities that may have damages and provide them with the necessary forms and procedures to document damages.

2.) Collect and assemble preliminary damage assessment information and provide it to the state.

b. All Agencies

1.) Conduct damage assessments of agency properties and facilities and other assigned sites and provide information to Emergency Management. They will also document (by photos, video or other means) all sites with damages.

2.) All agencies will report all damages initially discovered by them during the emergency phase to DEM or the EOC.

4. Recovery Activities

a. Primary Agency - Emergency Management

1.) Continue to collect and evaluate damage assessment information.

- 2.) Provide a method to collect damage assessment information from the private sector.
- 3.) Work with and assist state and federal damage assessment teams.
- b. All Agencies
 - 1.) Continue to conduct damage assessments and provide information to Emergency Management.
 - 2.) Participate with State and Federal Damage Assessment teams.

❖ **RESPONSIBILITIES**

A. Primary Agency - Emergency Management

Coordinate the collection, dissemination and evaluation of all damage assessment information.

B. Support Agencies

- 1. County Assessor
 - a. Develop and maintain procedures to assist DEM in establishing damage figures for private property damages.
 - b. Assist in compiling private sector damage assessment.
- 2. Red Cross
 - a. Develop and maintain procedures for damage assessment.
- 3. Other Agencies
 - a. Develop and maintain procedures for conducting damage assessment on agency facilities.
 - b. Perform assigned damage assessment tasks in support of this ESF.
 - c. Report all damage assessment information to DEM.

❖ **REFERENCES**

ESF 5 Information Analysis
 ESF 21 Recovery and Restoration
 Washington State Emergency Management Disaster Assistance Guide and Forms

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EMERGENCY SUPPORT FUNCTION #15

EXTERNAL AFFAIRS

PRIMARY AGENCY: Stevens County EMD

SUPPORT AGENCIES: WA State Emergency Operations Center

❖ INTRODUCTION

A. PURPOSE

To provide timely, accurate and coordinated emergency information to the general public and the Stevens County Emergency Management Organization.

1. **Warning:** Provide for the immediate dissemination of warnings and alerts to key officials and the general public.
2. **Emergency Public Information (EPI):** Provide for the coordination and activities for the dissemination of emergency information to the public before, during and after emergencies and disasters.

B. SCOPE

1. **Warning:** This appendix outlines the procedures and responsibilities of the Stevens County Emergency Management Organization to alert key officials and responders to anticipated emergency situations; and to provide the general public with warning of impending or occurring emergencies.
2. **Emergency Public Information:** This appendix outlines the policies, procedures and responsibilities of the EM Organization for the coordination and dissemination of emergency information to the general public and pertinent information released to the news media.

❖ POLICIES

A. Warning Policy

1. Based on the type of incident and the potential impacts, the Warning Officer will prioritize the flow of information to those identified locations with the highest threat and the greatest need to be notified immediately.

B. Emergency Public Information Policies

1. Countywide Emergency Public Information activities will be performed by the Public Information Officer under the supervision of the DEM Director, acting on behalf of the Elected Executive Officials (Stevens County Commissioners and Mayors).
2. The Public Information Officer is the voice for command, not the voice of command.
3. All information released to the public will be coordinated through the Incident Commander, command post or the EOC.

4. The designated PIO will be the point of contact for all media contact and inquiries.
5. All agencies and organizations will coordinate the development and dissemination of emergency and disaster related public information through the County EOC and/or County Public Information Officer.

❖ **SITUATION**

A. CONDITIONS

During emergencies and disasters it is critical to provide key local officials, local government agencies, the Emergency Management Organization and the general public with emergency information that is timely, accurate, correct and consistent. Also, during emergencies, there is a good potential for "misinformation" and rumors to spread if quality emergency information is not disseminated. Developing a functional Emergency Information System is a critical aspect of the Emergency Management System.

B. PLANNING ASSUMPTIONS

1. Rumors and misinformation will occur.
2. If the general public is not kept well informed about what is going on, the potential for misinformation and rumors is greatly increased.
3. A large contingent of media will converge during large emergencies and disasters.
4. Existing information and publications on "preparedness" are available and will be utilized to educate and inform the public during emergencies.

❖ **CONCEPT OF OPERATIONS**

A. GENERAL

The extent of activation and implementation of the warning, alerting and emergency public information systems and procedures will be determined by the severity of the incident; potential hazards; level of response required from the Emergency Management Organization; and the need to inform the public.

The operational aspects of the alert notification may be accomplished from the Communications Center, a field command post, from the EOC or a combination of these facilities, depending on the level of operations required.

B. PROCEDURES

1. Warning procedures:

- a. Notification of the need to activate the warning and alerting system may be received from one or more of several sources.
- b. The Warning Officer, or designee, will make the initial determination of the extent of the activation.
- c. As the need to provide warning and alerting services increases the organization will be expanded to a level necessary to accomplish the function.

- d. The Warning Officer will monitor the situation and provide updated information as necessary.

2. Emergency Public Information procedures:

- a. On basic incidents, the EPI function will be the responsibility of the Incident Commander.
- b. If the EPI functions increase beyond the IC's capability, the IC will establish an Incident PIO.
- c. Larger or multiple incidents may require the County PIO to coordinate the EPI function. Stevens County DEM will be contacted to provide for this function.
- d. As the situation requires additional support, the County PIO will activate and coordinate the additional resources and system elements.
- e. All releases of information to the media or the public will be approved by the Incident Commander and / or the County PIO/DEM.

C. ORGANIZATION

1. Warning Officer:

The Director of Stevens County DEM (or designee) will act as the Stevens County Warning Officer. The Sheriff (or designee) will act as the alternate Stevens County Warning Officer.

2. County Public Information Officer:

The Director of DEM will designate the County Public Information Officer.

3. Agency Information Officer:

Each agency and organization will designate an agency information officer and scope of duties; agency information officers will coordinate their activities with the County Public Information Officer.

D. WARNING AND EMERGENCY INFORMATION COMMUNICATIONS SYSTEMS

- 1. NAWAS (National Warning System) – The primary NAWAS facility is located in Spokane County. Spokane County relays warning information to Stevens County. This system can be utilized for emergency contact with neighboring jurisdictions, WA State Emergency Operations Center and the National Weather Service.
- 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. The local EAS Operational Plan will designate those officials who are authorized to active EAS and the applicable procedures..
- 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 through the National Weather Service office in Spokane.
- 4. Public Safety Radio Systems: Local public safety communication centers and their paging systems will be utilized to disseminate information throughout the public safety community, as appropriate. This includes 911 Mass Notification Systems

5. ACCESS: Law enforcement teletype system.
6. Local Media: Broadcast and print.
7. Local telephone system and network: Wireline and Wireless
 - a. Voice
 - b. Fax
 - c. Network for Internet, E-mail, and other data transmission.
8. Direct contact:
 - a. Public address / siren systems on emergency vehicles.
 - b. Door to door contact – Voice or written information
 - c. Public assemblies.
 - d. Literature distribution and the U.S. Mail system.
 - e. Bulletin boards, posters and informational signs.

E. SPECIAL PROVISIONS

1. Joint Information Center / Media Center

A Joint Information Center (JIC) may be established to facilitate the coordination and dissemination of information. The JIC can also be utilized to conduct media briefings and press releases. The County Commissioners conference room can be utilized for this activity.

2. Dissemination of warnings and information to special populations

The Stevens County Emergency Management Organization will attempt, as conditions and resources allow, to provide advanced warning and emergency information to those populations identified as requiring special assistance.

As appropriate, interpreters will be activated to assist in providing information to the non-English speaking population.

3. Disaster victim information system

The disaster victim information system provides for central coordination of casualty lists and other victim information. The American Red Cross coordinates the disaster victim reunification process.

4. Rumor control and information services

The County Public Information Officer will establish a rumor control and information system, which includes provisions for identifying and verifying information about the situation. The system will also include a contact point for the public to ask questions and request information.

❖ **EMERGENCY RESPONSIBILITIES**

WARNING EMERGENCY RESPONSIBILITIES:

- A.** WA State Emergency Operations Center:
 - 1. Provide dissemination of significant national and state warning information through the state warning point to local jurisdictions.
 - 2. Coordinate national, state, National Weather Service or other warnings via National Alert Warning System (NAWAS), the Law Enforcement Teletype System (ACCESS) and other available means of communications.
- B.** Stevens County Department of Emergency Management:
 - 1. Prepare and maintain local warning and alerting plans, SOG's and callout lists.
 - 2. Coordinate and help maintain countywide communications capabilities that can be utilized for warning purposes.
 - 3. Coordinate with the area primary EAS station and ensures that the EAS plan is functional.
- C.** Stevens County Sheriff's Office Communications Center:
 - 1. 24 hour point of contact for warning information for Stevens County.
 - 2. NAWAS secondary answering point.
 - 3. Responsible for disseminating warning information, as appropriate, to:
 - a. Stevens County DEM.
 - b. Appropriate entities as per established warning and alerting procedures.
- D.** All Public Safety agencies with communications systems and capabilities:
 - 1. Test communications and alerting systems and devices on a regularly established schedule and correct deficiencies as necessary.
 - 2. Develop and implement procedures.
 - 3. Provide warning to the general public via emergency vehicles with sirens and public address systems.

EMERGENCY PUBLIC INFORMATION EMERGENCY RESPONSIBILITIES:

- A.** Stevens County DEM
 - 1. Prepare and maintain local EPI plans, SOG's and contact lists.
 - 2. Coordinate and help maintain contacts and knowledge of local systems for EPI dissemination purposes.
 - 3. Provide necessary support for the County PIO; in the absence of the County PIO assume those responsibilities.
 - 4. Establish and provide support for JIC / Media Center facility.
 - 5. Support training for PIO functions to local agencies and organizations.

- B. Stevens County Sheriff's Office**
 - 1. Communications Center will support EPI dissemination.
 - 2. Provide support to EPI operations.
 - 3. Provide emergency public information via emergency vehicles equipped with sirens and public address systems as requested.
- C. All Agencies and Organizations**
 - 1. Provide appropriate and timely information and situation status to the EPI organization.
 - 2. Coordinate all PIO activities with the County PIO.
 - 3. Develop and maintain internal plans and SOG's and designate an Agency Public Information Officer.
 - 4. Public safety agencies provide emergency public information via emergency vehicles equipped with sirens and public address systems as requested.
- D. Red Cross**
 - 1. Provide emergency shelter information.
 - 2. Provide a disaster victim information system.
 - 3. Support the PIO with preparedness information development and distribution.
- E. Local media**
 - 1. Provide cooperation and support for local EPI operation,
 - 2. May be called upon to assist directly with EPI and PIO functions.

EMERGENCY INFORMATION POSITION 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 will be accomplished by the designation of alternate warning officers. The warning officer will use the necessary systems and capabilities to provide warning and alert.

B. COUNTY PUBLIC INFORMATION OFFICER:

Responsibilities of the information officer are:

- 1. Point of contact for media inquiries.
- 2. Establish a joint information center (JIC) when appropriate.
- 3. Prepare information for release to the media and the public.
- 4. Obtain approval for all releases from the DEM Director and EOC Officials.
- 5. Maintain contact with and coordinate activities with Agency PIO's.
- 6. Establish and maintain a information services contact point for the public and the media.
- 7. Establish and maintain a rumor control process.

8. Monitor news media coverage of the incident.
9. Work with warning officer, as appropriate.

C. AGENCY INFORMATION OFFICER:

Responsibilities of the information officer are:

1. Point of contact for media inquiries.
2. Establish a joint information center (JIC) when appropriate.
3. Prepare information for release to the media and the public.
4. Obtain approval for all releases from the incident commander.
5. Coordinate all news media activities associated with the incident.
6. Maintain contact with and coordinate activities with County PIO.

❖ **REFERENCES**

- ESF 2 – Emergency Communications
- ESF 5 – Information Analysis
- Local and North Central Washington EAS Operational Plan

❖ **ATTACHMENTS**

Attachment A – Warning and Alerting Procedures Attachment B
– Emergency Public Information Organization Attachment C –
Example Warning and EPI System Purposes

ATTACHMENT A TO ESF 15
WARNING AND ALERTING SYSTEM
INITIATED BY SHERIFF'S DEPARTMENT

Upon receipt of warning, the Stevens County Sheriff's Department will alert the following individuals and agencies in the order indicated.

	OFFICE	HOME
D.E.M. Director James Caruso	684-7543	509-690-6581
Local Fire Departments	684-2555	
Local Police Departments	684-2555	Dispatch
Washington State Patrol Dispatch	422-3800	

Upon receipt of warning from the Sheriff's Department, local police departments will alert mayors and Public Works.

Mayors and local police departments will be responsible for activating a Warning System for the population of their individual towns or cities.

Stevens County

WARNING PROCEDURES FOR EMERGENCIES

1. By radio or telephone notify the warning officer (Emergency Management Director). Pass on warning as received, and obtain instructions on alerting key officials.
2. By telephone, call list, or radio, notify fire departments, law enforcement agencies, and other groups in accordance with instructions.

ATTACHMENT B TO ESF 15

EXAMPLES OF WARNING AND EPI SYSTEM PURPOSES

WARNING

- SEVERE WEATHER
- FLOODING
- FIRES
- VOLCANIC ERUPTION
- HAZARDOUS MATERIALS
- EVACUATION NOTICE
- OTHER HAZARDS

EMERGENCY PUBLIC INFORMATION

BEFORE THE EMERGENCY

- PREPAREDNESS INFORMATION
- SAFETY ADVISORIES
- SHELTER LOCATIONS
- EVACUATION ROUTES
- SHELTER IN PLACE INSTRUCTIONS

DURING THE EMERGENCY

- GENERAL SITUATION STATUS AND UPDATES
- HAZARD ADVISORIES
- HEALTH ADVISORIES
- WEATHER FORECASTS AND UPDATES
- FLOOD LEVELS AND FORECASTS
- EMERGENCY EVACUATION INSTRUCTIONS
- EVACUATION STATUS AND SITUATION
- SHELTER IN PLACE INSTRUCTIONS
- EMERGENCY SHELTER INFORMATION
- ROAD CLOSURES AND ALTERNATE ROUTE INFORMATION
- TRAFFIC INFORMATION
- RUMOR CONTROL

AFTER THE EMERGENCY

- HAZARD ADVISORIES
- HEALTH ADVISORIES
- EMERGENCY ASSISTANCE PROGRAMS AND SERVICES
- CLEANUP AND RESTORATION INSTRUCTIONS
- DISASTER ASSISTANCE PROGRAM INFORMATION
- MITIGATION INFORMATION