Snohomish County Comprehensive Emergency Management Plan (CEMP)

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Promulgation

WHEREAS, all residents and property within Snohomish County are at risk to a wide range of natural, technological, and human-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all Snohomish County agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the Snohomish County Comprehensive Emergency Management Plan (CEMP), dated 12-11-20. This plan can be put into action by the undersigned or our designee(s). Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

Ken Klein   **12/11/2020**
_____   _____
The Honorable Dave Somers,   Date
County Executive

Jason Biermann   **12/11/2020**
_____   _____
Jason Biermann   Date
Director of Emergency Management

Signature: _K̶K̶._   **Signature:** _____
                                              Jason Biermann (Dec 11, 2020 13:13 PST)

Email: kenneth.klein@co.snohomish.wa.us   **Email:** jason.biermann@co.snohomish.wa.us

Forward

The Snohomish County Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the County's ability to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life.

The CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management (DEM), other Snohomish County departments, public safety agencies, the participating jurisdictions of Arlington, Brier, Darrington, Edmonds, Gold Bar, Granite Falls, Index, Lake Stevens, Lynnwood, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, Stillaguamish Tribe of Indians, Sultan, Tulalip Tribes, Woodway, appropriate subject matter experts, and volunteer organizations.

This version, dated December 30, 2019 supersedes all previous editions. This version incorporates applicable changes from WAEMD identified in the 2014 version, State, Federal, and EMAP guidance and requirements. The CEMP is organized in accordance with FEMA's 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management and covers the jurisdictions of Arlington, Brier, Darrington, Edmonds, Gold Bar, Granite Falls, Index, Lake Stevens, Lynnwood, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, Stillaguamish Tribe of Indians, Sultan, Tulalip Tribes, Woodway, and unincorporated Snohomish County.

The CEMP assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Record of Revision

Change Number	Date Entered	Content of Change	Initials

Record of Distribution

Date	Name/Position	Agency	Changes Provided

1. **Purpose, Scope, Situation, Assumptions**

1.1. Purpose

1.1.1. This plan (Plan) is an all-hazards Comprehensive Emergency Management Plan (CEMP) for Snohomish County (County). The Plan provides a framework through which disaster response and initial recovery activities are coordinated. Specifically, it describes how Snohomish County will coordinate resources and activities with other federal, state, county, regional, private-sector and nongovernmental organizations to prepare for, mitigate against, respond to and recover from any emergency or disaster that could adversely affect the health and safety of Snohomish County's residents, visitors and the environment. The plan also identifies sources of outside support, which might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, state and federal agencies, and the private sector.

1.1.2. The Plan accomplishes these goals by:

1.1.2.1. Taking an all-hazards, whole community approach to disaster preparedness, mitigation, response, and recovery that includes partnering with Snohomish County departments, external stakeholders, and community members.

1.1.2.2. Building upon mitigation strategies that reduce the vulnerability to hazards.

1.1.2.3. Planning, training, and exercising an efficient, coordinated response to disasters and emergencies.

1.1.2.4. To identify lines of authority and relationships to execute tasks and responsibilities.

1.1.2.5. Establishing functions and responsibilities of participating and coordinating departments, agencies, jurisdictions, organizations, and individuals.

1.1.2.6. Developing processes to effectively return Snohomish County to normal as soon as possible.

1.2. Plan Format

1.2.1. The CEMP provides a general framework for all phases of the county's approach to emergency and disaster response activities and operations for all involved agencies and organizations.

1.2.2. The CEMP consists of three major components - the Base Plan, Emergency Support Function (ESF) plans, functional annexes and appendices – and is supported through separate departmental operating plans (e.g. mass fatality, disaster debris management, Emergency Coordination Center (ECC) Standard Operating Guide (SOG)), Snohomish County Recovery Framework, 2015 Snohomish County Hazard Mitigation Plan, Snohomish County Multi-Year Training and Exercise Plan (TEP), Snohomish County Continuity of Operations Plans, and Jurisdiction CEMP Annexes.

1.2.3. Appendices and Annexes provide details on functions and planning factors that typically must be addressed in a specific emergency or process. Appendices or annexes may include emergency evacuation, communications, catastrophic incidents, etc.

1.2.4. Standard Operating Guides (SOGs) provide procedural guidance on how to execute a particular function of disaster response and recovery coordination.

1.3. Scope

1.3.1. This plan may be applied to any hazard, natural or human caused, that necessitates or may necessitate the response of multiple departments or agencies outside the scope of normal operations or with the potential to exceed normal capabilities in Snohomish County. Impacts to Snohomish County may include direct impacts (severe weather) or indirect impacts (regional transportation disruption outside the county). Procedures for routine emergencies and incidents are covered in respective departmental, agency, or jurisdictional normal operation plans, policies, and procedures. Procedures for operational execution of the tasks in this plan reside in departmental, agency, or jurisdictional operation plans, policies, and procedures.

1.3.2. Snohomish County Department of Emergency Management (DEM) provides emergency management services through an Inter-Local Agreement to the jurisdictions of Arlington, Brier, Darrington, Edmonds, Gold Bar, Granite Falls, Index, Lake Stevens, Lynnwood, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, Stillaguamish Tribe of Indians, Sultan, Tulalip Tribes, Woodway, and unincorporated Snohomish County. Each of these jurisdictions retains individual control of their administration, finance and operations.

1.3.3. The Cities of Everett, Bothell, and Marysville have the responsibility for their standalone emergency management programs. However, every effort is made to coordinate response and short-term recovery efforts with these jurisdictions.

1.3.4. Activation of this plan assumes a county-wide approach to coordinate response and short-term recovery. As a participating department, agency, or jurisdiction in this plan, the Plan will serve as the basis for development and implementation of plans, policies, procedures, and guides to affect response and recovery in the event of a disaster or emergency to Snohomish County.

1.3.5. This plan considers the emergencies and disasters both natural and human-caused likely to occur in Snohomish County. Natural hazards are described in the 2015 Snohomish County Hazard Mitigation Plan (HMP) and associated annexes. Human-caused hazards are described in the Urban Area Security Initiative's (UASI) Threat and Hazard Identification and Risk Assessment (THIRA).

1.3.6. Under the National Preparedness Goal's Five mission areas, this plan falls under "Respond"

National Preparedness Goal Mission Areas				
Prevention	Protection	Mitigation	Response	Recovery
Complex-Coordinated Terrorist Attacks Crisis Communications Plans	Strategic Plan Community Outreach and Education Crisis Communications Plans Training and Exercise Plan	Hazard Mitigation Plan	CEMP Incident Annexes and Department and ESF Specific Operational Plans	Recovery Framework

1.3.7. Limitations
The County and other agencies seek to make every reasonable effort to respond in the event of an emergency or disaster. However, County and local resources and systems may be overwhelmed. The responsibilities and expectations outlined in this CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by this CEMP that a perfect response to emergency or disaster incidents will be practical or possible. Although this Plan shares general emergency management planning concepts with neighboring jurisdictions, it stands alone.

1.4. Situation Overview

1.4.1. Snohomish County covers 2,090 square miles of varied topography ranging from saltwater beaches, rolling hills and rich river bottom farmlands in the west, to dense forest and alpine wilderness in the mountainous east. 68% of the county land area is forest land, 18% is rural, 9% is urban/city and 5% is agricultural. The average temperatures range from 75°F in July to 33°F in January. Annual precipitation in the western part of the county is 35 inches, but increases sharply as the elevation climbs into the Cascade Mountains (Index, 110-120 inches). The April 1, 2018 total population estimate for

Snohomish County was 805,120, according to the State of Washington Office of Financial Management. Snohomish County is the third largest county by population in the State. The unincorporated population estimate is 357,555 and the incorporated (city) population estimate is 447,565.

1.4.2. The [Snohomish County Hazard Mitigation Plan](#) (HMP) is published separately and the accompanying risk assessment provides information on potential natural and technological, and human caused hazards throughout the county. The dynamic and cascading variables of a disaster may alter this assessment.

1.4.3. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

1.4.4. The [Washington State Enhanced Hazard Mitigation Plan – Risk Assessments](#) is published separately and provides additional information on the potential natural and technological (human caused) hazards throughout the state.

1.4.5. Economy

Snohomish County's economy is strongly based in the biotech industry, clean technology, and aerospace engineering and production. The County's highly technically-skilled workforce produces products ranging from airplanes to sustainable/green technology; and also conducts research for the cure of diseases. The Port of Everett provides direct, deep-water access for shipping containers. The County's largest communities are located along Interstate 5, the state's major north-south corridor, which links numerous truck and transportation routes throughout the Puget Sound. The BNSF Railway provides valuable rail service, for both freight and passengers to many locations in the country. Major private employers include Boeing (with an estimated 40,000 employees), Providence Medical Center, Premera-Blue Cross, and the Tulalip Tribes. Major public employers in Snohomish County include the U.S. Naval Station, the State of Washington, and Snohomish County. The County is the home of Boeing's largest commercial jetliner assembly operation, including production of the Boeing 747, 767, and 777 wide-body jets and the new 787. The market potential for new commercial airplanes over the next 20 years remains high, and Snohomish County has the skilled and experienced aerospace workers to meet the demand.

1.4.6. Demographics

1.4.6.1. The total population of Snohomish County was estimated to be 818,700 as of April 1, 2019, according to the Washington State Office of Financial Management (OFM). This includes a total unincorporated population estimate of 365,480 (45% of total county population) and a total incorporated (city) population estimate of 453,220 (55% of total county population). Total population in Snohomish County has increased by 105,365 (14.8%) since the 2010 US Census showed a total population of 713,335 for Snohomish County.

1.4.6.2. The 2018 OFM estimates showed that Snohomish County's population was 68% white and non-Hispanic, while 32% was a racial or ethnic minority. Among the minority groups, Hispanic and non-Hispanic Asian populations were the largest, with each group individually representing 11% of the county's total population. Black made up 3%, American Indian or Alaska Native and Native Hawaiian or Other Pacific Islander individually made up 1% of the population while individuals with two or more non-Hispanic races made up 4% of the population.

1.4.7. Government Structure

1.4.7.1. The Snohomish County Council is the legislative authority for the county. The five members of the council are elected to four-year terms. Each member represents a specific geographic district. The council's duties include identifying and articulating the needs of the residents of Snohomish County, and providing a framework for the county's administration to carry out its work efficiently, ensuring that county government responds effectively to the community's needs. The County Council adopts and enacts ordinances, resolutions, and motions; levies taxes; appropriates revenue; and adopts budgets.

1.4.7.2. The Snohomish County Executive supervises executive departments, enforces all ordinances and state statutes within the county, presents an annual statement of governmental affairs of the county to the council, prepares and presents the proposed budget and budget message, prepares and presents to the council comprehensive plans, including capital improvement plans for present and future development within the county, and nominates members of county boards and commissions. The County Executive is elected to a four-year term. The County Executive, or their designee, will assume the responsibility for the adoption and implementation of this plan.

1.4.7.3. Regional countywide services include prosecution, courts, jails, medical examiner services, voter registration, elections, recording, licensing, property assessment, tax collection, and coordination of human services and veteran assistance programs. Snohomish County also maintains regional facilities such as parks, the fairgrounds, and the county airport. Local services are provided by Snohomish County for unincorporated areas.

1.4.7.4. Health and Human Services
Public health and human services efforts are coordinated jointly, as appropriate, through the Snohomish Health District and Snohomish County Department of Human Services. Specific roles and responsibilities are outlined in ESF 6 and ESF 8.

1.4.7.5. Law Enforcement
The Snohomish County Sheriff's Office provides law enforcement services to unincorporated Snohomish County and contracted jurisdictions. Municipal and tribal law enforcement provide public safety in incorporated jurisdictions (which may include contracts or agreements with other law enforcement agencies).

1.4.7.6. Fire and EMS
Fire and EMS are provided and/or contracted by jurisdictions through fire districts and departments that assess a special tax and levy on property owners in their districts. Coordination is through the Snohomish County Fire Chief's Association, and, if necessary, individual districts, as appropriate. The only county fire and EMS resource is the Paine Field Fire Department which provides firefighting and medical aid to aircraft incidents and structures on the airport.

1.5. Planning Assumptions

1.5.1.   Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or agreement;

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

1.5.3.   Priority of response and recovery will be to protect life, property, the environment, and the economy;

1.5.4.   An incident may overwhelm the capabilities of a jurisdiction or Snohomish County to provide prompt and effective emergency response and recovery;

1.5.5.   If the situation is beyond the response or recovery capabilities of a jurisdiction or Snohomish County, a jurisdiction, County department, or outside agency will request activation of the County's ECC who, as available and appropriate, will coordinate with other city, town, tribal, county, State, and Federal emergency management agencies and responders;

1.5.6.   Response and recovery is best coordinated at the lowest level of government;

1.5.7.   Snohomish County residents, businesses, and industries will need to utilize their own resources and be self-sufficient following a disaster for a minimum of fourteen days and possibly longer;

1.5.8.   Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff;

1.5.9.   Emergency personnel may be casualties of the incident, preventing them from performing their assigned emergency duties;

1.5.10.   Separate or cascading incidents may complicate response and recovery operations.

1.5.11.   Survivors may be in life-threatening situations requiring immediate rescue and medical care and resources to affect these rescues may not be available;

1.5.12.   Emergency management activities are accomplished using NIMS;

1.5.13.   Damage to lifeline infrastructure such as roads, rail, air transportation facilities, ports, seaport terminals, communication systems, and utilities (water, power, gas) may hinder emergency response efforts, as well as impact normal distribution of public/private resources (food, fuel, water, etc.);

1.5.14.   Before requesting EOC or ECC resources, normal operational and mutual aid requests are exhausted or are forecasted to be exhausted;

1.5.15.   The County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or federal assistance may be delayed dependent upon the magnitude of the disaster;

1.5.16.   The Plan and activities will align with State and Federal plans unless they inhibit the response and recovery efforts of activities at the local level.

1.5.17.   Department and agency supporting plans and procedures are updated and maintained by responsible parties but ensure applicable coordination with this plan;

1.5.18.   The Plan may not cover all aspects of every disaster but is intended to provide a framework and structure for which applicable personnel may affect appropriate response;

1.5.19.   Vulnerable populations (including but not limited to those who may have special health or medical conditions, disabilities, access and functional needs, limited English proficiency, children, or those that may be experiencing homelessness) have unique needs and may require additional assistance before, during, and after disaster;

1.5.20.   Mitigation activities conducted prior to an emergency or disaster may reduce loss of life, injuries, and damage;

1.5.21.   A catastrophic disaster, as defined by the National Response Framework, is, "any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, or government functions". Response and coordination to catastrophic disasters will be outlined in coordination with the State's Catastrophic Incident Planning Framework.

1.6. Whole Community

The whole community is defined in the National Preparedness Goal as "a focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of Federal, state, and local governmental partners in order to foster better coordination and working relationships." The whole community includes

individuals and families, communities; the private and nonprofit sectors; faith-based organizations; and local, state, tribal, and federal governments.

1.6.1. Community Resilience

Community Resilience, as defined by Presidential Policy Directive (PPD) 8 – National Preparedness and the NPG, is the ability of a community to adapt to changing conditions, withstand disruption, and rapidly recover from emergencies. For Snohomish County, community resilience to hazards, is a group of people who share location, goals, values, and/or purposes. Communities may align with jurisdictional boundaries or be shaped by shared value or common interest across jurisdictional boundaries. Individuals may align with more than one distinct community, highlighting the importance of common messaging and strategies. Resilient communities seek to ensure sustainable strategies for development and livability while ensuring equal access for all residents. FEMA identifies resilience as, "a broad concept linked to numerous aspects of individual and community capabilities in response to many different stressors; therefore, no single measurement approach fits all situations."

Resilient communities begin with the individual – taking actions to absorb and adapt to changing conditions. Resilient individuals are intertwined with their community through employment, shelter, infrastructure, social programs, and the environment. Resilient communities practically mitigate the risk to disasters by engaging all members of the community, sharing information, and supporting the most vulnerable linkages in a community. Government supporting of resilient communities includes targeted mitigation actions, increased awareness and information sharing, involvement of the public and private sector entities, and encouraging and engaging with community social connections including faith-based organizations, volunteer groups, and areas of community value.

1.6.2. Vulnerable Populations

1.6.2.1. Vulnerable populations include but are not limited to those who may have special health or medical conditions, disabilities, access and functional needs, limited English proficiency, children, are institutionalized, older adults, or those that may be low income, transportation disadvantaged, or experiencing homelessness. These and other individuals have unique needs and may require additional assistance before, during, and after disaster.

1.6.2.2. Assistance may come in the form of accessible transportation; service and assistance animals and equipment; accessible public information, alerts, and warnings; evacuation assistance; continued medical assistance; language translation and interpretation to include public information, alerts, and warnings; accessible sheltering.

1.6.2.3. Each ESF plays a role is supporting vulnerable populations and when necessary, feasible, and prudent, specific considerations in operational planning must be considered.

1.6.2.4. Snohomish County makes every effort to comply with applicable laws related to emergency and disaster-related programs, services and activities for individuals with access and functional needs.

1.6.3. Non-Discrimination Policies

1.6.3.1. Under Title II of ADA, emergency programs, plans, facilities, activities, and services, must be accessible to people with disabilities.

1.6.3.2. The ADA requires making reasonable modifications to processes, policies, practices, and procedures when necessary to avoid discrimination.

1.6.3.3. ADA generally does not require emergency management programs to take actions that would fundamentally alter the nature of the program, service or activity or impose undue financial and administrative burdens.

1.6.3.4. Snohomish County adheres to the guidance of Title 44 CFR, Section 206.11, concerning nondiscrimination in disaster assistance.

1.6.3.5. Snohomish County emergency response, recovery, and providing disaster assistance will comply with all applicable non-discrimination provisions contained in RCW 49.60, Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

1.6.4. LEP Considerations

1.6.4.1. In 2017, the Washington Legislature approved, and the Governor signed into law, Substitute Senate Bill 5046. This bill, effective July 23, 2017, amended the Washington Emergency Management Act by adding communicating life-safety notifications to LEP language groups to the requirements of state and local emergency management organizations. It also added reporting requirements on communications plans and actual communications with LEP groups. The bill places new requirements on state and local emergency management programs to ensure we provide vital life safety information to all people in the State of Washington.

1.6.4.2. A limited English proficient person is one who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. Not all persons whose primary language is not English should be considered as having limited English proficiency.

1.6.4.3. Snohomish County is committed to increasing emergency preparedness within its communities. As part of this commitment, it is the goal of Snohomish County to inform impacted populations of all emergencies and disasters in and around their community as efficiently and effectively as possible. In addition to including LEP populations, this plan also incorporates information distribution methods for communicating critical information to county deaf and hard of hearing populations as well as homeless populations.

1.6.4.4. The County's LEP plan is attached as to this plan.

1.7. Capabilities, Coordination, and Interdependencies

1.7.1. Preparedness Capability

1.7.1.1. DEM seeks to increase preparedness through a variety of programs and avenues including outreach and education, increasing response readiness, training, exercises, and planning. These efforts regularly engage the public, county government, other government agencies, the private and non-profit sectors, and other local government entities.

1.7.1.2. Training and exercises are conducted using the HSEEP process to regularly test planning and preparedness efforts.

1.7.1.3. Public Outreach and Education

1.7.1.3.1. DEM provides or supports a variety of public outreach and education to support individual and community resilience.

1.7.1.3.2. Outreach efforts include public events, preparedness presentations, Map Your Neighborhood, engaging with Community Emergency Response Teams (CERT), and coordinating with other government entities, non-profits, and the private sector.

1.7.1.4. Pre-event Planning

1.7.1.4.1. DEM may provide support for the development of plans supporting major or pre-planned events.

1.7.1.4.2. Typically, these are events that are calling for a multi-agency response or represent a significant increase in threat or hazard vulnerabilities.

      1.7.2.   Training and Exercise
          1.7.2.1. The Snohomish County Training and Exercise Plan (TEP) forecasts necessary trainings and exercises that support mitigation, preparedness, prevention, protection, response, and recovery. The TEP is attached as an attachment.
          1.7.2.2. The ECC conducts a minimum of one training per quarter per ECC team.
          1.7.2.3. The ECC conducts a minimum of one annual exercise to test the CEMP and ECC SOG and to allow ECC responders to effectively execute ECC operations and functions.

      1.7.3.   Mitigation Capability
          1.7.3.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.
          1.7.3.2. The Snohomish County Hazard Mitigation Plan (HMP), informed by the HIRA, provides a comprehensive and coordinated hazard mitigation plan for the County through jurisdictional and special purpose district annexes, countywide-mitigation action items, and multi-jurisdictional hazard-specific mitigation strategies. Like all plans, the HMP is an ongoing, collaborative process designed to reassess current risks and adapt to changing science and modeling.
          1.7.3.3. The HMP is reviewed annually to assess progress on action items and updated through a comprehensive planning process every five years.

      1.7.4.   Response Capability
          1.7.4.1. Snohomish County agencies and departments have resources for day-to-day responses and many small emergency and disaster responses.
          1.7.4.2. Fire, EMS, law enforcement, mass care and sheltering organizations, Snohomish Health District, local and county public works, and DEM all maintain disaster capabilities and regularly train, exercise, and evaluate those capabilities.
          1.7.4.3. Snohomish County has three rotating teams capable of staffing the ECC.
          1.7.4.4. Traditional response disciplines may be supplemented by other departments and registered emergency workers (volunteers) as the situation dictates.
          1.7.4.5. Additional resources may be necessary for some situations and may be requested through existing mutual aid agreements and/or statewide mobilization plans (traditionally fire, law enforcement, public works, and utilities).
          1.7.4.6. A major or catastrophic disaster will likely require external and federal assistance to aid response and recovery efforts.
          1.7.4.7. In long-term or catastrophic incidents, interstate resources may be requested under the Emergency Management Assistance Compact (EMAC) facilitated through WAEMD.
          1.7.4.8. This plan does not imply any specific response to a major emergency or disaster incident.
          1.7.4.9. Damage Assessment
                  Post-disaster damage assessment information will be relayed through the Snohomish County ECC and as outlined in the Snohomish County Damage Assessment Framework.

      1.7.5.   Recovery Capability
          1.7.5.1. The transition from Response to Recovery is a gradual process, the pace and timing of which will depend upon the circumstances. As response activities diminish, recovery activities will increase.

1.7.5.2. Elements of short-term recovery will begin upon ECC activation, through the Snohomish County Recovery Framework. The Recovery Liaison in Planning will be activated when recovery operations are necessary.

1.7.5.3. A major large scale or catastrophic disaster will likely require external and federal assistance to aid restoration/recovery efforts.

1.7.5.4. If the disaster impacts and damages meet qualifying criteria, disaster assistance may become available via the Stafford Act.

1.7.5.5. The Snohomish County Recovery Framework outlines the basic guidelines for Snohomish County's recovery efforts including key stakeholders and processes while ensuring the recovery process is flexible and adaptive. Recovery actions may start at the response stage and continue through the long-term recovery (years-decades) stage of a disaster.

1.7.5.6. As recovery objectives and tasks are identified through the ECC planning processes, they will be sent to the Recovery Support Functions (RSF) through the Recovery Liaison.

1.7.5.7. Once response operations have been deactivated, transitioned to Recovery, or returned to normal operations, the ECC and CEMP may be deactivated, and coordination will continue solely through the recovery function.

1.7.5.8. Any new incidents requiring activation of the ECC will be managed in accordance with current processes.

1.7.5.9. Recovery may continue long after completion of the response phase and the deactivation of the ECC.

1.7.5.10. Recovery activities are actions taken to begin the process of returning to pre-disaster conditions or new conditions dictated by the disaster.

1.7.5.11. Recovery activities also includes government programs of assistance, support, and technical services that facilitate recovery actions, such as grants and loans for repair or replacement of homes, businesses, property, and infrastructure.

1.7.5.12. Recovery functions should be conducted in conjunction with the Snohomish County Hazard Mitigation Plan.

2. Concept of Operations

    2.1. General

    2.1.1. Emergency management activities in Snohomish County are governed by Section 38.52 of the Revised Code of Washington (RCW), Section 118-30 of the Washington Administrative Code (WAC) and Snohomish County Code (SCC) Section 2.36.

    2.1.2. Authority and responsibility for the emergency management program are delegated to the Director of the Snohomish County Department of Emergency Management (Director) by the County Executive through SCC 2.36. Through the execution of inter-local agreements, emergency management services are provided to cities, towns, and tribes managed through DEM and approved by Snohomish County Council.

    2.1.3. The County Executive, Director, or their designee, has authority to activate this plan.

    2.1.4. The Emergency Management Advisory Board is comprised of representatives from jurisdictions currently represented by inter-local agreements. The Advisory Board assists the Director of Emergency Management in reviewing and recommending policies relating to emergency management and meets at least quarterly.

    2.1.5. The Snohomish County Emergency Management Coordinating Committee is the coordinating body for emergency management issues concerning the County in accordance with SCC 2.36.

    2.1.6. Coordination with local jurisdictions and other emergency management agencies not currently under an inter-local agreement are coordinated through regular planning, training, and exercise engagements.

    2.1.7. Snohomish County has established the following priorities for response and resource allocation during an emergency or disaster:

        1. To protect lives
        2. To protect private and government property
        3. To protect the environment
        4. To preserve the economy

    2.2. Operational changes during a disaster

    2.2.1. Non-emergency and non-essential governmental functions may be suspended during a disaster in order to allocate resources for emergency operations.

    2.2.2. With an emergency declaration, normal procurement procedures may be waived to speed up the acquisition of needed equipment or supplies. Procurement procedures are discussed in detail in the Resourcing SOG.

    2.2.3. Legal protections

        2.2.3.1. Individual departments, and in some cases divisions, have developed their own procedures for handling emergencies. Each department has both Standard Operating Procedures (SOPs) and Continuity of Operations Plans (COOPs). In addition, the County has a Continuity of Government Plan (COG) that will facilitate the continuation of constitutional government in the aftermath of an emergency or disaster.

        2.2.3.2. The county and each municipal government, unless otherwise delegated, will retain the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries utilizing the guidelines found within the 2008 National Incident Management System (NIMS).

        2.2.3.3. Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and other documents will be developed as necessary to assist in the response to emergencies or disasters in the County.

        2.2.3.4. The Snohomish County Department of Emergency Management Emergency Coordination Center (ECC) serves as the focal point of emergency management and coordination with and between local jurisdiction EOCs, the state, and federal

government. All requests for utilization of County assets will be coordinated through ECC.

2.3. Snohomish County Department of Emergency Management Duty Officer

2.3.1. DEM maintains a 24-hour duty officer who is responsible for managing incidents necessitating information sharing and resources beyond the scope of normal operations but not yet requiring the activation of the ECC.

2.3.2. The DEM Duty Officer has the authority to activate the ECC in accordance with the Duty Office SOG and ECC SOG.

2.3.3. Specific Duty Officer expectations, processes, and procedures are contained in the Duty Officer SOG and Topic Sheets.

2.4. Emergency Proclamation Process

When an incident or emergency exceeds or is expected to exceed the capabilities of Snohomish County, the County Executive may issue a local proclamation of emergency and request additional assistance through the State and/or Federal Government. If a disaster within a local jurisdiction is proclaimed, at the request of the chief elected official, Snohomish County may issue a proclamation of emergency.

2.5. Emergency Coordination Center Operations

2.5.1. The County Emergency Coordination Center (ECC) supports county department, local jurisdiction, and tribal nation operations in response to an emergency or disaster. The primary roles of the ECC are to coordinate, communicate, dispatch and track resources, and to collect, analyze and disseminate information.

2.5.2. The ECC is located at 720 80th St SW, Building A, Everett. In the event a disaster renders the facility unusable, operations will shift to an alternate facility designated in the Department's Continuity of Operations Plan (COOP), and/or Mobile ECC (MECC). The ECC contains facilities and processes to support coordination efforts though:

- Static Functions (Administration, Auxiliary Communications, Policy, Planning, Resourcing)
- Emergency Support Functions (ESFs)
- Joint Information Center through a Joint Information System

2.5.3. The ECC may be activated at the request of outside agencies such as fire districts, public safety answering points (dispatch centers) or other local governments to support their operations, but the decision to activate shall be at the discretion of the Director of Emergency Management or their designee.

2.5.4. The ECC may be activated either in advance of an impending incident or event, such as a windstorm or protest, or in the immediate aftermath of an unexpected emergency, such as an earthquake. When activated, necessary and requested representatives from stakeholder departments, jurisdictions, and agencies may respond to and operate from the ECC as necessary to coordinate their agency's response with county operations.

2.5.5. The ECC SOG (and related materials) guide the operations of the ECC and execution of the processes and coordination outlined in this Plan.

2.5.6. Activation Levels

2.5.6.1. Level 3 – daily operations include a 24/7 DEM Duty Officer addressing short term or narrow scope requests for assistance, in addition to regular work.

2.5.6.2. Level 2 – Assigned Emergency Management staff and, as needed, incident specific emergency support function (ESF) representatives and support staff. May operate for multiple operational periods, but rarely includes 24/7 activities. A potential for State involvement for recovery programs exists. Typically, will include a state mission number.

2.5.6.3. Level 1 – Emergency Management staff, plus emergency support function Representative and support staff positions filled. Operations typically occur 24/7 for

multiple operational periods with state and/or federal involvement for response and recovery support. Will have a state mission number.

2.5.6.4. The Emergency Coordination Center will activate when:
1. A magnitude 5.0 or higher earthquake occurs within Snohomish County – Level 1.
2. A commercial or military aircraft crashes within Snohomish County – Level 1.
3. More than two jurisdictional Emergency Operations Centers are activated and/or there is a need to assist a jurisdiction/agency with incident coordination support – Level 2.
4. A dam failure is imminent or has occurred – Level 1.

2.5.6.5. The Emergency Coordination Center may activate when:
5. Emergency Management staff are deployed to the field – Level 2.
6. Flooding occurs on any/all of the river systems within Snohomish County – Level 2.
7. A large-scale hazmat situation occurs – Level 1.
8. An active shooter situation occurs – Level 1.
9. A terrorist attack occurs – Level 1.
10. Mass care is required – Level 2.

The Emergency Management Director, Deputy Director, and/or Duty Officer will determine the level of activation needed to support the incident.

2.6. Continuity of Government (COG) and Continuity of Operations Plans (COOP)

2.6.1. Continuity of Government (COG) establishes the framework for ensuring that County responsibilities outlined through County, State, and Federal codes, authorities, and statutes will be maintained, preserved, and/or reconstituted in the event government functions become disrupted.

2.6.2. COOP and COG Plans are prepared with guidance from National Security Presidential Directive 51 and Homeland Security Presidential Directive 20 – The National Continuity Policy.

2.6.3. The COG Plan is a companion to the Continuity of Operations Plans (COOP) developed for each County department and ensures that the authority needed to continue operations is in place. The COG Plan outlines the statutes, authorities, and direction needed to maintain the government during emergencies.

2.6.4. Department COOP plans contain information on essential personnel and functions, communications, alternate facilities, and essential records that are necessary in maintaining and reconstituting department functions. Department COOP plans are in various stages of update and available upon request.

2.6.5. A COOP planning process and template is available through the Department of Emergency Management. At a minimum, each COOP plan identifies:
1. Lines of Succession
2. Delegations of Authority
3. Essential personnel for essential function operations
4. Essential Functions that the department will be responsible for providing
5. An alternate facility that can be used if the normal worksite is damaged and uninhabitable
6. Remote work policy
7. Communications resources and processes
8. Records Management including identification of critical databases
9. Reconstitution of normal operations
10. A process for training and exercising the plan

3. Organization, Roles, and Responsibilities
    3.1. All agencies, sectors, and representatives
    3.1.2.   Support and encourage personal preparedness and community resilience.
    3.1.3.   Support and participate in a Joint Information Center and Joint Information System.
    3.1.4.   Identify, develop, and maintain necessary plans, procedures, resources, and trainings necessary to effect disaster response and recovery as well as continuity of operations and government.
    3.2. Federal Government
    3.2.1.   Pursuant to Title 44, Code of Federal Regulations, Part 206, Subpart B, the Governor may request the President of the United States issue an emergency or a major disaster declaration. Before making a request, the Governor must proclaim a state of emergency and ensure all appropriate state and local actions have been taken.
    3.2.2.   The Governor's request for a disaster declaration may result in one of the following three outcomes: a Presidential declaration of a major disaster, a Presidential declaration of an emergency, or denial of the Governor's request. If the President declares an emergency or major disaster, the Governor and the FEMA Regional Administrator will execute a FEMA-State Agreement which states the understandings, commitments, and conditions for federal assistance, and describes:
        1. The incident and incident period for which assistance will be made available.
        2. The area(s) eligible for federal assistance.
        3. The type and extent of federal assistance provided.
        4. The commitment of the state and local government(s) with respect to the amount of funds to be expended in alleviating damage and suffering caused by the major disaster or emergency.
    3.2.3.   With the declaration, the President appoints a Federal Coordinating Officer (FCO) and the Governor designates a State Coordinating Officer (SCO). The FCO is responsible for coordinating all declaration-related federal disaster assistance programs administered by FEMA. The SCO is the authorized representative of the Governor to manage and coordinate state and local emergency response and recovery efforts following a Presidential emergency or major disaster declaration. The FCO and the SCO will work together to ensure all assistance is provided in accordance with the Stafford Act.
    3.2.4.   Naval Station Everett
        Naval Station Everett will coordinate disaster response in accordance with facility plans, Defense Support of Civil Authorities (DSCA), and mutual aid agreements.
    3.3.   Washington State Government
      3.3.1.   The Governor is granted control of the emergency management functions of the Military Department under RCW 38.52 and delegates responsibility for emergency management to the director of the Washington State Emergency Management Division.
      3.3.2.   In the event of an emergency beyond the capability of local governments, the Governor or their designee may:
            • Proclaim a State of Emergency under RCW 43.06.010(12)
            • Activate the State Emergency Operations Center and Comprehensive Emergency Management Plan
            • Authorize the deployment and use of State resources and the Washington State Military Department, including the National Guard
            • Prohibit activities to help preserve and maintain life, health, property, or the public peace.
            • Waive or suspend certain state laws, rules, and regulations to facilitate response and recovery operations.

- Provide assistance to disaster survivors.

3.3.3.   The proclamation by the Governor is a prerequisite for access to the full range of federal disaster recovery programs potentially available to the state.

3.3.4.   Interstate mutual aid requests through the Emergency Management Assistance Compact (EMAC) also require a proclamation by the Governor

3.3.5.   The state of emergency shall cease to exist upon the issuance of a proclamation of the Governor declaring its termination. The Governor must terminate the proclaimed state of emergency when order is restored in the area affected in accordance with RCW 43.06.210. The Office of the Attorney General will assist in the preparation of the proclamation to ensure all legal and other requirements are met.

3.4.   Snohomish County Government

3.4.1.   All County Government Agencies and Departments

3.4.1.1.   Support and encourage personal preparedness and community resilience.

3.4.1.2.   Make staff available, when requested by the Director of DEM, for appropriate training, planning, exercise design and emergency assignments, such as ECC operations.

3.4.1.3.   Provide staffing to support ECC operations, damage assessments and/or liaison with other agencies and organizations when requested by the ECC manager.

3.4.1.4.   Provide accurate emergency contacts with phone and pager numbers to the Director of DEM and update as needed.

3.4.1.5.   Establish mutual aid agreements, memoranda of understanding, contracts and other relationships to maintain departmental emergency operations.

3.4.1.6.   Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plans.

3.4.1.7.   Establish procedures to ensure the preservation of essential records and data technology and maintain the continuity of essential services.

3.4.1.8.   Determine internal chain of command and succession of authority to ensure continuity of leadership and operations. Department heads will ensure that their identified successors are aware of their emergency responsibilities.

3.4.1.9.   Support and participate in a Joint Information Center and Joint Information System.

3.4.2.   County Council

3.4.2.1.   Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment as provided by law.

3.4.2.2.   Adopt and enact ordinances/resolutions including those necessary to affect disaster response and recovery outside of normal code and funding mechanisms.

3.4.2.3.   Appropriate revenue.

3.4.2.4.   Conduct public hearings and take action to assist in informing the public and to identify emergency needs.

3.4.3.   County Executive

3.4.3.1.   Activate and delegate authority consistent with this plan.

3.4.3.2.   Proclaim a local emergency.

3.4.3.3.   Coordinate and brief County Council on actions taken under activation of the ECC.

3.4.3.4.   Designate applicant agent for disaster and hazard grants.

3.4.3.5.   In coordination with County Council and the Prosecuting Attorney's Office, establish necessary changes to local policies and procedures.

3.4.3.6.   Inform and warn the public, delegate to and through the Director of Emergency Management.

3.4.4.   County Auditor

3.4.4.1.   The Snohomish County Auditor's Office maintains the responsibility for the coordination of animal services in the County including the Animals in Disaster Plan. The Animals in Disaster Plan meets the requirements set forth in the Pets Evacuation and Transportation Standards Act of 2006 (PETS Act). The Animals in Disaster Plan is attached.

3.4.5.   Prosecuting Attorney's Office

3.4.5.1.   Provides civil and criminal attorneys to advise and support the County Executive, County Council, Departments and the ECC staff.

3.4.5.2.   Supports development and review of proclamations of emergency and executive orders related to specific emergencies or disasters.

3.4.5.3.   Aids the Policy Group on legal issues.

3.4.5.4.   Provides for a legal review of the Comprehensive Emergency Management Plan (CEMP) whenever significant and substantive changes are proposed for adoption.

3.4.6.   Snohomish County Sheriff's Office (SCSO)

3.4.6.1.   SCSO is responsible for Public Safety and Security, Search and Rescue, and Evacuations in unincorporated Snohomish County and jurisdictions when delegated as the Chief Law Enforcement Official.

3.4.6.2.   SCSO provides security to critical county facilities in coordination with local law enforcement including the County Campus, Courthouse, Jail, and the ECC, when requested.

3.4.6.3.   Coordinates, through Unified Command, with other local, state, and federal search and rescue assets including Urban Search and Rescue teams (or teams with similar functions and missions).

3.4.6.4.   Coordinates with other law enforcement entities.

3.4.6.5.   Coordinates with the Prosecuting Attorney and Courts to maintain critical legal functions throughout an incident.

3.4.7.   Superior and District Courts

3.4.7.1.   Coordinate with law enforcement, the County Prosecuting Attorney, and Facilities Management to maintain critical and constitutionally protected aspects of the criminal justice system as conditions and resources permit.

3.4.7.2.   Submit resource requests to ECC for resources needed to maintain critical and constitutionally protected aspects of the criminal justice system.

3.4.8.   Department of Emergency Management

3.4.8.1.   Act as the sole point of contact for requesting disaster assistance from other governmental agencies (except mutual aid) to state and federal entities.

3.4.8.2.   Coordinate/consolidate damage assessment, incident, or disaster analysis reports, as necessary.

3.4.8.3.   Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.

3.4.8.4.   Provide public information and education as it pertains to disaster preparedness, response, and mitigation.

3.4.8.5.   Coordinate the use of all available resources.

3.4.8.6.   Maintain current standard operating procedures for ECC disaster responsibilities including activation, operation, and demobilization of the ECC.

3.4.8.7.   Coordinate Emergency Alert System (EAS) messaging and activation in the event of impending disasters and/or emergencies.

3.5. ESF Coordinating, Lead, and Supporting Agencies

3.5.1. Coordinate with lead and supporting agencies before, during, and after an incident.

3.5.2. Develop, review, test, and update plans and procedures for response and recovery operations.

3.5.3. Identify, assign, train, and exercise personnel in support of DOC and ECC operations.

3.5.4. Serve as the coordinating representative for all entities, agencies, departments, private sector, and non-governmental agencies conducting operations outlined in their respective ESF.

3.5.5. Identify and maintain any resources and contracts necessary to fulfill roles and responsibilities outlined within their respective ESF.

Emergency Support Function	Primary Tasks (not all inclusive)
ESF 1 Transportation	Monitor, assess, and report the status of transportation systems and infrastructures. Coordinate temporary alternative transportation solutions. Coordinate restoration and recovery of transportation systems and infrastructures.
ESF 2 Communications	Coordination of emergent communications. Coordination with telecommunications and information technology industries. Protection and repair of telecommunications infrastructure. Radio Communication Support Management (RACES/ARES).
ESF 3 Public Works & Engineering	Infrastructure protection, emergency repair, and restoration. Debris / solid waste management. Engineering services and flood fighting operations.
ESF 4 Fire Service	Coordinate public fire and life safety services. Support to wildland, rural, and urban firefighting operations.
ESF 5 Emergency Management	Coordination of incident management and response efforts. Information collection, analysis, and planning for emergent operations.
ESF 6 Mass Care, Housing, and Human Services	Mass Care (non-medical), feeding, and sheltering of persons displaced by a disaster. Emergency assistance including registration, tracking, and reunification of families, support to medical shelters, coordination of donated goods & services, coordination of voluntary agency assistance. Disaster housing assistance. Human services - crises counseling, special needs case management, referral to state and federal assistance programs. COAD and VOAD coordination (equivalent to Snohomish County Organizations Active in Readiness, Resilience, Response and Recovery – SOAR4).
ESF 7 Logistics & Resource Support	Provision of logistic support to include facility space, equipment, supplies, and contracting.
ESF 8 Public Health & Medical	Assessment and support of public health and medical needs. Mental health services. Mass causality / fatality management.
ESF 9 Search & Rescue	Search and rescue operations (wilderness environments) – ESF 13. Search and rescue operations (urban environments) – ESF 4.
ESF 10 Hazardous Materials Response	Coordination of response to oil and hazardous materials spills/incidents.
ESF 11 Agriculture & Natural Resources	Nutritional assistance. Animal and plant disease and pest response. Food safety and security. Protection of natural and cultural resources and historic properties.

	Safety and well-being of household pets.	
ESF 12 Utilities	Energy and utility sector coordination.	
	Assessment, repair, and restoration of energy and public utilities.	
ESF 13 Public Safety	Law Enforcement, public safety, and security support.	
	Support to access, traffic, and crowd control.	
ESF 14 Private Sector	Business and Private Sector (To be developed)	
ESF 15 Public Affairs	Emergency public information and protective action guidance.	
	Media and community relations.	

3.6.   ILA Jurisdictions

3.6.1.   Snohomish County DEM provides interlocal services to 19 tribes, cities, and towns in Snohomish County.

3.6.2.   Each jurisdiction supported by DEM receives mitigation, preparedness, planning, training, exercises, and recovery programs and assistance.

3.6.3.   Developing tailored programs for each jurisdiction through the coordinated efforts of a county-wide approach most effectively utilizes emergency services with the county, other public agencies and affected private persons.

3.6.4.   Each ILA should develop, train, and exercise jurisdictional-specific disaster and emergency operations plans.

3.6.4.1.   These plans should be tailored to the capabilities of each jurisdiction and not exceed or commit the jurisdiction to capabilities they are unable to meet. Coordination with the County provides additional support to fill gaps within capabilities of these jurisdictions.

3.7.   Non-ILA Jurisdictions

3.7.1.   The Cities of Marysville, Everett, and Bothell have their own emergency management programs.

3.7.2.   During events that impact one or more of these jurisdictions, and the ECC is activated, countywide response and recovery is most effective if jurisdictions share information and coordinate resource requests with the County ECC.

3.8. Regional Partners

3.8.1.   Homeland Security Region 1
Region 1 is comprised of Snohomish, Skagit, Island, San Juan, and Island Counties. Snohomish County receives and administers federal funds on behalf of the region and sub-awards funds to agencies within the Region. These funds are aligned with the core capabilities and national preparedness goal outlined by PPD 8. Funding is used for regional coordination, equipment, planning, training, and exercises designed to address identified gaps and vulnerabilities.

3.8.2.   Mutual Aid

3.8.2.1.   When an incident exceeds the capacity of a jurisdiction, mutual aid assistance should be requested.

3.8.2.2.   Mutual aid can be local (direct request to another jurisdiction, often informal) or through the Washington State Intrastate Mutual Aid System (WAMAS) (seeking support from other Washington State EOC/ECC staff, state to state Emergency Management Assistance Compact (EMAC), or the Pacific Northwest Emergency Management Agreement (PNEMA) which includes staff from Washington, Idaho, Alaska, British Columbia (Canada) and Yukon (Canada).

3.8.2.3.   EMAC is a national interstate mutual aid agreement that enables states to share resources during times of disaster. EMAC acts as a complement to the federal disaster response system, providing relief to states requesting assistance from

member states. EMAC can be used either in lieu of federal assistance or in conjunction with federal assistance. An EMAC request will typically be made by the requesting state to WAEMD. Requests for assistance to support Snohomish County under EMAC will be made through WAEMD and, when activated, the Washington State Emergency Operations Center (SEOC). Requests will include the resource requested and costs associated with the request.

3.8.2.4. When the ECC is activated, mutual aid will be coordinated through the SEOC.

3.9. Other Organizations and Partners

3.9.1. Snohomish County Residents

3.9.1.1. Reduce hazards in and around their homes to limit the amount of damage caused by an incident.

3.9.1.2. Prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Prepare to utilize own resources and be self-sufficient following a disaster for a minimum of fourteen days and possibly longer.

3.9.1.3. Develop a family communication plan that outlines key contacts and procedures after a disaster.

3.9.1.4. Monitor emergency communications carefully to reduce risk of injury, keep emergency routes open to response personnel, and reduce demands on landline and cellular communication.

3.9.1.5. Engage other neighbors and community members to encourage and support resilience and preparedness efforts.

3.9.2. Non-Governmental and Volunteer Organizations

3.9.2.1. Train and manage volunteer resources.

3.9.2.2. Identify shelter locations and needed supplies.

3.9.2.3. Provide critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.

3.9.2.4. Identify those whose needs have not been met and help coordinate the provision of assistance.

3.9.3. Special Purpose Districts

3.9.3.1. Coordinate with appropriate ESF partners and agencies.

3.9.3.2. Request fire resources, including mutual aid, through State FireMob.

3.9.3.3. Request non-fire resources through the Resourcing Section of the ECC.

3.9.3.4. Develop necessary and required preparedness, response, and recovery plans including COOP, COG, reunification, evacuation, and shelter-in-place.

3.9.3.5. Identify capabilities and resources available to support disaster response and recovery.

3.9.4. Critical Infrastructure

Critical infrastructure and facilities are structures, facilities, and systems that are essential to the safety, health, functionality and welfare of the County and its residents. Critical infrastructure includes, but is not limited to communications, power, fuel, water and wastewater, healthcare, government, and transportation. Critical infrastructure is both privately and publicly owned and managed, and as such, owners should coordinate with their local EOC or ECC.

3.9.5. Private Sector

3.9.5.1. Preparedness and protection of employees, infrastructure, and facilities.

3.9.5.2. Preparedness and protection of information and the continuity of business operations.

3.9.5.3. Planning for, responding to, and recovering from incidents that impact private infrastructure and facilities.

3.9.5.4. Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and opportunities for engagement.

3.9.5.5. Developing and exercising emergency plans before an incident occurs.

3.9.5.6. Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.

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

3.9.6. Foreign Consulates

3.9.6.1. Provide point of contact for ECC when foreign nationals may be involved.

3.9.6.2. Relay necessary communications and messages to nationals through consulate communication channels.

3.9.6.3. Liaise with U.S. State Department.

3.9.7. Colleges and Dormitory Based Institutions

3.9.7.1. Develop necessary and required preparedness, response, and recovery plans for campus(es).

3.9.7.2. Identify mechanism for relaying alert, warning, and updated information to both students and emergency contacts.

3.9.7.3. If applicable, develop any necessary steps and procedures for international students.

3.10.   Catastrophic Planning

3.10.1. Response to a catastrophic disaster will completely and, likely, immediately overwhelm the resources of both governmental and non-governmental agencies for an extended period of time.

3.10.2. A major or catastrophic emergency will require extraordinary steps to be taken to provide resources and assistance as quickly and effectively as possible.

3.10.3. Requests for additional resources will be made through normal procedures and priorities for resources will be established through coordination with local, state, and federal officials.

3.10.4. Catastrophic incidents will necessitate additional coordination and will be supported through the State's Catastrophic Incident Planning Framework and supplemental annexes and appendices applicable to Snohomish County.

4. Direction, Control, and Coordination
    4.1. Direction
        4.1.1. The County Executive and Policy Group (including members of the Emergency Management Coordinating Committee and others as assigned and requested at the direction of the County Executive or their designee) are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. On behalf of the Snohomish County Executive, the Director of Emergency Management is responsible for coordinating the emergency management program.
        4.1.2. Emergency response at an incident site will be managed by the on-scene Incident Commander (IC) or Unified Command (UC) in accordance with established policies and procedures.

    4.2. Control
        4.2.1. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment assigned to the incident carry out mission assignments directed by the Incident Commander. This may include working outside normal jurisdictional boundaries.
        4.2.2. Each department and agency are responsible for the operations of the individual departments during any emergency or disaster. Each department has developed its own lines of authority, direction and control. Because emergency operations will normally parallel or reflect the departments' everyday operations, these lines of authority will usually be maintained through emergency operations.
        4.2.3. During emergency situations, certain agencies may relocate their center of control to the jurisdiction's EOC/ECC or the County's ECC. During large scale emergencies, the ECC may become the seat of government during the duration of the crisis. However, in some situations it may be appropriate for some agencies to operate from an alternate site other than the ECC or their primary location.
        4.2.4. The chief elected official for a municipal jurisdiction may declare a "Proclamation of Emergency" to expedite access to resources needed to cope with the incident.
        4.2.5. Department Operations
        Snohomish County departments should plan and develop emergency standard operating guidelines complementary to this plan. At a minimum, it is recommended that departments:
            4.2.5.1.1. Support and encourage personal preparedness of all employees and contractors;
            4.2.5.1.2. Establish line of succession to execute emergency and disaster responsibilities (Note: a department's COOP will identify continuation of essential functions not related to the event);
            4.2.5.1.3. Identify departmental emergency and disaster response capability to include personnel, facilities, and equipment;
            4.2.5.1.4. Identify and develop a means of departmental emergency mobilization and communications; and
            4.2.5.1.5. Designate and facilitate departmental support of the Emergency Coordination Center.

    4.3. Coordination
        4.3.1. In Snohomish County there are 20 jurisdictions, two tribal nations, numerous military installations, school districts, utility districts, special purpose districts, and other various areas under federal, state, local, or private jurisdictional control.
        4.3.2. Snohomish County prepares for emergency operation coordination with other entities by maintaining communication lines on a day-to-day basis, being a signatory to MOAs, and other similar documents that support inter-agency cooperation.

4.3.3. Those jurisdictions and tribal nations that contract for emergency management services with the County are assisted on a regular basis through education programs, training, and planning assistance. This assistance creates relationships that assist the coordination of operations and resource distribution during emergencies.

4.3.4. When further resources are needed, beyond those locally available within the County, the ECC will contact SEOC to request further resource support. The ECC will then attempt to find resources either within the state or if that fails it will coordinate with federal agencies and other jurisdictions for assistance from other areas of the country.

4.3.5. There are occasional situations where a federal agency will coordinate response activities directly with a county or local agency due to the necessity of immediate support.

4.4.   Incident Command – ECC Interface

When the ECC is activated, it is essential to establish a division of responsibilities between the incident command post(s), DOCs, local EOCs and the ECC. A general division of responsibilities is outlined below:

4.4.1.   The Incident Commander is generally responsible for field operations, including:

4.4.1.1. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

4.4.1.2. Demobilizing unnecessary resources or resources that have exceed their capacity, functionality, and/or lifecycle and are no longer needed or projected to be unnecessary once they are available to return to service.

4.4.1.3. Warning the population in the area of the incident and providing emergency instructions to them. This may be supported through the PSAP, EOC, or ECC through the implementation of ETN, EAS, WEA or other alerting methods. These alerts should be coordinated through ESF 15.

4.4.1.4. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

4.4.1.5. Implementing traffic control arrangements in and around the incident scene.

4.4.1.6. Requesting additional resources from the DOC or EOC.

4.4.2.   DOC/EOC to ECC

4.4.2.1. Each agency, jurisdiction, and entity identified in this plan should identify and develop an internal operational control structure consistent with NIMS. Through that system, each entity can collate and disseminate information to their DOC or EOC.

4.4.2.2. In accordance with their EOC SOG, each EOC should collect, collate, and disseminate necessary information to the ECC.

4.4.3.   The Snohomish County ECC is generally responsible for:

4.4.3.1. Multi-agency coordination and incident command support.

4.4.3.2. Coordination/implementation of policy decisions that protect life and property and disseminating those decisions to all concerned agencies and individuals.

4.4.3.3. Assembling accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.

4.4.3.4. Working with representatives of emergency services to determine and prioritize required response actions and coordinating implementation.

4.4.3.5. Requesting assistance from the State and other external sources.

4.4.3.6. Providing resource support for emergency operations including the demobilization of resources.

5. Information Collection, Analysis, and Dissemination
   5.1. Overview
      5.1.1. The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. The ECC will serve as the hub for disaster or incident information collection, analysis, and dissemination. Information gathered by on-scene responders, PSAPs, the media, and the general public will be verified and analyzed by subject matter experts, departments, agencies, and organizations. Verified information with be communicated to the Planning Section who will document and evaluate individual pieces of information within the larger scope of the disaster. The consolidated information will be shared with all appropriate stakeholders for the development of a Common Operating Picture (COP). Future coordination and resource allocation decisions may be based on and supported by the COP.
      5.1.2. Information dissemination to first responders will be passed through department operations centers, ESF representatives, and the on-scene incident command staff. The JIC plays a significant role in the collection, analysis, and dissemination of information from/to the media and general public. Available media outlets will be utilized by the JIC to get necessary information to the public as soon as possible. Periodic ECC briefings will be held to update agencies, departments, organizations, and entities of the current status of the disaster. The briefings will take place as often as necessary, determined by the ECC Manager and more fully detailed in the ECC SOG. Briefings should occur at least once per shift, with the understanding that the schedule may be and will be adjusted to suit the needs of the situation.
      5.1.3. Information transfer may be by phone, radio, television, internet, social networking, or even runner. In an emergency situation, Snohomish County will collect and disseminate information by whatever method is available.
      5.1.4. Agency operation centers and the ECC all need updated information to assess whether the needs of field operations are being met. Without this information they are unable to assist, reinforce or resupply the needs of the Incident Commanders (ICs). Conversely, ICs and other field personnel need to know when they can expect further support.
      5.1.5. The ECC actively collects information concerning the situation throughout the county from calls from the public to the call center, reports from independent agencies, and the media. All of these help in the initial response, delegation of resources, support to residents, and in positioning the damage survey teams.
      5.1.6. Dissemination of general information to the public is done both through the call center (when activated), on-line web pages, and through the media.
      5.1.7. Emergency information may also be disseminated by the Emergency Alert System (EAS) and NOAA Weather Radio. In addition, using Emergency Telephone Notification (ETN), information can be directly sent to households, businesses and cell phones from small, specifically targeted areas to the entire county with critical information.
   5.2. Information Reporting Requirements
      5.2.1. Essential Elements of Information (EEI) represent a significant list of impact-related information needed by the ECC from municipal EOCs, departmental operations centers (DOCs), and incident command sites to develop situational awareness and create a common operating picture (COP). EEI items are normally required for both emergency response and recovery. The ECC SOG outlines standing EEIs.
      5.2.2. EOCs, ICPs, and DOCs, provide the ECC with EEI where the ECC will consolidate, analyze, and disseminate collective information.
      5.2.3. Information is shared through a variety of methods collectively comprising the common operating picture. These methods may include verbal reports, emails, situation reports, GIS-based data and displays, and other digital means of communication.

5.2.4. Information flows to and from the public through ESF 15 by utilizing a Joint Information Center (JIC) and Joint Information System (JIS).

6. Communications
6.1. General
6.1.1. Communications utilized during emergency and disaster operations may vary from normal communications. However, as available, normal communications should be used.

6.1.2. Primary means of communication for incident and field operations will be two-way radio systems or other means of normal communication.

6.1.3. Department operations centers and incident commanders may use two-way radios to direct, control, and coordinate emergency operations. Two-way radios may provide a linkage between the ECC, DOC(s), and ICP(s).

6.1.4. EOCs will communicate with the ECC through phone, email and other means of electronic information sharing, and radio (including amateur radio, emergency radio channels and frequencies). Communications protocols are outlined more thoroughly in ESF 2.

6.1.5. Telephone and amateur radio systems will be used to support communications, when necessary and available.

6.1.6. Fire/Rescue, EMS, and Law Enforcement communications are integrated with the 911 Emergency Dispatch Center, Snohomish County 911 (Sno911), to comprise the primary Public Safety Answering Point (PSAP) for the County. Emergency calls for service are received by Sno911 and dispatched to the appropriate public safety agencies. Other field response personnel should communicate and coordinate through their respective processes and channels unless reporting situations which impact life safety.

6.1.7. The ECC has a fully functional and operational amateur radio capability through a collaborative agreement with the Snohomish County Auxiliary Communication Service (ACS). Additionally, the County has mobile communication vehicles and field teams that may be deployed to support communications requirements.

6.1.8. As resources are available, ACS will deploy operators to EOCs, key facilities or locations, and/or in conjunction with responders to further facilitate the communication between entities.

6.1.9. As appropriate, communications from the field, cities, towns, and tribes will be coordinated through the ECC. The ECC will provide consolidated reporting and communications with the SEOC.

6.1.10. The SEOC will communicate with federal resources, unless federal resources have been deployed directly to or in a local jurisdiction, when the SEOC is unable to provide timely and accurate communication with federal resources, or where communicating through the ECC or the SEOC represents a significant diversion from normal processes and operations.

6.2. Alert and Warning
6.2.1. Emergency alert and warning systems are designed to allow public safety officials to warn the public of potential or current threats or emergencies. Public alerts and warnings may be issued for events that necessitate shelter-in-place, evacuation, or other protective actions for life safety or property preservation.

6.2.2. Mass Communication/Alert and Warning Technology

6.2.2.1. Snohomish County and Snohomish County 911 (Sno911) maintain a license for alert and warning technology capable of sending ETN, IPAWS (including EAS and WEA).

6.2.2.2. During an incident that implements this plan, local or county alert and warning will be coordinated through ESF 15, ESF 2, ESF 4, and ESF 13.

6.2.2.3. The National Weather Service and other state and federal entities maintain capabilities to send mass communication alerts.

6.2.3. Social Media
DEM and other local agencies can provide additional information and messaging through social media platforms including Nextdoor, Twitter, and Facebook. Through the JIS, public safety messages published to social media platforms can be shared through other organization's pages.

6.2.4. Other alert methods
Other alert and warning methods include sirens (where applicable), message and reader boards, NOAA weather radios, and loud speakers/door-to-door notifications.

6.2.5. Vulnerable populations will be warned of emergencies through available methods, which may include the following: captioned EAS messages on television, TTY on reverse telephonic notification systems, and door-to-door notifications.

6.2.6.

6.3. Information Sharing Systems

6.3.1. WebEOC

6.3.1.1. Snohomish County ECC uses WebEOC primarily to share information and resource requests with the SEOC. More information is contained in the ECC SOG.

6.3.1.2. The ECC will submit an Information Snapshot (ISNAP) to the SEOC at the earliest possible time identifying an initial assessment of the incident.

6.3.1.3. The ECC will submit, track, and communicate with the SEOC on resource requests through WebEOC.

6.3.1.4. Jurisdictions will submit resource requests to the County through WebEOC. If the County cannot fulfill these requests, the requests will be submitted to the State.

6.3.2. The ECC will populate the Significant Events Board on WebEOC by identifying EEIs that support SEOC situational awareness.

6.3.3. WISE
ESRI Geographic Information System (GIS) that displays a visualization of data layers throughout the State. WISE is administered by the WAMED and available to public and private sector entities throughout the state at no cost.

6.3.4. WATRAC
WATrac is Washington's web-based healthcare resource tracking and alert system with real-time data related to the status of healthcare statewide to increase information sharing, alert and warning, and collaboration.

6.3.5. Snohomish County Common Operating Picture (SnoCOP)
Snohomish County DEM developed, and maintains, a COP platform that supports the sharing of information through the use of GIS. SnoCOP is only as valuable as the information input into the system and does not replace the need for other methods of consolidating and disseminating information. SnoCOP can enhance information sharing and provide a visual and geographic representation of information, impacts, and resources that support disaster response and recovery.

7. Administration, Documentation, Resourcing
    7.1. Administration
        7.1.1.   Each County department, and other agencies through their individual SOPs, determine the basic structure of their department's operations. Departments will attempt to maintain administrative and operational continuity as much as possible.

        7.1.2.   The possibility of shift changes, scheduling overtime, working staff out of class, hiring temporary workers and securing contracts for staff and projects are all part of the normal operations.

        7.1.3.   The decision to add additional staff, adjust work schedules, and other staffing changes is determined by the severity of the incident and the need for individual departments to respond. Not every emergency or disaster requires the activation of all departments' emergency operations plans. Staffing changes should be coordinated with Snohomish County Human Resources.

        7.1.4.   Depending on the size of the disaster and the departments involved, non-essential administrative activities may be suspended. Departmental essential activities should be identified in the individual department's COOPs.

        7.1.5.   All organizations with disaster responsibilities shall establish and maintain files of disaster related directives and forms. Documentation at a minimum should describe/summarize actions taken, resources expended, economic/human/environmental impacts, and lessons learned.

        7.1.6.   Reports may be requested by the ECC from local jurisdictions and agencies in order to provide local, state, and federal officials with information concerning the nature, magnitude, and impact of the disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

        7.1.7.   An EOC may be requested by the ECC to provide specific reports and the ECC may, in turn, request the information from local jurisdictions and agencies. These reports include, but are not limited to:
- Situation Reports
- Proclamations of Emergency
- Requests for Assistance
- Damage Assessment Reports
- After Action Review (AAR) comments

        7.1.8.   Executive heads of local political subdivisions may command the service and equipment of residents under the provisions and limitations of RCW 38.52.110 (2).

        7.1.9.   Volunteers and donations management
            7.1.9.1.   DEM will request a state mission number in accordance with RCW Chapter 38.52.

            7.1.9.2.   Emergency workers are utilized as outlined in RCW Chapter 38.52 and shall be granted liability insurance coverage provided, they meet all legal provisions as stated in Chapter 118-04 WAC.

            7.1.9.3.   Volunteers will be assigned tasks for which they are qualified for and able to complete.

            7.1.9.4.   Volunteers are encouraged to pre-register with a volunteer organization.

            7.1.9.5.   Emergent volunteers will be registered in accordance with the Emergency Worker Program established by the State and Snohomish County.

7.1.9.6. Every volunteer will need an Emergency Worker Credential in order to work and be covered by applicable insurance and liability policies.

7.1.9.7. Donated goods can become overwhelming and more disruptive than helpful.

7.1.9.8. Donations will be coordinated through the COAD and VOAD (SOAR4) with support from the Resourcing Section and ESF 6.

7.1.9.9. Identification of a location will be coordinated through the Snohomish County ECC and the Resourcing Section may coordinate the necessary resources to execute effective donations management.

7.2. Documentation

7.2.1. All organizations with disaster responsibilities should establish and maintain files of disaster-related directives and forms. Documentation allows Snohomish County to submit reimbursements and recover costs, create historical records, apply for grants, address insurance needs, develop mitigation measures, highlight practices to continue, and identify areas for improvement. Documentation by each jurisdiction contributes to the overall ability of the county and state to request support from the federal government.

7.2.2. Essential files include, but are not limited to:
- Sign-in sheets/staffing patterns
- Media releases
- Situation reports
- Proclamations of emergency
- Requests for assistance
- Offers of assistance
- Damage assessment reports
- Financial documentation (including receipts, payroll records, etc.)
- After-action reports

7.2.3. After-Action Reports

7.2.3.1. After-action reports (AAR) create a permanent historical record of the incident and are used to evaluate processes, procedures, and actions pertaining to the response and recovery of an event. AARs include information identifying the actions taken, resources expended, economic and human impacts, and lessons learned as a result of the disaster. AARs inform future preparedness, mitigation, planning, training, and exercise efforts through narratives and improvement plans. These actions can include updating plans, replacing resources, and augmenting personnel training.

7.2.3.2. Improvement Plans are used to identify ownership and track progress on necessary changes observed and documented in the AAR.

7.2.3.3. AARs are conducted for both real-world events and exercises. AARs and Improvement Plans for both events are treated with the same level of validity and necessary corrective actions are expected to be implemented.

7.2.3.4. AARs are essential to seeking reimbursement and can assist in supporting mitigation efforts and funding.

7.2.3.5. Snohomish County is responsible for soliciting input and conducting an after-action review with each department, agency, and jurisdiction involved in an exercise or disaster.

7.2.3.6. AAR will be conducted both in-person and through digital surveys and electronic communications.

7.2.3.7. At a minimum, each AAR will address information sharing, internal and external communications, alert and warning (including LEP life-safety communications and technology needed to execute those communications), plans, annexes, appendices, SOGs, checklists, and technologies.

7.2.3.8. The Director of the Department of Emergency Management is responsible for ensuring completion of the after-action items.

7.3. Resourcing

7.3.1. The Resourcing SOG (as part of the ECC SOG) outlines specific execution of resourcing process including disaster field operations, personnel (including overtime), ECC operating costs, and other associated costs.

7.3.2. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:

- Counties: RCW 36.40.180 and 36.40.190
- Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
- Municipal and county governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.

7.3.3. Records shall be kept so disaster related expenditures and obligations of the county, cities, and towns can be readily identified from regular or general programs and activities.

7.3.4. Each county department, agency, and jurisdiction is responsible for tracking, compiling and submitting accurate and complete disaster-related expenditures to the ECC throughout the response and recovery period. These will be used to assist with the development of the Supplemental Justification and the Preliminary Damage Assessments that go to the state to aid in the state's application for federal assistance under the Stafford Act. Any unreported, eligible or non-reimbursable costs related to the incident, will be the responsibility of the respective county department or ESF agency.

7.3.5. Disaster-related expenditures and obligations of the county, cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster Declaration by the President or under the statutory authority of certain federal agencies.

7.3.6. Audits of jurisdictions' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

7.3.7. Coordination for maximum utilization of a limited supply of disaster-related resources is a primary duty of the ECC.

7.3.8. Each department of the county and each municipality shall keep a current inventory of all resources. This inventory shall be provided to ECC upon request and updated as necessary. Emergency resource information should include procedures/guidelines and points of contact to facilitate rapid acquisition of needed resources.

7.3.9. Departments/agencies responding to emergencies and disasters should first use their available resources. Scarce resources should be allocated according to established priorities and objectives of the ECC.

7.3.10. All departments/agencies are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset may not be eligible for reimbursement.

7.3.11. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law." (RCW 38.52.110 (1))

7.3.12. The private and non-profit sectors are an important part of any disaster response and recovery. Businesses and non-profits (including faith based organizations (FBOs), community based organizations (CBOs), and non-governmental organizations (NGOs)) provide valuable intelligence and resources before, during, and after a disaster. Private and non-profit resources will be coordinated through the logistics or resourcing section of the local EOC or Snohomish County ECC.

7.4. Post-Disaster Assistance

7.4.1. Public Assistance
Public Assistance (PA) is disaster assistance provided to public entities including tribes, state, county, and municipal governments, and certain non-profits that provide essential public service.

7.4.2. Individual Assistance
Individual Assistance (IA) is federal assistance to the public who sustained damage from a federally declared disaster. Individual assistance only covers a portion of damages and is not meant to replace insurance. There is also assistance available for individuals who have become unemployed because of a disaster.

7.4.3. Other Needs Assistance (ONA)
Other Needs Assistance is income-dependent assistance for personal property. Some items are only eligible after individuals are denied SBA assistance (including loans); other items are not contingent on SBA denial.

7.4.4. Small Business Administration

7.4.4.1. Eligible businesses and non-profits that have been impacted by the disaster may be eligible for recovery loans from the SBA. Eligible business regardless of the size of that business may apply for SBA loans for both physical damage and economic loss. SBA's Disaster Loan Program is not exclusively for small businesses.

7.4.4.2. SBA loans are available for damage to private property owned by individuals and families not fully covered by insurance.

8. Plan Development, Training, Exercise, and Maintenance

8.1. General

8.1.1. The 2019 version of the Snohomish County Comprehensive Emergency Management Plan is an update of the 2014 and 2009 editions.

8.1.2. Both internal and external stakeholders will review this CEMP on an annual basis to include both operational changes and legal changes. Each ESF Coordinating Agency will be responsible for reviewing the ESF with appropriate primary and supporting agencies.

8.1.3. Department of Emergency Management staff members reviewed and revised the 2014 document to reflect the changes in hazards, environment, population, laws and regulations, and organizational structure, as well as requirements outlined in CPG 101 and mandates from the federal government and Washington State. Individual sections and ESFs were assigned and sent to various departments and agencies for review and revision. As comments were received, they were incorporated into the final plan. This CEMP is the first step toward efficient and timely response during emergencies and disaster. However, planning alone will not accomplish complete disaster preparedness.

8.1.4. DEM is Homeland Security Exercise and Evaluation Program (HSEEP) compliant. HSEEP compliance is a set of specific processes and practices for exercise program management and exercise design, development, conduct, evaluation, and improvement planning.

8.1.5. DEM complies with the four HSEEP performance requirements. These requirements are as follows:
1. Conduct an annual Training and Exercise Planning Workshop (TEPW) and maintain a Multiyear Training and Exercise Plan (TEP).
2. Plan and conduct exercises in accordance with the HSEEP guidelines.
3. Develop After Action Report/Improvement Plans (AAR/IP).
4. Track and implement corrective actions identified in the AAR/IP.

8.1.6. Training and exercising are essential at all levels of government to make emergency operations and coordination ready for any hazard. (Snohomish County's Training and Exercise Plan (TEP) is attached to this plan).

8.1.7. Different portions of this plan will be tested during yearly exercises conducted by the County through the Department of Emergency Management.

8.1.8. A full-scale exercise of this plan will occur every three years. As needed changes are noted, they will be incorporated, and revisions sent to the relevant agencies.

8.1.9. After emergencies or disasters, where sections of the plan are implemented, recognized problems, either internal or external to the plan will be evaluated and changes made to the plan, if necessary.

8.1.10. Every five years the entire plan will be reevaluated and updated. Sections will be sent to agency personnel for review and revision. Changes will be incorporated, and a revised plan promulgated.

8.1.11. This Plan will be made publicly available for review and comment of the Department of Emergency Management's website and available in printed form at the Department of Emergency Management.

9. **Authorities, References, and Attachments**
   ## 9.1. Authorities
   9.1.1. DHS/FEMA National Planning Frameworks (NPFs) of 2013, as amended.
   9.1.2. Federal Civil Defense Act of 1950, as amended.
   9.1.3. Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act."
   9.1.4. Public Law 96-342, "Improved Civil Defense."
   9.1.5. Public Law 99-499, "Superfund Amendments and Reauthorization Act (SARA) of 1986."
   9.1.6. Revised Code of Washington (RCW) Chapter 38.52, "Emergency Management."
   9.1.7. Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program."
   9.1.8. Washington Administrative Code (WAC) Chapter 118-30-60 WAC, "Emergency Plans."

9.1.9.   WAC LEP
9.1.10. Snohomish County Code (SCC) Chapter 2.36, Emergency Management.
9.1.11. Snohomish County Continuity of Government Plan (COG)
9.1.12. Snohomish County Continuity of Operations Plans (COOP)
9.1.13. Americans with Disabilities
9.1.14. Stafford Act
9.1.15. Americans with Disabilities Act
9.1.16. Post-Katrina Emergency Management Reform Act (PKEMRA)

9.2. References
9.2.1.   DHS/FEMA National Planning Frameworks
9.2.2.   DHS/FEMA Comprehensive Planning Guide CPG 101
9.2.3.   Washington State Comprehensive Emergency Management Plan
9.2.4.   Washington State Emergency Operations Plan
9.2.5.   Washington State Supplement to CPG 101
9.2.6.   Snohomish County Natural Hazards Mitigation Plan
9.2.7.   Mount Baker/Glacier Peak Coordination Plan

9.3. Attachments
9.3.1.   ECC SOG
9.3.2.   Duty Officer SOG
9.3.3.   Snohomish County Training and Exercise Plan
9.3.4.   Alert Sense SOG
9.3.5.   Limited English Proficiency (LEP) Communications Plan (Draft)
9.3.6.   Post-Disaster Damage Assessment Framework (Draft)
9.3.7.   Disaster Debris Management Plan (Draft)
9.3.8.   Mass Fatality Plan (Draft)
9.3.9.   ESF Coordinating, Primary, and Support Agencies

ESF 1 Transportation

Overview
Emergency Support Function (ESF) 1 provides and coordinates resources to support emergency transportation needs during an emergency or disaster
.

ESF Coordinating Agency
Snohomish County Public Works – Road Maintenance Division

Primary Agency
Snohomish County Public Works (All Divisions)

Supporting Agencies
Municipal / Tribal Public Works Agencies
Snohomish County Department of Emergency Management
Washington State Emergency Operations Center (SEOC)
Washington State Department of Transportation (WSDOT)
Washington State Patrol (WSP)
Snohomish County Facilities and Fleet
Municipal / Tribal Law Enforcement Agencies
Port of Everett
Mass Transit Agencies
Snohomish County School Districts
Municipal, Public, and Private Airports / Airfields
Rail Transportation Agencies
Private Logistics and Transportation Providers
Federal Transportation Agencies
Naval Station Everett
United States Coast Guard

1. **Introduction**
    1.1. **Purpose**
        1.1.1. ESF 1 Transportation is designed to provide a framework for coordination, organization, mobilization, and resources for transportation services to support emergency response including evacuations, logistics, and transportation infrastructure restoration. through
        1.1.2. Provide a common understanding of the roles and responsibilities of key stakeholders including roadway, aviation, maritime, surface, and railroad transportation modes, and between public and private organizations.
    1.2. **Scope**
        1.2.1. Transportation infrastructure may include roads, bridges, transit, rail, airports, and seaports and the modes of transportation and actions necessary to effect response efforts.
        1.2.2. Activities may include the coordination between local, county, state, and federal agencies, special purpose jurisdictions, and other partners to:
            1.2.2.1. Monitor, assess, and report the status of and damage to the transportation systems and infrastructures as a result of the incident or disaster.
            1.2.2.2. Identify temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
            1.2.2.3. Coordinate the restoration and recovery of the transportation systems and infrastructure.

      1.2.2.4.   Coordinate mutual aid requests between agencies and jurisdictions (including private sector resources) to include evacuation, resource movement, and access to transportation corridors.

      1.2.2.5.   Snohomish County has a diverse transportation network that includes roadways, railways, airports, ports, ferry terminals, and military installations.

      1.2.2.5.1. Interstate 5 (I-5) and 405 (I-405) and State Route 9 (SR-9) and SR-99 run north-south, and US Highway 2 (US-2) and SR-530 and SR east-west, are the major roadway corridors in the County. These roadways are impacted by a variety of hazards including earthquakes, landslides, flooding, and lahar and which may prevent the effective use of transportation modalities during a response.

      1.2.2.5.2. Burlington Northern-Santa Fe (BNSF) operates rail lines that run north-south and east-west.

      1.2.2.5.3. Paine Field supports manufacturing/maintenance service for large commercial aircraft, general aviation service, and serves as an alternate emergency landing facility for regional airports. Other airports include Arlington and Darrington Municipal airports, and Harvey, Firstair, and Sky Harbor airfields.

      1.2.2.5.4. The Port of Everett operates a deep-water eight berth seaport handling break bulk and containerized cargo.

      1.2.2.5.5.   Washington State Ferry system operates passenger/vehicle ferry service from the cities of Edmonds and Mukilteo.

      1.2.2.5.6. Naval Station Everett operates an oceanside Naval Station adjacent to the Port of Everett.

2. Policies

2.1. Utilize normal policies and procedures, when possible.

2.2. Each agency or jurisdiction is responsible for the inspection, repair and operation of its own infrastructure or to those agencies with contractual agreements to maintain infrastructure.

2.3. Ensure that a continuity of operations plan is in place to maintain essential services not impacted by the incident.

2.4. Private property owners and associations with private roads and/or infrastructure are responsible for construction, maintenance, and repair of infrastructure under their respective ownership and meeting any associated regulations. Emergency exceptions may be made in the event life-safety resources are unable to reach affected populations.

2.5. Each jurisdiction and agency are responsible for the inspection, repair, and operation of its own infrastructure or through the agreements with other agencies to maintain infrastructure. It may become necessary to execute emergency contracts to more efficiently and effectively affect disaster response.

2.6. Washington State Department of Transportation efforts may not account for local policies and priorities.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.1.2. Snohomish County will experience situations, which will damage transportation infrastructure and disrupt communications that will inhibit mobility restoration of essential public services. Not all incidents will necessitate the activation of the ECC and may be coordinated and resolved through normal operational procedures. In the event that normal operational procedures are insufficient, the ECC can be activated to support response efforts.

3.1.3. Hazards may damage transportation infrastructure as well as damaging communications equipment, transportation modes, and prevent personnel from responding to an incident.

3.2. Planning Assumptions

3.2.1. The local and regional transportation infrastructure may sustain damage. The location, scope, and size of damage will determine the necessary response and recovery efforts and may inhibit the movement of personnel, supplies and equipment.

3.2.2. Roadways, bridges, tunnels, railways, airports, seaports, and other transportation facilities and structures may be damaged or destroyed, necessitating assessment, repair, or demolition to ensure safe operations.

3.2.3. Personnel, equipment, and supply resources may be insufficient to meet demands and resources (including personnel and equipment) may be unavailable, inaccessible, or damaged.

3.2.4. Vulnerable populations will need additional transportation assistance and resources.

3.2.5. Access to the incident response area will be dependent upon the re-establishment of ground, air, rail, and water routes.

3.2.6. Each jurisdiction and agency is responsible for the inspection, status reporting, repair and operation of its own facilities or to those agencies with contractual agreements to maintain facilities.

3.2.7. Most of the population will utilize private transportation methods to evacuate, however, residents may need assistance evacuating and relocating to shelters or other areas where survivor assistance services are provided. Transportation may include buses, paratransit resources, private vehicles, and taxis.

3.2.8. The coordination of this ESF will rely heavily on the partnerships and collaborative efforts of all the primary and secondary agencies involved in this ESF.

4. Concept of Operations

4.1. General

4.1.1. Primary and support agencies are responsible for coordinating the transportation response and providing recovery support and services to assist in sustaining and repairing the Snohomish County region's transportation system integrity.

4.1.2. Damage assessments for transportation systems and infrastructure will be performed as soon as possible and reported to the Snohomish County ECC (or appropriate municipal or tribal EOC).

4.1.3. Requests for transportation assistance shall be received and prioritized by local jurisdictions and forwarded to the Snohomish County ECC for essential coordination between and among the various jurisdictions and agencies.

4.1.4. Additional transportation resources may be obtained from local jurisdictions and agencies, private sector, volunteer organizations, and other local jurisdictions.

4.1.5. When transportation requests exceed the capability of the jurisdictions and agencies, Snohomish County ECC will coordinate transportation activities with the Washington State Emergency Management Division State Emergency Operations Center (SEOC).

4.1.6. During large, regional events the Snohomish County ECC will serve as the central location where various transportation representatives will assemble to assist in prioritizing and coordinating transportation response and recovery efforts.

4.1.7. Identification of road closures, rerouting and evacuation routes will be coordinated among all impacted agencies

4.1.8. Community Transit, Sound Transit, King County Metro, and Everett Transit resources may be used in mass evacuation operations. Community Transit will serve as the primary coordinator for available transit resources.

4.1.9. Paine Field is the primary airfield for large aircraft transportation resources.

4.1.10. Marine assets with transport capacities, such as the United States Navy, Coast Guard, Washington State Ferries, and private sector resources may be used to transport people and resources when necessary and available.

4.1.11. The Port of Everett facilities may be used to transfer cargo as needed.

4.1.12. ESF 1 will review and assess transportation issues and coordinate response efforts.

4.2. Organization and Responsibilities
4.2.1. All ESF Partners

4.2.1.1.1. Collect, analyze, and distribute information on the status of the county's transportation infrastructure.

4.2.1.1.2. Manage transportation services to support emergency operations.

4.2.1.1.3. Collect and report damage assessments and operational capabilities.

4.2.1.1.4. Identify, prioritize, and, in coordination with ESF 3, develop strategies to manage access to critical lifeline routes.

4.2.1.1.5. Communicate to public safety, transit, and response personnel priority routes.

4.2.1.1.6. Coordinate with ESF 15 to provide information on impacts to the transportation system which may include alternate transportation routes and transit availability.

4.2.2. Coordinating Agency
4.2.2.1. Snohomish County Public Works
4.2.2.1.1. Public Works Department Operations Center

4.2.2.1.1.1. Direct department operations including the requesting of resources.

4.2.2.1.1.2. Coordinate public information with the JIC on ESF 3 operations including damage assessments, transportation routes, restoration and recovery efforts, waste disposal, and specific actions businesses, industries, and residents should take.

4.2.2.1.1.3. Collect and collate damage assessment information.

4.2.2.1.2. Road Maintenance Division

4.2.2.1.2.1. Provide representative to the Snohomish County ECC to coordinate emergency response and recovery activities.

4.2.2.1.2.2. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.2.1.2.3. Coordinate with all county jurisdictions and neighboring cities, counties, and state agencies for efficient management and use of the transportation system.

4.2.2.1.2.4. Identify available portions of the county's transportation system and coordinate emergency traffic regulations with ESF 3 and

ESF 13. Provide ESF 15 with necessary information to communicate transportation status to the public.

4.2.2.1.2.5.   Identify necessary emergency repairs, bypasses or alterations to provisionally restore transportation lifelines, facilities and structures and coordinate with ESF 3 representatives for restoration.

4.2.2.1.2.6.   Identify and request transportation agency liaisons.

4.2.2.1.2.7.   Identify and prioritize critical transportation routes, including snow and ice routes, and communicate and align routes with other local and state public safety, transit, and transportation agencies.

4.2.2.1.2.8.   Maintain and update road closure maps.

4.2.2.1.2.9.   Identify, prioritize, coordinate, and conduct damage assessments of County owned and maintained bridges, roadways, and other transportation infrastructure (e.g. signals, signs) and coordinate the necessary closure of transportation routes.

4.2.2.1.2.10. Determine and post detours around closed roadways and bridges, or routes used for emergency traffic only.

4.2.2.1.2.11. Coordinate with ESF 3 to prioritize and remove roadway debris and restore transportation routes including access to critical infrastructure, incident scenes, and disaster assistance services.

4.2.2.1.2.12. Identify and pre-position necessary resources.

4.2.2.1.2.13. Coordinate with ESF 13 to identify evacuation routes to include the necessary resources to implement closures and, if necessary and available, counter-flow.

4.2.2.1.3.   Transportation and Environmental Services

4.2.2.1.3.1.   Plan and prioritize Snohomish County's road activities, including performing environmental reviews of projects and keep the public notification of Public Works projects.

4.2.2.1.3.2.   Maintain traffic engineering and traffic signal maintenance.

4.2.2.1.3.3.   Coordinate signage and reader-board needs with WSDOT.

4.2.2.1.3.4.   Notify appropriate jurisdictional and Snohomish County ECC representatives regarding all road closures, restrictions, and re-routing.

4.2.3. Support Agencies

4.2.3.1.   Municipal / Tribal Public Works

4.2.3.1.1.1.   Coordinate with neighboring jurisdictions to identify detours, reroutes, critical lifelines, and restoration priorities. Communicate these to the ECC ESF 3 representative.

4.2.3.1.1.2.   Determine the available portion of the city's transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.

4.2.3.1.1.3.   Communicate transportation status and needs to own jurisdictional EOC, which will in turn communicate to Snohomish County ECC.

4.2.3.2.   Snohomish County Department of Emergency Management

4.2.3.2.1.1.   Activate the Snohomish County ECC and JIC in support of emergency operations as appropriate.

4.2.3.2.1.2. Identify and prioritize transportation needs. Coordinate the mobilization of emergency transportation vehicles to include para-transit resources and work with ESF 15 to communicate transportation information to the public.

4.2.3.2.1.3. Coordinate the assessment of damages to the transportation infrastructure.

4.2.3.2.1.4. Develop agreements or contracts with local transportation resources.

4.2.3.3. Washington State Emergency Operations Center (SEOC)

4.2.3.3.1.1. Coordinate transportation response efforts (including priority routes and available resources) of State agencies, solicit input from local agencies, and provide regular and timely updates to the ECC.

4.2.3.3.1.2. Coordinate transportation resources as requested by the Snohomish County ECC.

4.2.3.3.1.3. Coordinate and disseminate regulatory waivers, exemptions, and passes.

4.2.3.4. Washington State Department of Transportation (WSDOT)

4.2.3.4.1.1. Perform all duties in accordance with Washington State CEMP.

4.2.3.4.1.2. Provide for reconstruction, repair, and maintain State highways, bridges, and alternate routes. WSDOT is authorized to perform maintenance and construction work off the State highway right-of-way in close proximity to the highway to protect the facility and the traveling public. (RCW 47.32.130)

4.2.3.4.1.3. Mobilize personnel and equipment required for emergency engineering services on State highways and as available, in coordination with local agencies.

4.2.3.4.1.4. Assist the Washington State Patrol by: providing vehicle traffic control wherever possible or practical, providing access control, providing assistance in rerouting vehicle traffic around or away from the affected area, providing equipment and materials, and investigating injury reports and equipment loss.

4.2.3.4.1.5. Provide assistance for hazardous materials incidents.

4.2.3.4.1.6. Perform damage assessment, determine usable portions of the State highway network, and provide cost estimates for State highway facilities.

4.2.3.4.1.7. Provide communication for emergency response operations.

4.2.3.4.1.8. Provide emergency transportation services through the Washington State Ferries.

4.2.3.4.1.9. In coordination with ESF 15, communicate State transportation information to the public.

4.2.3.5. Washington State Patrol (WSP)

4.2.3.5.1.1. As available and in coordination with ESF 13, assist in emergency traffic controls, road closures, detours, or reroutes.

4.2.3.5.1.2. Assist with maintaining traffic flow and enforcing transportation usage priorities.

4.2.3.5.1.3. Provide air, ground, and marine assets to support response and recovery efforts in accordance with Washington State CEMP.

4.2.3.6. Snohomish County Facilities and Fleet Services

4.2.3.6.1.1.   Maintain vehicles and assist in supporting response equipment necessary for the movement of resources, evacuation, or response personnel.

4.2.3.7.   Municipal and Tribal Law Enforcement Agencies
4.2.3.7.1.1.   Assist in emergency traffic controls and routes to include closures, access points, security, and rerouting.

4.2.3.7.1.2.   Assist with maintaining traffic flow and enforcing transportation usage priorities.

4.2.3.8.   Port of Everett
4.2.3.8.1.1.   Provide an assessment of damages and operational status of transportation facilities and structures to the Everett EOC and Snohomish County ECC.

4.2.3.8.1.2.   Identify necessary resources to ensure the port remains operational.

4.2.3.8.1.3.   Coordinate with US Coast Guard and local ferry operators on priorities and restoration timelines.

4.2.3.9.   Mass Transit Agencies
4.2.3.9.1.1.   When feasible, provide damage assessment information.

4.2.3.9.1.2.   Coordinate and provide emergency transportation support and services with other public and private transportation providers and jurisdictions for the movement of people, equipment, and supplies in Snohomish County and other jurisdictions.

4.2.3.9.1.3.   Provide a detailed assessment of damages and the operational status of roadways, transit facilities, and equipment.

4.2.3.9.1.4.   Provide personnel, communication assistance, buses, non-revenue vehicles and equipment to assist Snohomish County with emergency operations, in the response and recovery phases of a disaster.

4.2.3.9.1.5.   Coordinate public information and provide public information officer(s) to the JIC.

4.2.3.9.1.6.   Coordinate with regional transportation providers to ensure transportation operations between jurisdictions.

4.2.3.9.1.7.   Coordinate with ESF 6 and ESF 7, to identify necessary routes to provide transportation options between shelters, CPODs and other survivor assistance locations.

4.2.3.10.   Snohomish County School Districts
4.2.3.10.1.1.   Provide available (or allow contractors to) school buses and operators to assist in the movement of people.

4.2.3.11.   Municipal, Public, and Private Airports / Airfields
4.2.3.11.1.1.   Report damage assessment and operational status.

4.2.3.11.1.2.   Conduct temporary repairs to provisionally restore airport operations.

4.2.3.11.1.3.   Ensure priority air flights continue to operate, subject to safety procedures.

4.2.3.11.1.4.   Provide, as needed, airport facilities and space for disaster staging areas.

4.2.3.12.   Rail Transportation Agencies
4.2.3.12.1.1.   Identify damage assessment and communicate to ECC or SEOC.

4.2.3.12.1.2.   Identify priority restoration segments and anticipated re-opening timelines. Communicate these to the ECC or SEOC.

            4.2.3.12.1.3. Identify necessary transportation routes and access needed to respond to railways.

4.2.3.13. Private Logistics and Transportation Providers
            4.2.3.13.1.1. Coordinate the use of available equipment and personnel resources to assist, as requested, with response operations.

            4.2.3.13.1.2. Work with ESF 7 to execute contracts to provide resources not currently under contract or MOU.

4.2.4. Federal Transportation Agencies
            4.2.4.1.1.1.   Provide assistance with the control and movement of air transportation resources, as requested.

4.2.5. Naval Station Everett
            4.2.5.1.1.1.   Provide available transportation resources in coordination with the SEOC and in accordance with the Defense Support of Civil Authorities (DSCA).

            4.2.5.1.1.2.   Working with regional partners, identify necessary and priority transportation routes for ingress and egress to Navy owned properties.

4.2.6. United States Coast Guard
            4.2.6.1.1.1.   Maintain, monitor, and report on the safety and navigability of Puget Sound Waterways

            4.2.6.1.1.2.   Communicate decisions regarding the use, opening or closing of waterways and ports to vessel traffic.

            4.2.6.1.1.3.   Provide available resources for the evacuation and transportation of residents.

4.3. Procedures
   4.3.1. The priority of transportation resources will be assigned based on operations to ensure life safety, life sustainment, property, environmental, and economic preservation.

   4.3.2. Transportation resources and priorities may be coordinated regionally to ensure the efficient and effective use of limited transportation resources and the regional nature of transportation infrastructure.

4.4. Mitigation Activities
   4.4.1. Identify and promote mitigation measures to reduce or eliminate potential disasters by protecting and reinforcing critical transportation assets, conducting infrastructure assessments, and identifying and developing mitigation projects to vulnerable infrastructure.

   4.4.2. Identify current procedures for the activation of transportation assets to include alternate (contract) transportation services and volunteer services.

   4.4.3. Assess the communications capabilities of the various transportation vehicles and determine if additional interoperable communications and assets are needed.

4.5. Preparedness
   4.5.1. Develop coordination processes that enhance post disaster information status, and information dissemination.

   4.5.2. Develop operations centers to coordinate transportation resources and priorities.

   4.5.3. Update equipment and resource listings on a regular basis. Distribute these lists appropriately.

   4.5.4. Develop and execute mutual aid agreements and memorandum of understanding for sharing of resources including outlining reimbursement processes for non-proclaimed, proclaimed, and declared disasters.

4.5.5. Identify and develop priority routes for evacuations, snow and ice response, critical transportation commodities.

4.5.6. Conduct transportation vulnerability assessment on possible impacts of hazards to include impacts on vulnerable populations.

4.5.7. Identification of communications plans and interoperability in coordination with ESF 2.

4.6. Response

4.6.1. Collect, analyze, and distribute information on the status of transportation infrastructure.

4.6.2. Determine operational capacity of streets, roads and bridges.

4.6.3. Support route clearance and recovery activities.

4.6.4. Identify potential problems on priority routes and work with ESF 3 and ESF 13 on potential solutions.

4.6.5. Identify alternative transportation routes and solutions when primary systems or routes are unavailable or overwhelmed.

4.6.6. Provide agencies and ESF representatives with available route information and maps

4.6.7. Establish refueling and maintenance schedules identifying disaster considerations that may impact or alter normal operations.

4.6.8. Consider staging and re-entry locations for transportation resources.

4.6.9. As necessary, identify and acquire resources including buses (coaches, school buses, and para-transit), trains, planes, taxis, vans, ferries (both local and WSDOT), vehicle operators, and support personnel.

4.6.10. Determine additional transportation resource needs and request mutual aid assistance as necessary.

4.6.11. If time allows, pre-position equipment and resources based potential resources of impacted area.

4.6.12. Identify and communicate ingress/egress routes for response vehicles and personnel.

4.6.13. Identify and communicate evacuation routes and provide evacuation information to ESF representatives.

4.6.14. Coordinate with ESFs 6, 7, 8, 11, and 13, identify transportation resources available to assist with the transportation of individuals unable to evacuate themselves, including vulnerable populations, medical facility patients, and correctional institutions.

4.6.15. Coordinate with ESFs 6, 7, 8, 11, and 12 for the transportation of resources.

4.6.16. Coordinate with ESF 7 and SEOC to identify transportation passes and business re-entry processes and routes.

4.6.17. Coordinate response operations that support restoration efforts and maintain normal operations.

4.6.18. Coordinate with ESF 7 to assist with the transportation of emergency commodities and resources.

4.6.19. Provide information and instructions to the ESF 15 to disseminate to the public, regarding transportation infrastructure availability.

4.6.20. Information flow - Field/DOC/ECC

4.6.20.1.   Field Operations

4.6.20.1.1. Assess the status of transportation systems.

4.6.20.1.2. Implement emergency transportation procedures.

4.6.20.1.3. As necessary, work with ESF 3 to repair and restore transportation roadways, facilities, and infrastructure.

4.6.20.2.   DOC/EOC

4.6.20.2.1. Maintain communication with the field staff and direct operations.

4.6.20.2.2. Receive resource requests from the field and fill requests. If resources are unavailable, communicate requests to the ECC.

4.6.20.3. ECC/ESF 1

4.6.20.3.1. Gather information from the DOC and supporting agencies.

4.6.20.3.2. Coordinate with other local, regional, State, or Federal agencies.

4.6.20.3.3. Utilize situational awareness for the prioritization of transportation system and resources.

4.7. Recovery

4.7.1. Support cleanup and recovery operations during disaster events.

4.7.2. Assess and report on remaining transportation system damage, including timetable for restoration.

4.7.3. Continue collection of incident information until Snohomish County ECC is deactivated.

4.7.4. Provide documentation for possible financial reimbursement process for recovery activities.

4.7.5. Identify necessary transportation routes and priorities for ensuring access to recovery and assistance centers.

5. References
    5.1. Snohomish County Public Works Roads Maintenance, Flood Plan
    5.2. Snohomish County Public Works Roads Maintenance, Snow and Ice Plan

6. Resources

6. Resources

ESF-2 Communications

Overview
This annex describes the communications capabilities in Snohomish County and plans and process for post-disaster communications and communications restoration.

ESF Coordinating Agency
Snohomish County Department of Emergency Management (DEM)

Primary Agencies
Private Telecommunications Service Providers
Snohomish County 911 (SNO911)
Snohomish County Auxiliary Communications Service (ACS)
Snohomish County Department of Emergency Management (DEM)
Snohomish County Department of Information Technology (DoIT)

Supporting Agencies
Regional Radio & Television Stations
United Way (211)
Washington State Emergency Management Division (WAEMD)

1. **Introduction**
   1.1. **Purpose**
      The mission of ESF-2 is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements to respond to disasters and emergencies including public information alert and warning, operational communication, and, when available, public use of communications infrastructure through multiple methods including radio, cellular communications, and telephone communications.
   1.2. **Scope**
      1.2.1. ESF 2 will coordinate the development, operations, maintenance, and restoration of communications systems to ensure communications capabilities during emergency operations.
      1.2.2. ESF 2 applies to all agencies that may require communications services to respond to an emergency or whose communications systems may be affected during response and recovery operations.
      1.2.3. Coordination with communications providers to determine the status and restoration of private communications systems.
      1.2.4. Emergent communications contain extremely time sensitive emergency information to the public that may include information about evacuation, sheltering-in-place, and protective actions.
      1.2.5. These emergent communications are normally released through the Emergency Alert System (EAS) by Snohomish County 911 (SNO911), DEM, or State / National authorities.
      1.2.6. Non-emergent communications concerns information that is not life-saving or life sustaining and is coordinated and released through ESF 15. Procedures, policy, and guidance for issuing non-emergent public warnings and information are covered in ESF 15.
      1.2.7. This ESF addresses the communication assets and procedures including 911, radio, voice and data links, telephone and cellular systems, National Warning System, SnoCo Alert, and amateur radio.
2. **Policies**

2.1. Snohomish County will use normal communications and warning systems whenever possible.

2.2. Communications and warning capabilities that cannot be met within Snohomish County will be requested to Washington State Emergency Management Division (WAEMD).

2.3. Telecommunications and warning support requirements, which cannot be met at the lowest level of authority, will be transmitted to the Snohomish County Emergency Coordination Center (ECC).

2.4. Priority in re-establishing or repairing communications systems within Snohomish County will be considered for life safety operations, followed by the re-establishment of critical government functions and the protection of property, the economy, and the environment.

2.5. All activities within ESF 2 – Communications, Information Systems and Warnings - will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).

2.6. ESF 2 will activate during an impending or actual emergency that threatens the integrity of or relies heavily on communications systems.

3. **Situation**

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

      3.1.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

      3.1.2. Pre-planned events or limited scope incidents will likely cause disruption (overloaded systems) in land-line telephone, cellular telephone, radio, microwave, computer, and other communication services. Significant disasters or emergencies may also damage infrastructure to support these systems and re-establishment of communications infrastructure will be critical.

   3.2. **Planning Assumptions**

      3.2.1. No single warning system exists in Snohomish County that will alert the public of all threatening disaster or emergency situations. There will be occasions when there is not time or a mechanism to provide warning.

      3.2.2. Communications systems are vulnerable and may be damaged, destroyed or overwhelmed during and following an emergency or disaster.

      3.2.3. Even if no infrastructure damage occurs, emergencies or disasters will quickly overwhelm the capacity of the regular communications systems.

      3.2.4. Alternate communications systems, such as amateur radio, will be used when normal communications systems are unavailable, overwhelmed or inadequate.

      3.2.5. A variety of factors may restrict the ability to repair or replace communications equipment.

      3.2.6. Damage and disruptions will inhibit response and recovery operations and coordination.

      3.2.7. The County will be dependent on the public, private sector, and outside vendors to repair damage to communication and information systems.

4. **Concept of Operations**

   4.1. **General**

      4.1.1. Communications capabilities, including; daily communications, warning of impending incidents, response and recovery, search and rescue, and coordination with local public safety agencies and the state must be readily available for emergency operations.

4.1.2. Snohomish County uses multiple communications systems to include facsimile machines and broadcast fax, internet communications, telephones, satellite phones, cellular phones, local television, satellite television, and AM/FM radio. Radio systems in place in the Snohomish County ECC include UHF, VHF, aircraft UHF, 800 MHz, 2 meter, 6 meter, 70 CM amateur, HF, low band, and 2-meter packet. Dedicated phone lines are in place with the National Warning System (NAWAS).

4.1.3. The Emergency Alert System (EAS) may be activated from the Snohomish County ECC through SNO 911 Dispatch Center. State and other county governments may also activate this system. The system is connected to local area radio and television and can interrupt programming to disseminate a message. Public alert and warning may be accomplished through the Emergency Alert System for rebroadcast over commercial radio and/or cable television.

4.1.4. Emergencies or disasters may require direct coordination with Federal / military agencies within Snohomish County, the Washington State Emergency Operations Center (SEOC), and other regional emergency management centers. Telephone landline and cellular systems cannot be relied upon for such contacts. Radio or other systems will be established and maintained for emergency use.

4.1.5. In addition to public safety communications, Snohomish County ECC will establish direct radio communications with member cities and towns, essential services, such as the American Red Cross, hospitals / medical services for response coordination and the sharing of information.

4.1.6. Amateur radio communications systems located in the Snohomish County ECC can provide backup and supplemental communications to all major hospitals, American Red Cross, many fire stations, and several agency EOCs located in small cities and towns throughout Snohomish County, and the SEOC.

4.1.7. The method of communications will primarily be voice using all appropriate amateur radio frequencies, but also may include amateur packet radio (send / receive data files) as needs may dictate. Amateur high frequency communications will allow links to be established and maintained between regional and national partners and response agencies.

4.1.8. ESF 2 provides communications support to the affected area, field personnel, local DOCs, EOCs, and ECCs (as available), and to the County ECC.

4.1.9. Establish and maintain a common operating picture of the incident.

4.1.10. Coordinate with ESF 15 to develop and disseminate appropriate public warnings.

4.2. Organization and Responsibilities

4.2.1. Department of Emergency Management (DEM)

4.2.1.1. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.1.2. Identify public safety messaging needs; coordinate public warning message with ESF 15.

4.2.1.3. Coordinate the deployment of communications assets to needed locations.

4.2.1.4. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point, which in turn disseminates the warning to local warning points.

4.2.1.5. Coordinate the dissemination of warning information through all available communication systems.

4.2.1.6. Develop, maintain, train, and activate volunteer radio network operators.

4.2.1.7. Maintain Snohomish County ECC and mobile communication equipment, supplies, and back-up systems.

4.2.1.8. Coordinates all radio communications elements in the Snohomish County ECC.

4.2.1.9. Has alternate responsibility for activating the Emergency Alert System for incidents occurring within the County.

4.2.1.10.   Develop a communications plan that identifies all systems in use, ensures enough frequencies are allocated to facilitate operations, and lists specific frequencies allotted for the emergency.

4.2.2. Snohomish County Department of Information Technology (DoIT) (County Telephone and Computer Networks):

4.2.2.1. DoIT is the primary coordinator and interface with telecommunications service providers that support Snohomish County government with internet and phone service. Additionally, DoIT provides technology development and support services for the county's information systems.

4.2.2.2. Identify and report all damages to County telecommunications systems.

4.2.2.3. Coordinates maintenance, repair, and restoration of phone and network connectivity with telecommunications service providers.

4.2.2.4. Establishes, maintains, repairs, and upgrades phone and network systems within/for supported Snohomish County departments and agencies.

4.2.2.5. Provides subject matter expertise to solve / resolve telecommunications issues.

4.2.2.6. Provide computer, telephones, and data support to disaster operations and recovery.

4.2.2.7. Coordinate with DEM to obtain, maintain, test, and exercise emergency alert capabilities including SnoCo Alert.

4.2.2.8. Assess damages to County maintained data systems.

4.2.2.9. Provide installation, restoration and repairs.

4.2.2.10.   Secure off-site storage for backup of County computer system.

4.2.2.11. Coordinate with private telecommunication service providers for impacts to and restoration of public telecom service.

4.2.2.12. Provide information about communications infrastructure status and estimated timeframe for repairs.

4.2.2.13. Deliver emergency messages to the public, as required.

4.2.2.14. Assist in the development of the countywide Communications Plan.

4.2.2.15. Ensure redundant communications circuits/channels are available for use

4.2.2.16. Maintain, manage, and ensure protection of interoperable communications assets

4.2.2.17. Coordinate the acquisition and deployment of communications resources.

4.2.2.18. Assess the need for mobile and transportable telecommunications assets (e.g., communications or incident command vans, gateways, etc.)

4.2.2.19. Act as liaison to any other communications related agencies (public or private) during activations.

4.2.2.20. Identify and alert potential threats to network security.

4.2.2.21. Implement COOP related processes for essential functions.

4.2.2.22. Perform damage assessment to County telecommunication, data, radio systems and networks.

4.2.2.23. Restore County owned or leased telecommunication/infrastructure systems.

4.2.2.24. Establish priorities for patching radio system and use of operable systems, e.g., 800 MHz radios.

4.2.2.25. Establish priorities for network restorations.

4.2.2.26. Ensure interoperability with external resources.

4.2.2.27. Maintain contact with vendors, contractors, and private service providers to determine the extent, type of outages, and the expected restoration and resumption timeline.

4.2.3. United Way (211)

4.2.3.1. Provide call-center capabilities to communicate emergency information to the public regarding community services.

4.2.4. Private Telecommunications Service Providers

4.2.4.1. Protect telecommunication systems and infrastructure.

4.2.4.2. Prioritize and restore telecommunications infrastrcutrue for public safety operations.

4.2.4.3. Deploy personnel and equipment required for emergency evaluation and restoration services on telecommunication systems.

4.2.4.4. Perform and report damage assessment information to Snohomish County ECC.

4.2.4.5. Coordinate public information and provide public information officer and support personnel to the JIC when activated and requested.

4.2.5. Snohomish County Auxiliary Communications Service (ACS)

4.2.5.1. Snohomish County Auxiliary Communications Service (ACS) is the volunteer amateur radio group that may provide communication support to the County, Municipal EOC's, 911 facilities, PUD, private and volunteer relief organizations, hospitals, shelters, and American Red Cross. Snohomish County DEM sponsors a combined ACS/ARES team.

4.2.5.2. Provides primary and auxiliary communication support to government.

4.2.5.3. Define and assign frequencies and talk-groups to be utilized for specific purposes.

4.2.5.4. Coordinate the activation and use of emergency nets using appropriate frequencies.

4.2.5.5. Coordinates information flow from represented organizations to and from Snohomish County ECC.

4.2.6. Snohomish County 911 (SNO911)

4.2.6.1. SNO911 radio communications center providing dispatch for Police and Fire within Snohomish County.

4.2.6.2. Collect and disseminate emergency and non-emergency information via established and alternate communication channels to the appropriate public safety agency/department and/or EOC/ECC.

4.2.6.3. Facilitate mutual aid requests for Law Enforcement and Fire agencies/departments including coordinating any applicable radio communications protocols and channels.

4.2.6.4. Maintain all communication equipment, supplies, and back-up systems.

4.2.6.5. Respond to the direction of the appropriate authority in the utilization and dispatch of resources.

4.2.6.6. Relay public works and utility information to the appropriate agencies/departments.

4.2.6.7. Serve as the primary originator for activating the EAS within the county.

4.2.6.8. Maintain alternate locations and methods of service if 911 or dispatch is out of operation (e.g., resource mobilization, documentation, backup).

4.2.6.9. Maintain, update, and operate the 800 MHZ radio systems for supported agencies and jurisdictions.

4.2.6.10. Act as an information relay point between field personnel/IC/UC and, as applicable, local EOC/ECCs via CAD and 800 MHz radios.

4.2.7. Radio & Television Stations
   4.2.7.1. Relay EAS messages, as required.
   4.2.7.2. Relay accurate emergency information as disseminated by ESF 15.
4.2.8. Washington State Emergency Management Division (WAEMD)
   4.2.8.1. Responsibility for planning and coordinating the emergency communications program within the State.
   4.2.8.2. Operate the State Emergency Operations Center (SEOC) including serving as primary National Warning System (NAWAS) answering and relay operator.
   4.2.8.3. May activate the EAS to disseminate emergency information to the public.
   4.2.8.4. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional, and County resources have been expended.

4.3. Procedures
   4.3.1. On-scene Incident Command will determine that an immediate emergent message to the public is required to protect life and will coordinate the message with SNO911 and/or the Snohomish County ECC.
   4.3.2. Whenever Snohomish County emergency management officials are alerted to the threat or occurrence of an incident that could lead to, or has resulted in, an emergency or a disaster, the Snohomish County ECC and associated communication teams will be activated at the appropriate level.
   4.3.3. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
   4.3.4. Support operations in accordance with the Snohomish County ECC SOG Communications Section and Snohomish County Radio Communications Plan.

4.4. Mitigation Activities
   4.4.1. Analyze potential disasters and expand Snohomish County ECC communications capabilities to meet all situations.
   4.4.2. Identify facilities, agencies, personnel, and other resources necessary to support Snohomish County ECC operations.
   4.4.3. Prepare displays and acquire other equipment necessary for Snohomish County ECC operations.
   4.4.4. Identify vulnerabilities (e.g. power failure, network/service failure, internal infrastructure interruption, external infrastructure interruption, hardware failure, service/signal saturation, incompatible equipment) and mitigation actions to overcome or workaround known vulnerabilities (e.g. regular maintenance, battery or generator backup, contract vendors, analog devices, redundant hardware or systems, micro-networks, cached resources).

4.5. Preparedness
   4.5.1. Pre-identify communications facilities, equipment, and personnel in each region of the County that could be made available to support response and recovery efforts.
   4.5.2. Assess selected sites to store pre-staged communications assets for rapid deployment into the affected area.
   4.5.3. Encourage and promote interoperability among local jurisdictions.
   4.5.4. Conducts regularly scheduled communications tests and drills communications centers, and other pre-designated emergency communications support facilities to insure operational readiness and procedural familiarity.
   4.5.5. Conduct monthly checks of all telecommunications and IT equipment and systems in the Snohomish County ECC.

4.5.6. Utilize Snohomish County ECC telecommunications and IT equipment as an integral part of all communications systems in exercises.

4.5.7. Conduct planning with partner agencies to refine communications, information systems, and warning operations.

4.5.8. Train staff in communication procedures and equipment.

4.5.9. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

4.5.10. Manage inventory of equipment and other pre-designated assets that are essential to meet communications of special-needs groups.

4.6. Response

4.6.1. Coordinate and support the actual and planned actions of commercial telecommunications companies to restore services.

4.6.2. Determine what assets are available and nearest to the affected area(s) by each ESF 2 support agency and the time-frame in deploying those assets.

4.6.3. Identify and describe the actions that will be taken to notify neighboring jurisdictions when an incident occurs.

4.6.4. Through SNO911 and/or the Snohomish County ECC (Planning or Communications Sections), notify neighboring jurisdictions and SEOC of known, unknown, and anticipated incident impacts, potential cascading impacts, response duration, resource shortfalls, and other essential elements of information that support the sharing of situational awareness and development of a regional common operating picture.

4.6.5. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area.

4.6.6. Compile damage information obtained from assessment teams, the telecommunications industry, and other city/county agencies and report that information to the Planning Section.

4.6.7. Assess the need for and obtain telecommunications industry support, as required.

4.6.8. Prioritize the deployment of services and equipment based on available resources and critical needs.

4.6.9. Coordinate communications support to all governmental, non-governmental, and volunteer agencies, as required.

4.6.10. Establish communications with appropriate field personnel to ensure readiness for timely response.

4.6.11. Evaluate and task the communications, information systems, and warning support requests for threatened and/or impacted areas

4.6.12. Deploy damage assessment resources to determine impact on communications equipment.

4.6.13. Re-establish sufficient communications infrastructure to support ongoing life-saving and life-sustaining activities, including emergency response requirements and methods to reach affected populations.

4.6.14. Re-establish information networks to support sharing of situational awareness and development of a common operating picture.

4.6.15. Coordinate with applicable ESFs to support re-entry.

4.7. Recovery

4.7.1. Work with all public and private communications providers to as quickly and efficiently as possible recover all communications system back to their normal operating conditions.

4.7.2. Coordinate with recovery functions to identify restoration timelines and priorities for communities.

4.7.3. Develop a plan for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability for future incidents.

5. References

5.1. The following capabilities represent an overview of communications capabilities. Specific communications plans, capabilities, etc. are contained within applicable SOGs and communications plans.

5.2. Telephone Capabilities

System	Description	Testing Interval
Cellular Telephones	Cellular telephones are wireless radio telephones that are primarily dependent upon terrestrial cellular sites e.g., radio reception points, to enable transmission of calls. Cellular services in general are prone to disruptions due to user overload, system failures at times of disasters, emergencies and large special events, and therefore may not typically be fully reliable / dependable at such times.	Daily Use
Government Emergency Telecommunications System (GETS)/ Wireless Priority Access (WPS)	Provided by the National Communications System (NCS) in the Cyber Security & Communications Division, National Protection and Programs of the Department of Homeland Security. GETS provides National Security/Emergency Preparedness (NS/EP) personnel a high probability of completion for their phone calls when normal calling methods are unsuccessful. It is designed for periods of severe network congestion or disruption, and works through a series of enhancements to the Public Switched Telephone Network (PSTN). Users receive a GETS "calling card" to access the service. WPS is a method of improving connection capabilities for a limited number of authorized national security and emergency preparedness cell phone users. In the event of congestion in the wireless network, an emergency call using WPS will wait in queue for the next available channel. WPS calls do not preempt calls in progress or deny the general public's use of the radio spectrum.	Quarterly
National Warning Alert System (NAWAS)	This is a dedicated, nationwide, party line telephone warning system operated on a 24 hours basis. It is used for the dissemination of warning and other emergency information from federal and state warning points to county warning points.	Performed daily by Washington State
Plain Old Telephone System (POTS)	POTS lines are the standard, analog wired systems using land-based copper lines for voice exchange between two telephones or multiple telephones via conference calling.	Daily Use
Satellite Phones	Satellite phones are commercial wireless radiotelephones that rely on radio transmissions	Monthly

	via orbiting satellites and strictly operate under direct "line-of-sight" rules.	
Voice Over Internet Protocol (VOIP)	The VOIP Service is a method of voice communications using Internet Protocol. The telephone numbers and extensions rely on a computer system and server which executes the call routing and interfaces with the public telephone system. The County, through the Department of Information Technology utilizes VOIP phones. The VOIP Service can be either locally supported (within a given office or structure) or distributed through the network.	Daily Use

5.1. Radio Capabilities

System	Description	Testing Interval
800 MHz	Dedicated, 800 MHz trunked public safety radio system that provides radio services to first responders and other Federal, State, and local agencies.	First Tuesday of the month
Console Patches	Console Patching functionality is the ability to link channels or talkgroups together to provide radio interoperability for dispatchers and users in the field.	As needed by Sno911 (~weekly) and quarterly at DEM
Handheld Amateur (HAM) Radio – Digital Communication / Snohomish County Auxiliary Communications Service (ACS)	Utilizing digital modes within the UHF, VHF and HF amateur radio bands, text-based information can be relayed among departments and agencies. Communication with neighboring jurisdictions can also be established as needed. ACS is the voluntary communications function which supports communication and information flow including deploying resources, telephone, cellular phone, Internet, 800 MHz trunked radios, and Amateur Radio (voice and digital).	Amateur radio systems tested weekly county and region wide with agencies and members on Tuesdays
Emergency Management Radio Systems Comprehensive Emergency Management Network (CEMNET)	WAEMD operates a statewide, very high frequency (VHF) low-band radio system, as the primary backup communication link between the state EOC and local EOC's throughout the state. It also serves as a link to other agencies such as the State departments of Ecology and Health, the UW Seismology Lab, and Harborview Medical Center.	Performed weekly by Washington State on Tuesdays

5.1. Data / Internet Connection Communications **Capabilities**

System	Description	Testing Interval

Fiber and Internet Connectivity	The County owned fiber network connects most County owned and/or Occupied buildings. The County also uses private carriers for additional internet service and connections.	Daily Use
Public Carrier Services	Several County Departments utilize wireless data services offered by public cellular providers.	Daily Use
Wireless Fidelity (WiFi)	WiFi allows access to the Internet via several WiFi nodes which have access to the Internet.	Daily Use
HamWAN – Internet Protocol (IP) network	HamWAN (HamWAN.org) uses amateur radio spectrum linking ECCs/EOCs and other facilities across the region with VoIP and data services.	Daily Use and monitored by the HamWAN team for any failure

5.1. Alert and Warning **Capabilities**

System	Description	Testing Interval
Emergency Alert System (EAS)	EAS is a national system that superseded the Emergency Broadcast System (EBS). The EAS digital system architecture allows broadcast stations, cable systems, participating satellite companies, and other services to send and receive emergency information quickly and automatically even if those facilities are unattended.	Twice per year
Wireless Emergency Alert (WEA)	WEA is a public safety system that allows customers who own compatible mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area	Monthly via RAVE
Social Media	Social Media includes media outlets such as blogging, websites, and social networking sites (Twitter, Facebook, MySpace).	Daily Use

ESF-3 Public Works and Engineering

Overview
ESF 3 provides coordination for initial Public Works operations for infrastructure and property that are affected, damaged, and destroyed during an incident including access routes, restoration of critical services, and prioritization of repair and debris management efforts.

ESF Coordinating Agency
Snohomish County Public Works

Primary Agency
Snohomish County Public Works

Supporting Agencies
Municipal / Tribal Public Works Agencies
Snohomish County Department of Emergency Management (DEM)
Snohomish County Facilities and Fleet
Snohomish County Parks, Recreation, and Tourism
Snohomish County Planning & Development Services (PDS)
Snohomish Health District (SHD)
United States Army Corps of Engineers (USACE)
Water / Waste Water Service Providers

1. **Introduction**
   1.1. **Purpose**
        1.1.1. ESF 3 Public Works and Engineering provides coordination of public works and engineering services including removal of unsafe structures, debris management, inspection of public and private critical infrastructure for safety, establishing emergency contracting services, and repair of critical public infrastructure.
        1.1.2. The provision of public works and engineering support involves non-transportation related facilities and infrastructure related to surface water, and solid waste/debris management; water and waste water (sewer) production and management; and other related activities.
   1.2. **Scope**
        1.2.1. This annex identifies the key policies, concepts of operation, roles and responsibilities and capabilities of ESF 3 agencies. Specific operating procedures and protocols are addressed in documents maintained by ESF 3 agencies.
        1.2.2. Coordination between special purpose districts, tribal, local, County, State, and Federal agencies, to:
             1.2.2.1. Facilitate damage assessments of transportation infrastructure, public works facilities, and other appropriate public facilities for structural integrity and safety.
             1.2.2.2. Coordination of temporary repair, stabilization, or demolition of essential public facilities or infrastructure.
             1.2.2.3. Coordination of debris clearance operations on public right of ways to facilitate passage of response personnel and equipment for life saving, safety, and infrastructure restoration.
             1.2.2.4. Coordination of disaster debris and waste management operations to facilitate recovery.

      1.2.2.5. Coordination of County's flood management operations (flood warning, technical advice, and impact evaluations) with appropriate agencies and districts.

      1.2.2.6. Coordinate and manage necessary contracts, equipment, supplies, and personnel services to support response and recovery.

      1.2.2.7. Coordinate the inspection, damage assessment, restoration, and temporary repair of critical infrastructure.

      1.2.2.8. Emergency restoration of critical public facilities including water and wastewater treatment facilities.

2. Policies

2.1. Government agencies will provide required service levels to property, roads, bridges, and facilities under their jurisdiction.

2.2. Public response to incidents on private property will occur when life safety or stability or public health is threatened, when publicly-owned infrastructure is causing or may cause damage, when action to private property is necessary or may be necessary to prevent harm to publicly-owned infrastructure, or when requested by Law Enforcement or Fire.

    2.2.1. Because life safety efforts take priority in a response effort, public works and engineering resources will address efforts for life saving and evacuation first, then incorporate their capabilities to assess and repair immediate essential services to the City and County. Secondary priorities, such as area damage and restoration activities, will then be addressed as resources become available or will be covered simultaneously, if staffing allows.

2.3. Routes include: damaged streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel.

2.4. Property owners are responsible for:

    2.4.1. Obtaining necessary resources to protect private property prior, during, and after incidents.

    2.4.2. Obtain and maintain necessary hazard insurance.

    2.4.3. Meet any necessary regulations required of private property owners.

    2.4.4. The building owner retains responsibility for deciding whether to demolish, relocate, or restore the structure.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

    3.1.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

    3.1.2. Snohomish County will periodically experience emergency and disaster situations, which will damage transportation and public works infrastructure and disrupt communications that will inhibit mobility restoration of essential public services.

    3.1.3. Roadways, bridges, tunnels, railways, airports, seaports, pipelines, and other facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, or demolition to ensure safe operation.

    3.1.4. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate incident area may be inaccessible or damaged.

3.2. Planning Assumptions

    3.2.1. An emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Public buildings,

roads, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

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

3.2.3. Damage assessments will be required to determine impact and potential workload. In the event of an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

3.2.4. Emergency environmental waivers and legal clearances may be needed for disposal of materials and demolition activities for the protection of threatened public and private improvements.

3.2.5. The public expects fundamental resources—such as water, sewer, communication, electricity, natural gas, transportation networks, and home and building access—to be restored in a timely manner during an emergency situation.

3.2.6. Communications and traffic signals may be hindered by power failures, which may affect public health and safety services, the deployment of resources, and/or overall response to the disaster area.

3.2.7. Communication tools (e.g., cell phones, fax, satellite phones) are important elements of ESF 3 and should be included in planning.

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

3.2.9. Response facilities or equipment may be damaged or inaccessible, and some employees may be unable to respond. There could be scattered or large areas affected by power outages, loss of water, or loss of sewage collection and treatment facilities.

3.2.10. The need for public works and engineering services may exceed available resources.

3.2.11. Staffing needs should be considered for durational deployment, which may be brief or extended.

3.2.12. Outside contractors may be required.

3.2.13. Documentation needs should be planned for (logs, timecards, press release forms).

3.2.14. All departments and agencies will complete damage assessments/building inspections and request assistance, when necessary.

4. **Concept of Operations**

   4.1. **General**

   4.1.1. The Snohomish County Department of Public Works is the lead agency for the coordination of public works emergency operations for the County.

   4.1.2. Municipal Public Works Directors or Engineers will serve as the primary coordinator of public works and engineering services within their respective jurisdictional EOCs.

   4.1.3. Special purpose districts or company engineering/management staff will serve as the primary coordinator of their provided service within their respective operations center.

   4.1.4. Utilize day-to-day policies, procedures, mutual aid, and contracts when possible.

   4.1.5. Support the coordination and collection of damage assessments.

   4.1.6. Ensure that a continuity of operations plan is in place to maintain essential services.

   4.2. **Organization and Responsibilities**

   4.2.1. **All primary and supporting ESF agencies**

   4.2.1.1.1. Identify a process for facility/infrastructure damage assessment and reporting.

4.2.1.1.2. Develop continuity of operations plans to maintain essential services.

4.2.1.1.3. Provide an assessment of damages and operational status of public works facilities and structures to the Snohomish County Emergency Coordination Center (ECC).

4.2.1.2. Provide initial and ongoing assessments on public/private buildings, streets, roadways, and utilities.

4.2.1.3. Provide infrastructure and public facility protection and emergency repair.

4.2.1.4. Coordinate infrastructure and public facility restoration and reconstruction.

4.2.1.5. Provide engineering services, construction management, and response support.

4.2.1.6. Coordinate with public works and engineering industries and agencies (Federal, State, regional, and local, including private and public).

4.2.1.7. Coordinate street clearance and route recovery.

4.2.1.8. Support life safety missions (e.g., structure stabilization for search and rescue, emergency demolitions or shoring).

4.2.2. Snohomish County Department of Public Works:

4.2.2.1.   Public Works Department Operations Center

4.2.2.1.1. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.2.1.2. Direct department operations, including the requesting of resources.

4.2.2.1.3. Coordinate public information with ESF 15 on operations including damage assessments, transportation routes, restoration and recovery efforts, waste disposal, and specific actions businesses, industries, and residents should take.

4.2.2.1.4. Collect and collate damage assessment information from department staff.

4.2.2.2.   Road Maintenance

4.2.2.2.1. Maintenance and construction of the County's owned and maintained streets and roads.

4.2.2.2.2. Assist in the maintenance of other County facilities, such as solid waste drop boxes, transfer stations, fairgrounds, and parks facilities under intra-governmental agreements.

4.2.2.2.3. Assist in the maintenance of other governmental facilities, such as Snohomish County Public Utility District (PUD) roads and parking lots, plus various City streets, bridges, and other municipal facilities under inter-local, governmental agreements.

4.2.2.2.4. Coordinate assessment and repair of traffic signals and traffic signage

4.2.2.2.5. Mitigate traffic congestion around closed areas and along evacuation routes and construction zones.

4.2.2.2.6. Analyze and report on the transportation infrastructure (roads, airports, ports) accessibility level for transport of relief services and supplies.

4.2.2.2.7. Coordinate with utility and infrastructure operators to coordinate necessary repairs with shared infrastructure and right-of-way and easements.

4.2.2.2.8. Coordinate the assessment of damaged public infrastructures (bridges, roads, tunnels, retaining walls).

4.2.2.3.   Surface Water Management

4.2.2.3.1. Manage and coordinate surface water efforts in order to respect and preserve the county's streams, lakes and other water bodies; protect water quality; control, accommodate and discharge storm runoff; provide for groundwater recharge; control sediment; stabilize erosion; establish monitoring capability; and rehabilitate stream and drainage corridors for hydraulics, aesthetics, and fisheries benefits.

4.2.2.3.2. Coordinate flood management activities with Army Corps of Engineers, municipalities, townships, and other flood control districts/agencies by gathering information about the status of rivers, levees, and dams, and provide information about flooding and levee status in the affected areas.

4.2.2.4.   Solid Waste Management

4.2.2.4.1. Coordinate with private waste collection/hauling companies who collect garbage and take it to a County owned and operated transfer and recycling station.

4.2.2.4.2. Upon receipt, the transfer stations compact the waste into shipping containers and deliver them to a rail yard. A private company, under contract to the County, then transports the containers by train to a privately-owned landfill in Klickitat County.

4.2.2.4.3. Operate Solid Waste Drop Boxes, and a Household Hazardous Waste Drop-Off Facility.

4.2.2.4.4. Coordinate the activities outlined in the County's Debris Management Plan including coordination of intra-departmental and intra-jurisdictional debris management efforts.

4.2.2.4.5. Coordinate with ESF 10 on hazardous material debris removal.

4.2.2.4.6. Conduct and/or coordinate removal, collection, sorting, recycling, and recovery of debris.

4.2.2.4.7. Manage the collection, recovery, recycling, and disposal of disaster debris.

4.2.2.4.8. Coordinate debris removal, staging, holding, and storage areas.

4.2.2.4.9. Identification and establishment of recycle and reuse sites.

4.2.2.4.10. Coordinate disposal of agricultural or biohazard debris with agricultural and public health agencies.

4.2.2.4.11. Geographic Information System (GIS) mapping/layering of damaged area with related cost estimates.

4.2.2.5.   Engineering Services

4.2.2.5.1. Conduct, design, coordinate, and project development of roads and bridges, bridge condition inspection, right-of-way acquisition, geotechnical engineering, materials testing, contract administration, consultant selection, and contract negotiations, construction management/inspection and survey control to restore public facilities, including public buildings and public infrastructure

4.2.2.5.2. Provide emergency construction contract administration.

4.2.2.6.   Transportation & Environmental Services

4.2.2.6.1. Plan and prioritize Snohomish County's road activities, including performing environmental reviews of projects and keep the public notification of Public Works projects.

4.2.2.6.2. Maintain traffic engineering and traffic signal maintenance.

4.2.2.6.3. Provide a liaison to the Snohomish County ECC, when requested.

4.2.2.6.4.   Conduct structural inspection of roads, bridges, culverts, and other structures to determine damage and condition.

4.2.2.6.5.   Perform removal of debris and/or wreckage to permit vehicle access and movement.

4.2.2.6.6.   Perform repairs of damaged roads, bridges, and other structures within capabilities.

4.2.2.6.7.   Provide and emplace signs, barricades, and cones as necessary.

4.2.2.6.8.   Assist with traffic control and heavy rescue activities, as requested/appropriate.

4.2.2.6.9.   Notify appropriate jurisdictional and Snohomish County ECC representatives regarding all road closures, restrictions, and re-routing.

4.2.2.6.10. Provide the Snohomish County ECC with complete damage assessment and priority repair information, when requested.

4.2.2.6.11. Stock adequate supplies of sandbags and sand, and make deliveries, as requested by Snohomish County ECC.

4.2.2.6.12. Support of public works field operations.

4.2.2.6.13. Provide, procure, and maintain equipment.

4.2.3. US Army Corps of Engineers

4.2.3.1.1.   Provides technical assistance, project management, engineering expertise, and construction management resources and support during response activities.

4.2.3.1.2.   Conduct damage assessment on USACE property and provide infrastructure status to Snohomish County ECC.

4.2.4. Municipal / Tribal Public Works Agencies:

4.2.4.1.1.   Conduct structural inspection of roads, bridges, culverts, and other structures to determine damage and condition.

4.2.4.1.2.   Perform removal of debris and/or wreckage to permit vehicle access and movement.

4.2.4.1.3.   Perform repairs of damaged roads, bridges, and other structures, within capabilities.

4.2.4.1.4.   Provide and emplace signs, barricades, and cones, as necessary.

4.2.4.1.5.   Assist with traffic control and heavy rescue activities, as requested/appropriate.

4.2.4.1.6.   Notify Snohomish County ECC (or appropriate municipal/tribal EOC) of all road closures.

4.2.4.1.7.   Priority will be given to facilities that provide critical and essential services.

4.2.5. Water / Waste Water Service Providers:

4.2.5.1.1.   Coordinate with local water sellers and purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another.

4.2.5.1.2.   Provide inspection of water/waste water treatment, storage, and distribution systems/facilities/structures to determine damage and operational status.

4.2.5.1.3.   Perform repairs of water/waste water treatment, storage, and distribution systems/facilities/structures, within capabilities.

4.2.5.1.4.   Notify Snohomish County ECC (or appropriate municipal/tribal EOC) of damage and operational status of water/waste water treatment, storage, and distribution systems/facilities/structures.

4.2.5.1.5. Implement procedures for the distribution or collection of water/waste water for their respective service areas.

4.2.5.1.6. Continue to manage and operate facilities and structures, within capabilities.

4.2.5.1.7. Support waste disposal and sanitation efforts.

4.2.5.1.8. Support coordination of resumption of lifeline systems and essential services.

4.2.5.1.9. Support coordination of delivery of emergency power, fuel, and water to designated community areas and the resumption of normal services.

4.2.6. Snohomish County Department of Emergency Management (DEM):

4.2.6.1.1. Collect and compile initial damage assessment information in compliance with WA-EMD/FEMA requirements for potential proclamation/declaration of emergency.

4.2.7. Snohomish County Planning and Development Services:

4.2.7.1. Provide inspection, local building codes, zoning, and land use authorities during the restoration of critical private and public buildings, and private residential structures in the unincorporated County.

4.2.7.2. Prepare and compile disaster safety assessments reports.

4.2.7.3. Coordinate with the Snohomish County Department of Public Works and the Snohomish County Department of Facilities Management on the inspection, repair, or relocation of county facilities.

4.2.7.4. Expedite the issuance of building permits necessary for the recovery process.

4.2.7.5. Provide support in the initial damage assessment of County infrastructure.

4.2.7.6. Provide assessment of damage to structures.

4.2.7.7. Coordinate with public works assessment teams.

4.2.7.8. Recommend actions regarding building safety and provide necessary fire, building, and land inspectors and officials.

4.2.7.9. Request and coordinate WAsafe inspector and assessment resources, in coordination with SEOC.

4.2.8. Snohomish Health District

4.2.8.1. Support emergency operations by identifying and resolving public health issues.

4.2.8.2. Support emergency operations by identifying and resolving public health violations (Examples: Solid Waste, Liquid Waste, Hazardous Materials Violations, Water borne illnesses, etc.)

4.2.9. Utilities (In coordination with ESFs 2 and 12)

4.2.9.1. Response and recovery coordination with private utilities/businesses responsible for electricity, natural gas, telephone, cable, and petroleum pipeline will be coordinated through the ECC.

4.2.9.2. Identify restoration timelines and service levels for potable water.

4.2.9.3. Coordinate with ESF 8 and ESF 15 to communicate safety measures during utility outages and a timeline of utility restoration.

4.2.9.4. Work with ESF 7 to identify sources of potable water and location and process for distribution.

4.2.10. Snohomish County Department of Parks, Recreation, and Tourism

4.2.10.1. Coordinate with the Snohomish County Planning and Development for the inspection of Parks facilities.

4.2.10.2. Identify appropriate facilities for the relocation of County services.

4.2.10.3. Identify any facilities available for response and recovery operations, including debris management, sheltering, and animal services.

4.2.11. Snohomish County Facilities and Fleet

4.2.11.1. Support the Snohomish County ECC maintaining an operational back-up power source.

4.2.11.2. Coordinate with the Snohomish County Planning and Development for the inspection of County facilities.

4.2.11.3. Coordinate emergency repair or relocation of County facilities

4.2.11.4. Provide emergency power and fuel resources.

4.2.11.5. Maintain a back-up power source for critical County operations to cope with an emergency or disaster.

4.3. Procedures

4.3.1. Mobilization of publics works personnel and equipment will be consistent with departmental emergency operating procedures and based on the location/magnitude of the disaster.

4.3.2. All public works agencies (municipalities, townships, districts, etc.) will exhaust local resources, mutual aid, and contracting support, prior to requesting State or Federal assistance.

4.3.3. Existing agency procedures for emergency contracting will be followed, in accordance with RCW 43.19 and local statute.

4.3.4. Engineering support not available through local and private sources will be requested from State and/or Federal agencies through emergency management channels to Snohomish County ECC. If State and/or Federal assistance is provided, local officials will need to maintain liaison with the entity to prioritize tasks.

4.3.5. Dependent on resource availability during flood emergencies, the County Road Maintenance Division may deliver sandbags and loose sand to local Fire departments and other appropriate locations for County resident use.

4.3.6. Debris clearance and emergency road repairs will be prioritized to support immediate life-safety activities.

4.4. Mitigation Activities

4.4.1. Train personnel in emergency procedures.

4.4.2. Coordinate the identification of vulnerabilities in electric, gas, water, maintenance and disposal systems, and develop remedies.

4.4.3. Develop mutual aid agreements with neighboring jurisdictions for engineering support.

4.4.4. Coordinate the development and update maps of city streets, water and sewer lines, and utility service areas.

4.4.5. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.

4.4.6. Prepare and assist updating the County's resource database, which identifies source, location, and availability of earthmoving equipment (dump trucks, road graders, fuels, etc.) that could be used to support disaster response and recovery.

4.4.7. Participate in emergency exercises.

4.4.8. Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

4.4.9. Identify critical facilities and recommend mitigation activities to those facilities.

4.4.10. Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

4.4.11. Identifies and mitigates the effects of hazards in the workplace to minimize damage, injury, and disruption following an incident.

4.5. Preparedness

4.5.1.   Ensure that debris removal equipment is in good repair and that barrier and roadblock materials are available.

4.5.2.   Ensure that storm water systems are in good repair.

4.5.3.   Review and update all utility and public works maps of jurisdiction.

4.5.4.   Coordinate the development of prioritized listings for restoration of utilities.

4.5.5.   Train response staff and volunteers to perform emergency functions.

4.5.6.   Maintain notification and recall rosters that include a communications system to implement call down for personnel assigned to response teams, dispatch points, and the Snohomish County ECC.

4.5.7.   Identify potential staging and disposal sites for debris.

4.5.8.   Establish active liaison with all critical public service organizations.

4.6. Response

4.6.1.   Provide Engineering and Public Works representative to the Snohomish County ECC, who will advise decision makers and coordinate response efforts among departments and agencies.

4.6.2.   Coordinate ESF-3 activities with Public Information Officer (PIO) and Joint Information System/Center (ESF 15/JIS), if activated.

4.6.3.   Maintain communications between Snohomish County ECC and engineering, utility, and public works personnel in field.

4.6.4.   Coordinate with water and sewer departments, the Snohomish Health District and the EPA to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials.

4.6.5.   Assist with the coordination of sanitation services throughout emergency.

4.6.6.   Contact private contractors for additional assistance, as necessary.

4.6.7.   Collect and record all incident and infrastructure information.

4.6.8.   Inspect damage to streets, bridges, and private and public buildings.

4.6.9.   Assist in clearance of debris from roads to facilitate emergency operations.

4.6.10. Coordinate with ESF-1 to facilitate closing roads and constructing barricades.

4.6.11. Perform priority repairs to local water and wastewater systems.

4.6.12. Assist in the restoration of gas, electric, and communications services.

4.6.13. Request outside assistance from surrounding jurisdictions and the private sector, as required.

4.6.14. Evacuate and clear routes (including road repairs and debris removal for emergency vehicles).

4.6.15. Implement emergency actions to protect public infrastructure.

4.6.16. Coordinate and conduct safety and damage (windshield, rapid, detailed, damage) assessments of buildings, roadways, public facilities, and utilities including disaster assistance and response facilities including shelters, operations centers, communications capabilities, and logistics facilities.

4.6.17. Identify and recommend government actions necessary to restore damaged infrastructure and public facilities to service

4.6.18. Identify infrastructure and public facility needs in affected communities

4.6.19.   Information flow: Field/DOC/ECC

4.6.19.1.   Field Operations

4.6.19.1.1.   Assess the status of infrastructure systems, facilities, and assessments.

4.6.19.1.2.   Implement emergency response procedures.

4.6.19.1.3.   Identify and communicate resource shortfalls and submit requests to department or emergency operations centers.

4.6.19.2.   DOC/EOC

4.6.19.2.1. Maintain communication with the field staff and direct operations.

4.6.19.2.2. Receive resource requests from the field and fill requests. If resources are unavailable, communicate requests to the ECC.

4.6.19.3. ECC/ESF 3

4.6.19.3.1. Gather information from the DOC and supporting agencies.

4.6.19.3.2. Coordinate with other local, regional, State, or Federal agencies

4.6.19.3.3. Utilize situational awareness for the prioritization of ESF 3 operations.

4.7. Recovery

4.7.1. Coordinate the ESF-3 support of recovery activities.

4.7.2. Support cleanup and recovery operations during disasters.

4.7.3. Maintain contact with Snohomish County ECC, provide regular reports, and communicate on all ESF 3 activities.

4.7.4. Assess and report on critical damage to public buildings, services, and other critical assets, including timetable for restoration.

4.7.5. Continue collection of incident information until Snohomish County ECC is deactivated.

4.7.6. Continue to perform tasks necessary to expedite restoration and recovery operations.

4.7.7. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

4.7.8. Provide documentation for possible financial reimbursement process for recovery activities.

4.7.9. Participate in after action meetings and prepare after action reports, as requested.

4.7.10. Continue to repair infrastructure and buildings on a priority basis.

4.7.11. Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public.

4.7.12. Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

5. References

5.1.1. Applied Technology Council (ATC)-20-1 Field Manual: Post-earthquake Safety Evaluation of Buildings

5.1.2. ATC-45 Safety Evaluation of Buildings after Windstorms and Floods

5.1.3. International Conference of Building Officials (ICBO) Disaster Mitigation Handbook

5.1.4. Snohomish County, Public Works, Flood Plan

5.1.5. Snohomish County, Public Works, Snow & Ice Plan

5.1.6. Snohomish County Disaster Debris Management Plan

6. Resources

ESF 4 Firefighting

Overview
Emergency Support Function (ESF) 4 serves to coordinate public fire and life safety services in cooperation with the fire departments, districts, and agencies of Snohomish County during a disaster.

ESF Coordinating Agency
Snohomish County Fire Chiefs Association

Primary Agency
Snohomish County Fire Chiefs Association
Snohomish County Fire Departments & Districts

Supporting Agencies
American Red Cross - Snohomish County Chapter
Boeing Fire Department
Disaster Medical Coordination Center – North District (DMCC)
Snohomish County Emergency Medical Services (SnoCo EMS)
Municipal / Tribal Law Enforcement Agencies
Paine Field Airport Fire Department
Private Sector Fire Investigators
Snohomish County 911 (SNO911)
Snohomish County Department of Emergency Management (DEM)
Snohomish County Fire Marshal
Snohomish County Sheriff's Office (SCSO)
Washington State Department of Ecology
Washington State Department of Natural Resources (DNR)
Washington State Patrol (WSP)

1. **Introduction**
   1.1. **Purpose**
      1.1.1. ESF 4 is intended to take an all-hazards approach including, but not be limited to, fire and rescue operations, earthquake, floods, civil disturbance, riots, acts of terrorism, industrial accidents, hazardous material incidents, mass casualty incidents, and air and water pollution.
      1.1.2. To establish policies for the effective coordination and integration of care and sheltering operations with ESF 6.
      1.1.3. To establish policies for the effective coordination of Emergency Medical Services (EMS) operations in coordination with ESF 8.
      1.1.4. To establish policies for the effective coordination and integration of search and rescue operations with ESF 9.
      1.1.5. To establish policies for the effective coordination and integration of hazardous materials operations with ESF 10.
      1.1.6. To establish policies for the effective coordination and integration with Joint Information System through the Joint Information Center coordinated by ESF 15.
      1.1.7. To establish policies for the effective coordination of the detection and suppression of wildland, rural, and urban fires resulting from natural, human-caused or catastrophic incidents requiring fire response beyond the scope of normal operations.
      1.1.8. To provide a plan for the sharing and dissemination of fire and rescue-related data, directives, and information.

1.1.9. To identify the resources necessary for locating and removing endangered, trapped, injured, or isolated persons, and providing adequate care.

1.1.10. To minimize loss of life, property preservation, protection of the environment, and protection of the economy through coordinated firefighting and rescue efforts.

1.1.11. To provide for the mobilization and integration of mutual aid resources.

1.1.12. To provide a comprehensive and compatible plan for expediting the mobilization and response of available fire and rescue resources on a local, County, regional, or Statewide basis.

1.2. Scope

1.2.1. This ESF describes the role of Snohomish County, services provided by Snohomish County fire districts, fire agencies/districts which contract to Snohomish County jurisdictions, their relationship to each other, other rescue agencies, State and Federal agencies.

1.2.2. For the purpose of this ESF, fire service is defined as fire suppression and control, basic emergency medical care, and immediate life safety services as delivered by fire service agencies.

1.2.3. Various agencies in Snohomish County provide fire service, including fire protection districts, municipal fire departments, privately owned fire and EMS resources, and State and Federal agencies.

1.2.4. Fire districts in Snohomish County provide a number of capabilities beyond fire suppression including basic life support (BLS), advanced life support (ALS), hazardous materials response, marine firefighting, aircraft rescue and firefighting, swift water rescue, confined space rescue, dive teams, and collapsed structure rescue. Many of these capabilities are comprised from multiple fire departments/districts.

1.2.5. The Snohomish County Fire Marshal's Office is part of the Department of Planning and Development Services. However, firefighting capabilities in Snohomish County lies with separate (with the exception of Paine Field Airport Fire Department), established Fire departments and districts.

1.2.6. ESF 4 provides a coordinated response of firefighting resources for the mitigation of urban fires, structural fire, and any other fire-related incident resulting from a natural, human-caused, or technological disaster. This annex designates ESF 4 roles and responsibilities, to include actions taken through the application of personnel, equipment, and technical expertise to control and suppress incidents that may exceed available resources.

1.2.7. In addition to fire agencies being the primary deliverer of fire suppression described under this ESF, fire districts and departments contribute to ESF 8 (Health and Medical Services), ESF 9 (Search and Rescue), and ESF 10 (Hazardous Materials).

2. Policies

2.1. Snohomish County fire responders use the National Incident Management System (NIMS) and the Incident Command System (ICS).

2.2. ESF 4 uses CPG-101, the National Response Framework and the National Recovery Framework, as well those directives described in Federal, State, and local codes.

2.3. Priority is given to firefighter and public safety.

2.4. NIMS/ICS are used to manage emergency and disaster operations.

2.5. The Snohomish County Emergency Medical Services (SnoCo EMS) agency coordinates EMS standards of care in Snohomish County.

2.6. Fire service mutual aid will be exhausted or nearly exhausted prior to requesting regional or State fire mobilization resources or when requested by the fire department or incident commander.

2.7. Snohomish County 911 (SNO911) is the public safety answering point for the dispatch of fire mobilization resources.

2.8. Coordination with and support of State and local fire suppression organizations is accomplished, as defined in the Washington State Fire Services Mobilization Plan.

2.9. National support for local and State firefighting operations is coordinated through the National Interagency Coordinating Center (NICC) located at the National Interagency Fire Center (NIFC) in Boise, ID. This is coordinated among the State Fire Marshal or Washington State Emergency Operations Center (SEOC) and the Joint Field Office (JFO).

2.10. Fire districts in Snohomish County change, merge, consolidate, and operate under regional fire authorities. Fire suppression for some Snohomish County communities may come from fire departments/districts outside Snohomish County.

2.11. Upon activation of this plan, all fire departments/districts operating in Snohomish County coordinate through the ESF 4 representative and respective ESF 8 ESF 9, ESF 10, and ESF 15 representatives.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1. A wide range of fire hazards exist in Snohomish County including single structure fires, conflagration, large commercial structure, high-rise, wildland and wildland interface fires, hazardous materials, and shipboard fires. These fires may be the initial hazard or resulting from another disaster (e.g. earthquake).

3.1.2. Large scale or multiple simultaneous incidents could impact the availability of fire resources. Additionally, when fires result from a catastrophic disaster, it will place extraordinary demands on available resources and logistics support systems.

3.1.3. A significant natural or technological incident may result in multiple urban, rural, and wildland fires. Ignition sources, of little concern under normal conditions, could cause additional fires during and/or after an earthquake.

3.1.4. Snohomish County's most significant catastrophic hazard is an earthquake. The potential damage from fires resulting from a major earthquake may incapacitate fire agencies. Numerous fires are anticipated in urban, rural, and wildland settings with the potential to spread rapidly, cause extensive damage, and pose a serious threat to life, property, and the environment. Firefighting resources available in normal circumstances will be difficult to obtain and utilize because of massive disruption of communications, transportation, utilities, and water systems.

3.2. Planning Assumptions

3.2.1. Fires can be the primary incident or a consequence of an emergency or disaster such as an earthquake or a civil disturbance.

3.2.2. Fire service personnel are trained as first responders, and include Emergency Medical Technician (EMT) or paramedic training as well.

3.2.3. No community has resources sufficient to cope with all potential emergencies.

3.2.4. Fire and rescue operations will follow the ICS structure and, when appropriate or required by law, will utilize a unified command structure.

3.2.5. Larger scale or multiple simultaneous disasters will impact the number of available fire and rescue resources, which may become scarce or damaged.

3.2.6. Some fires will be of such a magnitude that all threatened structures cannot be saved. Incident command may decide to cease firefighting based on structural importance, changes in priorities or objectives, when continued efforts would likely not affect the outcome, or firefighter safety concerns.

3.2.7. A substantial number of people could be in life-threatening situations requiring rescue and medical care.

3.2.8. Damage to transportation infrastructure and to fire facilities may impact the ability of fire services to respond to the emergency or disaster.

3.2.9.   Availability of fire service personnel may be limited due to injury, personal concerns/needs or limited access to work locations and assigned to initial first response for all emergencies.

3.2.10. Firefighting resources may be prioritized to assist in controlling fires posing a threat to life, property, and the environment. Efficient and effective mutual aid among the various local jurisdictions, State and Federal fire agencies requires the use of the ICS together with compatible firefighting equipment and communications.

3.2.11. The use of this ESF will occur when normal fire service operational needs have been exceeded, there are competing requests for limited fire service resources, local/county proclamations of emergency have been established, the incident response will continue for multiple operational periods.

3.2.12. Normal fire response is conducted by the fire departments and fire districts contracted to provide response capabilities in Snohomish County which may include out-of-County agencies, State, and/or Federal agencies.

3.2.13. The Chief of the Washington State Patrol (WSP) is responsibility for mobilizing jurisdictional firefighting resources under Chapter 43.43 RCW, State Fire Services Mobilization. The State Fire Marshal is the fire resources coordinator when fire mobilization is authorized.

3.2.14. For wildland fires, DNR has the primary responsibility for State managed lands and has interagency agreements with the WSP, Washington Military Department, US Department of Agriculture (US Forest Service) and US Department of Interior (Bureau of Land Management, Bureau of Indian Affairs, National Park Service and US Fish & Wildlife Service) for personnel, equipment, and supplies commonly used to support large fire suppression operations.

3.2.15. The federally funded Fire Management Assistance Grant Program (FMAG) provides financial assistance to State, local and Tribal governments for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands. A federal fire management assistance declaration may be requested and issued for an uncontrolled fire when a threat of a major disaster exists.

3.2.16. In addition to fire and rescue resources, this plan includes both public and private agencies with support capability and/or emergency responsibilities.

3.2.17. This annex should be distributed to and discussed with management, command, operational, and support level personnel within each jurisdiction.

3.2.18. Disaster communications will be implemented in accordance to procedures detailed in the ESF 2.

4. **Concept of Operations**
    4.1. General
    4.1.1. During emergencies or disasters, local fire services will mobilize all available apparatus and personnel to manage the incident. Mutual aid agreements are activated when initial resources are inadequate. When mutual aid and local resources are exhausted, or nearly exhausted, the provisions for regional and state fire mobilization applies or when requested by the incident commander.

    4.1.2. The Snohomish County Fire Chiefs Association Emergency Management Committee is responsible for emergency resource and response planning within fire services and maintaining the Snohomish County Fire Resource Plan (SCFRP). The SCFRP will be utilized for assessing, requesting, and directing fire resources.

    4.1.3. When activated, ESF 4 will be coordinated by a representative from the Snohomish County Fire Chief's Association.

    4.1.4. Fire departments within Snohomish County are encouraged to be signatory to a Countywide mutual aid inter-local agreement.

4.1.5. Upon activation of the CEMP, fire departments will make initial assessments of personnel, equipment, and facilities, and report the information to the ESF 4 representative in the Snohomish County ECC.

4.1.6. Fire service personnel unable to reach normal work locations will report to the nearest fire station for duty.

4.1.7. When safe to do so, following any measurable earthquake (including foreshock and aftershocks) fire service personnel will conduct "windshield surveys" (which will inform Rapid Damage Assessments) and report the information to the ECC.

4.1.8. Fire services may participate in flood control operations including human and animal rescue, sand and sandbag distribution, and water removal as resources and staffing allow.

4.1.9. State agencies such as Washington State Patrol and Department of Natural Resources support fire operations when the fire impacts State highways and lands.

4.1.10. The federal government assumes full responsibility for firefighting on national forest system lands and joins unified command with the local jurisdictions on incidents that threaten national forest system lands.

4.1.11. When the emergency exceeds all available local and mutual aid resources, the Washington State Fire Services Mobilization Plan may be activated.

4.2. Fire Response and Protection Activities

4.2.1. Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions.

4.2.2. When a fire response requires additional resources from outside a fire protection district or department's jurisdiction, automatic mutual aid and closest unit dispatch are implemented.

4.2.3. When additional resources are necessary, the Washington State Fire Services Resource Mobilization Plan (Fire Mob) can be requested and implemented through the Washington State Patrol. The Fire Mob plan includes the State Fire Defense Board.

4.2.4. State and Federal agencies that provide fire suppression and management will do so in accordance with policies and procedures and fire districts and departments with adjacent or shared responsibility of fire suppression and management activities may have separate mutual aid or other operational agreements.

4.3. Organization and Responsibilities

4.3.1. All Fire Departments and Districts (Primary)

4.3.1.1. Provide incident commander(s) or representative in the unified command structure.

4.3.1.2. Coordinate fire, hazardous materials, and urban search and rescue operations.

4.3.1.3. Coordinate logistical support for mutual aid assets.

4.3.1.4. Coordinate in unified command with law enforcement on search and rescue activities.

4.3.1.5. The ESF 4 representative will coordinate county-wide EMS resource mobilization.

4.3.1.6. Monitor and direct firefighting resources and response activities.

4.3.1.7. County fire and emergency medical services will request mutual aid when resources indicate.

4.3.1.8. Request mutual aid for resource support, as necessary.

4.3.1.9. As requested, provide Incident Command (IC) for rescue operations and other non-fire operations.

4.3.1.10. Provide fire suppression for urban and wildland fires.

4.3.1.11. In disaster conditions, all Snohomish County fire departments and districts, and private ambulance providers will provide emergency medical services in accordance with the capabilities and authorities.

4.3.1.12. Conduct damage assessments and determine operational status of facilities and equipment and relay the information to the ESF 4 representative.

4.3.1.13. Coordinate appropriate allocation of reserve resources and maintain contact with supporting departments.

4.3.1.14. Activate Department or Emergency Operations Centers to coordinate operations.

4.3.1.15. Maintain internal plans and procedures consistent with Federal, State, and local codes.

4.3.1.16. Establish and maintain mutual aid agreements with partners, as needed.

4.3.1.17. Provide personnel to act as the incident commander for incidents as provided under State code.

4.3.1.18. Provide State approved training for services provided.

4.3.1.19. Provide fire resources through mutual aid, as requested, including Washington State Fire Mob and Emergency Management Assistance Compact (EMAC).

    4.3.1.19.1. Mutual aid is influenced by the time sensitivity of fire mobilization. Fire mobilization takes time to develop and get resources to the incident. Many incidents – like hazardous materials and mass casualties – are resolved before regional or State fire mobilization hazmat or BLS strike teams can arrive for deployment.

4.3.1.20. Use the Incident Command System.

4.3.1.21. Aerial firefighting and rescue resources are provided by the Snohomish County Sheriff's Department SCSO, King County Sheriff's Department, WSP, the USFS, Washington State DNR, United States Customs and Border Protection, US Navy, and US Coast Guard.

4.3.1.22. Specialty services that may be provided by our regional fire agencies may include Hazmat (technician level), Structural Collapse, Swift Water Rescue, Dive Teams, and Confined Space Rescue.

4.3.1.23. Provide chaplain services.

4.3.2. Snohomish County Fire Chiefs Association (Coordinating and Primary)

4.3.2.1. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.3.2.2. Provide representative to develop and coordinate ESF preparedness, response, mitigation, and recovery.

4.3.2.3. Establish operational procedures for basic firefighting and specialty teams within the County.

4.3.2.4. Guide and support training missions within the fire service.

4.3.2.5. Promote fire prevention through legislation and education of the fire service and the general public.

4.3.3. Paine Field Airport Fire Department

4.3.3.1. Respond to fire and EMS calls on or near Paine Field, as dispatched.

4.3.3.2. Provide Aircraft Rescue and Fire Fighting capabilities.

4.3.3.3. Respond as mutual aid for specialized fire response, including aircraft crashes and hazardous materials incident.

4.3.4. Boeing Fire Department

4.3.4.1. Respond to fires, as appropriate, at the Boeing facilities, located at Paine Field.

4.3.4.2. As available and appropriate, be utilized as mutual aid for specialized fire response.

4.3.5. Multi-agency Resources

4.3.5.1. Urban Search and Rescue (USAR) Teams

    4.3.5.1.1. USAR involves the location, rescue (extrication), and initial medical stabilization of casualties.

4.3.5.1.2. Local resources available for USAR are part of a multi-agency team.

4.3.5.1.3. FEMA funds and coordinates national USAR Teams and Task Forces, which are national resources available through the resource request process.

4.3.5.1.4. USAR resources conducting search and rescue operations will be coordinated in unified command between ESF 4 and ESF 9 (Search and Rescue), who, through the direction of the SCSO, have responsibility for all search and rescue operations in the County.

4.3.5.2. Swiftwater Rescue Teams

4.3.5.2.1. Swiftwater Rescue Teams involve the location, rescue (extrication), and initial medical stabilization of casualties trapped in swift moving and floodwater conditions.

4.3.5.2.2. These units are staffed by multi-agency firefighters throughout the County and can be mobilized for operations anywhere in the County.

4.3.5.3. Hazardous Material Response Resources

4.3.5.3.1. The Snohomish County Hazardous Materials Plan (HazMat Plan) identifies the process for managing hazardous materials emergencies.

4.3.5.3.2. In coordination with ESF 10 (if activated) and ESF 8 (hospital decontamination), ESF 4 will identify and prioritize resources for hazardous materials response and decontamination capabilities.

4.3.5.3.3. All firefighters in Washington State are required to be trained to the Operations (defensive tactics) Level in the area of hazardous materials response.

4.3.5.3.4. Details of the hazardous materials response capability in the County are covered under ESF 10 Hazardous Materials and Oil Spills.

4.3.6. Washington State Patrol (WSP)

4.3.6.1. Maintains the State-wide fire jurisdiction-oriented incident command authority lists.

4.3.6.2. Be the designated incident command authority for hazardous materials response within specified fire jurisdictions and on State highways.

4.3.6.3. Maintains the Washington State Fire Services Resource Mobilization Plan, as "a mechanism for fire service resources to respond to fires, disasters, or other events that meet the intent of the Mobilization Plan Legislation (RCW 43.43.961)."

4.3.7. Snohomish County Sheriff's Office (SCSO)

4.3.7.1. Provide scene security, crowd and traffic control, evacuation assistance, and crime scene investigation.

4.3.7.2. Provide air resources for fire suppression and search and rescue.

4.3.7.3. Provide unified command representative for search and rescue missions.

4.3.8. Private Sector Fire Investigators

4.3.8.1. Be hired by the public sector where the current investigation resources are insufficient to conduct surveys and claims made by those organizations or individuals with fire losses in a timely fashion.

4.3.9. Snohomish County Department of Emergency Management (DEM)

4.3.9.1. Obtain information to establish a common operating picture.

4.3.9.2. As necessary, support alert and warning for evacuations and shelter-in-place messaging.

4.3.9.3. Coordinate resources not covered under the Fire Mobilization Plan.

4.3.9.4. Gather damage and emergency cost information.

4.3.9.5. Provide situation reports and snapshots to tribal nations, the State of Washington, and regional public and private sector partners.

4.3.9.6. Maintain the communications and information management systems necessary to ensure situation awareness, decision making, and resource management between fire agencies, Cities, Tribal nations, and County operating centers.

4.3.10. Snohomish County Fire Commissioners/City/Town/Tribe Councils
    4.3.10.1.   Approve emergency expenses and or requests, as appropriate.
    4.3.10.2.   Approve emergency policies and procedures, as appropriate.
4.3.11. Snohomish County Fire Marshal
    4.3.11.1. Provide ESF 4 representative to the SnoCo ECC.
    4.3.11.2. Responds to any fire as requested, when the cause of the fire is in question, large fires, where arson is suspected, or fires where there have been fatalities.
    4.3.11.3. The area of responsibility includes unincorporated Snohomish County and cities that have contracts with the Sheriff's Office for these services.
    4.3.11.4. Provide post-disaster building fire inspections.
4.3.12. Snohomish County 911 (SNO911)
    4.3.12.1. Receive calls or texts from the public where police, fire, or emergency medical services may be needed.
    4.3.12.2. Dispatch fire, police or emergency medical mutual aid resources.
    4.3.12.3. Notify the Snohomish County Department of Emergency Management (DEM) duty officer when appropriate or as requested by the incident commander.
    4.3.12.4. Seek resources from mutual aid partners.
    4.3.12.5. Alert and warn at the direction of the incident commander.
4.3.13. American Red Cross – Snohomish County Chapter
    4.3.13.1. Respond to fires, as requested by incident command.
    4.3.13.2. Provide mass care resources, as available, to residents displaced by fires.
4.3.14. Emergency Medical Services
    4.3.14.1. Provide and coordinate Basic Life Support and Advance Life Support units, including private and public ambulance and EMS resources.
    4.3.14.2. Coordinate with the on-scene fire incident commander or fire representative to unified command.
    4.3.14.3. Coordinate with the SnoCo EMS Agency Medical Director, ESF 4, and ESF 8 for alternate standards of care necessary to treat patients during a disaster.
    4.3.14.4. Coordinate with the Disaster Medical Coordination Center – North District (DMCC) for patient transport and movement.
    4.3.14.5. All Snohomish County EMS agencies will respond to the emergency or disaster to establish field triage areas, direct triage and START procedures as the situation dictates.
    4.3.14.6. Ground ambulance transportation may be supplemented by air ambulance transportation when indicated and as resources allow.
    4.3.14.7. Field response may include decontamination of patients before treatment and/or transport of disaster casualties. Field decontamination may be needed for large numbers of casualties.
    4.3.14.8. Private and public ambulance agencies may provide personnel to perform decontamination operations at local health care facilities, if resources allow.
    4.3.14.9. EMS response personnel will make reasonable attempts to preserve crime-scene evidence.
    4.3.14.10.EMS personnel will notify the medical examiner of the existence and location of fatalities at the scene and will not move or remove any remains without medical examiner authorization (RCW 68.50.010).
    4.3.14.11.Community Transit or other transit agencies, under agreement, may supplement the transport of "walking wounded" resulting from mass casualty incidents.
4.2.1   Disaster Medical Coordination Center – North District (DMCC)
    4.3.14.12.The DMCC is located at Providence Regional Medical Center in Everett; the alternate DMCC would be Peace Health St Joseph Hospital in Bellingham.
    4.3.14.13.Provide initial alert notifications utilizing agency/county/regional alerting tool(s).

4.3.14.14. Conduct initial and ongoing bed counts during a Mass Casualty Incident (MCI), and work with EMS and hospitals to coordinate placement of multiple patients to appropriate health care facilities.

4.3.14.15. Coordinate activities with the Federal Coordination Center (FCC) during National Disaster Medical System (NDMS) activations.

4.3.14.16. Provide initial alert notifications utilizing agency/county/regional alerting tool(s).

4.3.15. Washington State Department of Ecology

4.3.15.1. Coordinate and permit necessary actions to support fire suppression operations.

4.3.15.2. Provide hazardous materials response including during firefighting operations when materials may or do enter the waterways.

4.3.16. Washington State Department of Natural Resources (DNR)

4.3.16.1. DNR will manage and coordinate wildland firefighting activities on DNR protected lands.

4.3.16.2. Coordinate firefighting operations or assistance to other fire agencies under the terms of agreements.

4.3.16.3. Manages and coordinates wildland firefighting activities on DNR protected lands.

4.3.16.4. Provide air resources when requested for wildland fires.

4.4. Procedures

4.4.1. Each fire department/district maintains emergency operating procedures and plans for various incidents which include agency responsibilities, resource inventory, requirements, and gaps, communications protocols, and continuity of operations plans.

4.4.2. Notification in the event of a large-scale incident will come from Snohomish County 911 (911) or DEM.

4.4.3. ESF 4 may activate when response and recovery operations will involve multiple fire departments/districts for multiple operational periods or during regional/statewide incidents that impact Snohomish County.

4.4.4. Activation of ESF 4 will be scaled according to the nature and magnitude of the incident.

4.5. Mitigation Activities

4.5.1. Partner with the County on the Snohomish County Hazard Mitigation Plan.

4.5.2. Conduct fire and building inspections for facilities pre-identified for response and recovery operations.

4.5.3. Ensure compliance with the Uniform Fire Code and the Uniform Building Code.

4.5.4. Identify and update local codes and ordinances to help reduce the impacts of wildland and urban fires.

4.6. Preparedness

4.6.1. Community Emergency Response Teams (CERT) in Snohomish County are trained to be able to support fire personnel in the time of a disaster within their communities. Each program is community based and sponsored by a local public safety agency within their jurisdiction. Each CERT program will respond within the scope of their training at the direction of their sponsoring agency. CERT members are identified by green vests and are registered members of the Emergency Workers Program.

4.6.2. Conduct community outreach and education in coordination with other emergency preparedness programs.

4.6.3. Provide first aid and/or CPR training, as appropriate and as resources are available.

4.6.4. Provide ongoing training to personnel on their roles and responsibilities in fire operations.

4.6.5. Conduct and participate in fire and evacuation drills.

4.6.6. Participate in mutual aid agreements including Washington State Fire Mobilization Plan.

4.6.7. Provide trained personnel and resources for assignment to the Emergency Operations Center, as appropriate.

4.7. Response

4.7.1. Damage Assessment

4.7.1.1. Fire departments and districts should conduct "windshield surveys" or initial damage assessments upon notification of an earthquake, or as appropriate for other hazards.

4.7.1.2. Damage assessment information should be forwarded to the jurisdiction's Emergency Operations Center (EOC) or the County ECC, as appropriate based on the jurisdiction the damage was observed in.

4.7.1.3. Upon notification of an aftershock, damage assessment processes should reoccur.

4.7.2. Information Collection, Analysis, and Dissemination

4.7.2.1. The Planning Section in the County ECC shares information with the ESF 4 representative. The ESF 4 representative is responsible for providing information to and from the field and/or jurisdiction EOC and vice versa.

4.7.2.2. Information collection from jurisdictional EOCs may be needed to assess the consequence issues of displaced persons, damages, or infrastructure impacts.

4.7.2.3. The Planning Section of the County ECC performs most of the analysis of information for distribution in reports and maps to form a common operating picture.

4.7.2.4. The ESF 15/Joint Information Center will disseminate information to the public.

4.7.3. Evacuation Operations

4.7.3.1. As available and requested, provide resources to support evacuation notifications (in coordination with ESF 13 and ESF 15), traffic control routes and points (ESF 1 and ESF 3), and support to residents requiring additional evacuation support (in coordination with ESF 6 and ESF 8).

4.7.4. Mass Casualty Incidents (MCI)

4.7.4.1. In coordination with ESF 8, identify resource gaps necessary to support MCIs, which may include additional EMS resources and surge supplies.

4.7.4.2. Provide injury assessment information to the County ECC.

4.8. Recovery

4.8.1. Contribute to the incident after-action report.

4.8.2. Submit costs under FMAG, if requested and approved.

4.8.3. Make recommendations to landowner for recovery activities.

4.8.4. Coordinate requests for funding mitigation activities following a fire.

4.8.5. Maintain accurate records of the incident including used, lost, and damaged supplies, equipment, payroll, and other costs.

4.8.6. In coordination with ESF 15, provide public information regarding safety issues for residents returning to their businesses and homes.

5. References
5.1. Washington State Fire Services Resource Mobilization Plan
6. Resources

ESF-5 Emergency Management

Overview
ESF 5 is responsible for the collection, analysis, evaluation, and dissemination of information regarding an emergency or disaster. These efforts are coordinated through the Snohomish County ECC to assess the size, scope, and impact of the incident and develop a coordination mechanism for response and recovery efforts.

ESF Coordinating Agency
Snohomish County Department of Emergency Management

Primary Agencies
Snohomish County Department of Emergency Management

Supporting Agencies
All Snohomish County Departments
Snohomish County Jurisdictions
Snohomish County Agencies and Districts
Washington State Emergency Management Department (WAEMD)
Federal Emergency Management Agency (FEMA)

1. **Introduction**
    1.1. Purpose
    1.1.1.   Emergency Support Function (ESF) 5: Emergency Management is responsible for coordinating county-wide activities during a significant incident, disaster, emergency, or planned event that exceeds the capacity and capabilities of normal emergency response operations and organizations. This Appendix includes the organization and operation of how emergencies and disasters will be coordinated within Snohomish County including mitigating risks, preparing for disasters, supporting emergency response, and recovery efforts. ESF 5 focuses on the coordination between County departments, local jurisdictions, homeland security regions, regional partners, special purpose districts, Washington State Emergency Management Division (WAEMD), and the Federal government as well as the partnerships between the public sector, private businesses, non-profit entities, and residents of Snohomish County.
    1.1.2.   During a disaster, ESF 5 will provide core management, administrative, information, resource, and alert and warning functions in support of the Snohomish County Emergency Coordination Center (SnoCo ECC) which may include support of other ESFs, Department Operations Centers (DOC), Incident and Unified Command Posts, local Emergency Operations Centers (EOC), Zone EOCs, mutual aid, and State and other assets.
    1.1.3.   The Snohomish County Department of Emergency Management and ESF 5 is responsible for the coordination of services as they relate to preparing for, mitigating against, responding to and recovering from major disasters. These responsibilities are achieved by improving community and neighborhood preparedness, mitigating hazards, developing partnerships with those involved in emergency response including government, private, and non-profit entities, and coordinating response and recovery efforts to a disaster. During a disaster, response and recovery efforts are multi-agency and multi-jurisdictional and require information, communication, and coordination efforts beyond normal operational levels.

1.2. Scope

ESF 5's annex provides the management, administrative, and overarching operational functions in support of the ECC. ESF 5 describes how the ECC will collect and disseminate information and coordinate resources in support of County/local governments in response and recovery. This annex applies to all departments, divisions, jurisdictions, organizations, and agencies that have a role in the ECC as an ESF (a coordinator, primary, or secondary representative). ESF representatives are critical to the success of the ECC.

2. Policies

1.3. The Snohomish County Executive is the county's primary decision-maker in emergency management and disaster operations. Under RCW 38.52, the County Executive may declare a State of Emergency, make the services and resources of county agencies available and take any actions deemed necessary. The Snohomish County Director of Emergency Management is delegated the authority to implement the County's Comprehensive Emergency Management Plan (CEMP) for disaster and emergency operations. DEM is the coordinating department for ESF 5, and DEM may request representatives from other ESFs to fill necessary roles.

1.4. Each County department and ESF coordinating department, division, or agency will identify a mechanism and location from which to establish direction and control of departmental resources and activities during an emergency or disaster. Each County department and ESF coordinating departments, division, or agency will provide a representative with operational decision making and resource allocation authority to participate in the ECC operations, as needed. Each ESF coordinating department, division, or agency will complete a Continuity of Operations Plan (COOP) that at a minimum identifies a primary and alternate location from which to establish direction and control of departmental resources and activities, essential personnel, critical essential functions, and key records that are necessary to execute departmental roles and responsibilities that may be outside of response to an incident, as well as response necessary for an incident.

1.5. Snohomish County departments and ESF coordinating departments, division, or agency utilize the National Incident Management System (NIMS) and the Incident Command System (ICS), as appropriate for response to any emergency.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1.   The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies the hazards the County is at risk of as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.2. Planning Assumptions

3.2.1.   This ESF does not imply that all emergency contingencies are addressed but outlines basic guidelines applicable to most emergencies or disasters.

3.2.2.   ESF 5 and all ESF representatives engage the "whole of community" in all phases of emergency management that incorporates input from vulnerable populations including individuals with access and functional needs.

3.2.3.   A disaster could happen at any time with little or no warning.

3.2.4.   In a disaster local and State resources are likely to be overwhelmed and response may be delayed. The public (including those who live, work, visit, or transit Snohomish County) should be prepared to take care of their own basic survival needs for at least the first 14 days after an incident.

3.2.5.   Despite the efforts of various public, private, and non-profit entities, there will be people who will not be prepared for a disaster.

3.2.6.   Mitigation, preparedness, response, and recovery activities can be very expensive and take years to complete.

3.2.7.   During an emergency that exceeds normal operational capacity, there is a need for a central collection point where information can be compiled, analyzed, and prioritized.

3.2.8.   Information is necessary to understand the size, scope, and impact of the current situation/incident; identify the potential course of incident; develop alternate strategies and operations of the incident; develop plans to guide the direction of response and recovery efforts; disseminate information to the appropriate audiences.

3.2.9.   A major disaster would severely stress normal systems, and would likely require outside assistance from the State and Federal governments.

3.2.10.   Initial information may be inaccurate, vague, ambiguous, limited, outdated, or conflicting.

3.2.11.   Information concerning the emergency will be obtained from various sources including the government, private individuals, and social media.

3.2.12.   External factors including weather, infrastructure damage, and staff ability to respond can impact the County's response to a disaster including information collection and dissemination.

3.2.13.   ECC activities will not manage incident or tactical level operations, but rather provide support and coordination to Countywide efforts.

3.2.14.   ECC staff and facilities may be impacted by the disaster and affect the County's ability to respond after a disaster.

3.2.15.   Implementing damage assessment procedures early in an emergency will expedite information collection for relief and assistance for those adversely affected.

3.2.16.   During an incident, resource management and coordination are initially performed at the incident command post or operational level. When internal resources have been exhausted, requests are submitted to the ECC.

3.2.17.   Recovery activities can take significant time to complete.

4. **Concept of Operations**
   4.1. General
      4.1.1.   ESF 5 may be activated in anticipation of, or immediately following, an incident requiring a multi-agency or multi-jurisdictional response that exceeds normal emergency response capabilities. ESF 5 activities include alert and warning, ECC activation, administration and management, information sharing, incident planning, resource allocation, and recovery planning. ESF 5 is responsible for the administration, management, and coordination of the ECC when activated. The ECC serves as the primary point of coordination between ESFs, County Department Operations Centers, command posts, local jurisdictions, special purpose districts, volunteer agencies, and the private and non-profit sectors. The ECC coordinates State and Federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance. During recovery functions, ESF 5 will coordinate with local, State, and Federal partners, as needed. The Snohomish County Recovery Framework (published separately) provides guidance for recovery efforts tangential to response operations coordinated in the ECC.

      4.1.2.   ESF 5 ensures staff have appropriate experience and are trained to fill ECC positions to coordinate response and recovery efforts in support of field

operations, from mobilization to demobilization. ECC positions are staffed by ESF representatives as dictated by each incident. Each section of the ECC will be led by a Section Supervisor responsible for managing their section in order to accomplish the emergency management objectives established by the ECC Manager.

4.1.3.   All affected Snohomish County Departments, jurisdictions, and participating organizations are to provide information to the ECC related to their organization's current and planned response and recovery activities. The ECC will compile, review, analyze, synthesize, and disseminate a consolidated situation report to all affected entities to provide County-wide situational awareness in order to develop a common operating picture. This situational awareness and common operating picture are only achieved through information flow and dissemination.

4.2. Organization and Responsibilities

4.2.1. Snohomish County Department of Emergency Management (DEM)

4.2.1.1.   DEM is the county agency/entity that oversees emergency management activities for unincorporated Snohomish County and through interlocal agreements, the jurisdictions of Brier, Edmonds, Lynnwood, Mill Creek, Woodway, Mountlake Terrace, and Mukilteo, Arlington, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Monroe, Snohomish, Stanwood, Sultan, and the Tulalip and Stillaguamish Tribal Communities. Those cities without interlocal agreements, City of Marysville, City of Everett, and City of Bothell, provide emergency management services to their residents including mitigation, preparedness, response, and recovery efforts.

4.2.1.2.   Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.1.3.   When appropriate, DEM and jurisdictions without interlocal agreements should align efforts to ensure consistent emergency management programs.

4.2.1.4.   When the ECC is activated, ESF 5 coordinates with all local jurisdictions in Snohomish County (including the cities of Bothell, Everett, and Marysville) as appropriate to consolidate information into a single reporting mechanism for the County to the State. ESF 5 will also coordinate with other jurisdictions outside of the County, including homeland security region and UASI partners.

4.2.1.5.   Alert and Warning

4.2.1.5.1.   Identify life safety messaging needs and coordinate public alert and warning messages with ESF 15.

4.2.1.5.2.   If public alert and warning is requested, disseminate messaging through the appropriate public warning systems and ensure compliance with the Limited English Proficiency Plan.

4.2.1.6.   Emergency Support Functions

4.2.1.7.   All primary and supporting ESF agencies should provide a representative to the Snohomish County ECC when requested and coordinate operations and share information with the ECC.

4.2.1.8.   Collect, evaluate and forward timely situation reports to the Snohomish County ECC.

4.2.1.9. Develop and process the local Proclamation of Emergency when a disaster occurs and that requires action beyond normal capabilities to protect life and property.

4.2.1.10. Submit all requests for County, State, and Federal assistance through the ECC.

4.2.1.11. Collect, evaluate and forward timely damage assessment reports to the ECC.

4.2.2. Non-ILA Offices of Emergency Management, Tribal Emergency Management Offices, Federal Agency Emergency Management Partners

4.2.2.1. When available, provide information on the emergency and their organization's operations to the Snohomish County ECC, when activated.

4.2.2.2. Provide Snohomish County ECC with any procedures that provide information to the Snohomish County ECC during emergency operations in the County.

4.2.2.3. Provide Situation Reports and Damage Assessments as appropriate, to the Snohomish County ECC, when activated.

4.3. Procedures

4.3.1. On-scene Incident Commanders who determine that an immediate emergent message to the public is required to protect life will coordinate the broadcast of an EAS message with respective 911 / Dispatch Center (SNOPAC or SNOCOM). The responsible 911 Dispatch Center will follow established procedures and notifications for both the EAS message and public official notifications.

4.3.2. The ECC provides a physical location where all organizations involved in an incident may co-locate in order to coordinate Countywide emergency response activities. The mission of the ECC is to:

4.3.2.1. Support the County Executive and the Policy Group in forming policies, goals, and objectives for the incidents and establishment of priorities.

4.3.2.2. Provide a central location to collect, analyze, and disseminate information, maintain situational awareness, produce a Countywide situation report, and develop an Incident Support Plan.

4.3.2.3. As applicable, provide coordination and resource support to all departments, entities, agencies, and communities affected by the incident.

4.3.2.4. Coordinate actions necessary to enact life safety, life stabilization, property, environmental, and economic preservation.

4.4. Mitigation Activities

4.4.1. County hazard mitigation activities are guided by the County's Hazard Mitigation Plan (HMP) which is updated every five years (the most recent update occurring in 2015 and the forthcoming update due in 2020). DEM coordinates the update with support from the general public, various County departments, local jurisdictions, and special purpose districts. However, the general concepts guiding mitigation activities in the County are included as Countywide Action items.

4.4.2. In conjunction with the hazard mitigation planning team, coordinate the development, implementation and maintenance of the HMP.

4.4.3. As a component of the HMP, maintain the Snohomish County Hazard Identification and Risk Assessment (HIRA).

4.4.4. Participate in the Seattle UASI THIRA process.

4.4.5. Coordinate with local jurisdictions within the County to ensure that they are aware of Federal and State pre- and post-disaster mitigation grant opportunities for mitigation measures identified in the Hazard Mitigation Plan.

4.4.6. As resources are available, apply for funding through Federal and State pre- and post-disaster mitigation grant programs for mitigation measures identified in the Hazard Mitigation Plan.

4.4.7. As appropriate, upon grant approval, implement and administer Federal and State pre- and post-disaster mitigation funds.

4.4.8. Provide education and awareness regarding mitigation to the jurisdictions within the County, and the public sector including businesses, private non-profit groups, as well as the general public.

4.5. Preparedness

ESF 5 preparedness activities encompass a significant amount of time within emergency management. Preparedness activities may include:

4.5.1. Coordination

    4.5.1.1. The Snohomish County DEM Advisory Board provides voting oversight to DEM from ILA jurisdictions and serves as a mechanism to develop policies, identify mechanisms to share information, and provide guidance on County-wide coordination mechanisms.

    4.5.1.2. Snohomish County Coordinating Committee advise, review, and enhance mitigation, preparedness, response, and recovery efforts for County employees and departments.

4.5.2. Planning

    4.5.2.1. Coordinate and provide technical assistance to Countywide COOP efforts.

    4.5.2.2. Review and approve continuity plans for ESF coordinating departments/divisions/agencies.

    4.5.2.3. Provide technical assistance for Continuity of Government (COG) planning efforts for County Government.

    4.5.2.4. Review and maintain this CEMP and all associated annexes and appendices at a minimum as required by the Revised Code of Washington (RCW).

    4.5.2.5. Coordinate and provide technical assistance for departmental disaster operation plans.

    4.5.2.6. Maintain DEM's Five Year Strategic Plan that guides all emergency management activities.

    4.5.2.7. Coordinate with Homeland Security Region jurisdictions, neighboring jurisdictions, non-ILA cities, and WAEMD to ensure that planning efforts are consistent, complementary, socialized, and compatible with each another.

    4.5.2.8. In conjunction with the HIRA, develop incident specific planning efforts for Snohomish County's highest risk hazards including catastrophic planning efforts that align with the State's Catastrophic Planning Framework.

    4.5.2.9. Develop and maintain a DEM Duty Officer Program that provides 24-hour access and support to field responders needing additional resources, communications, or support in the event an emergency exceeds normal operating conditions. The Duty Officer program will be guided by an SOG that is reviewed and updated at least annually.

4.5.3. Outreach and Education

    4.5.3.1. Develop and distribute materials and train Snohomish County Residents and ECC staff on personal and neighborhood preparedness activities that

align with current State preparedness guidelines (i.e. self-sufficient for a minimum of 14 days).

4.5.3.2.   Establish and maintain contact, at least twice a year, with the Chief Elected Officials or Municipal/Town Emergency Management officials.

4.5.4.   Training and Exercises

4.5.4.1.   Conduct annual training and exercises in accordance with the Snohomish County Training and Exercise Plan (TEP), WAEMD TEP, and any applicable Federal requirements.

4.5.4.2.   Test, exercise, and identify deficiencies in plans and determine appropriate corrective action recommendations.

4.5.4.3.   Exercise and train staff, agencies and other private organizations to support local/county emergency operations.

4.5.5.   Emergency Coordination Center

4.5.5.1.   Maintain the ECC facility and alternate ECC facility and all equipment, so the ECC can be activated at any time.

4.5.5.2.   Develop and maintain SOGs and SOPs and other procedures necessary to support agencies that operate in the Snohomish County ECC including the Snohomish County ECC SOG, Administration, Communications, Resourcing, Planning, and Joint Information Center Appendices.

4.5.5.3.   At least quarterly, train or exercise ECC staff to fulfill tasks associated with ECC operations.

4.5.5.4.   Maintain and update needed computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics, and critical county data.

4.5.5.5.   Prepare staff and other County/local agencies to coordinate support to emergency operations.

4.5.6.   Communications

4.5.6.1.   Regularly test communications systems to ensure they are functioning and identify solutions to provide alternate means of communications.

4.5.7.   Vulnerable Populations

4.5.7.1.   Identify and reach out to vulnerable communities, including those with access and functional needs, to provide information and solicit feedback on methods and processes for increasing preparedness, response, and recovery operations.

4.5.7.2.   Use the Americans with Disability Act Toolkit to review plans, services, and facilities for the ability to address access and functional needs in a disaster.

4.6. Response

Detailed ESF 5 response activities are contained in the Duty Officer and ECC Standard Operating Guides (SOG) (both published separately). This section provides an overview of expected response activities. Response priorities often include meeting the immediate needs of people (life safety, rescue, evacuation, medical care, public information, food and shelter) including people with disabilities and other access and functional needs; restoration of critical facilities/utilities/infrastructure, whether public or privately owned, which are essential to the health, safety, and welfare of residents (sanitation, water, electricity, road, street, and highway repair).

4.6.1.   Initial Notification

4.6.1.1.   Upon notification of an emergency and/or request for activation of the ECC, the DEM Duty Officer will contact and apprise DEM Director or their designee of the situation. The DEM Director or their designee will activate the ECC when appropriate and as guided by the Duty Officer SOG.

      4.6.1.2.   The Duty Officer will notify the SEOC or State Duty Officer of the situation.

      4.6.1.3.   The Duty Officer will notify other County departments, county agencies, local jurisdictions, and adjacent and/or other impacted jurisdictions of the situation and status of the ECC.

      4.6.1.4.   Any situation updates, alerts, and warnings for non-activation incidents will be coordinated through ESF 5.

      4.6.1.5.   Upon activation of the ECC, the Duty Officer will contact appropriate ESFs in accordance with the activation levels outlined in County Basic Plan (published separately) and ECC SOG to request appropriate representatives respond to the ECC.

      4.6.1.6.   Notifications will be made via Rave and call trees as available.

   4.6.2.   Alert and Warning

      4.6.2.1.   Timely alert and warning of an emergency or impending emergency condition or an incident are essential to preserving the safety of County residents as well as establishing an effective incident response.

      4.6.2.2.   Through Rave, the County's alert and warning platform, Snohomish County 911 or the DEM Duty Officer can send an alert or warning to the public. If Rave is unavailable or ineffective, emergency services may be required to disseminate emergency warnings to the public through the use of vehicles, personnel, or volunteers.

      4.6.2.3.   More detail on alert and warning procedures are available in the Alert and Warning SOG (published separately).

   4.6.3.   Initial Assessment

      4.6.3.1.   All organizations and response personnel should be prepared to make an initial report and subsequent periodic reports of how the emergency situation generally impacts the County from their organization's perspective, and specifically on how the emergency situation impacts their current operations, and future continuity of operations, to include what capabilities and resources they now need, or will need in the immediate future.

      4.6.3.2.   Information will be consolidated and evaluated in the Snohomish County ECC to determine emergency actions, plans, and priorities.

      4.6.3.3.   Evaluated information will be disseminated to the various organizations supporting emergency operations in the County at the direction of the ECC Manager.

      4.6.3.4.   On-site emergency information will be disseminated by the Incident Commander (IC) on the scene, as appropriate.

      4.6.3.5.   The ECC will keep the SEOC apprised of the situation and will coordinate information dissemination with local municipalities, and neighboring Counties, as necessary.

      4.6.3.6.   Emergency Public Information will be disseminated to the public from the County's Joint Information Center (JIC), if activated.

   4.6.4.   Emergency Proclamation

      4.6.4.1.   Requesting a Local Proclamation of Emergency accomplishes the following:

      4.6.4.2.   Provides responders with legal protections for emergency actions taken.

      4.6.4.3.   Allows applicable authorities to take measures necessary to protect and preserve the public health and safety, preserve property, the environment, and the economy.

4.6.4.4. Issue new, and modify, existing policies, procedures, rules, and regulations.

4.6.4.5. Allocate funds or resources to obtain critical supplies and equipment.

4.6.4.6. Support a State of Emergency Proclamation from the Governor and/or a Declaration of Emergency or Major Disaster by the President.

4.6.4.7. A State of Emergency allows the Governor to commit State resources and execute mutual aid and emergency management authorities.

4.6.4.8. The Presidential Declaration allows for Federal disaster assistance and resources.

4.6.4.9. Information that support an emergency proclamation may include life safety issues and impacts, property, environmental, and economic impacts, scarcity of resources, and the adverse impact to normal emergency and government operations.

4.6.4.10. The DEM Director or their designee is responsible for drafting local emergency proclamations.

4.6.5. ECC Operations

4.6.5.1. Coordinate with County and local governments on emergency response activities.

4.6.5.2. The ECC also serves as the County's Multi-Agency Coordination Center (MACC), as described in the National Incident Management System (NIMS), to ensure that systems are interconnected and supportive rather than duplicative.

4.6.5.3. Collect, verify, analyze, and disseminate incident information, as needed.

4.6.5.4. Publish ISNAP, Situation Reports, and Incident Support Plans, as necessary and appropriate, in accordance with the ECC SOG.

4.6.5.5. Compile and verify preliminary damage assessment information.

4.6.5.6. Facilitate resource requests, utilizing available tools including WebEOC, from field personnel after available local resources have been exhausted in conjunction with ESF 7.

4.6.5.7. Coordinate mutual aid activities, including private and NGO assets.

4.6.5.8. Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.

4.6.5.9. Coordinate/monitor/oversee public information activities.

4.6.5.10. Establish and maintain contact with local jurisdictions.

4.6.5.11. Receive and process requests from local jurisdictions for specific State and Federal emergency and disaster related assets and services in conjunction with ESF 7.

4.6.5.12. Maintain status report of all assets deployed in conjunction with ESF 7.

4.6.5.13. Maintain record of all disaster-related expenditures in conjunction with ESF 7.

4.6.5.14. Coordinate and support volunteer and donation reception centers.

4.6.5.15. Act as liaison to other emergency management agencies including other local jurisdictions, County, State and Federal levels, including during and after the ECC is activated.

4.6.5.16. Ensure that documentation is kept to support recovery of resources used throughout the activation.

4.6.5.17. Coordinate County-wide involvement in State and Federal requirements for disaster reimbursement.

4.6.5.18. Initiate recovery activities with appropriate agencies.

4.6.5.19. Deactivate or demobilize Snohomish ECC operations, as appropriate.

4.6.5.20. Conduct after-action review of the response and recovery efforts.

4.6.5.21. Implement corrective improvement plan based on after-action review.
4.6.6.   ECC & Incident/Unified Command Communication
   4.6.6.1.   Incident commander(s) (IC/UC) can request resources from the ECC through the appropriate ESF after exhausting all available resources (including mutual aid) or when resources are anticipated to be exhausted.
   4.6.6.2.   The IC/UC or their designee can communicate with the appropriate ESF representative or ECC Manager for information not related to resource requests.
   4.6.6.3.   The IC will coordinate the management of volunteers and donations through the appropriate ESF representative who will coordinate the execution of the County's Spontaneous Volunteer Registration and Management Annex.
4.6.7. Joint Information Center (JIC)
   4.6.7.1.   Detailed information about the JIS, JIC, and JIC procedures are detailed in the ESF 15 (External Affairs) Joint Information System Annex.
   4.6.7.2.   The JIC will disseminate current and accurate response and recovery information that is critical to the general public, including a summary of the incident, actions the County and local jurisdictions are taking, actions the public should take, and when additional information will be updated again.
4.6.8. All ESF Departments, Divisions, Districts, and Agencies
   4.6.8.1.   ESFs will be activated according to the functional needs of an incident. Coordinating and primary ESF departments will be requested to support ECC operations by providing staff and maintaining communication with their field operations or Department Operations Center.
4.6.9. Department Operations Centers
   4.6.9.1.   Department Operations Centers may be asked to support field and ECC operations.
   4.6.9.2.   DOC representatives will coordinate with their respective ESF representatives to communicate situation status updates, resource needs, and other pertinent information.
   4.6.9.3.   ESF representatives will disseminate pertinent ECC information to the DOCs.
4.6.10. Non-Governmental Organizations (NGO), Special Districts, and the Private Sector
   4.6.10.1. All non-ESF represented organizations will be assigned an ESF representative to communicate with. Communication may include information sharing and resource requests and support.
4.6.11. Zone EOCs
   4.6.11.1. In the event of a catastrophic disaster, Zone EOCs may be established throughout the County to support countywide span of control. Zone EOCs will be responsible for coordinating and communicating with jurisdictions in their zone and routing and disseminating information to and from the ECC. More information on the Zone EOCs will be included in the catastrophic annex.
4.6.12. State/Federal Resources
   4.6.12.1. In the event that Federal or State assistance is needed, County requests will be submitted through the SEOC.
4.7. Recovery
   4.7.1. For most incidents, recovery begins shortly after an incident occurs and has no pre-scripted, definitive end timeframe. The following are a list of high-level

recovery actions that should occur. More information is contained in the Snohomish County Disaster Recovery Framework (published separately)

4.7.2. Develop and maintain a recovery framework and strategy that includes key recovery functions and organizations.

4.7.3. Collect and process information concerning recovery activities while the response phase of the disaster is occurring.

4.7.4. Convene and coordinate with the ECC, local, and State officials on short-term and long-term recovery operations and recovery planning.

4.7.5. Coordinate with ECC staff to ensure consistent recovery and response information.

4.7.6. Coordinate with State and Federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance, including individual assistance, public assistance, and local assistance centers, as appropriate.

4.7.7. Disseminate recovery information, plans, and reports as developed and appropriate.

4.7.8. Coordinate with Hazard Mitigation Plan stakeholders to identify mitigation projects that may be eligible for funding and/or implementation.

4.7.9. Administer and monitor Federal and State disaster assistance programs.

5. References
5.1. Snohomish County ECC SOG
5.2. Snohomish County DEM Duty Officer SOG

6. Resources

ESF-6 Mass Care, Housing, & Human Services

Overview
ESF 6 identifies the agencies involved in the care of survivors after an incident including sheltering, feeding, mental health, social services, and disaster assistance.

ESF Coordinating Agency
Snohomish County Human Services

Primary Agency
Snohomish County Human Services
American Red Cross - Snohomish County Chapter

Supporting Agencies
Federal Emergency Management Agency (FEMA)
Municipal / Tribal Law Enforcement Agencies
Public Transit Authorities (Sound, Community, and Everett)
Snohomish County Auditor's Office
Snohomish County Courts
Snohomish County Department of Emergency Management (DEM)
Snohomish County Organizations Active in Readiness, Resilience, Response, and Recovery (SOAR4)
Snohomish County Department Public Information Officers (PIO)
Snohomish County School Districts
Snohomish County Sheriff's Office
Snohomish Health District (SHD)
Washington Emergency Management Division (WAEMD)

1. **Introduction**
    1.1. **Purpose**
        1.1.1. Provide and coordinate mass care services to the County during response and recovery phases of a disaster, which includes services such as temporary sheltering, feeding, first aid, clothing, disaster welfare information, mental health assistance, and a transition from pre-disaster response to post-disaster recovery.
    1.2. **Scope**
        1.2.1. This ESF includes mass care (coordination of non-medical services to include sheltering, feeding, collecting and providing information on casualties to survivors and family members) and emergency assistance (including support for evacuations, reunification, coordinated pet sheltering, and specialized shelters) and human services (which provides assistance with the coordination of crisis counseling, special needs populations, language, group facilities, recovery of housing and non-housing losses, case management, and referral for other Federal and State benefits).
        1.2.2. Specific protocols regarding shelter setup and organization will be found in the standard operating procedures and checklists of participating agencies.
        1.2.3. The Snohomish County Human Services Department is the lead agency for ESF 6 and The American Red Cross – Snohomish County Chapter serves as the primary support agency responsible for operating shelters.
        1.2.4. In a local incident, the Incident Commander (IC) or Unified Command (UC) will contact the American Red Cross directly to coordinate sheltering.
2. **Policies**

2.1.1. This ESF encompasses coordination of local government agencies, special purpose districts, non-profit, and private industries in the Snohomish County region that provide mass care services.

2.1.2. Mass care in Snohomish County is a shared responsibility between County government, incorporated cities, selected special purpose districts and businesses, the Snohomish County Chapter of the American Red Cross (ARC), and other non-profit agencies.

2.1.3. Local jurisdictions will utilize their own resources for mass care wherever possible.

2.1.4. Pet evacuation, registration, sheltering, and the care of household pets and service animals are the responsibility of ESF 11. These activities will be coordinated with the American Red Cross, as people and their animals may arrive at shelters at the same time.

2.1.5. Feeding is provided to survivors through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards, to include meeting requirements of survivors with special dietary needs to the extent possible.

3. **Situation**

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

      3.1.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk of as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

   3.2. **Planning Assumptions**

      3.2.1. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster incidents in Snohomish County.

      3.2.2. Disasters are likely to increase public health demand for health and medical services and information.

      3.2.3. Local jurisdictions will coordinate shelters and mass care resources in their jurisdictions but will be unable to meet the needs of a large-scale emergency or disaster.

      3.2.4. For most disasters, a significant portion of the population in need of shelter will find lodging with family, friends, or hotels/motels, the remainder will seek shelter in government provided sheltering (approximately 10% of the affected population).

      3.2.5. Service animals and emotional support animals must remain with their owners during sheltering operations.

      3.2.6. In a major or catastrophic disaster, mass care operations will require resources from outside the area but are dependent on the transportation infrastructure, for access to affected areas.

      3.2.7. Schools may be used as temporary shelter-in-place sites for students when schools are in session and directly impacted by an incident.

      3.2.8. It is likely that unaffiliated and spontaneous mass care services, such as feeding and sheltering activities, will occur without coordination or knowledge of ESF 6.

      3.2.9. Some residents will shelter in public parks, spaces, and facilities, especially following an earthquake.

      3.2.10. Evacuating, displaced, and other populations will include vulnerable populations who may need assistance, including people with medical or other additional needs including people who have limited English proficiency, who use service

animals, who require durable medical equipment, and/or who have prescription medication requirements.

3.2.11. Evacuating and displaced populations will include individuals subject to judicial and/or administrative orders restricting their freedom of movement, such as sex offenders and parolees.

3.2.12. Families may become separated, resulting in unaccompanied minors, generating a need for reunification activities.

3.2.13. During disasters or emergencies, some people may develop functional or access needs.

4. Concept of Operations

4.1. General

4.1.1. Initial response activities focus on meeting urgent mass care needs of survivors.

4.1.2. Coordination is required among public safety and relief organizations responsible for emergency response and recovery operations, and other nongovernmental organizations providing assistance.

4.1.3. Public information on shelter openings and locations will be compiled with ESF 15 in coordination with the American Red Cross.

4.1.4. Mental health organizations will provide mental health and emotional support to affected persons and emergency responders, when requested.

4.1.5. Spiritual support will be provided by appropriate faith-based organizations, when requested.

4.1.6. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans for their populations.

4.1.7. Coordination of mass care local assistance in support of temporary sheltering, feeding, first aid, clothing, disaster welfare information, and mental health assistance.

4.1.8. Crisis intervention supports the immediate short-term assistance for individuals, families, and groups dealing with the anxieties, stress, and trauma associated with emergencies or disasters.

4.1.9. Human service programs identify vulnerable populations and provide services for additional needs that must be addressed. Agencies and organizations currently providing services should ensure that emergency plans provide for the continued care of their clients.

4.1.10. Sheltering includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities, or the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary.

4.1.11. The need for shelters will be determined by the Snohomish County ECC and ESF 6 representative in coordination with local incident command authorities.

4.1.12. Feeding is provided to survivors through a combination of fixed sites, mobile feeding units, and bulk distribution of food (CPODs). Feeding operations are based on meeting the nutritional needs to include requirements of survivors with special dietary needs to the extent possible.

4.1.13. Shelters will collect and provide information regarding individuals necessitating sheltering and coordinate that information to share with ESF 15.

4.1.14. Support evacuations (including registration, tracking, and reunification of evacuees) including evacuees from outside the County.

4.1.15. Support specialized shelters (medical shelters and non-conventional shelter management).

4.1.16. Various factors may impact housing needs, such as the number of persons per unit, the needs of persons with disabilities, and transportation and other factors.

4.2. Organization and Responsibilities
  4.2.1. Snohomish County Human Services Department
    4.2.1.1. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.
    4.2.1.2. Lead department for Mass Care and Sheltering operations.
    4.2.1.3. Works with American Red Cross in identifying sheltering needs.
    4.2.1.4. Coordinates with other ESFs to support mass care operations including resources for transportation, food, utilities, medical, and security.
    4.2.1.5. Coordinate the placement, opening, and support of shelters and mass care activities, in conjunction with the ARC, and other voluntary and business organizations.
    4.2.1.6. Coordinate survivors' incident-related support services through referrals to appropriate facilities and organizations, or through direct support to individuals.
    4.2.1.7. Support to specialized shelters (e.g. medical shelters and non-conventional shelter management) in coordination with ESF 8.
    4.2.1.8. Support to evacuations (including registration and tracking of evacuees).
    4.2.1.9. Provides information about temporary housing resources.
    4.2.1.10. Coordinates assistive services throughout response and recovery, including mental health services to survivors and disaster emergency responders, caregiver, case management, and personal care.
    4.2.1.11. Snohomish County Long Term Care & Aging (LTCA) is the designated Area Agency on Aging (AAA) for Snohomish County and works to meet the needs of adults with disabilities through home and community-based services.
    4.2.1.12. Coordinates and prioritizes mental health staff, in coordination with ESF 8 and ESF 7.
    4.2.1.13. Maintains continuity of care for people with mental disorders who were receiving services prior to the disaster.
    4.2.1.14. In coordination with Snohomish County schools, develop mental health outreach and education strategies for students.
    4.2.1.15. Coordinate staff to support mental health services to shelters.
    4.2.1.16. Support for conducting crisis counseling with shelter and other emergency response personnel, as needed.
    4.2.1.17. Deploys licensed staff to requesting hospitals and disaster assistance centers.
    4.2.1.18. Support for referrals and community resources.
    4.2.1.19. Coordinate mental health resources, including mutual aid, contract providers, and other local and State resources.
    4.2.1.20. Coordinate mass care resource requests including, health and medical support, mental health support, medical or disability related resources, public health support/assessment, etc.
    4.2.1.21. Coordinates with other County departments to address concerns or immediate needs of vulnerable populations.
    4.2.1.22. Provides information and referral services to families with children and adults with disabilities.
    4.2.1.23. Assesses the situation, needs, and concerns of older adults and their caregivers.
  4.2.2. American Red Cross - Snohomish County Chapter

4.2.2.1. The American Red Cross - Snohomish County Chapter serves as the primary support agency responsible for operating mass care shelters.

4.2.2.2. When requested, provides liaison staff to support ESF 6.

4.2.2.3. At the request of ESF 6, provide mass care services, including emergency shelters, fixed and mobile feeding sites, reunification services, basic medical and health services, mental health support, disaster information services, assistance for other emergency needs, and disaster preparedness education and shelter operations training.

4.2.2.4. Identifies potential shelter facilities, assess shelter capabilities, maintains agreements for shelters, and provides ESF 6 with a regularly updated list of shelter locations, capacities, and available services.

4.2.2.5. Open temporary shelters and support other shelters, if resources permit.

4.2.2.6. Support feeding operations for persons through fixed locations or mobile food delivery.

4.2.2.7. Coordinates with Snohomish County Human Services to meet the needs of persons returning to their homes after a disaster.

4.2.2.8. Coordinate the Safe and Well Website to register survivors.

4.2.2.9. As requested, provide caseworkers and disaster mental health professionals to assess survivor's post-disaster needs.

4.2.2.10. Maintains procedures, resources, supplies, and agreements for the opening and management of shelters and feeding operations.

4.2.2.11. Identify post-disaster building and safety inspection process and resources for shelters.

4.2.2.12. Manages ARC chapter logistical support.

4.2.2.13. Trains volunteers to operate disaster shelters.

4.2.3. Snohomish County Department of Emergency Management

4.2.3.1. Coordinate shelter locations, openings and closings to align with transportation routes, resources, and assistance services.

4.2.3.2. Compiles activated shelter locations, access routes, and other pertinent information and disseminate information to local agencies, jurisdictions and the public through ESF 15.

4.2.3.3. Receives and verifies situation reports from local jurisdictions to develop County-wide awareness of mass care needs.

4.2.3.4. Identifies potential resources for providing mass care and coordinate with regional partners to maximize efficient capacity.

4.2.4. Snohomish County Organizations Active in Readiness, Resilience, Response, and Recovery (SOAR4)

4.2.4.1. SOAR4 consists of volunteer and community organizations that respond to disasters in various capacities including, but not limited to Community Organizations Active in Disaster (COAD) and Volunteer Organizations Active in Disaster (VOAD).

4.2.4.2. As requested, support the mass care and shelter operations.

4.2.4.3. Identify available resources which may include sheltering, feeding, and assistance services.

4.2.4.4. Coordinates and manages the collection, distribution, and disposition of donated items.

4.2.5. Snohomish County Health District (SHD)

4.2.5.1. Provide for the coordination of health and sanitation services at mass care facilities.

4.2.5.2. Provides guidance and direction to shelter operators to protect the health of shelter occupants, prevent the spread of diseases, and provide necessary services.

4.2.5.3. When shelters suspect or report a potential disease outbreak by providing rapid investigation protocols, identifying additional risk factors, and developing protocol for shelter operations (including closing the shelter, quarantines).

4.2.5.4. Coordinate with ESF 15 to develop and disseminate public health messaging for sheltering operations.

4.2.5.5. Coordinate medical service providers in coordination with ESF 6 to provide medical services.

4.2.6. Public Transit Authorities (Sound, Community, Everett)

4.2.6.1. Provide transportation resources to support sheltering and feeding operations.

4.2.7. Snohomish County PIOs

4.2.7.1. Provide public information regarding availability of, and access to, transportation, sheltering, feeding, and assistance services

4.2.8. Snohomish County Sheriff's Office and Municipal and Tribal Law Enforcement

4.2.8.1. Coordinates security at shelter locations under ESF 13.

4.2.8.2. Coordination of the sheltering for institutionalized personnel.

4.2.8.3. Establishes traffic control points for mass care operations.

4.2.9. Snohomish County Auditor's Office

4.2.9.1. Coordinate shelter information; including location, available space, supplies, food, water, etc. of animal shelters and co-locate with human shelters, when possible.

4.2.9.2. Coordinate with the Snohomish County Parks, Recreation and Tourism to address the needs for pets and service animals at shelter locations.

4.2.9.3. Accommodate service animals in general population shelters.

4.2.9.4. Pre-identify available shelter locations for pets and livestock during emergencies and disasters.

4.2.9.5. Coordinate the return of animals to their owners and help determine the disposition of animals that cannot be returned to their owners or normal habitat.

4.2.10. Snohomish County Courts

4.2.10.1. Assists, as available, with providing and coordinating translators and interpreters to support mass care operations.

4.2.10.2. Provide services, if necessary, for disposition of court cases.

4.2.11. Federal Emergency Management Agency (FEMA)

4.2.11.1. Provide assistance for temporary housing for disaster survivors during a Presidential Disaster Declaration.

4.2.11.2. Coordinate non-traditional shelter operations, as requested.

4.2.12. Washington State Emergency Management Department

4.2.12.1. Coordinate with state ESF 6 agencies to include identifying staff and resources to provide for the assistance of unaccompanied minors; provide information, resources, services, and support to children and their guardians.

4.2.12.1.1.   Under a federal Individual Assistance Declaration, administers the Disaster Supplemental Nutrition Assistance Program (DSNAP) in accordance with its agreement with the United States Department of Agriculture.

4.2.13. Snohomish County School Districts
- 4.2.13.1. Coordinates evacuation, shelter-in-place, and reunification functions for students when school is in session.
- 4.2.13.2. Works with ARC and incident command to identify facilities available for sheltering, reunification, survivor assistance, or other facility needs.

4.3. Procedures
- 4.3.1.   The American Red Cross maintains procedures for the opening and management of shelters.
- 4.3.2.   Procedures for identifying County and Snohomish County Facilities that can be used for shelters are maintained by individual cities and the Snohomish County DEM ECC representatives.
- 4.3.3.   All shelters will be reported to ESF 6 Coordinator at Snohomish County ECC.
- 4.3.4.   All procedures for support of shelters are maintained by the appropriate support agencies.

4.4. Mitigation Activities
- 4.4.1.   Identify and implement mitigation activities, when available, for identified shelters to include generators, retrofits, ADA accessibility, and structural adaptions.
- 4.4.2.   Participate in the hazard identification process and take steps to identify deficiencies in the mass care, housing and human services function.

4.5. Preparedness
- 4.5.1.   Identify facilities that have backup generators for emergency lighting, designated electrical outlets for emergency use (including medical devices), and refrigeration for food and medications.

4.6. Response
- 4.6.1.   Evacuation centers will be opened when an emergency situation requires the evacuation and sheltering of people.
- 4.6.2.   When opening a shelter, ESF 6 will coordinate to determine shelter location based on mass care sheltering needs (i.e. size, proximity to disaster and associated services), transportation capabilities, security, and utility availability and whether existing agreements are in place.
- 4.6.3.   Deploy sheltering resources including traditional shelters (a facility and/or site containing an existing structure) or non-traditional shelter (construction of a temporary structure using tents where a significantly large number of disaster survivors can take refuge and be sheltered for short or longer periods of time) for the purposes of providing mass care services to the affected populations.
- 4.6.4.   Mass care will follow the standard procedures for resource requests which may include mats, cots, linens, tents, tables, chairs, generators, light towers, portable showers, toilets, hand-wash stations, and any services that include laundry, waste management, construction (temporary modifications), bio-hazard waste services, custodial services, etc.
- 4.6.5.   Each ESF 6 agency will be responsible for the positioning, logistics, and management of its individual resource inventory.
- 4.6.6.   ESF 6 will prioritize requests based upon urgency and available resources and if the resource request exceeds obtainable resources, a request is made to ESF 7 (Resource Support).
- 4.6.7.   The ARC is responsible for site evaluation and selection prior to activation of a shelter site. This includes evaluation of the site for ADA accessibility and suitability for shelter operations, and maintenance of facility list.
- 4.6.8.   The intake and assessment of survivors will occur according to Red Cross guidelines and protocols.

4.6.9.   Shelter operators will provide updated information to shelter residents on assistance services and, when necessary, request translation and interpretation services for any vulnerable populations.

4.6.10. Shelter operators will report status of operations to ARC (if ARC supported shelter), local EOC (if locally supported), or ESF 6 (if unaffiliated). ESF will collate shelter information and distribute to partners (through the ECC) and to survivors, the public, and the media (through ESF 15).

4.6.11. If an unaccompanied minor is identified, shelter staff will follow operational procedures and contact local law enforcement and ESF 6.

4.6.12. Coordinate with ESF 8 and ESF 13 for the opening of alternate shelters or accommodations which may support (separately) registered offenders, unaccompanied minors, contagious patients, or individuals needing additional services (e.g. those who maintain lawful restraining orders against another individual).

4.6.13. As available, transportation resources will provide (including accessible transportation and the transportation of service animals) the movement of survivors from reception centers to shelters; from shelters to various assistance resources and housing; non-urgent medical transportation to treatment facilities, and transportation of disaster survivors back to their residences.

4.6.14. Open feeding locations in coordination with ESF 11 and ESF 7 which may include fixed feeding locations, mobile feeding services, and Community Points of Distribution (CPODs).

4.6.15. Feeding operations, will be based on nutritional standards and will ensure the County meets the requirements of survivors with dietary requirements/restrictions because of a disability or medical need and, when possible, meet the dietary needs of an individual's cultural, religious, or ethnic requirement or other requests for accommodation.

4.6.16. As necessary, open local assistance centers where individuals can find services and information from local, State, and Federal government agencies, non-governmental organizations, community-based organizations, and other applicable agencies/organizations in the recovery phase following a disaster.

4.7. Recovery

4.7.1.   Recovery efforts are initiated as soon as possible after the onset of an incident.

4.7.2.   Shelters will remain operational until residents have secured temporary housing.

  4.7.2.1. A major disaster may significantly reduce the supply of available housing and shelters may need to maintain operations until interim, temporary or long-term housing is found for survivors.

4.7.3.   The demobilization of shelters is the responsibility of the ARC, in coordination with ESF 6.

4.7.4.   Disaster survivors may need assistance working with recovery resources including local assistance centers, FEMA's Voluntary Agency Liaisons (VAL), Federal Disaster Recovery Centers (DRCs), Red Cross Safe and Well program, and other recovery programs.

4.7.5.   Develop housing programs and services designed to provide assistance of temporary housing for disaster survivors.

5. References

National Mass Care Strategy: A Roadmap for the National Mass Care Service Delivery System,

6. Resources

ESF 7 Resource Support

Overview
The primary function of Emergency Support Function (ESF) 7, Resource Support, is to provide logistical support for response and recovery efforts through the acquisition of resources such as personnel, materials, equipment, and facilities when the ECC is activated.

ESF Coordinating Agency
Snohomish County Department of Emergency Management

Primary Agency
Snohomish County Department of Emergency Management
Snohomish County Finance Department

Supporting Agencies
Snohomish County Facilities and Fleet
Snohomish County Human Resources
United Way of Snohomish County
Paine Field Airport
All Snohomish County Departments
Washington Military Department Emergency Management Division (EMD)
Federal Emergency Management Agency (FEMA)
Non-governmental Relief Organizations

1. **Introduction**
   1.1. Purpose
      1.1.1. This Annex outlines a concept of operations for responsibilities for logistic and resource support which includes requesting, management, transportation, distribution, and demobilization prior to, during, and following an emergency or disaster.
      1.1.2. This Annex identifies the coordination mechanism between local agencies and jurisdictions, County, State, Federal, private and non-profit agencies and resources.
   1.2. Scope
      1.2.1. Resource support involves the acquisition of services, personnel, commodities and facilities for the residents, employees, and visitors of Snohomish County during the response and recovery phases of an emergency or disaster that exceed the capacity of normal operations.
      1.2.2. Resource support is triggered when the ECC is activated. When the ECC is activated, ESF 7 will provide resources when local resources (including mutual aid) are at or projected to exceed current capacity.
      1.2.3. Provide a concept of operations for distribution management activities including supply and equipment delivery and Community Points of Distribution.
      1.2.4. Provide a common understanding of the management of donations and volunteers.
2. **Policies**
   2.1. The Snohomish County Executive or designee, the Director of DEM or their designee, has the authority to make decisions on resource priorities and distribution.

2.2.   Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).

2.3.   The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases will be made in accordance with emergency purchasing policies.

2.4.   Resource procurement is supported with written justification.

2.5.   All costs associated with response and recovery will be documented.

2.6.   The Snohomish County Executive may invoke temporary controls on local resources and establish priorities when a disaster is proclaimed. This may include, but not limited to, fuel, food, shelter, and other resources fundamental to basic human needs.

2.7.   Snohomish County departments are responsible for the development and maintenance of a department continuity of operations (COOP) plan which include the necessary resources to implement disaster response operations and essential functions.

2.8.   Snohomish County department heads will utilize their personnel to the maximum extent possible during emergencies or disasters. This may include re-assignments, such as staffing the Snohomish County ECC and/or participating in other response and recovery activities.

2.9.   Mutual Aid Agreements exist for incidents that extend beyond the capabilities of a local jurisdiction. Mutual aid agreements occur through interlocal agreements, Washington State Intrastate Mutual Aid System (WAMAS), Pacific Northwest Emergency Management Compact, and the Emergency Management Assistance Compact (EMAC).

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1.   The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk of as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.1.2.   A catastrophic emergency or disaster will severely damage and limit access to resources, infrastructure, and communication making goods, services, resource procurement, transportation, and management difficult.

3.2. Planning Assumptions

3.2.1.   Following an emergency or disaster, there will likely be a need to provide information, resources, goods, and services to impacted areas.

3.2.2.   An emergency, disaster, or pre-planned event may severely damage and/or limit access to resources needed for response and recovery. These incidents may disrupt or damage public and private communication, transportation, and utilities systems disrupting normal operations and essential services.

3.2.3.   Public, private and non-profit entities, will expend resources under their own authorities, including implementation of mutual aid agreements, before requesting resources.

3.2.4.   In any disaster, primary consideration is given to life safety resources and, if available, critical life-sustaining commodities.

3.2.5.   The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability, including necessary resource mission-ready packages.

3.2.6.   Individual supplies of critical lifeline resources such as water, food, first aid, durable medical goods, medications, shelter and sanitation supplies, and fuels, may be exhausted due to impacts of disasters.

3.2.7.   Routine forms of communications may be severely interrupted during the initial phases of an emergency or disaster.

3.2.8.   Transportation to affected areas may be cut off due to damage to roads, bridges, airports, and other transportation infrastructure.

3.2.9.   Disaster survivors located in mass care facilities will receive necessary life-sustaining services from the facility.

3.2.10. Depending on the severity and location of the incident, response activities may require temporary and long-term resource solutions.

3.2.11. In a catastrophic incident, a vast amount of emergency resources will be required in order to respond to the immediate needs of the affected population. These resources may not be available in a timely manner and may not be available to every resident. Resources will be required from other local governments, the State and Federal government, as well as other mutual aid and private and non-profit organizations around the Country.

4. **Concept of Operations**

    4.1. General

    4.1.1.   The Annex has been developed to coordinate resources available for disaster-related response and recovery operations to maximize the use of available resources.

    4.1.2.   The resource management function is necessary to ensure that:

      4.1.2.1. A complete picture of available resources is known to decision-makers.

      4.1.2.2. All available resources are used appropriately and arrive where and when they are most needed.

      4.1.2.3. Additional resources can be secured for responders as their own resources are expended or damaged.

      4.1.2.4. Critical resource needs of the public are met despite disruption of commerce and infrastructure.

      4.1.2.5. Accountability is maintained for the City's use of resources.

    4.1.3.   When the Snohomish County ECC is activated, it will be the focal point for resource management. Representatives from impacted jurisdictions, agencies, districts, and departments will submit requests to the ECC to assist in resource identification, prioritization, coordination, management, distribution, and conservation of supplies and resources.

    4.1.4.   Resources will be prioritized to meet life-safety sustaining functions and maintaining essential services.

    4.1.5.   Normal government supply procedures government will be used when possible.

    4.1.6.   Snohomish County will proclaim a State of Emergency when existing resources or budgets are at or near capacity or when it is forecasted that resource demands exceed existing capabilities and will request support from the Washington State Emergency Operations Center (SEOC).

    4.1.7.   Resources mobilized during an incident will include a process for demobilization when no longer required.

    4.2. Organization and Responsibilities

      4.2.1. All ESF Agencies

         4.2.1.1.1. All primary and supporting ESF agencies must establish logistical support to their personnel and equipment

         4.2.1.1.2. Provide expertise on resource capabilities and requirements for response and recovery operations.

4.2.1.1.3. Activate mutual aid agreements and vendor contracts to resource needs.

4.2.1.1.4. Assist with deployment of resources through operational planning and processes.

4.2.1.1.5. Maintain contracts and contact information for resource providers, vendors, and contractors.

4.2.2. Primary Agencies

4.2.2.1.   Snohomish County Department of Emergency Management (Coordinating Agency)

4.2.2.1.1. Receive, consider, and prioritize resource requests from districts, departments, and jurisdictions, and work with regional partners to prioritize resource requests across multiple jurisdictions.

4.2.2.1.2. Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment.

4.2.2.1.3. Through the JIC, coordinate and disseminate information concerning resource availability and distribution for the public.

4.2.2.1.4. Logistical operations include locating, procuring, and issuing resources and locating available space and facilities to support the PC EOC, County departments, and incident management activities.

4.2.2.1.5. Provide administrative support for the Washington State Emergency Worker Program to include the registration of emergency workers prior to, during, and after an incident.

4.2.2.1.6. Ensure field personnel, Departmental Operations Centers and other jurisdiction EOCs understand processes and procedures for requesting resources from the County ECC.

4.2.2.1.7. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.2.2. Snohomish County Finance Department

4.2.2.2.1. Coordinate emergency purchases and procurement of emergency supplies and equipment not covered in existing County codes and emergency procedures.

4.2.2.2.2. Develop department procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.

4.2.2.2.3. Maintain purchasing and financial records of any expenditure used for response or recovery from the emergency or disaster.

4.2.2.2.4. Create and issue project codes for tracking disaster related costs.

4.2.2.2.5. Assign credit cards and manage credit card limits to support emergency purchasing.

4.2.2.2.6. Coordinate vendor payments.

4.2.2.2.7. Establish procedures for the payroll of essential personnel.

4.2.3. Supporting Agencies

4.2.3.1. Snohomish County Facilities and Fleet

4.2.3.1.1. Coordinate with the on immediate facilities and fleet resource requests, as needed.

4.2.3.1.2.   Provide, direct, and coordinate locating, procuring, issuing resources, and available facilities and fleet vehicles to support the response and recovery efforts.

4.2.3.1.3.   Maintain existing contracts and establish new ones as indicated for an effective response and recovery.

4.2.3.1.4.   Maintain and implement procedures for acquisition, disposition, leasing and contracting for construction and repair of public facilities.

4.2.3.1.5.   Identify, provide, and review fleet vehicle and facility inventories.

4.2.3.1.6.   Provide expertise on soliciting bids, contracting, and construction project management.

4.2.3.1.7.   Provide fueling and fuel storage for response vehicles.

4.2.3.1.8.   In coordination with ESF 2, identify and implement communications and information technology required for ECC and field locations.

4.2.3.1.9.   Implement and establish contracts and procedures for emergency acquisition, disposition, leasing and contracting for construction and repair of public facilities.

4.2.3.2.   Snohomish County Human Resources Department

4.2.3.2.1.   Recruit and hire of additional personnel resources necessary for the response, recovery, and continuity of operations and government.

4.2.3.2.2.   Ensure appropriate payroll obligations and processes are met.

4.2.3.2.3.   Develop and implement procedures to transition employees performing non-essential services to positions performing essential services.

4.2.3.2.4.   Oversee the County's volunteer service policy and agreement.

4.2.3.3.   All Snohomish County Departments

4.2.3.3.1.   Develop and maintain a continuity of operations plan (COOP) that outlines the available resources of the department and essential functions.

4.2.3.3.2.   Provide staffing for the Snohomish County ECC and other response operations, when requested.

4.2.3.3.3.   Identify any resources that may be available during response and recovery.

4.2.3.4.   American Red Cross - Snohomish County Chapter

4.2.3.4.1.   Identify and provide resource capabilities list to ESF 6 which may include shelter, food, and health and mental health services.

4.2.3.5.   Snohomish Health District

4.2.3.5.1.   Identify, track, and support resource management and logistics for health and medical needs.

4.2.3.5.2.   Provide expertise on health and medical resource capabilities and requirements.

4.2.3.5.3.   Recruit, organize, train, exercise, and deploy Medical Reserve Corps (MRC) volunteers.

4.2.3.5.4.   Activate mutual aid agreements and vendor contracts to meet health and medical resource needs.

4.2.3.6.   United Way

4.2.3.6.1.   Serve as the lead organization for soliciting and distributing cash donations.

4.2.3.6.2.   Work with charitable organizations and community partners to bring resources and services to those in need.

4.2.3.7.   Washington Military Department Emergency Management Division (WAEMD)

4.2.3.7.1. Activate the SEOC to coordinate resource support for State, Tribal and local jurisdictions.

4.2.3.7.2. Serve as the lead agency in the implementation of the Washington State Emergency Worker Program.

4.2.3.7.3. Fulfill resource requests as prioritized by the Snohomish County ECC.

4.2.3.7.4. Coordinate with local agencies on priority transportation routes that align with the State commercial vehicle pass and business re-entry programs.

4.2.3.7.5. Coordinate State and interstate mutual aid and Emergency Management Assistance Compact (EMAC) requests.

4.2.3.7.6. Identify and distribute State master contracts available for use by local jurisdictions.

4.2.3.8. Other Non-governmental Relief Organizations

4.2.3.8.1. Provide support to the donated goods and services management programs consistent with their charter, mission, policies, and procedures.

4.2.3.8.2. Establish and implement plans and procedures for organizing and deploying community-based, faith-based, and non-governmental resources and services.

4.2.3.8.3. Identify and coordinate funding, resources, and services to meet disaster survivors' unmet needs.

4.2.3.8.4. Work with State and national level Voluntary Organizations Active in Disaster (VOAD) and faith-based organizations to acquire additional funding and resources.

4.2.3.8.5. Manage and staff Community Points of Distribution.

4.2.3.8.6. Serve as a lead organization for managing solicited donations.

4.2.3.9. Paine Field Airport

4.2.3.9.1. Paine Field has been listed by the State of Washington as one of the Regional resource collection and distribution sites.

4.2.3.9.2. Develop operational procedures to conduct damage assessment of airport facilities.

4.2.3.9.3. Identify process to work with tenants and Federal agencies to coordinate airport operations to accommodate resource operations.

4.2.3.10. Federal Emergency Management Agency (FEMA)

4.2.3.10.1. Serve as the Federal logistics coordinator for Federal and International resources.

4.2.3.10.2. Establish incident support bases and Federal staging areas and coordinate with SEOC and ECC Resourcing Section to deliver commodities.

4.3. Procedures

4.3.1. All resource requests unable to be filled through the Incident Commander or local EOC, will be received and processed through the Snohomish County ECC.

4.3.2. Resource requests will be evaluated and prioritized by Snohomish County ECC personnel.

4.3.3. It will be the responsibility of Snohomish County ECC personnel to track the status of mission requests through completion of the recovery phase.

4.4. Mitigation Activities

4.4.1. Develop mutual aid agreements to augment County resources necessary for response and recovery. Agreement should include provisions for pre-incident deployment under an emergency proclamation.

4.4.2.   Work with departments and agencies to establish and review roles and
          responsibilities for preparedness, response, and recovery resources.
4.4.3.   Develop pre-incident contracts, MOUs, and vendor lists with private sector
          vendors that can provide essential goods and services during an emergency.
          Ensure the contracts meet FEMA guidance for reimbursement, if applicable.
4.4.4.   Identify emergency supplies needed for personnel and isolated populations; pre-
          position those supplies as appropriate and resources permit and identify
          necessary transportation requirements.

4.5. Preparedness
4.5.1.   Conduct emergency management training with ESF 7 support agencies.
4.5.2.   Coordinate back-up plan for staffing the Snohomish County ECC if designated
          staff are unavailable.
4.5.3.   Develop procedures to expedite emergency resource leasing of resources.
4.5.4.   Contact agencies with which contracts, agreements or arrangements have been
          made.
4.5.5.   Identify warehouses and locations that could be used for staging areas for
          incoming resources.
4.5.6.   Compile resource lists from Snohomish County ECC representative agencies.
4.5.7.   Identify pre-positioned distribution points for resources and public assistance.
4.5.8.   Ensure ECC access to the County's inventory of equipment assets, vehicles, and
          owned and leased facilities, access to County vendor and contract lists, access
          to State and Federal contracts available for use by local jurisdictions.
4.5.9.   Follow NIMS guidance for typed and credentialed resources and ensure
          resources are typed in the ECC Resourcing SOG and WebEOC SOG.
4.5.10.   Develop pre-scripted resource requests and coordinate them with local, State,
          private-nonprofit and private sector partners.
4.5.11.   Develop mission ready packages for critical response and recovery capabilities.
4.5.12.   Pre-plan field logistics sites including executing facility agreements and pre-
          designating equipment and staffing.
4.5.13.   Work with private sector partners to understand their business continuity plans
          and supply chain interdependencies.
4.5.14.   Understand the capability and capacity of various modes of transportation to
          support the movement of resources.
4.5.15.   Develop procedures and credentials for providing access to affected areas.
4.5.16.   Develop the capability to quickly expand ESF 7 to meet a surge in demand.

4.6. Response
4.6.1.   Anticipate needs based on damage assessment reports and prior disasters.
4.6.2.   Receive resource requests and route as outlined in the ECC Resourcing SOG.
4.6.3.   Establish resource delivery using emergency staging/distribution system.
4.6.4.   Secure resources through purchasing agreements, contracts, donations, mutual
          aid, and/or other procurement means.
4.6.5.   Evaluate current and projected resource needs, coordinate with ESF 1, ESF 3,
          and ESF 13 to identify where resources can be transported, through which
          available modes, and if existing infrastructure can support needed resources.
4.6.6.   Divert non-emergency resources to emergency use and initiate mutual aid
          agreements and vendor contracts for additional resource support.
4.6.7.   Work with ESF 15 to solicit donated goods and services.
4.6.8.   Push resource requests that cannot be filled through local resources to the
          SEOC.
4.6.9.   Track resource requests through WebEOC, if available, or 213-RR and the use
          of alternate communications capabilities.

4.6.10. Establish base camps, staging areas, volunteer reception centers, and other logistics sites to receive, stage, manage, and deploy resources.

4.6.11. Establish Points of Distribution (PODs) to provide life-sustaining commodities.

4.6.12. Coordinate with ESF 13 to ensure re-entry and transportation access credentials and security requirements.

4.6.13. Coordinate with other resource requestors and projected requirements, movement coordination, and emergency supply chain operations.

4.6.14. Coordinate and track resource demobilization and reassignment.

4.6.15. Work with the Incident Commander/Unified Command to identify if a staging area has been identified or if resources will be delivered directly to a recipient.

4.6.16. Resources can also be strategically pre-positioned and distributed to locations for storage prior to an incident.

4.6.17. Volunteer and Donations Management

    4.6.17.1. During disasters and emergencies, volunteers with diverse training and skills will likely come to the disaster area to assist in the response and recovery effort.

    4.6.17.2. The Resourcing Section will coordinate with ESF representatives, and the Community Organizations Active in Disasters (COAD)/Volunteer Originations Active in Disasters (VOAD) (equivalent to Snohomish County Organizations Active in Readiness, Resilience, Response and Recovery – SOAR4) to pair volunteers with requests for resources.

    4.6.17.3. Volunteer Reception Centers may be established to conduct screenings and assignments of volunteers based on resource requirements.

    4.6.17.4. A Volunteer Reception Center may classify volunteers based on qualifications and abilities, register volunteers in accordance with the Emergency Service Worker Program, and match volunteers to ECC resource requests.

    4.6.17.5. Resourcing will receive and track hours, activities, and logs of volunteers. A copy will be provided to the Planning Section.

    4.6.17.6. Unsolicited donated goods may arrive in the local area without warning, unsorted and with minimal packaging and markings. Donations management and coordination will be needed. Unsolicited donations often cannot be provided directly to disaster survivors due to concerns for logistics, safety, and liability.

    4.6.17.7. When unsolicited volunteers or donations are accepted, the ECC Resourcing Section will assign a Donations Lead per the ECC Resourcing SOG who is responsible for coordinating and facilitating the effective management and utilization of donations from the private sector and the general public in coordination with Snohomish County Organizations Active in Disasters.

4.6.18. Community Points of Distribution (CPODs)

    4.6.18.1. A CPOD is a location where commodities are distributed to members of the public as a component of resource distribution.

    4.6.18.2. The section is based on IS-26 Guide to Points of Distribution (PODs) and outlines the procedures for managing the distribution of food, water, and other critical supplies (such as baby formula or ice) to the public.

    4.6.18.3. The activation of a CPOD begins when a local jurisdiction or the ECC determines that the public requires public delivery of life saving or sustaining commodities.

    4.6.18.4. When possible, any medical distribution activities may occur concurrently with CPODs.

4.6.18.5. Once the decision to activate a CPOD has been made, DEM will identify information regarding location of the CPOD, the size of the CPOD (Type I, II or III), time and date the CPOD must open, the type and quantity of commodities, and estimated date and time of first supply shipment.

4.6.18.6. DEM will coordinate with the CPOD team who will set up, manage, and demobilize the CPOD.

4.6.18.7. CPODs must have adequate staffing, equipment, layout, accessibility, delivery trucks, traffic control, security, language and assistance services.

4.6.18.8. When the need for commodities exceeds the County's and State's capability, under a Presidential Declaration, the State can request that the Federal Emergency Management Agency (FEMA) provide the additional requirements. Commodities are delivered from the Federal staging areas to State logistical staging areas where the State in-turn supplies the County, and finally local jurisdictions coordinate the pick-up and delivery of these commodities to local CPODs.

4.6.18.9. Typically, a CPOD has a supply line (where supply trucks unload and resources are, if necessary, depalletized and repackaged for individual consumption before being stacked or repalletized), a loading line where supplies are kept waiting on stacked pallets to be distributed to the public, a vehicle line for the public to drive through and be provided with supplies, and a pedestrian lane for members of the public that walk up to the CPOD or take public transportation. CPOD locations must be coordinated with ESFs 1, 3, 5, 13, and 15.

4.7. Recovery

4.7.1. Demobilize all resources including equipment, supplies, volunteers, and staff.

4.7.2. Arrange for relocation, disposal or storage of excess resources and donations.

4.7.3. Close facilities after verifying that all paperwork is completed.

4.7.4. Identify resource suppliers willing to be contacted for future incidents.

4.7.5. Send or ensure that appropriate letters/certificates are presented to donors and suppliers.

4.7.6. Ensure all resources are accounted for and adjudicated.

4.7.7. Submit reimbursement documentation.

4.7.8. Continue sourcing and filling resource requests to support recovery efforts.

4.7.9. Continue to capture costs and document decisions made and actions taken.

4.7.10. Continue to compile and prepare documentation relevant to any resources received through procurement or the Statewide Mutual-Aid Agreement.

5. References

5.1.   United States Public Law 104-321, Emergency Management Assistance Compact

5.2.   United States Public Law 105-381, Pacific Northwest Emergency Management Arrangement

5.3.   Code of Federal Regulations (CFR) 44, Part 205, Emergency Management and Assistance

5.4.   Chapter 38.52 RCW - Emergency Management

5.5.   Chapter 38.56 RCW - Intrastate Mutual Aid System

5.6.   Chapter 39.34 RCW - Interlocal Cooperation Act

5.7.   WAC 118-30 - Local Emergency Management/Services Organizations Plans and Programs

5.8.   Community Points of Distribution Planning, A Guide for Washington Communities, July 2014

5.9.   DHS, FEMA's Logistics Management Process for Responding to Catastrophic Disasters, July 2010

5.10. DHS, National Preparedness Goal, September 2015

5.11. FEMA IS-26, Guide to Points of Distribution, December 2008

5.12. National Incident Management System Guideline for Credentialing of Personnel, August 2011

5.13. National Response Framework, June 2016

5.14. Post-Disaster Regional Supply Chain Resilience

5.15. Presidential Policy Directive 8: National Preparedness, March 2011

5.16. Puget Sound Region Resource Management and Logistics Toolkit, July 2012

5.17. Puget Sound Region Volunteer and Donations Management Toolkit

5.18. Washington State Intrastate Mutual Aid System, Operations & Deployment Guide, May 2016

6. Support Plans
    6.1.   ECC Resourcing SOG
    6.2.   Volunteer and Donations Management Plan (Draft)

ESF 8 Public Health and Medical Services

Overview
ESF 8 describes the roles and responsibilities of agencies tasked with the providing health and medical care during the response and recovery phases of a disaster.

ESF Coordinating Agency
Snohomish Health District

Primary Agency
Snohomish Health District

Supporting Agencies
American Red Cross – Snohomish County Chapter
Disaster Medical Coordination Center (DMCC)
Fire Departments and Districts / EMS / Medical Transportation
Hospital Systems/Clinics/Community Health Centers
Mental Health Facilities
Northwest Healthcare Response Network
Snohomish County Medical Examiner
Snohomish County Medical Reserve Corps
Washington State Department of Health
Washington State Department of Social and Human Services

1. **Introduction**

    1.1. **Purpose**
        1.1.1. To organize, mobilize, coordinate, and direct public health and medical resources and support in an emergency or disaster.
        1.1.2. To provide for the coordination of pre-hospital, hospital, medical community, and fatality management.
        1.1.3. To provide for the care of the sick, injured and dead resulting from an emergency or disaster.
        1.1.4. To facilitate the coordinated use of medical resources such as personnel, facilities, equipment, and supplies.
        1.1.5. To provide for the systems and methods required for surveillance, mitigation, and interventions to reduce the impact(s) from incidents potentially or actually affecting public health in Snohomish County, including food safety, environmental health, and communicable diseases.
    1.2. **Scope**
        1.2.1. This annex identifies the key policies, concepts of operation, roles and responsibilities and capabilities associated with ESF 8 Public Health and Medical Services for local and Tribal jurisdictions within Snohomish County. Specific operating procedures and protocols are addressed in documents maintained by the ESF 8 partner organizations.
        1.2.2. The annex addresses:
        - Health care provider coordination
        - Public health
        - Mass fatality management
        - Mental health (In conjunction with ESF 6)

2. Policies

2.1.1. Local Health Officer Authority: RCW 70.05.070

2.1.1.1. Take such action as is necessary to maintain health and sanitation supervision.

2.1.1.2. Control and prevent the spread of any dangerous, contagious or infectious diseases that may occur.

2.1.1.3. Inform the public as to the causes, nature, and prevention of disease and disability and the preservation, promotion and improvement of health within his or her jurisdiction.

2.1.1.4. Prevent, control or abate nuisances which are detrimental to the public health.

2.1.2. Local Health Officer Authority: WAC 246-100-036

2.1.2.1. The local Health Officer shall establish, in consultation with local health care providers, health facilities, emergency management personnel, law enforcement agencies, and any other entity he or she deems necessary, plans, policies, and procedures for instituting emergency measures necessary to prevent the spread of communicable disease or contamination.

2.1.2.2. Local Health Officer shall, when necessary, conduct investigations and institute disease control and contamination control measures, including medical examination, testing counseling, treatment, vaccination, decontamination of persons or animals, isolation, quarantine, vector control, condemnation of food supplies, and inspection and closure of facilities, or other measures he or she deems necessary based on his or her own professional judgment, current standards of practice, and the best available medical and scientific information.

2.1.3. Medical Examiners jurisdiction over remains: RCW 68.50.010

2.1.3.1. The jurisdiction of bodies of all deceased persons who come to their death suddenly when in apparent good health without medical attendance within the thirty-six hours preceding death; or where the circumstances of death indicate death was caused by unnatural or unlawful means; or where death occurs under suspicious circumstances; or where an autopsy or postmortem or inquest is to be held; or where death results from unknown or obscure causes, or where death occurs within one year following an accident; or where the death is caused by any violence whatsoever…; or where death is due to a violent contagious disease or suspected contagious disease which may be a public health hazard.

2.1.4. Medical Program Director: WAC 246-976-920

2.1.4.1. The certified MPD must:

2.1.4.1.1. Provide medical control and direction of EMS certified personnel in their medical duties. This is done by oral or written communication;

2.1.4.1.2. Develop and adopt written pre-hospital patient care protocols to direct EMS certified personnel in patient care. These protocols may not conflict with regional patient care procedures. Protocols may not exceed the authorized care of the certified pre-hospital personnel as described in WAC 246-976-182;

2.1.4.1.3. Establish policies for storing, dispensing, and administering controlled substances. Policies must be in accordance with state and federal regulations and guidelines;

2.1.4.1.4. Participate with local and regional EMS/TC councils to develop and revise:

2.1.4.1.4.1. Regional patient care procedures;

2.1.4.1.4.2.   County operating procedures when applicable. COPS do not conflict with regional patient care procedures; and
2.1.4.1.4.3.   Participate with the local and regional EMS/TC councils to develop and revise regional plans;
2.1.4.1.5.   Work within the parameters of the approved regional patient care procedures and the regional plan;
2.1.4.1.6.   Supervise training of all EMS certified personnel;
2.1.4.1.7.   Develop protocols for special training described in WAC 246-976-023(4);
2.1.4.1.8.   Periodically audit the medical care performance of EMS certified personnel;
2.1.4.1.9.   Recommend to the secretary certification, recertification, or denial of certification of EMS personnel;
2.1.4.1.10.   Recommend to the secretary disciplinary action to be taken against EMS personnel, which may include modification, suspension, or revocation of certification; and
2.1.4.1.11.   Recommend to the department individuals applying for recognition as senior EMS instructors.
2.1.4.1.12.   In accordance with department policies and procedures, the MPD may:
  2.1.4.1.12.1.   Delegate duties to other physicians, except for duties described in subsection (3)(b), (i), (j), and (k) of this section. The delegation must be in writing;
  2.1.4.1.12.2.   The MPD must notify the department in writing of the names and duties of individuals so delegated, within fourteen days of appointment;
  2.1.4.1.12.3.   The MPD may remove delegated authority at any time, which shall be effective upon written notice to the delegate and the department.
2.1.4.1.13.   Delegate duties relating to training, evaluation, or examination of certified EMS personnel, to qualified non-physicians. The delegation must be in writing;
2.1.4.1.14.   Enter into EMS medical control agreements with other MPDs;
2.1.4.1.15.   Recommend denial of certification to the secretary for any applicant the MPD can document is unable to function as an EMS provider, regardless of successful completion of training, evaluation, or examinations; and
2.1.4.1.16.   Utilize examinations to determine the knowledge and abilities of certified EMS personnel prior to recommending applicants for certification or recertification.
2.1.4.1.17.   The secretary may withdraw the certification of an MPD for failure to comply with the Uniform Disciplinary Act (chapter 18.130 RCW) and other applicable statutes and regulations.
2.1.5. Disaster Medical Coordination Center (DMCC)
  2.1.5.1.   Determine bed availability and patient placement.

3. Situation
3.1. Emergency/Disaster Conditions and Hazards
3.1.1. Snohomish County is at risk from many hazards with the potential to cause wide spread illness, injuries or deaths. The number of people in need and the type and duration of health and medical services required will vary greatly depending on the hazard and its severity.

3.1.2. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.1.3. The Region 1 Healthcare Coalition conducted a Hazard Vulnerability Analysis in 2012 and found these are the top hazards for the Region as a whole:
- Earthquake
- Severe storm
- Communications failure
- Flood
- Mass casualty – trauma
- High winds

3.2. Planning Assumptions

3.2.1. Disasters are likely to increase public health demand for health and medical services and information. Situations with potential threat to health and safety of the community require coordination of public health and medical response. These could include natural disease outbreaks.

3.2.2. There are 4 acute care hospitals in Snohomish County and multiple clinic facilities. Health and medical facilities may be severely damaged, destroyed, or rendered unusable.

3.2.3. Those facilities which survive with little or no structural damage may be rendered unusable or only partially usable because of damage to, or reduction of utilities (power, water, and sewer).

3.2.4. Availability of medical care personnel may be limited due to injury, illness, personal concerns/needs or limited access to work locations.

3.2.5. The incident may generate casualties beyond the normal capacities of the local health and medical agencies in the county.

3.2.6. The extent of damage, availability of trained personnel, and other factors may require altered standards of patient care to be implemented.

3.2.7. Disasters may cause medical supplies and resources to become damaged or unavailable. Additionally, a large number of medical service providers, facilities and/or personnel may be affected and unavailable to provide assistance. Some disasters may also impact neighboring counties there by limiting the availability of mutual aid.

3.2.8. Infrastructure (transportation, communications, utilities, etc.) may be damaged and impact the ability of the county's health and medical services to be effective.

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

3.2.10. The damage and destruction caused by an emergency or disaster will produce urgent needs for mental health crisis counseling and spiritual support for disaster survivors and emergency response personnel.

3.2.11. Health and related services will be restored to normal operations during the recovery period as soon as possible and within the limitations and capabilities allowed of affected agencies following the emergency or disaster.

3.2.12. Security may be needed at hospitals, clinics, medication dispensing sites, alternate care facilities, and other medical agencies during a major health and medical incident.

3.2.13. Uninjured persons who require daily maintenance medications (e.g. insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations and general shortages within the disaster area.

3.2.14. An emergency resulting from an explosion, toxic gas, radiation, or biological release could occur that may produce a large concentration of specialized injuries that would overwhelm the local medical system, and/or result in the contamination of medical personnel or medical facilities which could reduce or eliminate the ability of those personnel or facilities to continue providing aid.

3.2.15. The county's behavioral health system may become overwhelmed and produce a critical need for mental health and crisis counseling services for survivors, emergency response personnel and the public.

4. Concept of Operations

4.1. General

4.1.1. With the potential for, or the occurrence of an incident, the Emergency Coordination Center (ECC) will notify the Health District Duty Officer. This notification may be by telephone, email, or text. Such notification may be to advise of a potential incident, announce an activation of the ECC, or to pass a request from local jurisdiction officials requesting assistance.

4.1.1.1. The Health District will make further notification in accordance with internal plans, procedures, or practices.

4.1.1.2. The Health District will notify ESF 8 supporting agencies for their assistance, as needed

4.1.1.3. Supporting agency representatives will be consulted as necessary.

4.1.2. ESF 8 response and recovery activities will be coordinated from the ECC when it is activated and has become operational. The ECC will consist of a core staff supplemented by other local government and private organizations, as the situation dictates. During the initial activation the ESF 8 staff will consist of designated staff from the Health District.

4.1.3. All support agencies and organizations will be notified and tasked to provide 24-hour representation, as necessary. Each support agency and organization is responsible for ensuring that sufficient program staffs are available to support the ECC and to carry out the activities tasked to their agency or organization on a continuous basis. Individuals representing agencies and organizations who are staffing the ECC must have extensive knowledge of the resources and capabilities of their respective agencies or organizations, and have access to the appropriate authority for committing such resources during response and recovery operations.

4.1.4. ESF 8 will maintain coordination with the appropriate local jurisdiction, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests will be made by telephone, radio, or face-to-face, conversations rather than by formally written requests.

4.1.5. The ESF 8 representative will continuously acquire and assess information about the situation. The representative will continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information. Information from the disaster area will be furnished by local agencies. Other sources of information may include assessment teams dispatched by the Health District, supporting agencies and organizations, various county officials in the affected area, or broadcast media.

4.1.6.   In the early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of the ESF 8 representative to decide whether to authorize assistance. Every attempt shall be made to verify the need before providing assistance. However, it may be necessary to proceed with assistance on a limited basis before verifications are obtained. In such a situation, the ESF 8 representative will use common sense, be flexible and responsive to meeting perceived time critical needs.

4.1.7.   Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups or experts to be assembled by the ESF 8 representative. They would review health and medical intelligence information, and advice on specific strategies to be employed in order to appropriately manage and response to a specific situation.

4.1.8.   Requests for information may be received at the ECC from various sources, such as the media and general public. These requests will be referred to the appropriate agency via the ESF-15 representative. A Joint Information Center may be set up to coordinate information to the media or general public.

4.1.9.   The ESF 8 representative(s) will keep a log of all activities while working in the ECC. The ESF 8 representative(s) will provide information as requested for the ECC Situation Reports.

4.1.10. The ESF 8 representative will utilize available local health and medical resources to the extent possible to meet the needs identified by local agencies. Requests for additional resources will be made through Snohomish County ECC Resource Section, to SEOC ESF 8 representative.

4.2. Organization and Responsibilities
4.2.1. Coordinating and Primary Agency
4.2.1.1.   Snohomish Health District

4.2.1.1.1.   Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.1.1.2.   Issuing permits and inspecting all businesses selling food to the public.

4.2.1.1.3.   Issuing permits for on-site septic systems, small public water systems and solid waste disposal facilities.

4.2.1.1.4.   Evaluating and responding to complaints about garbage accumulations, failing septic systems, potential toxins in the environment, contaminated wells, vermin, and other potential public health risks.

4.2.1.1.5.   Collecting and analyzing disease reports to detect outbreaks and trends.

4.2.1.1.6.   Responding to disease/biological outbreaks with appropriate control measures, including mass immunizations/prophylaxis.

4.2.1.1.7.   Providing support during a response to a radiological incident through activation of Community Reception Centers. (WA DOH would be the lead agency in this type of incident).

4.2.1.1.8.   Providing lead responsibilities for public health information.

4.2.1.1.9.   Issuing birth and death certificates.

4.2.1.1.10. Activate the Medical Reserve Corps as needed.

4.2.1.1.11. Coordinate health and medical and mental health care delivery services.

4.2.1.1.12. Provide representative(s) to the county ECC when requested.

4.2.1.1.13. Ensure health and safety of Health District staff and clients.

4.2.1.1.14. Provide for disease prevention, control and response.

4.2.1.1.15. Ensure safety of drinking water and food stocks.

4.2.1.1.16. Monitor and advise on the public's health resulting from other environmental exposures such as natural gas leaks and chemical spills.

4.2.1.1.17. Keep the public informed about public health issues and appropriate response.

4.2.1.1.18. Maintain vital statistics.

4.2.1.1.19. Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.

4.2.1.1.20. Continue to provide advice and monitoring through the recovery phase of an emergency or disaster.

4.2.1.1.21. Coordinate the identification and treatment of zoonotic disease outbreaks with local veterinarians and Washington State Department of Agriculture or Washington State Department of Fish and Wildlife as deemed necessary.

4.2.1.1.22. Credential, train, and track Medical Reserve Corps volunteers.

4.2.1.1.23. Provide guidance and oversight for the disposal of animal carcasses to ensure public health is not at risk.

4.2.1.1.24. Facilitate activation of Family Assistance System/Family Assistance Center in conjunction with Snohomish County Medical Examiner and community partners.

4.2.1.1.25. Provide a representative to the Joint Information Center (JIC) and coordinate public health and medical services related information through ESF 15 and the Joint Information System (JIS) including alert and warning capabilities.

4.2.1.1.26. Coordinate the deployment of the Strategic National Stockpile.

4.2.1.1.27.   Preparedness

4.2.1.1.27.1. Review the ESF 8 Annex annually and update as needed.

4.2.1.1.27.2. Continually evaluate the capabilities required to accomplish the ESF 8 mission, identify any gaps, and leverage resources to address them.

4.2.1.1.27.3. Manage the resolution of ESF 8 after-action issues.

4.2.1.1.27.4. Develop and/or participate in relevant ESF related planning, training, and exercise activities as the local, regional, state and/or federal level.

4.2.1.1.27.5. Ensure necessary supplements to the ESF annex are developed and maintained (including emergency contact lists, resource lists, departmental/functional plans, procedures, protocols, and ECC job aids).

4.2.1.1.27.6. Ensure representatives from the Health District and support agencies are fully trained and prepared to respond to the county ECC.

4.2.1.1.28.   Response

4.2.1.1.28.1. Establish and maintain operational awareness of public health and medical services through direct communications links with operational units in the field and/or their appropriate coordinating entities;

4.2.1.1.28.2. Collect and analyze information relevant to ESF 8 and report using either the county SharePoint site (or paper forms), and contribute to Action Plans, and Situation reports.

4.2.1.1.28.3. Receive, manage and track resource requests for ESF 8;

4.2.1.1.28.4. Ensure full coordination of activities with other groups within the ECC to assist in the development and maintenance of a common operating picture.

4.2.1.1.28.5. Coordinate strategies identified in the Snohomish County Disaster Debris Management Plan.

4.2.1.1.28.6. Snohomish Health District Department Operations Center (SHD DOC) will activate as necessary under the NIMS/ICS.

4.2.1.1.28.7. The SHD DOC may activate separate from this Plan and Annex.

4.2.1.1.28.8. The SHD DOC will coordinate the normal functions and operations of SHD and, as requested, provide and coordinate local health resources to support response operations including:

4.2.1.1.28.8.1. Issuing and dissemination public health alerts, advisories, and orders

4.2.1.1.28.8.2. Coordinating state and federal health and medical agencies

4.2.1.1.28.8.3. Monitoring and permitting of local hazardous, medical, and solid waste activities including for residents on septic systems

4.2.1.1.28.8.4. Food safety and illnesses including monitoring, testing, and permits

4.2.1.1.28.8.5. Monitoring and testing of water sources and systems including resident's well systems

4.2.1.1.28.8.6. Monitoring, deployment, and analysis of disease and public health surveillance systems to include prevention measures for diseases

4.2.1.1.28.8.7. Community health programs and services including administering any applicable service programs

4.2.1.1.28.8.8. Prioritizing and issuing of birth and death certificates

4.2.1.1.28.8.9. Coordinating vector control with other local, state, and federal agencies

4.2.1.1.29.   Recovery

4.2.1.1.29.1. Coordinate the ESF 8 support of recovery activities.

4.2.1.1.29.2. Coordinate the restoration of ESF 8 resources and/or capabilities as needed.

4.2.1.1.29.3. Ensure ESF 8 representatives provide appropriate records of costs incurred.

4.2.1.1.29.4. Transition to the Health and Human Services Recovery Support Function

4.2.1.1.29.5. Conduct an ESF 8 after action review.

4.2.1   Support Agencies
4.2.1.27 Department of Health and Human Services
4.2.1.27.2 Response

4.2.1.27.2.1 Identify to ESF 8 lead agency, children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs, with

their specific health-related needs in advance of, during, and following an emergency.

4.2.1.27.2.2 Coordinate with ESF 8 lead agency, actions that will be taken to secure medical records to enable children with disabilities and/or other special health care needs, as well as individuals with disabilities and others with access and functional needs, to receive health care and sustained rehabilitation in advance of, during, and following an emergency.

4.2.1.28 Disaster Medical Coordination Center (DMCC)

4.2.1.28.2 The Disaster Medical Coordination Center (DMCC) is located at Providence Regional Medical Center in Everett; the alternate DMCC would be Peace Health St Joseph Hospital in Bellingham.

4.2.1.28.3 Provide initial alert notifications utilizing agency/county/regional alerting tool(s).

4.2.1.28.4 Conduct initial and ongoing bed counts in the event of a Mass Casualty Incident (MCI), and work with EMS and hospitals to coordinate placement of multiple patients to appropriate health care facilities.

4.2.1.28.5 Coordinate activities with the Federal Coordination Center (FCC) during National Disaster Medical System (NDMS) activations.

4.2.1.28.6 Provide initial alert notifications utilizing agency/county/regional alerting tool(s).

4.2.1.28.7 Conduct initial and ongoing bed counts in the event of a Mass Casualty Incident (MCI), and work with EMS and hospitals to coordinate placement of multiple patients to appropriate health care facilities.

4.2.1.28.8 Coordinate activities with the FCC during National Disaster Medical System (NDMS) activations.

4.2.1.2.   Hospital Systems/Clinics/Community Health Centers

4.2.1.28.9 The primary responsibility of hospital systems is to perform patient triage and to expedite treatment and care. Other mission essential responsibilities include providing a safe environment which includes: decontamination, safe ingress and egress (facility lockdown), having adequate supplies and resources, coordination of care and resources through other hospital systems, and the protection of staff.

4.2.1.28.10 Hospital administrators will develop policy and procedures for activation of hospital disaster plans to ensure adequate staffing and bed capacity to maintain operations at maximum levels.

4.2.1.28.11 Provide liaisons to the county ECC when requested by ESF 8 representative.

4.2.1.28.12 Conduct an internal damage assessment of facilities and determine the status of patients and personnel, communications capabilities, utilities and other essential resources. This information should be relayed to the ESF 8 representative in the county ECC.

4.2.1.28.13 Request assistance and/or resources through the ESF 8 representative.

4.2.1.28.14 Provide medical care for the ill and injured at local hospitals, and their clinics and temporary treatment facilities when indicated. Direction and control of emergency operations at these facilities will be in accordance with NIMS/ICS.

4.2.1.28.15 Conduct decontamination of patients prior to the delivery of emergency medical care when indicated.

4.2.1.28.16 Stand up the hospital ECC when the internal hospital plan is activated, notify the ESF 8 representative when activated and provide contact information for dissemination of information.

4.2.1.28.17 Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility service interruption to include but not limited to:

4.2.1.28.18 Back-up power, sanitation and potable water provisions.

4.2.1.28.19 In-house capability or emergency service contracts for utility systems repair, damage stabilization and water/debris removal.

4.2.1.28.20 Adequately plan for obtaining emergency medical supplies; pharmaceuticals and linens under disaster conditions to include but not limited to in-house capability by maintaining back up supplies stored onsite; or emergency service contracts with medical supply and pharmaceutical vendors.

4.2.1.3.   Mental Health Facilities

4.2.1.28.21 Coordinate with ESF-6 and 8 to provide specialized medical services as requested.

4.2.1.28.22 Conduct an internal damage assessment of facilities and determine the status of patients and personnel, communications capabilities, utilities, and other essential resources. Relay this information to ESF 8.

4.2.1.28.23 Triage mental health needs within the community.

4.2.1.4.   Fire Departments and Districts / EMS / Medical Transportation

4.2.1.28.24 EMS transport will be coordinated with ESF 13.

4.2.1.28.25 EMS personnel will notify the medical examiner of the existence and location of fatalities at the scene and will not move or remove any remains without medical examiner authorization (RCW 68.50.010).

4.2.1.5.   Snohomish County Medical Examiner

4.2.1.28.26 The Snohomish County Medical Examiner is the lead agency in the jurisdiction of human remains/deceased persons who die unattended or as a result of trauma/ injury or unnatural causes or incidents.

4.2.1.28.27 Transportation and movement of human remains will be at the direction of the Snohomish County Medical Examiner.

4.2.1.28.28 The Medical Examiner's office should conduct an internal damage assessment and determine operational status. This information should be relayed to the Snohomish County Executive's Office, the ECC, and ESF 8 representative.

4.2.1.28.29 The Medical Examiner's office will employ multiple methods to assume jurisdiction on Medical Examiner cases to determine cause and manner of death, establishing positive identification of the deceased as needed including but not limited to visual, dental, Medical/Radiology fingerprints (Washington State Patrol Latent Print Lab), and DNA.

4.2.1.28.30 The Medical Examiner will coordinate necessary operations with the ECC, Snohomish County Health District, Local Law Enforcement, Fire Department, Missing Persons Unit, the DMCC, area funeral directors, Federal Disaster Mortuary Response Team (DMORT),

Local Hospitals, the Washington State Dental Association, and other associated agencies and organizations.

4.2.1.28.31 Coordinates with other agencies to notify next of kin and facilitate appropriate disposition.

4.2.1.28.32 Provide appropriate staff to the Family Assistance System/Family Assistance Center.

4.2.1.28.33 Provide a liaison to the county ECC when requested.

4.2.1.28.34 Coordinate emergency procedures in the management and transportation of deceased/human remains.

4.2.1.28.35 Coordinate temporary morgue locations and operations when indicated.

4.2.1.28.36 Provide staff to Family Assistance System/Family Assistance Center.

4.2.1.28.37 Conduct damage assessments and determine resource needs. Relay the information to ESF 8.

4.2.1.28.38 <u>Response</u>

4.2.1.28.38.1 Response procedures are outlined in the Snohomish County Mass Fatality Plan (Draft).

4.2.1.6. Medical Reserve Corps

4.2.1.6.1. Coordinate available qualified emergency workers to supplement medical capabilities to include physicians, nurses, and other technically medically qualified personnel.

4.2.1.6.2. Coordinate available qualified emergency workers to supplement non-medical staff focused on medical coordination and support.

4.2.1.7. American Red Cross – Snohomish County Chapter

4.2.1.7.1. Establish and operate emergency shelters in accordance with American Red Cross policies and procedures.

4.2.1.7.2. Establish procedures whereby names of survivors will be obtained for health and welfare communications by appropriate agencies and immediate family.

4.2.1.7.3. Assist disaster survivors with replacement of personal medical supplies, glasses, dentures, hearing aids, wheelchairs, prosthesis, etc.

4.2.1.8. Washington State Department of Health

4.2.1.8.1. Provide assistance to Snohomish Health District and/or ESF 8 in disease/suspicious substance identification through the State Public Health Laboratory.

4.2.1.8.2. Coordinate response actions with other local health jurisdictions.

4.2.1.8.3. Provide radiological monitoring, analysis, and assessment assistance and expertise.

4.2.1.9. Northwest Healthcare Response Network

4.2.1.9.1. Maintain community healthcare resource inventory.

4.2.1.9.2. Provide emergency patient tracking and coordination.

4.2.1.9.3. Provide situational awareness briefing to ESF 8.

4.2.1.9.4. <u>Mitigation</u>

4.2.1.9.4.1. Support on-scene medical and local hospitals in requesting additional resources through ESF 8 when local supplies are likely to be exhausted.

4.2.1.9.4.2. Identify and coordinate resource requests with ESF 8 and other regional partners including durable medical equipment, medical

and health supplies, staff, and other resources in accordance with current operational procedures.

4.2.1.9.5.   <u>Preparation</u>

4.2.1.9.6.   <u>Response</u>

4.2.1.9.6.1. Coordinate and relay regional and state-wide health system information and work with SHD to consolidate reporting of Snohomish County information and requests.

4.2.1.9.6.2. Support patient tracking in coordination with ESF 4, the Disaster Medical Coordination Center (DMCC) through the use of WATRAC and applicable federal systems.

4.3. Procedures

4.3.1.1.   The Snohomish Health District maintains emergency operating procedures and plans for various contingencies. These procedures include:

4.3.1.1.1.   Basic plan describing the agency responsibilities

4.3.1.1.2.   Public health chain of command

4.3.1.1.3.   Public health emergency task checklist

4.3.1.1.4.   Public health resource inventory

4.3.1.1.5.   Emergency purchasing, reporting and fiscal requirements

4.3.1.1.6.   Emergency communications

5. Resources
5.1. Public Health Mutual Aid Plan
5.2. Snohomish County Mass Fatality Plan (Draft)
5.3. Snohomish County Family Assistance Center Plan (Draft)

PUBLIC HEALTH MUTUAL AID PLAN
STANDARD OPERATING PROCEDURES

I.   AUTHORITY

This Public Health Mutual Aid Plan Standard Operating Procedures (SOPs) is developed in accordance with the Inter-Jurisdictional Public Health Mutual Aid Agreement (MAA). The protocols contained in these SOPs shall be incorporated into each jurisdiction's public health emergency operations plan. Mutual Aid under the MAA and SOPs is limited to public health jurisdictional functions authorized by RCW 70.05 or 70.46, or other applicable law. Exclusions from Mutual Aid under the MAA and the SOPs include but are not limited to EMS, medical examiner services, and hospital services.

II.   PURPOSE

The purpose of the SOPs is to set forth standard operating procedures for Mutual Aid response under the MAA.

III.   AUTHORIZED REPRESENTATIVES

Each Party HD will designate its Authorized Representative and will establish its own internal procedures for authorizing, making or agreeing to requests for Assistance. (See Appendix 3 for duty officer contact information to reach Authorized Representatives). Appendix 3 shall be updated annually by each Party HD no later than February 1st of each year.

IV.   CONCEPT OF OPERATIONS/INVOKING ASSISTANCE/REQUEST FORMS

A. The Requesting Party HD may activate these SOPs when:

1. In the judgment of the Requesting Party HD, circumstances are sufficient to exceed, or expected to exceed, the capabilities of its local or regional public health response;
2. The Requesting Party HD's public health emergency operations plan is activated;
3. The Requesting Party HD is operating under the Incident Command System; and
4. A mission number has been requested by the local emergency management agency in the Requesting Party HD's jurisdiction and received from the Washington State Emergency Management Department.

B. Activation of Local Mutual Aid Process
   1. Moderate Severity / Complexity: For low level emergencies, or incidents that impact a single Party HD, Requesting Party HDs may choose to initiate a request for assistance directly to other Party HDs. Both parties will utilize the Mutual Aid Resource Request Form (Appendix 4) to document coordination.
   2. High severity/ Complexity: When disasters impact multiple jurisdictions, or cause significant impacts that overwhelm the response structure of a Party HD, a single coordination and receiving point for all local PH mutual aid requests under the MAA may be established.   This will improve efficiency and reduce the workload on impacted Party HDs. An ESF 8 Local Mutual Aid Team (LMAT) serves as a coordination and communications point that manages local public health Mutual Aid Assistance requests under the MAA across the state during disasters.
   3. LMAT activation: LMATs will use the following standard operating procedures:
      a. LMAT may be activated following a conference call with Party HD representatives and DOH to assess the nature and scope of the incident, and the potential need for mutual aid.

b. LMAT will be activated under the state mission number in support of the public health response.

c. LMAT should be established in one of two places:
- DOH ECC Building
- Non-impacted Party HD facility

d. If the LMAT locates at the DOH ECC, travel costs for LMAT personnel may be covered by DOH as part of the State response. Co-locating at the DOH ECC will also improve resource management and coordination between Party HDs and DOH.

e. If the LMAT is established at a non-impacted Party HD, there is no cost reimbursement (the non-impacted Party HD serving as the LMAT will cover its own costs while serving in this function throughout the disaster).

f. LMAT will be staffed by one or two Party HD personnel, depending on the needs, severity and complexity of the incident.

g. Once activated, LMAT will establish contact with all impacted Party HDs to assess current and anticipated resource needs.

h. LMAT will receive requests for Mutual Aid Assistance from impacted Party HDs, matching current and anticipated resource needs to Mutual Aid missions.
- LMAT will coordinate requests for Mutual Aid Assistance with non-impacted Party HDs across the state via conference calls, and will send lists of identified resource needs. Non-impacted Party HDs will be given a specific period of time to respond to the LMAT regarding whether they can address identified needs.
- When the LMAT determines that a non-impacted Party HD can meet an identified need, the LMAT will connect the non-impacted Party HD directly with the impacted Party HD. The two Party HDs will then complete the request form, with copies to LMAT.

i. LMAT will track the status of Mutual Aid Assistance missions and resources and disseminate updates to all Party HD representatives throughout the response.

j. Party HDs and the LMAT may use the Resource Tracking Tool found in Appendix 5, but there is no requirement to do so.

4. Resource Request Form: Request and Response Procedures

a. The Requesting Party HD's Authorized Representative listed in Appendix 3, or his or her designee, may make the initial contact with the Assisting Party HD's Authorized Representative, or his or her designee, either verbally or in writing.

b. The Requesting Party HD's Authorized Representative, or his or her designee, must send a written request for Assistance, using the form in Appendix 4, prior to the departure of personnel, equipment, materials, or supplies, or use of services, facilities or other resources, unless it is electronically or logistically impossible to do so. The form must be fully filled out (parts 1, 2 and 3) and signed before departure of Assistance, if possible.

c. The Request from the Requesting Party HD should include the following information, and be sent to the Assisting Party HD, with a copy to the LMAT, if activated:
- Date, time and state mission number
- Contact person, title, and phone, email and fax

- General Description of the Incident (e.g., type, magnitude, location, number of casualties, illnesses, injuries, if known).
- Type of Assistance and resources needed (include type of professionals, licensure requirements, if any, and specific skills needed).
- Specific type of equipment, supplies, and facilities needed and purpose of use.
- Date and time resources will be needed; estimated length of time needed.
- Specific time and place for staging area (staging location address) and contact person at staging area.
- Location of service delivery.
- Special deployment considerations, if any.
- Budgetary limitations

d. Response from the Assisting Party HD should include the following information, and be sent to the Requesting Party HD, with a copy to the LMAT, if activated:

- Date and time of response
- Contact person, title, and phone, email and fax
- Type of Assistance and resources available (include type of professionals, licensure qualifications, if any requested, and specific skills).
- Specific type of equipment, supplies, and facilities available for purpose stated by Requesting Party HD.
- Date and time resources are available; estimated length of time resources are available.
- Approximate daily cost for labor, equipment and materials. The cost shall be an approximation, subject to a plus or minus adjustment of up to 10%, without further discussion between the parties. If the Assisting Party HD determines that the cost will exceed the estimate by more than 10%, it shall notify the Requesting Party HD, and the parties shall discuss the costs, and either agree to the increased costs, or make changes to their arrangements accordingly.
- Approximate transportation costs (home base to staging area). The cost shall be an approximation, subject to a plus or minus adjustment of up to 10%, without further discussion between the parties. If the Assisting Party HD determines that the cost will exceed the estimate by more than 10%, it shall notify the Requesting Party HD, and the parties shall discuss the costs, and either agree to the increased costs, or make changes to their arrangements accordingly.
- Approximate transportation costs (return to home base). The cost shall be an approximation, subject to a plus or minus adjustment of up to 10%, without further discussion between the parties. If the Assisting Party HD determines that the cost will exceed the estimate by more than 10%, it shall notify the Requesting Party HD, and the parties shall discuss the costs, and either agree to the increased costs, or make changes to their arrangements accordingly.
- Logistical support required from the Requesting Party HD, if any.
- Scheduling and coordination particular to personnel or resources, e.g., personnel available for only three days.

e. Requesting Party HD Approval: The form is completed when the Requesting Party HD's Authorized Representative, or his or her designee, approves the form, and signs it and enters the time and date signed in Part 3.

f. The Resource Request Form may be faxed, emailed, or mailed, between the parties, and to the LMAT, if activated.

g. Amendments to the Resource Request Form shall be in writing, and agreed between the parties, prior to the departure of supplemental Assistance, or extension of time for provision of Assistance.

V. CONCEPT OF OPERATIONS/INVOKING ASSISTANCE/STAGING AND DEPLOYMENT

A. The Requesting Party HD will provide information on staging locations to the Assisting Party HD.

B. Assisting Party HD will inform its own personnel of its own personnel policies.

C. The Assisting Party HD will perform a deployment briefing for its personnel that will include at least the following information:
1. Deployed personnel are operating under the Local Health Officer (LHO) and ICS of the Requesting Party HD
2. Each individual's safety is paramount, and he or she can refuse an requested action if his or her health or safety are in immediate risk
3. What to bring
4. Home jurisdiction continues to be his/her employer
5. Contact information and communications for staff and family
6. Staging Location Address and time to report; length of deployment
7. Worker's Compensation coverage
8. Keeping time records/record keeping
9. Conditions on deploying from staging area
10. PPE and vaccinations required.
11. Conditions and process for returning to home prior to end of Period of Assistance

D. It is each Party HD's responsibility to assure that it takes all actions necessary to qualify and maintain qualification of its own personnel, employees, and volunteers as emergency workers, or covered emergency workers, as appropriate, pursuant to RCW 38.52 et seq. and WAC 118-04 et seq., and any other applicable statute, regulation or law.

E. Health departments and districts should consult with their legal counsel and the Washington State EMD regarding qualification of their personnel as emergency workers or covered emergency workers and whether their personnel must register to be qualified.

F. Assisting Party HD personnel will report to the identified staging location or other identified service delivery location of the Requesting Party HD jurisdiction for deployment to operational commands.

G. Assisting Party HDs shall send written instructions for any equipment, supplies or vaccines it provides.

H. Staging areas will be hosted by the Requesting Party HD.

VI. CONCEPT OF OPERATIONS/INVOKING ASSISTANCE/FIELD SUPPORT

A. Travel arrangements: Assisting Party HD shall make both departure and return travel arrangements for its own personnel.
B. Ground Transportation: Assisting Party HD is primarily responsible for making ground transportation arrangements for its own personnel. The Assisting Party HD may ask the Requesting Party HD for help. The parties may decide prior to the departure of personnel which party should make ground transportation arrangements. Additional information may be added to the Resource Request Form.
C. Housing: Assisting Party HD is primarily responsible for making housing arrangements for its own personnel. The Assisting Party HD may ask the Requesting Party HD for help. The parties may decide prior to the departure of personnel which party should make housing arrangements. Additional information may be added to the Resource Request Form.
D. Food: The Requesting Party HD provides food for all personnel from the time they arrive at the staging area through the end of the Period of Assistance. The Assisting Party HD makes both departure and return travel food arrangements for its personnel. Additional information may be added to the Resource Request Form.
E. PPE and vaccinations: The Requesting Party HD determines the minimum protection level required for PPE and vaccination. Requesting Party HD must tell Assisting Party HD what vaccine, PPE and other protections they expect the Assisting Party personnel to have before deploying and what the Requesting Party HD will provide. The Requesting Party HD will assure that the Assisting Party HD personnel will have adequate PPE and vaccinations prior to leaving the staging area.

VII.   CONCEPT OF OPERATIONS/INVOKING ASSISTANCE/DEMOBILIZATION

A. Demobilization by the Requesting Party HD will occur in accordance with the demobilization protocols of the Emergency Operations Plan of the Requesting Party HD.
B.   Demobilization begins when either: 1) in the judgment of the Requesting Party HD in the context of its Incident Action Plan, demobilization of the Assistance, or part of the Assistance, is appropriate; or 2) the Assisting Party HD requests the return of its Assistance or part of its Assistance.
C. If the Assisting Party HD requests return of its Assistance or part of its Assistance before the anticipated return date, then the Assisting Party HD's Authorized Representative will make a written request to Incident Command in the Requesting Party HD jurisdiction for the return of its resources.
D. Personnel must coordinate demobilization with the Incident Command System officers and consult with supervisors regarding the conditions of demobilization. Personnel remain under the control of ICS until released.
E. Assisting Party HD personnel shall demobilize in accordance with the demobilization checklist found in Appendix 2D. In extraordinary circumstances, e.g., a personal tragedy or disaster in the Assisting Party HD's jurisdiction, the Assisting Party HD personnel may demobilize without compliance with the demobilization checklist, but should check with his/her supervisor and safety officer in the Requesting Party's ICS before departure.
F. The demobilizing personnel should check with the ECC safety officer before leaving so that the safety officer may assess the physical and mental health of demobilizing personnel, and to receive instructions, if any. If prophylaxis or

ongoing treatment is required, the demobilizing personnel should take such treatments with him or her.

G. When released, personnel must return directly to their home or work duty station, as appropriate, and demobilization is not complete until the Assisting Party HD's personnel arrive back at their home or work duty station.

H. Assisting Party personnel will develop after-action briefing points and deliver them to the Incident Commander at the Requesting Party HD, and participate in incident debriefings, as appropriate. Requesting Party HD will make the After Action Report available to all incident participants.

I. The LMAT may demobilize at any time it deems appropriate or necessary with notification to Party HDs and DOH.

VIII.   LEGAL AND ADMINISTRATIVE PROTECTION

A. It is each Party HD's responsibility to assure that it takes all actions necessary to qualify and maintain qualification of its own personnel, employees, and volunteers as emergency workers, or covered emergency workers, as appropriate, pursuant to RCW 38.52 et seq. and WAC 118-04 et seq., and any other applicable statute, regulation or law. Health departments and districts should consult with their legal counsel and the Washington State EMD regarding qualification of their personnel as emergency workers or covered emergency workers and whether their personnel must register to be qualified.

IX.   WORKFORCE TYPE IDENTIFICATION AND INVENTORY

A. It is recommended that each Party HD maintains an inventory of staff assets deployable under the SOPs.

B. It is the responsibility of the Assisting Party HD to assure that its Assistance meets the training and licensing requirement requested by the Requesting Party HD.

X.   LICENSURE/CREDENTIALING

A. The Requesting HD is responsible for providing a descriptive request of licensing and credentialing desired on the Resource Request Form in Appendix 4. The ultimate responsibility for licensing and credential verification of Assisting Party HD personnel resides with the Assisting Party HD.

XI.   REIMBURSEMENT/RECORD KEEPING

A. Reimbursement will be based on actual costs, except in the case of overhead costs, as described in Article XI, paragraph F. Assisting Party HDs may use their own invoices for billing. Copies of receipts, payment vouchers and sign in sheets shall accompany requests for reimbursement.

B. Requesting Party HD shall pay the reimbursement within sixty (60) days of receipt of each invoice. Assisting Party HD may send invoices for reimbursement no more frequently than every 30 days, or at the end of the Period of Assistance, at its discretion.

C. Requesting and Assisting Party HDs will cooperate to meet all local, state and federal requirements for reimbursement or other funding.

D. Each Party HD's personnel shall follow its own agency's policies and use its own internal forms related to agency personnel expense reimbursement. When eligible for per diem, reimbursement shall be at the Assisting Party HD's per diem rate.

E. Overhead shall be reimbursed using the federal indirect rate.

F. Record keeping: The Requesting Party HD is responsible for any required documentation of use of personnel, materials, supplies, equipment, facilities, services, and/or related resources for state or federal reimbursement, and will provide copies to the Assisting Party HD upon request. Under all circumstances, the Requesting Party HD remains responsible for ensuring that the amount and quality of all documentation is adequate to enable state or federal reimbursement.

G. Requesting Party HD will document damage to its own materials, equipment and supplies, as well as damage to those belonging to the Assisting Party HD, using its own agency's incident report forms and reporting process. Incident reports for lost and damaged items shall be provided to the Assisting Party HDs so that they may be attached to reimbursement claim forms or invoices.

H. Requesting Party HD will provide injury/death incident reports and physical and/or mental health incident reports related to Assisting Party HD personnel to Assisting Party HD.

XII.   PLAN REVIEW/AMENDMENT/EXERCISE

A. The Party HDs may review and amend these SOPs, as deemed necessary.

B. The MAA is incorporated into these SOPs as if fully set forth. Inconsistencies or conflicts between these SOPs and the MAA, if any, shall be resolved in favor of the MAA.

C. The Party HDs will incorporate these SOPs into their regular exercises and trainings as deemed appropriate.

APPENDIX 1
DEFINITIONS
For the purposes of the SOPs, the following terms and definitions apply:

1. Assisting Party HD: A Party HD providing Assistance pursuant to the MAA to a Requesting Party HD from another jurisdiction that has requested Assistance to confront a Public Health Incident, Emergency or Disaster.

2. Assistance: Assistance means personnel, equipment, materials, supplies, facilities, services, and/or related resources.

3. Authorized Representative: The person or persons, designated by each Party HD in the Plan SOPs Appendix 3, or his or her designee, to request Assistance from or grant Assistance to another Party HD pursuant to the terms of the MAA.

4. Demobilization: The process of discharging or disbanding personnel or releasing and returning equipment, materials, supplies, facilities, or other Assistance to the Assisting Party HD.

5. Mutual Aid: A prearranged written Agreement and Plan SOPs whereby Assistance is requested and may be provided between two or more jurisdictions during a Public Health Incident, Emergency or Disaster under the terms of the MAA.

6. Period of Assistance: The period of time beginning with the departure of any personnel, equipment, materials, supplies, services, and/or related resources of the Assisting Party HD from any point for the purpose of traveling to provide Assistance exclusively to the Requesting Party HD, and ending on the return of all of the Assisting Party HD's personnel, equipment, materials, supplies, services, and/or related resources to their regular place of work or assignment, or otherwise terminated through written or verbal notice of the Authorized Representative of the Assisting Party HD. With respect to facility use, the Period of Assistance shall commence on the date agreed upon between the Requesting and Assisting Party HD and shall end when the Requesting Party HD returns possession of the facility to the Assisting Party HD, or when otherwise terminated through written or verbal notice of the Authorized Representative of the Assisting Party HD.

7. Plan SOPs: written Public Health Inter-Jurisdictional Mutual Aid Plan Standard Operating Procedures that meet the requirements set forth in Article VII of the MAA.

8. Public Health Incident, Emergency, or Disaster: Any occurrence, or threat thereof, whether natural or caused by man, in war or in peace, to which any Party HD may respond pursuant to its authority under chapter 70.05 or 70.46 RCW, or other applicable law, and that, in the judgment of the Requesting Party HD, results or may result in circumstances sufficient to exceed the capabilities of immediate local or regional public health response.

9. Requesting Party HD: A Party HD that has requested Assistance from a Party HD from another jurisdiction participating in the MAA.

APPENDIX 2A
LMAT RESPONSIBILITIES
o   Establish communications with the Requesting Party HD to determine resource needs

- o Schedule and facilitate daily or as required conference calls among Party HDs and State DOH
- o Resolve any policy and procedural issues that arise related to activation of these SOPs
- o If LMAT is not initially located at DOH ECC Building, be prepared to deploy one or two individuals to DOH ECC if LMAT location changes midway through the response. Make travel arrangements if travel is required.
- o Assist Requesting Party HDs in identifying or defining needed resources.
- o Assist Requesting Party HDs in completing Resource Request Forms.
- o Coordinate requests for Mutual Aid Assistance with Party HDs across the state via conference calls, email, SECURES, or other means. Send lists of identified resource needs, identifying a specific period of time in which Party HDs must respond to the LMAT regarding whether they can address identified needs.
- o When the LMAT determines that a Party HD can meet an identified need (thereby becoming an Assisting Party HD), the LMAT will connect the Assisting Party HD directly with the Requesting Party HD. The two Party HDs will then complete the request form, with copies to LMAT.
- o Track the status of Mutual Aid Assistance missions and resources and disseminate updates to all Party HD representatives throughout the response.
- o Notify Party HDs and State DOH when resources available through Party HDs are depleted or likely to be depleted.
- o Coordinate with State DOH throughout the LMAT activation.
- o Maintain all appropriate documentation of LMAT activities.

APPENDIX 2B
REQUESTING PARTY HD MOBILIZATION PROCESS CHECKLIST

❑ Determine that your capability has been exceeded or is expected to be exceeded.

❑ Activate your agency's emergency operation plan (EOP).

❑ Activate Incident Command System (ICS).

❑ Request a mission number through local Department of Emergency Management (DEM) and receive from the State Emergency Management Division (EMD).

❑ Activate the Public Health Mutual Aid Plan Standard Operating Procedures (SOP).

❑ Make initial request for assistance to Assisting Party Health Department (APHD) or to Local Mutual Aid Team (LMAT), either verbally or in writing, including information on the Resource Request Form in Appendix 4.

❑ Complete Part 1 of the Resource Request Form. NOTE: The Resource Request Form can be faxed, e-mailed, or mailed between the parties. If it is logistically or electronically impossible for your HD to submit a written version of the Resource Request Form, call the Assisting Party HD's Authorized Representative and give them the request information. The Assisting Party HD will then complete Part 1 of the Resource Request Form and will confirm what is written for accuracy.

❑ Determine the minimum protection level required for personal protective equipment (PPE) and vaccination.

❑ Communicate PPE/vaccine and other protections you expect APHD personnel to have before deploying and what will be provided by your HD.

❑ Communicate licensure and credentialing requirements of personnel requested to the APHD, including scope of practice and any particular skills needed.

❑ Receive from the APHD a completed and signed Part 2 of the Resource Request Form, including estimated costs, plus or minus 10% for daily costs of labor, equipment, materials, and transportation.

❑ Complete and sign Part 3 of the Resource Request Form. NOTE: If this is electronically or logistically impossible, the APHD will complete Part 3 and confirm with the Requesting Party HD.

❑ Send a fully completed and signed Resource Request Form to the APHD prior to departure of personnel, equipment, materials, or supplies, or the use of services, facilities, or other resources, unless it is electronically or logistically impossible to do so.

❑ Check with APHD for instructions on operating equipment, using supplies, including vaccine storage and administration.

❑ Receive personnel, equipment and supplies from APHD

❑ Have APHD personnel sign in and show their agency badges and photo IDs.

❑ Provide overview, orientation, and just-in-time training, as needed, to APHD personnel, in accordance with your EOP.

❑ Inventory materials sent from APHD and store appropriately until use (e.g., vaccines refrigerated).

❑ Maintain records of personnel assignments, sign-in sheets, and use of equipment and supplies.

❑ Provide demobilization check-out process for personnel, according to your EOP.

❑ Receive invoices from APHD and pay within 60 days.

APPENDIX 2C
ASSISTING PARTY HD MOBILIZATION PROCESS CHECKLIST

❑ Receive notification that the Requesting Party HD needs your HD's assistance because an incident has exceeded the Requesting Party HD's capability or capability will be exceeded soon. Notification can be verbal at first, followed up by a written request that includes information on the Resource Request Form found in Appendix 4.

❑ Confirm that the Requesting Party HD's emergency operation plan has been activated, including the Incident Command System.

❑ Confirm that the Requesting Party HD has requested an emergency mission number through their local Department of Emergency Management and the number has been received from the State Emergency Management Division.

❑ Confirm that the Requesting Party HD has activated the Public Health Mutual Aid Plan Standard Operating Procedures (SOP).

❑ Ascertain whether your HD has sufficient resources and personnel with needed certifications and/or experience to respond to the request from the Requesting Party HD.

❑ Make sure you have received Part 1 of the Resource Request Form from the Requesting Party HD's Authorized Representative prior to the departure of personnel, equipment, materials, or supplies; and/or, prior to use of services, facilities or other resources. NOTE: The Resource Request Form can be faxed or e-mailed, or mailed between the parties, with a copy to LMAT, if activated. If it is logistically or electronically impossible to receive a written copy, write what you understand the request to be on the Resource Request Form and confirm this with the Requesting Party HD.

❑ Complete Part 2 of the Resource Request Form, including estimated costs (plus or minus 10%) for daily cost of labor, equipment, materials, and transportation and have the form signed by the Assisting Party HD's Authorized Representative.

❑ Check that the Requesting Party HD has completed and signed Part 3 of the Resource Request Form. If electronically or logistically impossible to receive a written copy of Part 3, complete that section and confirm with the Requesting Party HD.

❑ Prepare documentation needed for using equipment, supplies, vaccine storage and administration, or any other resource provided to the Requesting Party HD. These instructions should be sent with the deployed equipment and/or personnel.

❑ Clarify with the Requesting Party HD what prophylaxis, including personal protective equipment, vaccination(s), and/or other medications are required. NOTE: The Requesting Party HD determines the minimum protection level required. Agree on whether prophylaxis will be provided by your department or the Requesting Party HD.

❑ Ensure that the personnel you are sending meet the licensure and credentialing requirements of the Requesting Party HD. If certification or licensure is required, each person should carry those documents to the Requesting Party HD.

❑ Make any travel, transportation, and housing arrangements for your personnel and storage for equipment, if needed. You can ask the Requesting Party HD for recommendations, particularly for housing near the site of the emergency.

❑ Brief your personnel prior to deployment, including:

   o Deployed personnel should operate under the ICS and Health Officer of the Requesting Party HD.
   o Safety is paramount; Assisting Party HD personnel can refuse a requested action if her/his health or safety is in immediate risk.
   o Provide a list of contact information, including to whom to report at the Requesting Party HD, and communications procedures including the address for the staging location and time to report.
   o Explain the fact that the Assisting Party HD will continue to be the personnel's employer even though the personnel will report to someone at the Requesting Party's location.
   o Provide information on Worker Compensation Coverage and the presumed length of deployment.
   o Emphasize the need for personnel to keep accurate time records, which will be used to request reimbursement from the Requesting Party HD once the emergency has been resolved.
   o Provide any vaccinations or other prophylaxis, including personal protective equipment, if that is the agreement with the Requesting Party HD. If the Requesting Party HD will supply prophylaxis, explain that to deploying personnel.
   o Give each person a list of the items s/he should take, including equipment and resources that are part of the loan from your HD. If certification or licensure is required, each person should carry those documents to the Requesting Party HD.

- o Make sure each person understands that timing and conditions for deployment from the staging area back to your HD is up to the Requesting Party HD. Due to safety concerns, for example, personnel may be asked to stay in the staging area to rest before driving home.
- o Remind staff that although it is the responsibility of the Requesting Party HD to provide food to all personnel, if anyone has particular food restrictions, s/he should take food with them since food is likely to be provided in bulk and not take into consideration individual allergies or dietary needs.
- o Remind personnel to take any prescriptions they have been given by their personnel physician to maintain their health.

APPENDIX 2D
ASSISTING PARTY HD PERSONNEL'S
DEMOBILIZATION PROCESS CHECKLIST

> NOTE: Demobilization begins when either: 1) in the judgment of the Requesting Party HD and in the context of its Incident Action Plan, demobilization of the Assistance or part of the Assistance is appropriate; or, 2) the Assisting Party HD requests the return of its Assistance or part of its Assistance.
>
> Assisting Party HD personnel must coordinate demobilization within the Incident Command System and consult with their supervisors regarding conditions of demobilization. Personnel remain under the control of ICS until released. When released, personnel must return directly to their home or work duty station, as appropriate, and demobilization is not complete until the Assisting Party HD's personnel arrive back at their home or work duty station.

❑ Receive from the Requesting Party notification of the commencement of demobilization.

❑ Inventory and document the equipment, materials, or supplies you are transporting back to your home jurisdiction, if any. Include assessment and documentation of the condition of the equipment, supplies and materials, noting whether they are used or unused, in good serviceable condition, or damaged.

❑ Before leaving, check that the Requesting Party HD ECC Finance and Administrative Chief has a record of your work hours and that their list matches your knowledge of hours worked.

❑ Make sure to ask the Requesting Party HD whether you should bring any unused personal protective equipment to the Assisting Party HD, if you brought any with you.

❑ Receive from the Requesting Party HD, through their Incident Command System, a demobilization briefing. Expect to hear about your replacement, ongoing missions, completed tasks, and any outstanding issues and what your role is for any of those.

❑ Before leaving, check with the ECC Safety Officer who may assess your physical and mental health. NOTE: It is possible that your departure time may be delayed if you show signs that could impact your safety on the drive home. If prophylaxis or ongoing treatment is required, take sufficient medications with you to cover the prescription period.

❑ Check with your agency about travel arrangements. The Assisting Party HD makes return travel arrangements for its personnel, which may include lodging and food. Keep all receipts for reimbursement, as appropriate.

❑ Once you have returned to your home or work duty station, develop after-action briefing points and deliver them to the Incident Commander at the Requesting Party HD. As appropriate, participate in incident debriefings.

APPENDIX 3
AUTHORIZED REPRESENTATIVES

The following position titles are authorized to act for the listed Party HD as the Authorized Representative under the MAA and the SOPs or to connect the caller to the person who is authorized to act:

Health Department/District	Title	Contact Information
PHSKC:	Duty Officer	206-296-4606
TPCHD	Duty Officer	253-798-6500
	After hours	800-726-6404
	(Must request duty officer when calling either number)	
Kitsap County Health District	Duty Officer	360-415-2005
Snohomish Health District	Duty Officer	425-339-5295
Benton-Franklin Health District	Pager to reach management	509-543-3851
Chelan-Douglas Health District	Daytime Mon-Thurs	509-886-6400
	After hours	509-665-1509
Yakima Health District	Duty Officer	509-575-4040
Walla-Walla Co. Health Department	Alpha Pager	509-522-7349
	Phone	509-524-2650
Whatcom Co. Health Department	Answering Service	360-715-2588
Clark Co. Health Department	Duty Officer	360-518-2755
Grant Co. Health District	Duty Officer	509-754-6060
	After hours	509-398-2083

APPENDIX 4
RESOURCE REQUEST FORM

PUBLIC HEALTH MUTUAL AID PLAN SOPs **RESOURCE REQUEST FORM**			
PART 1: **COMPLETED BY THE REQUESTING PARTY HD**	**Date:**	**Time:**	**State Mission #:**
Requesting Party HD:	**Contact Person/Title:**		
Telephone: ( ) **Email:**	**FAX ( )**		
General Description of the Incident (type, magnitude, location, number of casualties, illnesses, injuries, etc.) and type of response assistance needed:			
Type of Assistance and Resources Needed (use Part 4 if needed). Include number and type of professionals, including education, licensure, credentials, training, and certification requirements, if any, and specific skills and experience needed:			

Date and time resources will be needed: *Dates From: To:* *Time Needed:*	Staging Area Location Address and Contact Person at Staging Area: **Address:** **Contact Person:** **Phone/Email:** **Location of Service Delivery, if known:**	
Authorized Representative:	**Authorized Representative's Signature:**	
Title:	**Agency:**	
PART 2: **COMPLETED BY THE ASSISTING PARTY HD**	**Date:**	**Time:**
Assisting Party HD:	**Contact Person/Title:**	
Telephone: ( ) **Email:**	**FAX ( )**	
Type of Assistance Available:		
Date and time resources available: *Dates From: To:* *Time:*	**Approx. daily cost for labor, equipment, and materials, plus or minus 10%:** **$**	
Approx. Transportation Costs (Home Base to Staging Area), plus or minus 10%: **$**	**Approx. Transportation Costs (Return to Home Base), plus or minus 10%:** **$**	
Logistical Support Required from Requesting Party HD (use Part 4 if needed):		
Authorized Representative:	**Authorized Representative's Signature:**	
Title:	**Agency:**	
PART 3: **REQUESTING PARTY HD's APPROVAL**	**Date:**	**Time:**
Authorized Representative:	**Authorized Representative's Signature:**	
Title:	**Agency:**	
PART 4: **ADDITIONAL MISSION INFORMATION AND SPECIAL DEPLOYMENT CONSIDERATIONS:**		
_____ _____ _____ _____		

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Form Instructions

The Requesting Party HD is one that has been impacted by a public health incident, emergency or disaster and is requesting Assistance. The Assisting Party HD is the one being asked to respond by providing Assistance. This form will serve as a means to document resource requests and authorizations.

PART 1:
> The Requesting Party HD completes PART 1 (PART 4 serves as additional space for describing the type of assistance needed and may be used if necessary).
> The form is then faxed by the Requesting Party HD to the Assisting Party HD.

PART 2:
> The Assisting Party HD completes PART 2.
> The Assisting Party HD may contact the Requesting Party HD for clarification, coordination and verbal approval of the resource request while in the process of completing PART 2.
> When PART 2 is completed, the Assisting Party HD faxes the form to the Requesting Party HD.

PART 3:
> The Requesting Party HD completes PART 3 and faxes the form to the Assisting Party HD. This constitutes final approval of the resource request.

Part 4:

Amendments to this Resource Request Form shall be in writing, and agreed between the Party HDs, prior to the departure of supplemental Assistance, or the extension of time for the provision of Assistance. Amendments to this form may be documented by being interlineated and then initialed by both Party HDs' Authorized Representatives.

APPENDIX 5

		Public Health Mutual Aid Plan Standard Operating Procedure				
		MUTUAL AID RESOURCE TRACKING FORM				
		INCIDENT NAME_____				
Request Number	Requesting LHJ	Resources Needed	Assisting LHJ	Resources Available	Date Available (From - To)	Contact Person; phone; email	Notes - Resource deployed - Tasked to DOH ECC - Request withdrawn
1							
2							
3							
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Comprehensive Planning Guide – Mental Health
(This section added November 2014. Document from Snohomish County Human Services)
Section I

Introduction
On March 22, 2014 Snohomish County experienced a large mudslide that blocked SR 530 and the north fork of the Stillaguamish River. Forty-three people lost their lives. Natural and man-made disasters within a community cause unique challenges to everyone impacted, survivors, family members, paid and volunteer first responders, non-traditional emergency responders and the community at large. Identifying and preparing for these challenges are paramount to any successful community recovery efforts. Having mental health-specific and general assistance support and resources, and the ability to implement action-oriented solutions, will increase the opportunity to provide much needed re-stabilization effectively and efficiently. The response must be holistic and encompassing with established avenues for regular communication and coordination among all mental health service providers as needs change.

Purpose
Provide mental health services and resources for services for both children and adults, including survivors, family members, paid and volunteer first responders, non-traditional emergency responders and the community at large during the response and recovery phases of a natural or man-made disaster.

Scope
This plan includes, in some way, all those who are touched by a disaster incident. Some will be readily known, others may become known as time goes forward. This plan will describe how those who have been impacted by a disaster will have access to mental health direct services or resources for services. This plan includes initial response and follow-up through the one year anniversary of an Incident. Snohomish County intends to provide services to the impacted people based on their need rather than based on the incident. The Snohomish County response will utilize surveillance and assessment as the ongoing tools to determine the needs of those affected.

Authority
Chapter 2.400 of Snohomish County Code sanctioned the creation of the Snohomish County Human Services Department. The Human Services Department integrates and coordinates all programs within the county's jurisdiction that provide services to individuals who, as a result of their health, or economic or social condition, require financial assistance, institutional care, rehabilitation, training, education, or other human services.

Plan Development and Maintenance
The disaster recovery plan for mental health services affected by natural or man-made disaster is the responsibility of the Snohomish County Human Services Department. Human Services staff and managers will provide annual reviews of the plan and issue revisions as needed.

Section II

Concept of Operations
For purposes of this plan, groups impacted by a disaster have been placed into four categories. The first group includes "typical" First Responders, both paid and volunteer. This group consists of Dispatch agencies, Law Enforcement agencies, Fire Services agencies, Search and Rescue (including canine)

agencies, Emergency Management agencies, Pre Hospital Medical support and transport agencies, Military agencies and Hospital agencies.

The second group includes Disaster Response Support Groups. This group consists of FEMA and State Emergency Management teams, Mental Health agencies, Red Cross, and non-governmental organization active in disasters.

The third group includes Non-traditional Emergency Responders, consisting of government agencies such as WSDOT, Department of Natural Resources, and Snohomish County Department staff. In addition critical infrastructure agencies such as public works, private utilities and volunteer and/or contracted service provides, for example large equipment operators, are included into this group.

The fourth group is the impacted community which may be localized to the incident or wide reaching based on the disaster. This group includes adults and children directly impacted by the incident i.e.: survivors as well as the greater community that may be socially, mentally, or emotionally impacted by the incident

In many cases individuals may fall into one or more groups, and are frequently impacted in multiple ways. One example is someone who falls into a non-emergency responder group, but lived in the community and/or lost a family member in the incident.

Support for these groups is an integrated, systematic, multi-component crisis intervention program known as Critical Incident Stress Management (CISM). This includes on scene support, individual and group support and referral. Snohomish County plans to utilize this approach base on need of those involve through the one year anniversary or as necessary.

It is the responsibility of local government to coordinate and evaluate the need for longer-term, ongoing mental health support. The cost associated with providing ongoing mental health support will likely be the responsibility of local government as well. As Red Cross decreases their presence, it is helpful to talk with school administration, local physicians, community churches and other local leaders about the need for ongoing mental health support and services. It is also critical to partner with Red Cross mental health specialists as soon as possible so mental health support and services are coordinated and seamless through the response and recovery phases.

While simultaneously talking with community leaders, it is essential to identify and reach out to key mental health providers. Mental health providers who already have a presence in the impacted community and/or local school district should be considered first. Preference would be given to mental health providers who are currently under contract with the local governmental entity and is a subcontractor in good standing. Depending on the nature and magnitude of the disaster incident, it will be key to have children's mental health providers and adult mental health providers available. In providing children's mental health services, coordination with the local schools is recommended. It is also valuable to coordinate with the local mental health crisis line provider and the 211 provider. The local 211 is ideal in functioning as the hub for disseminating information about mental health services and other resources available through local, state and federal entities.

When responding to a disaster in a more remote location, identification of space for therapists to utilize to provide mental health services can be problematic. It is not realistic to expect residents needing longer term mental health treatment and support to endure a long commute to established mental health treatment centers. Entities that might be able to provide confidential meeting rooms or offices include churches, medical clinics and schools. Specialized services such as accessing a prescriber for mental health medications can also be more difficult in a remote, rural area. Tele-medicine is an option to consider. The utilization of technology can provide access to specialized services without the specialist needing to commute to the remote area. Additionally, having access to mental health medications is critical. It is recommended that there is coordination with local pharmacies to assure psychotropic medications commonly prescribed for anxiety, depression and other mental health disorders are readily available.

Additionally FEMA offers Crisis Counseling Program (CCP) grants that are designed to assist individuals and communities recovering from the effects of disasters. Volunteers of America (VOA) was selected to make CCP available in the impacted communities through their Disaster Outreach Services staff. VOA and Sunrise Services are also well positioned to offer weekly support groups, one for adults and one for youth that are open to everyone.

Mental health support should be accessible through multiple avenues including self-referrals, disaster trained mental health outreach workers and navigators. Navigators are a locally deployed team of human services specialists coordinated by the local government to conduct in-depth, holistic assessments of individuals and families' human service needs. The navigators then help the family develop and implement a recovery plan. The depths of services are determined based on individual needs. Services can range from information and referral to direct intervention and advocacy. Navigators serve as a point of contact to access financial resources to help address unmet needs. Services can include medical care, mental health, transportation, child care and housing.

Direction and Control
Snohomish County Human Services Department staff will be the lead agency in coordinating mental health services in response to natural or man-made disasters in our county. Supporting agencies include the North Sound Mental Health Administration (NSMHA), Washington State Department of Social and Health Services (DSHS), Federal Emergency Management Administration (FEMA) and local and national non-profit organizations. Lead staff requires at least a 1 FTE commitment for the initial phase of response and response.

Section III

Support
Communications Plan – Human Services Department staff will establish and management a Mental Health Committee to coordinate the mental health response of NSMHA, DSHS, FEMA and local and national non-profit organizations. Staff will dissemination information through incident command. Also, a

strong base of traditional media (newspaper, local news, etc.) intermixed with an equally strong social media (Facebook, Twitter, etc.) presence will be utilized to ensure messages are received by those impacted and volunteers. Staff will create and keep current a list of mental health resources and contact information.

Media Plan – Incident command will determine access to information levels and applicable releases. Human Services Department staff will not work directly with media personnel unless clearance is given by incident command.

Logistical and/or Financial Needs –

Dedicated meeting space(s) to provide mental health services. The space needs to be confidential and large enough to comfortably accommodate up to ten people. Space should be easily accessible. Options to consider are schools, medical offices and churches.

Internet access available at mental health service sites. This will allow for telemedicine and secured video conferencing if accessing specialty care is necessary. Specialty care can include licensed medical personnel who can prescribe psychiatric related medications.

Pharmacy that is able to maintain a stock of medications that are often prescribed for anxiety, depression and other psychiatric conditions.

1 dedicated Human Services Department staff FTE

A sufficient number of mental health professionals with appropriate training and experience. This need can be supported through local and national non-profit organizations.

Discretionary or undesignated funds are critical to respond to the myriad of needs during the response and recovery phases. Human Services Department will track expenditures of financial resources.

ESF-9 Search and Rescue

Overview
Emergency Support Function (ESF) 9 describes the roles and responsibilities of agencies tasked with providing and supporting search and rescue capabilities during the response and recovery phases of a disaster.

ESF Coordinating Agency
Snohomish County Sheriff's Office (SCSO)

Primary Agency
Snohomish County Sheriff's Office (SCSO)
Snohomish County Fire Departments & Districts

Supporting Agencies
Civil Air Patrol
Municipal / Tribal Law Enforcement Agencies
Snohomish County Auxiliary Communications Service (ACS)
Snohomish County Department of Emergency Management
Snohomish County Medical Examiner's Office (MEO)
Snohomish County Public Works (GIS)
Snohomish County Volunteer Search and Rescue (SCVSAR)
United States Air Force
United States Coast Guard
United States Navy

1. **Introduction**
    1.1. **Purpose**
        1.1.1. To provide for the effective utilization of search and rescue resources and provide for the control and coordination of various types of search and rescue operations involving persons in distress, resulting from an emergency, disaster, or catastrophic event.
    1.2. **Scope**
        1.2.1. This ESF details the roles and responsibilities of agencies responding to Search and Rescue (SAR) operations, either wild land or urban. State law encompasses both wild land and disaster (urban) SAR.
        1.2.2. This ESF addresses wilderness, urban and suburban search and rescue operations, and includes ground operations, air operations and water operations. This ESF also addresses use of Search and Rescue resources in support of emergency management response and recovery activities.
2. **Policies**
    2.1.1. SAR means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused disaster, including instances involving searches for downed aircraft when ground personnel are used (RCW 38.52.010[7]).
    2.1.2. The chief law enforcement officers within the County shall be responsible for SAR activities within their jurisdiction (RCW 38.52.400[1]).
    2.1.3. Land SAR activities are initiated, coordination and directed by the local law enforcement agency responsible for the jurisdiction.
    2.1.4. Air SAR for missing or downed civil aircraft is the responsibility of the Washington Department of Transportation (WSDOT) and appropriate Federal agencies.

2.1.5. Snohomish County Sheriff's Office (SCSO) is responsible for SAR operations in the unincorporated areas of Snohomish County and may, by agreement or upon request, support SAR operations in the incorporated cities and towns (RCW 38.52.400).

2.1.6. Volunteer SAR teams maintain current registration with the Washington Emergency Worker Program with approval through the SCSO and the Snohomish County Department of Emergency Management (DEM).

2.1.7. The Washington State Task Force 1 (WA-TF1) mission is to locate, extricate, and provide initial medical treatment to casualties trapped in collapsed structures or conduct wide area searches.

2.1.8. The Washington State Emergency Management Division (WAEMD) must activate WA-TF1 prior to requesting additional Federal USAR resources. A Presidential Declaration of Emergency is required to deploy or host additional Federal task forces.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.1.2. Some individuals may need additional assistance or be resistant receiving support to during search and rescue operations including those with mobility needs or cognitive impairments, individuals who use durable medical equipment or service animals, or individuals with language barriers, auditory, or visual impairment.

3.2. Planning Assumptions

3.2.1. Disasters may cause conditions that vary widely in scope, urgency and degree of devastation.

3.2.2. Substantial numbers of persons could be in life-threatening situations requiring prompt rescue and medical care.

3.2.3. Rescue personnel will encounter extensive damage to buildings, roadways, public works, communications and utilities.

3.2.4. Fires, landslides, flooding and hazardous materials releases will compound problems.

3.2.5. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster casualties and rescue personnel.

3.2.6. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.

3.2.7. Access to damaged areas may be restricted. Some sites may only be accessible by air or on foot.

3.2.8. The effects of earthquakes, aftershocks, secondary and cascading events, and other disasters will threaten survivors and search and rescue personnel.

3.2.9. Individuals may not be able to, be resistant to, or refuse to evacuate themselves when requested.

3.2.10. Evacuees requiring rescue may include individuals subject to judicial and/or administrative orders restricting their freedom of movement, such as parolees.

3.2.11. Some individuals may have Durable Medical Equipment (DME) and/or service animals that will need to be rescued with them.

3.2.12. Some individuals may have communication impediments such as hearing or speech impairment, or behavioral or cognitive impairment.

3.2.13. All emergency response and recovery operations conducted under this annex will be in accordance with the National Incident Management System (NIMS) and Title II of the Americans with Disabilities Act (ADA).

3.2.14. Disasters or emergencies may occur within the County that will require a coordinated multi-departmental response to conduct search and rescue. Additional resources may be available through mutual aid from neighboring jurisdictions and State resources.

3.2.15. A catastrophic incident in the Puget Sound area will result in major, multijurisdictional SAR operations.

3.2.16. People may need rescuing in the wilderness or urban areas, depending on the incident.

3.2.17. Convergent (spontaneous) volunteers will require coordination and direction within the local incident command structure.

3.2.18. 5. Access to damaged sites and / or wilderness locations may be limited. Some sites may be initially accessible by only air or water. 6. High risk individuals may not be able to, be resistant to, or refuse to evacuate themselves when requested.

4. **Concept of Operations**

   4.1. **General**

   4.1.1. Every day in the county, agencies and departments may be asked to initiate a SAR mission that may require utilization of specific equipment and personnel for a life-safety situation.

   4.1.2. Agencies must carry out pre-planning and training for such missions and include the possibilities for fire, confined spaces, high-rise structures, forested areas, swamps, water-ways, chemical and biological sites.

   4.1.3. Responders may face different hardships or hindrances after a disaster because of extensive damage to infrastructure, environmental issues, downed power lines, unstable foundations, and exposure to various hazardous chemicals or blood-borne pathogens.

   4.1.4. Search & Rescue operations will normally be controlled from a field command post location.

   4.1.5. Large scale Search & Rescue may utilize the Snohomish County Emergency Coordination Center (ECC) for coordination of resources.

   4.1.6. In the event of a search and rescue emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene. Control of all emergency search and rescue functions will remain the responsibility of the law enforcement agency concerned.

   4.1.7. The United States Coast Guard directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).

   4.1.8. The United States Air Force directs search operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or things of national significance, or aircraft of international origin and management of resource for inland SAR missions.

   4.1.9. The radio frequency 155.160 MHz has been dedicated state wide for search and rescue communications purposes.

   4.1.10. ESF 9 will allocate available resources to each incident based upon the priorities identified by the ECC Manager in coordination with Incident Command (IC)/Unified Command (UC).

   4.1.11. ESF 9 will coordinate incoming mutual aid resources in support of SAR operations and will establish staging areas and logistical support bases for requested mutual aid resources.

   4.1.12. ESF 9 representatives at the ECC will maintain communications with Incident Command and ensure actions assigned to ESF #9 at the ECC are implemented.

   4.1.13. SCSO will ensure that all ESF 9 related costs and expenditures are documented.

   4.2. **Organization and Responsibilities**

   4.2.1. **Snohomish County Sheriff's Office**

4.2.1.1. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.1.2. Provide direction and control to SAR operations in the unincorporated portion of Snohomish County in accordance with RCW 38.52 and as agreements allow.

4.2.1.3. Conduct urban, waterborne, wilderness, and aeronautical search and rescue.

4.2.1.4. Maintain protocols and equipment to monitor or alert and distress devices including coordinating federal resources for aircraft alert beacons.

4.2.1.5. Maintain protocols that account for the urban search and rescue of individuals with disabilities and access and functional needs.

4.2.1.6. May choose to delegate some or all of the SAR tasks depending on the nature of the incident under the Unified Command System.

4.2.1.7. Assist in recruiting and training volunteers in SAR skills.

4.2.1.8. Appoint a SAR Coordinator who will control SAR field operations and serve as advisor to local SAR units.

4.2.1.9. Maintain SAR equipment and assess training needs.

4.2.1.10.   Develop and maintain a roster of personnel with SAR skills and training.

4.2.1.11. Develop and maintain SAR training requirements and standards for Snohomish County

4.2.1.12. As available, provide damage assessment information.

4.2.1.13. Conduct site assessments of critical infrastructure as available and in accordance agreements.

4.2.1.14. Coordinate mutual aid resources.

4.2.2. Snohomish County Medical Examiner's Office (SCMEO)

4.2.2.1. The SCMEO will provide necessary resources to process remains discovered in the course of rescue operations.

4.2.2.2. SCMEO may provide training to SAR personnel on the handling of remains, at the direction of the Medical Examiner and in coordination with SCSO.

4.2.3. SCVSAR, Fire and USAR

4.2.3.1. Snohomish County Volunteer Search and Rescue (SCVSAR) is a nonprofit organization that serves as a volunteer rescue resource for the Snohomish County Sheriff's Office. SCVSAR consists of eight different units that are spread out around the county.

4.2.3.2. Municipal Fire Departments and Districts are the lead agencies for urban search and rescue operations and will conduct rescue operations commensurate with the availability of equipment and trained personnel.

4.2.4. Municipal / Tribal Law Enforcement Agencies

4.2.4.1. Provide direction and control to SAR operations within their political subdivisions (municipalities) in accordance with RCW 38.52 depending on the nature of the incident, the training resources and equipment available.

4.2.4.2. The police chief may request the Sheriff to perform this duty on behalf of his political subdivision.

4.2.5. Snohomish County Fire Departments & Districts

4.2.5.1. Fire services conduct rescue operations, commensurate with the training and availability of appropriate equipment.

4.2.5.2. Assist with lost person searches when resources are available.

4.2.5.3. Provide medical aid and medical transport.

4.2.5.4. Provide technical rescue support commensurate with training and equipment.

4.2.5.5. Provide incident command and staff for rescue operations or searches when requested.

4.2.6. Snohomish County Department of Emergency Management (DEM)

4.2.6.1. Ensures all SAR personnel are appropriately registered as Emergency Workers as required by RCW 38.52.

4.2.6.2. Secures SAR mission numbers from the State Emergency Management Division upon request from the SAR Coordinator, Snohomish County Sheriff's Office.

4.2.6.3. Coordinates direct support to SAR operations at the request of the SAR Coordinator, Snohomish County Sheriff's Office.

4.3. Procedures

4.3.1. Upon receiving information of a possible SAR operation, the responsible law enforcement agency will initiate their SAR procedures.

4.3.2. When personnel from outside the law enforcement agency are used, the responsible agency will contact Emergency Management for a State Mission Number.

4.3.3. Direction and Control of the SAR operations will follow the concepts of the Incident Command System (ICS), with the responsible law enforcement agency being the Incident Command agency.

4.4. Mitigation Activities

4.4.1. Provide ongoing public education to recreational users.

4.4.2. Maintain an active SAR program.

4.5. Preparedness

4.5.1. Review the ESF-9 Annex annually and update as needed.

4.5.2. Provide SAR training to responsible personnel and appoint a SAR coordinator. SAR training shall include response to Urban SAR as well as wild land SAR.

4.5.3. Develop and maintain support procedures for response to SAR operations.

4.5.4. Develop and maintain a training program for personnel and volunteers for SAR operations.

4.5.5. Establish coordination with primary agency.

4.5.6. Develop and maintain procedures for responding to SAR operations, which are coordinated with primary agency's procedures.

4.5.7. Develop and maintain training for SAR operations.

4.6. Response

4.6.1. Initiate all SAR operations within their jurisdiction, except those operations tasked to Washington State Department of Transportation (WSDOT), Aeronautics Division.

4.6.2. Establish ICS for SAR operations and become Incident Command for all SAR operations, this includes Urban Search and Rescue.

4.6.3. Provide trained personnel for SAR operations.

4.6.4. Request additional resources, as appropriate.

4.6.5. Provide resources for SAR operations, as appropriate.

4.6.6. Respond following the concepts of the Incident Command System.

4.7. Recovery

4.7.1. Provide documentation for possible financial reimbursement process for recovery activities.

5. References

6.   Resources

ESF-10 Hazardous Materials

Overview

ESF Coordinating Agency
Snohomish County Department of Emergency Management / Local Emergency Planning Committee (LEPC)

Primary Agencies
Snohomish County Hazardous Materials Response Team

Supporting Agencies
Snohomish County 911
Tier II Facilities
Responsible Parties
Emergency Responders
Washington State Emergency Management Division

1. **Introduction**
    1.1. **Purpose**
        1.1.1.   Emergency Support Function (ESF) 10 describes the overview of the local situation, planning assumptions, concept of operations and responsibilities but does not supersede the procedures of the Hazardous Materials Plan.
    1.2. **Scope**
        1.2.1.   The Snohomish County Local Emergency Planning Committee (LEPC) Hazardous Materials (HAZMAT) Emergency Response Plan (HAZMAT Plan) covers the roles and responsibilities under ESF 10, however an overview is covered here to insure a coordinated response to a hazardous materials incident while minimizing the effects of a hazardous materials incident on people and the environment.
2. **Policies**
        2.1.1.   Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC's).
        2.1.2.   It is the responsibility of the Snohomish County LEPC to develop a comprehensive hazardous materials response plan.
3. **Situation**
    3.1. **Emergency/Disaster Conditions and Hazards**
        3.1.1.   The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.
        3.1.2.   Hazardous materials emergencies could occur anytime and anywhere throughout Snohomish County from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents.
        3.1.3.   Emergency response operations for a hazardous materials incident may require a multi-agency and multi-disciplinary response. Disciplines may include fire responders, law enforcement, environmental containment and cleanup

specialists, fish and wildlife experts, emergency medical services, and environmental health. While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health and the environment that will require further remediation.

3.1.4.   The predominant threat presented by oil spills is damage to the environment. Oil spills can occur on water, or on land. While oil spills can be large in terms of volume of product released and environmental damage, they often present a lesser degree of risk to public health and safety.

3.1.5.   The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases.

3.1.6.   It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

3.1.7.   Fixed Facilities

3.1.7.1.   There are 348 fixed facilities located throughout Snohomish County with hazardous substances (Tier II Reporters). These substances range in quantity from 100 - 2,000,000 pounds per facility site.

3.1.7.2.   Airport

3.1.7.2.1.   Paine Field is a general and commercial aviation airport. Primary operations include small single engine recreational aircraft, corporate jets, commercial air service, Boeing manufacturing plant for 747, 767, 777, and 787 aircraft, and Aviation Technical Services (ATS) provides repair and maintenance services for commercial/cargo aircraft.

3.1.7.2.2.   Paine Field and adjacent tenants main fuel farms and underground pipelines that support fueling operations.

3.1.8.   Seaports / Terminals

3.1.8.1.1.   Port of Everett is multi-mode cargo shipping port. Primary operations are bulk concrete and timber; secondary operations include bulk container shipping.

3.1.8.1.2.   Washington State Ferry Terminals at Edmonds and Mukilteo that provide both passenger and vehicle service to the Kitsap Peninsula and Whidbey Island respectively.

3.1.8.1.3.   Point Wells is a bulk petroleum and asphalt storage facility.

3.1.9.   Transportation Modes

3.1.9.1.   Road

3.1.9.1.1.   Hazardous substances transported to intermediate and final destinations within Snohomish County can generally be expected on any primary or secondary state, county, or municipal road.

3.1.9.1.2.   The majority of hazardous items shipped by road are petroleum products (~63%) which include diesel, gasoline, aviation fuel, and liquefied petroleum gas (LPG).

3.1.9.2.   Rail

3.1.9.2.1.   Burlington Northern Santa Fe (BNSF) operate over 44 miles of north/south and 41 miles of east/west rail lines, sidings, and switch junctions in Snohomish County.

3.1.9.2.2.   The majority of hazardous chemicals shipped by rail are chlorine, anhydrous ammonia, methanol, caustic soda, LPG, and vinyl chloride.

3.1.9.3.   Pipeline
3.1.9.3.1.   Olympic Pipeline operates over 44 miles of north/south running bulk liquid petroleum pipeline. This system consists of 16 and 20 inch diameter lines and operates between 960 and 1440 PSI. Primary products are diesel and gasoline; secondary product is jet fuel.

3.1.9.3.2.   Williams Pipeline operates over 44 miles of north/south and 66 miles of east/west running bulk distribution natural gas pipeline. This system consists of 36 inch diameter lines and operates at 960 PSI. Bulk natural gas is odorless and colorless; scent agents are added to retail 8 inch lines to aid in identification of gas leaks.

3.2. Planning Assumptions
3.2.1.   A hazardous material release or spill may develop slowly or occur suddenly without warning.

3.2.2.   Business and industrial facilities located in Snohomish County have complied with EPCRA rules and have coordinated their facility emergency response plans with their serving Fire Department / District and Emergency Management Organization.

3.2.3.   A hazardous materials incident may require Protective actions that may be necessary for the public in the affected area may include sheltering in place; evacuation; protection of animals; water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity / urgency of the situation, characteristics of the area, populations involved, and weather and road conditions.

3.2.4.   Vulnerable populations may require assistance to complete protective actions.

3.2.5.   It is neither implied nor should it be inferred that this plan guarantees a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events.

4.   Concept of Operations
4.1. General
4.1.1.1.   A hazardous materials incident includes but is not limited to the following conditions:

4.1.1.1.1.   Any release of a hazardous material which poses or has the potential to pose a threat to public health, safety or the environment.

4.1.1.1.2.   Any condition that has the potential to become a release that will pose a threat to public health, safety or the environment.

4.1.1.1.3.   Response to a Hazardous Materials incident may be defensive, offensive, or non-intervention based on the nature of the release.

4.1.1.2.   Primary consideration will be protection of the life, environment, and property.

4.1.1.3.   The authorized representatives of regulated facilities and transportation companies involved in the actual or suspected release of hazardous material will promptly notify Snohomish County 911 and/or appropriate response agency(s), LEPC, SERC, and tribal governments of the incident.

4.1.1.4.   The Incident Commander (IC) is responsible for coordination and management of the on-scene response.

4.1.1.5.   Decontamination operations should be conducted on-site

4.1.1.6.   The Snohomish County Hazardous Materials Response Team operates IAW Snohomish County Hazardous Materials and Weapons of Mass Destruction Suggested Operating Guideline, the Snohomish County

Hazardous Materials and Technical Rescue Team Administrative Procedures, and other internal guidelines as appropriate.

4.2. Organization and Responsibilities

4.2.1. Coordinating Agency

4.2.1.1. Snohomish County Department of Emergency Management / Local Emergency Planning Committee

4.2.1.1.1. The Snohomish County Department of Emergency Management (DEM) LEPC serves unincorporated Snohomish County and the municipal areas of Arlington, Brier, Darrington, Edmonds, Everett, Gold Bar, Granite Falls, Index, Lake Stevens, Lynnwood, Marysville, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, Sultan, and Woodway.

4.2.1.1.2. The LEPC will assist respective jurisdictions and agencies in preparing and reviewing hazardous material response plans and procedures.

4.2.1.1.3. The LEPC is responsible for the development of this plan and the distribution of the Snohomish County Local Emergency Planning Committee (LEPC) Hazardous Materials (HAZMAT) Emergency Response Plan to the appropriate agencies and the general public.

4.2.1.1.4. The LEPC will act as the repository of the annual Tier II submittals.

4.2.1.1.5. The LEPC will compile a list of companies with reportable quantities of hazardous materials.

4.2.2. Primary Agency

4.2.2.1. Snohomish County Hazardous Materials Response Team

4.2.2.1.1. The Snohomish County Hazardous Materials Response Team is the primary response agency that will function under command of the authority having jurisdiction for the incident.

4.2.2.1.2. The Snohomish County Hazardous Materials Response Team is comprised of personnel and equipment from seven member agencies who deliver service through three technical response units and one decontamination unit based at various locations throughout the county. Departments where personnel and/or equipment are available.

4.2.2.1.3. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.3. Supporting Agencies

4.2.3.1. Public Information Officers

4.2.3.1.1. Work with Incident Commander to provide public information and alert and warning.

4.2.3.1.2. Work with emergency responders to develop pre-scripted messages to include public information and emergency alerts.

4.2.3.2. Snohomish County 911

4.2.3.2.1. Transmit emergency alert messages when requested.

4.2.3.2.2. Attempt other methods of notification to the public either for informational purposes, shelter-in-place or for evacuation as dictated by the situation.

4.2.3.2.3. Follow notification processes and procedures.

4.2.3.3. Responsible Party

4.2.3.3.1. The responsible party (owner or shipper) has ultimate accountability for ensuring effective and expeditious abatement of a release or threatened release of oil or hazardous materials (WAC 4.24.314) to include cleanup costs and reimbursement for the local responders.

4.2.3.3.2. Will notify all required agencies as required under Sections 301,302, 303, 304, 311, 312, 313, and 324 of EPCRA and any enabling legislation at the state level.

4.2.3.4. Tier II Facilities

4.2.3.4.1. Designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information.

4.2.3.4.2. Submit Tier II and other information as required, by federal, state or local law to SERC, appropriate Snohomish County LEPC, and serving fire department/district in accordance with Section 311.

4.2.3.4.3. Notify SERC and appropriate county LEPC, per Section 304, of a release at the facility in excess of the reportable quantity for the substance and when the release could result in exposure of person(s) outside the facility.

4.2.3.5. Emergency Responders

4.2.3.5.1. Identify the type or types of materials involved, and the scope of the incident as quickly as possible. Information can be gathered from the reporting party, 9-1-1 dispatch, the Responsible Party, placards, and references such as the North American Response Guidebook, and CHEMTREC.

4.2.3.5.2. Depending upon the size and nature of the incident, initial notifications should be made by the first responding agency to the National Response Center, Jurisdictional Emergency Management Agency, and Washington State Emergency Operations Center (SEOC).

4.2.3.5.3. Train personnel to identify potential hazardous materials incidents through the use of the North American Emergency Response Guidebook, and additional and advanced training offered through the Washington State Patrol, fire service, and other vendors.

4.2.3.5.4. Train all personnel to understand and use the Incident Command System as required by NIMS.

4.2.3.5.5. EMS personnel should be trained in proper initial medical care for patients exposed to hazardous materials.

4.2.3.5.6. Develop department specific procedures.

4.2.3.6. Washington State Emergency Management Division

4.2.3.6.1. Contacted and processes routine hazardous materials releases.

4.2.3.6.2. Maintains 24-hour duty officer system to receive notification of incidents and requests for assistance and initial notification to local, state, provincial and federal response agencies.

4.2.3.6.3. Coordinates the procurement of state resources for use by the IC, or as requested by ECC, or other designated local response agency, or state response agencies.

4.2.3.6.4. Activates and manages the State EOC to provide communications and support to assist in hazardous materials incidents when necessary.

4.2.3.6.5. Issues mission numbers as part of the state emergency worker volunteer registration system under Chapter 38.52 RCW and Title 118 WAC.

5. References

5.1. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).
5.2. US Department of Transportation and Transport Canada, Emergency Response Guidebook.
5.3. SARA Title III – Emergency Planning and Community Right-to-Know Act (EPCRA).
5.4. Public Law 99-499 – Superfund Amendment and Reauthorization Act (SARA)
5.5. Chapter 118-40 WAC – Hazardous Chemical Emergency Response Planning
5.6. Snohomish County Local Emergency Planning Committee (LEPC) Hazardous Materials (HAZMAT) Emergency Response Plan

6. Resources

ESF-11 Agriculture and Natural Resources

<u>Overview</u>
Emergency Support Function (ESF) 11 provides nutrition assistance animal/zoonotic disease, plant pest or disease; the safety and security of the commercial food supply; protects natural and cultural resources and historic properties (NCH) resources; and provides for the sheltering household pets and livestock.

ESF Coordinating Agency
Snohomish County Auditor – Animal Services

Primary Agency
Snohomish County Auditor – Animal Services
Snohomish County Parks, Recreation, and Tourism
Snohomish Health District (SHD)
Snohomish County Human Services

Supporting Agencies
Washington State Animal Response Team (WSART)
Washington State Department of Health (WDOH)
Washington State Department of Fish & Wildlife (WDFW)
Washington State Department of Natural Resources (DNR)
Washington State Department of Archaeology & Historic Preservation
Washington State Department of Ecology
USDA Farm Services Agency
Snohomish County Veterinarians
Washington State Department of Agriculture (WSDA)

1. **Introduction**
    1.1. **Purpose**
        1.1.1. ESF 11 provides guidance to local and tribal government, state and federal agencies, and community organizations during disasters or emergency situations to address:
            1.1.1.1.   Emergency provision of nutritional assistance.
            1.1.1.2.   Coordinate animal and plant disease and pest response.
            1.1.1.3.   Assurance of food safety and security.
            1.1.1.4.   Protection of natural and cultural resources and historic (NCH) properties.
            1.1.1.5.   Safety and wellbeing of household pets and livestock.
    1.2. **Scope**
        1.2.1. ESF 11 coordinates five primary functions, within the context of emergency or disaster situations.
        1.2.2. Emergency Provision of Nutritional Assistance:
            This includes coordinating with ESF 6 and ESF 8 to determine nutritional assistance needs and ESF 7 to obtain appropriate food supplies, and coordinate the delivery of food supplies.
        1.2.3. Animal and Plant Diseases; and Pest Response:
            This includes coordinating with ESF 8 to implement an integrated federal, state, local and tribal emergency response with the Snohomish Health District and the veterinary community to an outbreak of a highly contagious or economically

devastating animal or zoonotic (capable of being transmitted from animals to people) disease, highly infective plant disease or economically devastating plant pest infestation. This function will ensure that people/animal/plant health issues are coordinated and supported in an emergency or disaster situation.

1.2.4. Food Supply Safety and Security:
This includes coordinating with ESF 8, ESF 13, and local, tribal, state and federal authorities to inspect and verify safety of the food supply. Support the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; support the laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.

1.2.5. Protection of Natural and Cultural Resources; and Historic (NCH) Properties:
This includes coordinating with the appropriate local, tribal, state or federal agency for the protection, preservation, conservation, rehabilitation and restoration ecosystems, water resources, farmlands, wildlife, historic and archeological landmarks, and tribal land and heritage sites. This includes coordinating post-event baseline assessments of damages and coordinating technical assistance and resources for assessing impacts of response and recovery activities to NCH resources.

1.2.6. Safety and Wellbeing of Household Pets and Livestock:
This supports the Snohomish County Auditor and includes coordinating with ESF 6, ESF 8, and ESF 9 to ensure an integrated response that provides for the safety and wellbeing of household pets and livestock.

2. **Policies**

   2.1. **General Policies**

   2.1.1. ESF 11 actions are coordinated and conducted cooperatively with local and tribal, state and federal incident management officials and private and non-profit entities.

   2.1.2. ESF 11 will coordinate with other ESF agencies to ensure appropriate use of all workers and volunteers, and to ensure appropriate measures are in place to protect their health and safety.

   2.2. **Nutrition Assistance Policies**

   2.2.1. Food supplies secured and delivered under ESF 11 are suitable for either household distribution or mass feeding.

   2.2.2. Transportation and distribution of food supplies within the affected area are coordinated through ESF 1, ESF 6 and ESF 7.

   2.2.3. ESF 11 agencies and organizations may authorize the use of disaster food/nutritional stamp programs.

   2.3. **Animal and Plant Disease and Pest Response Policies**

   2.3.1. Animal and plant disease and pest response activities are conducted in collaboration and cooperation with local and tribal, state and federal authorities and private industry to ensure continued human and animal nutrition and environmental security, and to support the economy.

   2.4. **Food Supply Safety and Security Policies**

   2.4.1. Actions undertaken are guided and coordinated by Snohomish Health District.

   2.4.2. The Snohomish Health District will notify appropriate state and federal agencies and will be the liaison for communications with other agencies with food safety and security duties.

   2.5. **Natural, Cultural, Historic (NCH) Resources Policies**

2.5.1. Local and tribal departments, Snohomish County Parks, Recreation, and Tourism, Snohomish County Public Works, and Snohomish County Planning and Development Services are the initial primary agencies for NCH resources coordinating through ESF 3.

2.5.2. Actions taken to protect, preserve, conserve, rehabilitate and restore NCH resources are guided by the existing internal policies and procedures of the primary agency for each incident.

2.5.3. The primary agency for each incident coordinates with appropriate ESFs, including protecting the health and safety of volunteers and emergency workers.

2.6. Safety and Wellbeing of Household Pets and Livestock Policies

2.6.1. Animal evacuation and provision of shelter should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be provided shelter near their owners, when possible. Owners shall provide food, water, exercise and an appropriate standard of care for their animals during the time they are in emergency shelters.

2.6.2. Businesses where animals are integral to operations (e.g. pet shops and veterinary hospitals) shall have contingency plans in place for those animals in their care during an emergency or disaster.

2.6.3. All animal carcass disposal activities are conducted as humanely and efficiently as possible to limit any impacts on the surrounding environment.

2.6.4. Only trained and certified animal care groups will operate as Emergency Workers in Snohomish County. This is to provide the greatest protection of worker safety, animal health and welfare, and effective utilization of personnel, supplies and equipment.

2.6.5. Emotional Support Animal (ESA) – A companion animal that provides therapeutic benefit, such as alleviating or mitigating some symptoms of the disability, to an individual with a mental or psychiatric disability. Emotional support animals are typically dogs and cats, but may include other animals. To be afforded protection under United States federal law, a person must meet the federal definition of disability and must have a note from a physician or other medical professional stating that the person has that disability and that the emotional support animal provides a benefit for the individual with the disability. An animal does not need specific training to become an emotional support animal.

In the U.S., federal protection against housing discrimination is afforded to persons under two federal statutes: Section 504 of the Rehabilitation (Section 504) and the Federal Fair Housing Amendments Act of 1988 (FHAA). Persons with disabilities may request a reasonable accommodation, such as a waiver of a "no pets policy," for any assistance animal, including an emotional support animal, under both the FHAA and Section 504.

2.6.6. Household Pet(s) (Federal Definition) – According to FEMA DAP 9253.19 "[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes."

2.6.7. Miniature Horses - The Department of Justice (DOJ) revised ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Entities covered

by the ADA must modify their policies to permit miniature horses where reasonable.

ADA regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated:

- *Whether the miniature horse is housebroken;*
- *Whether the miniature horse is under the owner's control;*
- *Whether the facility can accommodate the miniature horse's type, size, and weight; and*
- *Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.*

2.6.8. Service Animal – As defined by the ADA, a service animal refers to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, or other mental disability. Works or tasks may include: guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. The Department of Justice's (DOJ) new rules limit the definition of service animal in the ADA to include only dogs. The new rules also defines service animal to exclude emotional support animals.
This definition does not apply to the Fair Housing Act (FHA Act) or the Rehabilitation Act, Section 504. Individuals with disabilities and others with access and functional needs may have an assistance animal in addition to dogs, including emotional support animals, under the FHA Act or Section 504.
In situations where both laws apply, housing providers, including emergency shelters, must meet the broader FHA Act/Section 605 standard which provides for the inclusion of assistance animals that fall outside the ADA's service animal definition. Service animals are not pets and will remain with their owners at all times.

2.6.9. Livestock
Livestock includes, but is not limited to, horses, mules, cattle, sheep, swine, and goats.

2.6.10. Exotic Animals
Some examples of exotic animals include big cats, venomous and other non-indigenous snakes, primates, turtles & other reptiles, and raptors.

2.6.11. Wildlife
Wildlife encompasses species of animals that are managed, protected, or otherwise administered by state and Federal wildlife, game, and management agencies.

3. Situation
3.1. Emergency/Disaster Conditions and Hazards
3.1.1. An emergency or disaster situation affecting Snohomish County may trigger multiple impacts to agriculture, natural, cultural and historic lands, plant and animal health/welfare, and/or the availability and safety of the food supply. Additionally, certain pests or animal/plant diseases may be zoonotic in nature, thereby endangering the health, safety and welfare of humans.

3.1.2. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.2. Planning Assumptions

3.2.1.   Volunteers will want to help and can make a significant contribution to the effort.

3.2.2.   Any prolonged power outage will place fresh or frozen food at immediate risk by rendering it unsafe to consume.

3.2.3.   Land (truck and rail) delivery of bulk supplies may be cut off. Distribution of non-local donated goods will not be immediately possible or will have to be carried out via air transport.

3.2.4.   Local agriculture producers and veterinarians will be the first to discover and report a suspected foreign animal disease (FAD), plant disease or pest infestation.

3.2.5.   Production capability and/or value may become severely limited during response to a pest infestation or foreign animal disease. Such an event would greatly impact the economic stability of the county, state, and nation.

3.2.6.   Positive and prompt actions by local, state, and (possibly) federal authorities will be required in order to stop a highly contagious disease to animals or plants. Control and eradication of such a disease will involve many county, state and federal agencies, not just those involved with agricultural activities.

3.2.7.   First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.

3.2.8.   Emergency planning for animals requires extensive collaboration among emergency management officials, animal control agencies, animal welfare organizations, veterinarians, county and state agencies, animal shelter providers, breeders, volunteer groups, and residents.

3.2.9.   In an emergency evacuation, many people will not evacuate without their animals, or will delay their own evacuation in an attempt to prepare for their animals left behind.

3.2.10. People will want to evacuate and remain with their pets for the duration of the disaster.

3.2.11. People with disabilities and others with access and functional needs requiring service animals will remain with their service animal throughout every stage of disaster assistance.

3.2.12. Service animals will be evacuated and sheltered with their owners.

3.2.13. Pet and livestock owners, will take steps to protect and care for animals in their possession, and if evacuated will normally take their domestic animals with them, or place them in prearranged private boarding kennels, stables, or similar facilities.

3.2.14. There will be circumstances when pet and livestock owners will not be able to protect their animals during an emergency situation, or will abandon their pets during disaster. This includes unscheduled drop-offs at animal facilities.

3.2.15. In an emergency or disaster, animals or livestock may escape.

3.2.16. Animal food supplies may become contaminated, destroyed, or be in limited supply and will need to be imported from outside the area.

3.2.17. The greatest concentration of small domestic animals exists in urban areas along the major transportation corridors (I-5, SR-2, SR9) in Snohomish County.

- Dogs   164,000+
- Cats   179,876+
- Birds   20,018+

3.2.18. The greatest concentration of large domestic and production animals exists in the rural areas of North and East Snohomish County.

- Horses   11,559+
- Cattle   36,800+
- Sheep   2,000+
- Hogs   600+
- Poultry   400,000+
- Mink   32,000+

Estimate of dogs, cats, birds and horses derived from the American Veterinary Medical Association (AVMA) calculator. All other animal estimates derived from the Census of Agriculture.

4. Concept of Operations

4.1. General

4.1.1. Additionally, as Snohomish County works with emergency management partners such as tribal nations and other municipalities during emergency situations or disasters affecting the protection and preservation of NCH resources, the county will coordinate with the WA State Departments of Archaeology and Historic Preservation, Ecology, Natural Resources, and other federal agencies.

4.1.2. If the Snohomish County ECC is activated, agriculture, health and natural resources services will be coordinated through the Snohomish County ECC in an ESF Functional model. Incident sites will be coordinated using the Incident Command System.

4.1.3. Animal owners are responsible for the basic care and sheltering of their animals. ESF 11 will coordinate with ESF 6, ESF 7, and ESF 8 to determine the need, availability, and distribution of nutritionally adequate food and water. ESF 11 and ESF 8 will coordinate regarding the safety and viability of locally grown food (including food items grown in private gardens) potentially affected by an emergency event (such as drought, flooding, a terrorist act involving hazardous materials or radioactive materials, etc.). This will entail coordinating with the WSDA, USDA, Snohomish Health District (SHD), WSDOH and others regarding the safety of the local food supply and, for a national emergency, the safety of the national food supply, in order to inform and protect people in the county.

4.1.4. Domestic animals, wild animals, plants and the timber industry could be vulnerable to the spread of animal or plant diseases related to an emergency. Important elements to consider include the identification and control of animal and plant disease associated with or made worse by an emergency; isolation or quarantine of animals; and the disposition of animals killed by the emergency or required to be destroyed as a result of the emergency. SHD will coordinate with the appropriate partners to manage the diseases as they relate to human infection.

4.1.5. SHD will coordinate as part of ESF 15 as the principal point of contact for an outbreak of a highly infectious/contagious animal or zoonotic disease posing potential impacts to human health.

4.1.6. Snohomish County departments, in conjunction with tribal nations and local conservation districts and other state and federal organizations will take the lead in assessing threats to natural and cultural resources from an emergency, including water quality, air quality, soil quality, forest land, fishing, wildlife and others.

4.1.7.   The county recognizes that care and concern for domestic animals might delay and affect emergency actions necessary for the wellbeing of humans. Animals in disasters planning should address care and assistance for livestock, household pets, other domestic animals that are not household pets (e.g. horses) and wild animals affected by an emergency. This includes concerns such as sheltering animals, evacuating animals, and aiding injured or displaced animals. DEM will coordinate with local emergency response partners to accomplish this, including the veterinary community, private boarding and kenneling resources, WSDA and the WDFW.

4.1.8.   Snohomish County residents have the primary responsibility for the health and welfare of their livestock, household pets and other domestic animals. Residents will provide for their animals' care in an emergency, to the extent possible.

4.2. Organization and Responsibilities

4.2.1. Snohomish County Auditor – Animal Services

4.2.1.1.   Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.1.2.   Capture stray animals and seek temporary housing of animals for which owners cannot be identified.

4.2.1.3.   Provide oversight of animal rescue/care/control activities.

4.2.1.4.   Coordinate the provision of emergency shelters for equine and livestock at Large Animal Shelters.

4.2.1.5.   Activate the facilities necessary for the continued housing of displaced animals, both wild and domestic.

4.2.1.6.   Determines and requests animal medical and food needs at sites.

4.2.1.7.   Establish and maintain liaisons with community groups with special expertise in the handling and maintenance of wild and exotic animals as well as livestock to provide support to the Department's field operations.

4.2.1.8.   Provides a representative to the ICP/Unified Command (UC) as requested.

4.2.1.9.   Coordinates protection to residents threatened by animal-related conditions.

4.2.1.10. Coordinates the identification of safe facilities for equine and livestock in need of confinement.

4.2.1.11. Coordinate with volunteers on evacuations and sheltering of animals.

4.2.1.12. Continue service for the care and treatment of sick and/or injured animals.

4.2.1.13. Establish and maintain procedures that will provide for the health and safety of the public in records to zoonotic diseases following a major disaster.

4.2.1.14. Identify and maintain a contemporary inventory of facilities, both public and private, for the housing of wild and domestic animals.

4.2.1.15. Coordinate the reunification animals with owners.

4.2.1.16. Patrols disaster areas of unincorporated areas of Snohomish County and contract cities to rescue domestic animals displaced by catastrophic events during disaster response operations in the operational area.

4.2.1.17. Provides emergency animal housing at its shelters and depending on the circumstances, may also set up temporary emergency animal shelters to assist persons who have taken their animals from evacuated areas.

4.2.1.18. Coordinate the supply and delivery of required animal food, medicine and equipment.

4.2.1.19. Coordinate with ESF 15 to ensure information is provided on the location of animal shelters and pet friendly shelters for people with companion animals.

4.2.1.20. Coordinate with ESF 3, ESF 8, and ESF 10 for the removal of waste and carcasses.

4.2.2. Snohomish Health District

4.2.2.1. Identify a representative to the Snohomish County ECC to serve as a liaison between local and State government to coordinate response and recovery efforts.

4.2.2.2. Coordinate and disseminate guidance for immediate protective actions for the public, such as information regarding preventive measures for contamination of food and purification of water. Coordinate with ESF 15 to draft health advisories for affected area(s).

4.2.2.3. Monitor emergency food and water supplies for compliance with health regulations.

4.2.2.4. Advise local government officials of health hazards.

4.2.2.5. Work with the WSDA to provide food inspections to ensure a safe food supply for the public.

4.2.2.6. Investigate cases of food borne illness.

4.2.2.7. Investigate cases of adulterated food, and coordinate with the Washington State Departments of Agriculture and Health regarding findings of adulterated food.

4.2.2.8. Provides and coordinates public health services during disaster response conditions.

4.2.2.9. Public health services may include the control of communicable diseases; coordinating inspection of health in damaged buildings; inspection of vital foodstuffs, water, drugs, and other consumables; mosquito and other vector control; and detection and identification of possible sources of contamination dangerous to the general physical and mental health of the community.

4.2.2.10. Addresses the county's veterinarian's role, which includes veterinary public health and animal health emergencies specific to the identification, control, and eradication of animal diseases.

4.2.2.11. Protect, prevent, and detect threats and incidents involving wildlife or domestic animals.

4.2.2.12. Insure immediate and humane eradication.

4.2.2.13. Ensure procedures/guidelines are in place to inspect the food supply and ensure food safety.

4.2.2.14. Provide surveillance for food-borne disease.

4.2.2.15. Coordinate with appropriate agencies for emergency food inspections and distribution.

4.2.3. Washington State Department of Agriculture (State Veterinarian)

4.2.3.1. Diagnose and confirm foreign animal diseases, zoonotic diseases and other animal-related conditions of public health significance.

4.2.3.2. Implement an integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic disease or plant disease/pest infestation.

4.2.3.3. Identify and implement quarantine areas as appropriate.

4.2.3.4. Identify appropriate treatment or disposal of contaminated crops or livestock, as well as decontamination of associated facilities or land.

4.2.3.5. Coordinate veterinary and wildlife services in affected areas.

      4.2.3.6.   Coordinate with ESF 8 – Public Health & Medical Services related to human health.

4.2.4. Washington State Department of Fish and Wildlife

      4.2.4.1.   Coordinates and communicates with other regulatory agencies to address wildlife and exotic animal shelter and rescue needs in the event of an emergency

      4.2.4.2.   May be available to assist permitted facilities in the location of suitable alternative housing for their restricted species (exotic pets) as staff resources allow.

      4.2.4.3.   May conduct warnings and assist in the evaluation of confined wildlife and exotic animals including, but not limited to, those held under CDFW permits as staff resources allow.

      4.2.4.4.   May coordinate the use of specialized personnel and equipment to recapture potentially dangerous escaped exotic animals as staff resources allow.

      4.2.4.5.   May assist with the assessment of lost or escaped exotic animals as deemed appropriate and as staff resources allow.

      4.2.4.6.   May assist with the assessment of oil-soaked birds or other animal species as deemed appropriate by the CDFW's OSPR unit and as staff resources allow.

4.2.5. Snohomish County Veterinarians

      4.2.5.1.   Veterinarians will triage and treat sick and injured animals; and coordinate efforts with the State Veterinarian.

      4.2.5.2.   Kennel owners will assist in the identification of suitable facilities to house animals.

      4.2.5.3.   Provide care for injured and diseased animals in a capacity with which the animal care professional is qualified.

      4.2.5.4.   Provide boarding care for displaced animals in a capacity with which the boarding care provider is qualified.

4.2.6. Snohomish County Parks, Recreation, and Tourism Department

      4.2.6.1.   Coordinate with local, tribal, state and federal municipalities and organizations to determine impacts to NCH lands.

      4.2.6.2.   Determine resources available for NCH resource protection.

      4.2.6.3.   Identify and coordinate the use of Parks facilities for the sheltering of pets and livestock.

4.3. Procedures

    4.3.1.   The exception is an animal or plant health emergency. The State Veterinarian's Office (WSDA) will receive notification of a foreign animal disease before local emergency management. The response is then initiated by the state animal health authorities, rather than local authorities requesting support from the state. Because of the direct involvement of the WSDA in identifying whether or not there is an animal health emergency, the Washington State Department of Agriculture in collaboration with identified stakeholders and legal authorities (local, tribal, state and federal) will take the lead in managing animal or plant health emergencies. Upon notification, DEM would activate the Snohomish County ECC in support of, and to coordinate with, WSDA and other stakeholders.

    4.3.2.   Service animals are neither household pets nor livestock and must remain with the person to whom they are assigned throughout every stage of disaster assistance.

    4.3.3.   Service animals for persons with disabilities and others with access and functional needs are required to be transported with their owner.

4.3.4. Evacuated individuals who require the use of a service animal are allowed under federal law to co-locate with their service animal at general population shelters. For further details about service animals during an evacuation, refer to the EOP Evacuation Functional Support Annex.

4.3.5. According to ADA Title II Regulation, service animals do not have to be licensed or certified by the government or other entity and the ADA does not require service animals to have specific training, special equipment, or licenses.

4.3.6. In all instances, only two questions may be asked to determine if an animal is a service animal:

4.3.7. Do you need this animal because of a disability?

4.3.8. What tasks or work has this animal been trained to perform? If the answers to these questions reveal that the animal has been trained to work or perform tasks for a person with a disability or access and functional needs, it qualifies as a service animal.

4.3.9. Questions about the nature or severity about a person's disability or ability to function may not be asked. It is also inappropriate to question a person's need for a service animal, to exclude a service animal on the grounds that shelter staff or volunteers can provide the assistance normally provided by the service animal, or ask that the animal demonstrate its ability to perform the work or task.

4.4. Mitigation Activities

4.4.1. Develop mutual aid agreements with government agencies, professional associations, and private agencies/organizations.

4.4.2. Conduct threat, risk, and vulnerability assessments of key ESF 11 elements. Analyze the impact of an outbreak or agri-terrorist attack on domestic animals, livestock or crops.

4.4.3. Review and analyze lessons learned in emergency/disaster incidents that have occurred elsewhere, and make changes where applicable.

4.5. Preparedness

4.5.1. Coordinate with ESF 15 to develop public education and awareness programs about pet and livestock owner responsibilities in a disaster.

4.5.2. Develop an inventory of natural, historical and cultural resources that will be addressed by ESF 11.

4.5.3. Pre-identify evacuation areas/facilities to relocate animals to in a disaster or emergency.

4.5.4. Encourage residents, animal shelters, animal-based businesses and livestock operations to develop emergency procedures and evacuation plans for animals in their care and custody.

4.5.5. Review standards of public health in pet friendly shelter facilities.

4.5.6. Develop and disseminate public information on the care of domestic animals in emergencies, disasters and evacuation that emphasizes and encourages self-reliance among owners.

4.5.7. Coordinate with ESF 6, ESF 8, and ESF 15, etc. to ensure key information related to food availability and safety, animal, plant and people health and NCH resources is not duplicated or left out related to an emergency that activates any element of ESF 11.

4.6. Response

4.6.1. Establish and maintain operational awareness of public health and medical services through direct communications links with operational units in the field.

4.6.2. Coordination with the appropriate local, state and federal agencies, non-profit organizations or the private sector will take place from the Snohomish County ECC.

4.6.3.   Public information regarding animal protection and the health, safety and welfare of plants, animals and people will be coordinated and issued through ESF 15.

4.6.4.   In coordination with ESF 6, identify the areas and number of individuals in the affected community who are in need of emergency water, food and ice. Identify and establish mass feeding and food and water distribution sites in coordination with ESF 1, ESF 6 and ESF 7.

4.6.5.   Request assistance with security at distribution and mass feeding sites to ensure that disaster survivors receive these resources in an orderly and safe manner.

4.6.6.   Coordinate ESF 8 to determine water contamination and the resultant need for potable water supplies within the affected communities.

4.6.7.   Coordinate with ESF 1 and ESF 7 to secure refrigerated trailers and warehouse space for the distribution and storage of water, ice and food supplies as necessary.

4.6.8.   In conjunction with ESF 1 and ESF 7 identify the transportation routes and distribution of incoming food and water resources.

4.6.9.   Determine the need for the issuance of emergency food stamps in coordination with ESF 6 and ESF 8 and state and federal agencies necessary to request and implement the program.

4.6.10. Work with the County agricultural coordinator on issues associated with livestock.

4.6.11. Coordinate with ESF 7 request support from neighboring animal control agencies, nongovernmental organization animal welfare groups, and large animal haulers for assistance in animal evacuation and shelter.

4.6.12. Coordinate with ESF 7 to request an agency representative from the animal/veterinary/wildlife agencies as needed.

4.6.13. Coordinate veterinary and wildlife services in affected areas.

4.6.14. Coordinate the response to a Bio-hazardous event (in consultation with ESF 10), the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas).

4.6.15. Determine animal/livestock nutritional assistance needs and work with the Resourcing Section to order food as needed.

4.6.16. Coordinate with ESF 1 and ESF 13 for the evacuation transportation of people and animals and disseminate that information through ESF 15.

4.6.17. Determine the needs of the affected population for the number and location of survivors people.

4.6.18. Coordinate with ESF 8 to ensure that animal/veterinary health issues are supported (including both disease management and medical management).

4.6.19. Sheltering of Pets

    4.6.19.1.   Whenever possible temporary emergency small animal shelters will be co-located with general population shelters.

    4.6.19.2.   The sheltering and protection of animals is the primary responsibility of the animal owners.

    4.6.19.3.   For the purpose of this document emotional support animals will be treated as the equivalent of a service animal when the owner can provide the documentation proving the animal is an emotional support animal.

    4.6.19.4.   Pet owners will assist with the care of their own pets.

    4.6.19.5.   Non-governmental animal care groups including the American Humane Society and the American Society for the Prevention of Cruelty to Animals (ASPCA) and other animal social services groups can provide trained animal care personnel and volunteers and are coordinated through ESF 7.

    4.6.19.6.   Support the feeding of animals by coordinating with Animal Services

4.6.19.7. Provides emergency animal housing at its animal shelter sites and depending on the circumstances, may also set up Temporary Emergency Small Animal Shelters to assist persons who have taken their pets from evacuated areas

4.6.19.8. Specific procedures are included in the Animals in Disaster Plan.

4.6.20. Livestock

4.6.20.1. Identify sheltering locations and transportation options for livestock and large animals during emergencies.

4.6.20.2. Animal Owners will be encouraged to bring some form of animal identification, immunization papers, handling equipment (e.g. saddles, reins, halters, nose leads), water, feed, buckets, and any required medicines.

4.6.20.3. In cases when owners are separated from their large animals, Animal Services will attempt, to the degree practicable, to provide owners with regular updates and inform them of visiting/care hours where applicable, through ESF 15.

4.7. Recovery

4.7.1. Assist support agencies for long term maintenance, placement, or disposition of wildlife which cannot be returned to their normal habitats or domestic animals which have been separated from their owners.

4.7.2. Assess the need for long-term provision of food, water and ice supplies to the disaster survivors.

4.7.3. Monitor the number and location of community-based feeding locations and identify gaps to feed survivors.

4.7.4. Coordinate recovery and mitigation of NCH resources through the Snohomish County Hazard Mitigation Plan.

References
4.8.   Snohomish County Plan for Handling Animals in Disaster, 2008.
4.9.   WSDA Guide for Local Jurisdictions: Foreign Animal Disease Response, 2012.
4.10. Animals in Disaster, Independent Study Course, IS-10. Module A, Awareness and Preparedness. FEMA.
4.11. Animals in Disaster, Independent Study Course, IS-11. Module B, Community Planning. FEMA.
4.12. Livestock in Disasters, IS-111. FEMA.
4.13. Animal Management in Disasters. Sebastian Heath, Mosby, St. Louis, 1999.
4.14. Disaster Assistance Policy DAP9523.19, Eligible Cost Related to Pet Evacuations and Sheltering, 24 Oct 2007, FEMA.

ESF-12 Energy/Utilities

<u>Overview</u>
ESF 12 Energy and Utilities provides guidance assessment, restoration, and temporary emergency procedures for energy and utility systems.

ESF Coordinating Agency
Snohomish County Public Utility District #1 (PUD)

Primary Agencies
Cascade Natural Gas
Olympic Pipeline Company
Puget Sound Energy (PSE)
Snohomish County Public Utility District #1 (PUD)
Williams Northwest Pipeline Company

Supporting Agencies
Municipal / Tribal Law Enforcement Agencies
Municipal / Tribal Public Works Departments
Snohomish County Department of Emergency Management (DEM)
Snohomish County Fire Departments & Districts
Snohomish County Public Works
Snohomish County Sheriff's Office (SCSO)
Washington State Department of Commerce
Washington Utilities and Safety Commission

1. **Introduction**
   1.1. Purpose
      1.1.1. ESF 12 serves to coordinate electrical, natural gas, and petroleum providers during emergencies or disasters as their products are essential to meet the needs of residents before, during and after a disaster.
      1.1.2.   Provide for the coordinated and effective use of available electric power, natural gas and petroleum products with other response and recovery efforts necessary meet essential needs and to facilitate restoration of energy systems affected by an emergency or disaster.
      1.1.3. ESF 12 provides a framework to collect, evaluate, and share information on energy and utility system damage and estimations on the impact and restoration of outages within affected areas.
   1.2. Scope
      1.2.1. This ESF covers energy and utility providers who provide services to, and or have resources in, Snohomish County (note: energy or utility providers area of service may exceed the County's geographical boundaries).
      1.2.2. ESF 12 addresses significant disruptions in energy/utility supplies for all hazards, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, planned interruptions, or other unanticipated incidents.
      1.2.3. ESF 12 addresses the impact that damage to an energy system in Snohomish County may have on energy/utility supplies, systems, and components in other districts relying on the same system. Consequently, energy/utility supply and

transportation problems may be limited to Snohomish County, or be intrastate, interstate, and international in scope.

1.2.4. ESF 12 includes energy production/generation, refining, transportation, transmission, and distribution, and the infrastructure, construction, maintenance, and repair of energy and utility providers before, during, and after a disaster or emergency.

    1.2.4.1. Snohomish County Public Utility District # 1 (PUD) which provides power to commercial and private customers in Snohomish County. PUD provides limited power production capability through the Jackson Hydro-Electric Project and receives the majority of their electricity from the Bonneville Power Administration.

    1.2.4.2. Natural gas retail service in Snohomish County is provided by Puget Sound Energy and Cascade Natural Gas.

    1.2.4.3. Williams Pipeline carries natural gas from Canada and runs through Snohomish County, along the I-5 corridor. Local distribution companies deliver natural gas to consumers with the exception of some large industrial and commercial users. These large customers may purchase gas directly from the supplier and pay pipeline companies only transmission and delivery fees.

    1.2.4.4. Crude oil enters Washington State through an international pipeline from Canada, from ocean going tankers, and from unit trains to five refineries in Anacortes and Ferndale areas. Those five refineries along with two smaller refineries in Tacoma provide the majority of products consumed in the state and supply a significant amount to other northwest states

    1.2.4.5. The Olympic Pipeline carries refined petroleum products from these refineries through Snohomish County, along the I-5 corridor. Additionally a significant amount of petroleum products move through and are distributed to customers by trains and tanker trucks.

2. Policies

2.1. Restoration of normal operations at energy facilities is the responsibility of the facility owners, managers and operators.

2.2. All energy/utility providers, whether publicly or privately owned, should be prepared to respond to energy related needs resulting from an emergency or disaster.

2.3. Utilities have will maintain all required and necessary Emergency Response and Preparedness Plans.

2.4. Assistance will be prioritized for life safety emergency response organizations, critical infrastructure and key resources, shelters, evacuation routes

2.5. The Governor can declare an energy emergency under RCW 43.21G and includes provisions for energy priorities, alerts, control of resources, and establishes any necessary emergency powers for the governor.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1. The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.1.2. The ability to restore damaged energy and utility systems is essential to maximizing the life safety, health, and minimizing the economic impact of a disaster.

3.2. Planning Assumptions

3.2.1.   The occurrence of a disaster could destroy or damage portions of the energy and utility systems that provide resources to the County.

3.2.2.   Many utility outages are localized incidents and address in the scope of normal operations.

3.2.3.   Widespread and possibly prolonged electric power failures could occur in an emergency or disaster.

3.2.4.   Delays in the production, refining, and delivery of petroleum-based products could occur as a result of transportation infrastructure problems and loss of commercial electrical power.

3.2.5.   Snohomish County's disaster response and recovery operations may be hindered due to inadequate energy and petroleum sources.

3.2.6.   The impact of an incident in other jurisdictions could result in an energy emergency for Snohomish County.

3.2.7.   Damage from a disaster will impact normal energy and utility restoration timeframe estimates.

3.2.8.   Damage to the electric utilities will have cascading impacts on other services.

3.2.9.   When a disaster or emergency occurs, public utilities will use their own response resources first, supplemented as needed by resources available through mutual aid or private sector contracts.

3.2.10. Private energy providers will coordinate their own contracts and agreements for services.

3.2.11. Local energy resource requests may overwhelm local energy availability.

3.2.12. Energy and utility providers have existing plans and procedures for dealing with energy and utility outages that include during emergencies and disasters.

3.2.13. Mutual Aid agreements exist among utility providers to increase production, transmission, and/or resources during incidents.

3.2.14. The State has resources and expertise that can be used to supplement local efforts.

3.2.15. Federal assistance may be requested to support state and local efforts if an incident exceeds state and local capabilities.

3.2.16. The Governor may declare an energy emergency outside of any disaster or emergency or in conjunction with another disaster or emergency.

4. Concept of Operations

4.1. General

4.1.1.   ESF 12 collects, evaluates, and shares information on energy/utility system damages and estimates on the impact of energy/utility system outages within the affected areas.

4.1.2.   Energy and utility agencies respond to energy and petroleum outages which are necessary to maintain public health, safety and general welfare of the county's residents, workers and visitors.

4.1.3.   Priority restoration operations will be coordinated between the energy and utility provides, the ECC, and local EOCs.

4.1.4.   Disruptions in energy supply are typically caused by physical disruption of energy transmission and distribution systems or equipment failure.

4.1.5.   Energy and utility outages, shortages, or disruptions will impact life safety, public health, and incident stabilization.

4.1.6.   ESF 12 will coordinate with electric utilities, petroleum refiners and suppliers, and natural gas providers to assess infrastructure damage, the number of customers with outages, requirements to repair energy systems (both temporary

and permanent), supply and demand projections and anticipated shortfalls, work with state and federal officials to coordinate restoration priorities.

4.1.7. ESF 12 will coordinate with appropriate ESFs to identify temporary or alternate sources of emergency fuel and power prioritizing emergency response, critical infrastructure, and essential facilities and work with local and state policy staff when needing to prioritize restoration efforts.

4.1.8. ESF 12 provides emergency information, education, and conservation guidance concerning energy and utility systems.

4.1.9. ESF 12 also provides information concerning the energy/utility restoration process such as projected schedules, percent of completion of restoration, geographic information on the restoration and other information as appropriate.

4.1.10. Energy and utility providers monitor systems and resources during the course of normal operations.

4.2. Organization and Responsibilities

4.2.1. All Primary ESF Agencies

4.2.1.1. Determine the location, impact, and extent of utility outages and provide restoration estimates.

4.2.1.2. Identify and coordinate restoration priorities with other impacted energy companies and critical infrastructure customers.

4.2.1.3. Participate unified command, as requested.

4.2.1.4. Provide a liaison with Snohomish County ECC when requested.

4.2.1.5. Provide a public information officer to ESF 15 when requested.

4.2.1.6. Perform life safety and property preservation operations.

4.2.1.7. Assess infrastructure damage, supply availability and market situation and report findings to Snohomish County ECC.

4.2.1.8. Develop contingency plans when repair or restoration estimates exceed allowable timeframes.

4.2.1.9. Comply with energy allocations and curtailment programs as determined by the Governor.

4.2.1.10. Coordinate out-of-area private and public energy assistance.

4.2.1.11. Coordinate Geographic Information System (GIS) personnel and the production of maps for respective DOC/EOC/ECC.

4.2.1.12. Provide timely and accurate information to customers.

4.2.1.13. Develop contingency plans when repair or restoration timeframes exceed

4.2.2. Snohomish County Public Utility District #1 (PUD)

4.2.2.1. Assess energy and utility service system capabilities to include coordinating with ESF 3 on potable water availability.

4.2.2.2. Coordinate with Bonneville Power Administration (BPA) who supplies wholesale power to Snohomish County PUD.

4.2.2.3. Coordinate, as appropriate, with federal, state and local officials to identify and establish priorities to repair and restore damaged systems.

4.2.2.4. Coordinate sources of emergency fuel supplies for essential operations. j.

4.2.2.5. Coordinate public information dissemination relative to emergency energy and utility capabilities and usage.

4.2.2.6. Coordinate information flow from PUD EOC to ECC or local EOCs including real-time outage information, estimated restoration timeline, and critical infrastructure within the outage area.

4.2.3. Puget Sound Energy and Cascade Natural Gas

4.2.3.1. Provides retail natural gas service to commercial and residential customers in most of Snohomish County. Cascade Natural Gas provides

retail natural gas service to customers in the Arlington and northwestern Snohomish County area.

4.2.3.2. Determine status of shortages or supply disruptions for natural gas.

4.2.4. **Williams Northwest Pipeline Company and Olympic Pipeline Company**

4.2.4.1. Identify supply issues for unleaded gasoline, aviation fuel, and diesel fuel.

4.2.4.2. Work with private haulers provide re-supply service to critical facilities that support response and recovery operations.

4.2.5. **Washington State Department of Commerce**

4.2.5.1. The control of any energy source is only possible at the state level and only after the Governor has signed a Disaster Proclamation.

4.2.5.2. The by order of the Governor, Commerce can waive regulations to expedite restoration; waive fuel driver regulations; provide energy curtailment options; provide subsidies for mass transit usage.

4.2.6. **Washington Utilities and Transportation Commission**

4.2.6.1. Maintain and update data and information on energy pipeline systems and their ownership, location, capabilities, criticality, vulnerability and operations (including company energy emergency and continuity of operations plans).

4.2.6.2. Maintain data and information on jurisdictional energy company systems and their ownership, management, emergency response and continuity of operations plans, supply disruptions and emergency reports.

4.2.6.3. Maintain credentials and liaison with appropriate federal agencies and associations such as US DOE and the NASEO.

4.2.7. **Snohomish County Department of Emergency Management**

4.2.7.1. Develop working relationships with appropriate local energy and utility providers.

4.2.7.2. Coordinate Local Emergency Planning Committee in accordance with ESF 10 and the Snohomish County Hazardous Materials Emergency Response Plan.

4.2.7.3. Request and support ESF 12 representatives and liaisons, as necessary.

4.2.8. **Snohomish County & Municipal / Tribal Public Works Departments**

4.2.8.1. Clear debris from public right-of-ways to allow utility service providers access to restore service.

4.2.8.2. Coordinate with utility service providers to ensure impacted utilities do not pose a life-safety threat to public works personnel.

4.2.8.3. Under ESF 1 and ESF 3, coordinate priority transportation routes that consider utility priority restoration.

4.2.9. **Snohomish County Fire Departments & Districts**

4.2.9.1. Conduct initial scene control and life safety operations.

4.2.9.2. Establish incident / unified command with energy and utility operators when infrastructure operations are required prior to commencing lift saving measures or in order to maintain responder safety for the duration of an incident.

4.2.9.3. Dispatch hazardous material teams when required.

4.2.10. **Snohomish County Sheriff's Office and Municipal / Tribal Law Enforcement Agencies**

4.2.10.1. Provide scene security and traffic control for energy and utility service providers when conducting repairs.

4.2.10.2. Assist in securing areas with downed power lines and/or gas leaks.

4.3. Procedures

4.3.1. The energy, utility, and petroleum distribution systems will continue to provide services through normal operations when possible or unless directed by the Governor.

4.3.2. Energy, utility, and petroleum information will be provided to the public.

4.3.3. Energy, utility, and petroleum companies will compile damage assessment reports and transmit them to Snohomish County ECC. The Snohomish County ECC will collect, evaluate and report conditions to all ESF representatives.

4.3.4. Hazardous materials reponses will be coordinated through ESF 10.

4.3.5. Public safety agencies will likely be the first responders to arrive on-scene of an energy-related (natural gas leak and/or fire, downed electrical lines, and poles, etc.) incident. Initial response procedures will include establishing incident/unified command and implementing life safety protective actions.

4.4. Mitigation Activities

4.4.1. Identify and map infrastructure against known hazards and identify the potential damage to supply and distribution systems.

4.4.2. Identify redundancies in existing systems to mitigate the impact of outside incidents on the system.

4.4.3. Participate in the Snohomish County Hazard Mitigation Plan update process.

4.4.4. Implement available system design, retrofit, and operations that contribute to infrastructure resilience.

4.4.5. Identify utility projects that are eligible for mitigation funding and submit applications that enhance infrastructure resilience.

4.4.6. Identify supply and demand activities that may be impacted by hazards and develop and conservation strategies to reduce consumption and develop public information campaigns to support conservation actions.

4.4.7. Identify funding mechanisms to support vulnerable populations during energy emergencies which may include subsidies for current energy consumption or alternative sources of energy.

4.4.8. Identify, establish and maintain alternate facilities, equipment and assets for continuity of operations for essential energy services within the county.

4.4.9. Work with ESF 15 to develop and maintain multi-lingual public education and outreach programs for energy conservation and risk reduction measures during energy emergencies.

4.5. Preparedness

4.5.1. All public utilities will maintain emergency call lists, operating procedures and emergency resources and update them as needed.

4.5.2. In accordance with federal regulations, conduct and participate in energy emergency exercises with the energy industry, local and State governments to test written plans and to prepare for energy emergencies.

4.5.3. Develop, validate and maintain specific emergency response planning for both routine outages and emergency operations.

4.5.4. Identify and map key equipment, locations, resources and critical infrastructure.

4.5.5. Coordinate with the Fleet Management Department to secure contracts for emergency supply of combustible fuel, from outside the immediate area, for use in County vehicles, giving preference to emergency response and road patrol vehicles. 6.

4.5.6. Energy and utility providers will work with DEM and Department of Commerce to develop guidelines for priority use and restoration of public utility resources where there may be insufficient supplies to meet essential needs, and coordinate with ESF 15 to prescript messages that inform the public of energy emergency and safety measures.

4.5.7.   Coordinate with utility providers to identify requirements to repair energy systems, preposition available resources, and develop and maintain

4.5.8.   Implement a public awareness campaign regarding energy and utilities safety in emergencies.

4.6. Response

4.6.1.   Utilities will coordinate the mobilization of personnel and equipment required for emergency assessment and repair of facilities and infrastructure.

4.6.2.   As available, assist with conducting damage assessment operations and reporting these assessments to the Snohomish County ECC.

4.6.3.   Energy and utility providers will provide the ECC outage and restoration figures, preliminary damage assessment information, and resource requests.

4.6.4.   An ESF-12 representative will coordinate in the Snohomish County ECC and will be responsible for the coordination of energy resources.

4.6.5.   Utilities will be requested to provide the Snohomish County ECC with a single point of contact for response and recovery operations.

4.6.6.   Conduct damage assessments of facilities (production resources, substations), transmission lines or pipes, and other infrastructure.

4.6.7.   Determine affected areas including private residences and commercial customers.

4.6.8.   Determine resources needed for energy restoration.

4.6.9.   Coordinate with ESF 1 and 3 to identify available transportation routes.

4.6.10. Coordinate with ESF 6 and ESF 8 to identify priority restoration efforts that may impact medical, health, and mass care resources and any necessary generation or alternative power resources.

4.6.11. Coordinate with ESF 13 to provide security to personnel and critical facilities.

4.6.12. Coordinate with ESF 15 to release public information on restoration timelines and priorities.

4.6.13. Submit resource requests for materials, supplies, and personnel necessary to restore

4.6.14. Work with energy buyers and/or sellers to determine expected peak loads, duration of emergency incident, generating and transmission capabilities.

4.6.15. Coordinate, as appropriate, with federal and state energy officials to identify and establish priorities to repair and restore damaged systems.

4.6.16. Coordinate sources of emergency fuel supplies for essential operations.

4.7. Recovery

4.7.1.   The Snohomish County ECC will coordinate with State and Federal agencies for supplemental energy resources, including electricity, natural gas, and petroleum products.

4.7.2.   The Snohomish County ECC will assist in compiling damage assessment reports and act upon request for State and Federal Assistance as needed and public utility providers should provide documentation for potential financial reimbursement process for recovery activities.

4.7.3.   Assess the current technical standards and specifications that may impact short and long-term recovery functions.

4.7.4.   Coordinate resources to assist local, state, and federal agencies in recovery operations.

4.7.5.   Review mitigation and recovery strategies for energy infrastructure and resilience.

4.7.6.   Continue to perform tasks necessary to expedite restoration and recovery operations.

4.7.7.   Determine present and future need for energy resources and identify potential gaps in resource capabilities.

4.8. Resource Requirements
5. **References**
    5.1. Olympic Pipeline Company – Northwest Spill Response Plan
    5.2. Williams Pipeline Company – Northwest Pipeline Emergency Response Plan
6. **Resources**

ESF-13 Public Safety, Law Enforcement, and Security

<u>**Overview**</u>
ESF 13 addresses the responsibilities of law enforcement in Snohomish County including law enforcement and security, evacuation, traffic control and road closures, mutual aid, and search and rescue.

ESF Coordinating Agency
Snohomish County Sheriff's Office (SCSO)

Primary Agencies
Municipal / Tribal Law Enforcement Agencies
Snohomish County Sheriff's Office (SCSO)
Washington State Patrol (WSP)

Supporting Agencies
Local / Tribal Public Works Agencies
Snohomish County 911 (SNO911)
Snohomish County Department of Emergency Management (DEM)
Snohomish County Public Works
Washington State Emergency Management Division (WAEMD)

1. **Introduction**
    1.1. **Purpose**
        Emergency Support Function (ESF) 13 establishes coordination procedures for local, tribal, county and state law enforcement personnel and equipment to support emergency/disaster response operations.
    1.2. **Scope**
        This ESF provides a mechanism for coordinating and providing support to law enforcement, public safety, and security capabilities and resources during emergency or disaster including evacuation, critical infrastructure protection, security, access, traffic, identity verification, and crowd control.
2. **Policies**
    2.1. Local, tribal, state, and federal authorities have primary responsibility for public safety and security.
    2.2. Local jurisdictions have the primary authority and responsibility for law enforcement activities.
    2.3. The Interlocal Cooperation Act, RCW 39.34, and the Washington Mutual Aid Peace Officers Act, RCW 10.93, authorize general authority law enforcement agencies to enter into mutual aid agreements to provide law enforcement assistance in response to an emergency involving an immediate threat to human life or property.
    2.4. Law enforcement agencies activate mutual aid agreements during normal operations. During disasters or emergencies, mutual aid will be activated will be activated in coordination with incident command/unified command.
    2.5. ESF 13 supports the coordination of law enforcement resources and does not supersede plans, procedures, and that address scenes of violence, mutual aid, scene management and emergency operations.
    2.6. The Snohomish County Sheriff's Office (SCSO) is responsible for law enforcement activities for the unincorporated areas of Snohomish County and those jurisdictions that have contracted with the SCSO for law enforcement.

2.7. Local/Municipal and Tribal police chiefs are responsible for coordinating law enforcement operations within their jurisdictions.

2.8. The law enforcement agency with lead jurisdictional responsibility will direct and control mutual aid response efforts utilizing the Unified Command.

2.9. Integration of non-law enforcement resources into law enforcement activities will be through Unified Command.

2.10. Agencies will maintain primary authority and responsibility for law enforcement activities within their jurisdiction and be responsible for deputizing or providing appropriate

3. **Situation**

   3.1. Emergency/Disaster Conditions and Hazards

   The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

   3.2. Planning Assumptions

   3.2.1. Local, tribal, state, private-sector, and specific federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support during incidents having the potential or actual threat to public safety and security.

   3.2.2. In most situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the NIMS / ICS. In larger-scale incidents needing additional resources, mutual aid agreements will be activated with incident operations managed through a unified command structure.

   3.2.3. During evacuations, persons may require assistance for evacuation. These individuals are to be prioritized following the evacuation of persons in immediate danger.

   3.2.4. Law enforcement resources within the affected area will be inadequate to control traffic, assist with notifications and evacuations, and provide security and additional law enforcement capabilities will need be needed.

   3.2.5. Some areas will require restricted access.

   3.2.6. Some of the population may not follow evacuation recommendations but choose to remain in place.

4. **Concept of Operations**

   4.1. General

   4.1.1. The SCSO has primary responsibility for law enforcement operations in unincorporated Snohomish County and the municipalities of Darrington, Gold Bar, Index, Snohomish, Stanwood, and Sultan. During an emergency or disaster, their authority continues.

   4.1.2. Law enforcement agencies of the incorporated municipalities of Arlington, Granite Falls, Lake Stevens, Marysville, Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace, Mukilteo, Everett, Naval Station Everett, Woodway, and Monroe have the primary responsibility for law enforcement operations in their respective jurisdictions. During an emergency or disaster, their authority continues.

   4.1.3. The Tulalip Tribal Police Department and Stillaguamish Tribal Police Department has primary responsibility for law enforcement operations within their respective jurisdiction.

4.1.4.   Primary agencies maintain communications with supporting agencies to determine capabilities and assess the availability of resources and to track those resources as needed.

4.1.5.   Law enforcement agencies will coordinate with the ECC to identify the populations and plan routes for evacuation. It may be necessary to direct evacuees to areas of safety or shelters.

4.1.6.   Law enforcement establishes or assists in the establishment of the incident command structure including the determination of an Incident Commander and Incident Command Post.

4.1.7.   Authority for law enforcement within municipalities may be accepted by the SCSO when the Police Chief, Mayor or designee chooses to relinquish their authority to the operations directed by the Sheriff.

4.1.8.   Law enforcement agencies provide aid to each other when requested and available.

4.1.9.   Law enforcement will restrict access into evacuated areas as allowed by RCW.

4.1.10.   Control access and provide security to the scene or evacuation areas.

4.1.11.   Local law enforcement organization, regular law enforcement activities, traffic control, and other emergency police functions will remain the responsibility of the law enforcement agency with day-to-day jurisdiction, or their designee.

4.1.12.   Identify, establish, and disseminate evacuation routes in coordination with ESF 1, ESF 3, and ESF 15.

4.1.13.   Assist in conducting traffic control, rerouting, and security operations, including facilities and response personnel.

4.1.14.   Provide damage assessments, as available.

4.1.15.   Law enforcement will provide traffic control to reroute the public away from dangerous areas.

4.1.16.   Coordinate re-entry to include businesses, residents, and commercial vehicles.

4.1.17.   Provide security, as requested, for the movement of resources and goods.

4.1.18.   Request assistance through the state law enforcement mutual aid system as necessary.

4.1.19.   The SCSO will coordinate security needs for County response facilities during disasters and emergencies, including the ECC, and, as requested, support the coordination of security for other response facilities and critical infrastructure.

4.1.20.   Evacuation instructions and information provided to the media will be disseminated through the Public Information Officer (PIO) larger scale incidents with multiple jurisdictions and agencies the Joint Information System (JIS) will be activate and/or the Joint Information Center (JIC). This will be in accordance with ESF #15 Public Information System.

4.2. Organization and Responsibilities

4.2.1. Municipal/Tribal Law Enforcement

4.2.1.1.   ESF 13 will continue to enforce applicable laws and regulations.

4.2.1.2.   ESF 13 will coordinate and provide the necessary security and protection for response resources, survivors, casualties, and property.

4.2.1.3.   Manage law enforcement resources and direct law enforcement field operations.

4.2.2. Snohomish County Sheriff's Office (SCSO)

4.2.2.1.   Coordinate with the Snohomish County Sheriff and Police Chiefs Association on applicable policies, procedures, and multi-agency teams and task forces.

4.2.2.2.   Coordinate with mutual aid resources including state and federal law enforcement.

       4.2.2.3. Assist in coordinating the evacuation and movements of inmates from Correctional Facilities or secured institutions.

       4.2.2.4. Designate personnel to the Snohomish County Emergency Coordination Center (ECC) to coordinate public safety resources.

       4.2.2.5. Coordinate the tracking of missing persons with ESF 8 and ESF 15.

       4.2.2.6. Notify and coordinate other local commercial mass transit agencies for additional services as required.

4.2.3. Snohomish County 911 (SNO911)

       4.2.3.1. Maintain dispatch operations including mutual aid requests, tactical channels, resource assignment, alert and warning.

       4.2.3.2. Identify resources needed for additional call or information centers.

4.2.4. Washington State Emergency Management Department (WAEMD)

       4.2.4.1. Coordinate National Guard resources available for public safety and security missions.

4.2.5. Local / Tribal Public Works Agencies

       4.2.5.1. As requested through ESF 3, support road and facility closures.

4.2.6. Washington State Patrol

       4.2.6.1. The Washington State Patrol will maintain responsibility for traffic control on all primary state highways and interstate highways.

       4.2.6.2. Work in coordination with ESF 1, ESF 3, and ESF 7 to issue Commercial Vehicle Passes including the coordination of hazardous materials and necessary transportation waivers.

       4.2.6.3. Coordinate with local law enforcement for the dissemination of intelligence from The Washington State Fusion Center.

4.3. Procedures

    4.3.1. On-scene Law enforcement operations are conducted by county and local agencies within the limits of their resources and authority. In the event additional law enforcement resources are required, they may be requested through local mutual aid.

    4.3.2. Law enforcement procedures are outlined in respective operations and procedures manuals including regional plans (e.g. scenes of violence, mass casualty incidents).

4.4. Mitigation Activities

    4.4.1. Conduct special planning activities with other agencies, facilities, or community events which require special security, public safety, or traffic control operations.

    4.4.2. Develop mitigation projects that support resilient infrastructure which may include the hardening of facilities, retrofits, and security measures.

4.5. Preparedness

    4.5.1. ESF agencies may coordinate in the development of joint plans, policies, and procedures and the training and exercising of those plans.

    4.5.2. Develop and maintain interoperable communications capabilities.

    4.5.3. Establish mutual aid agreements with other law enforcement organizations.

    4.5.4. Develop evacuation protocols, alert and warning messages, and public education materials.

4.6. Response

    4.6.1. Develop and distribute priorities including lifesaving, life sustaining, property, environment, and economic security.

    4.6.2. Provide accurate and timely information to Sno911 and ESF 13 to identify the type and size of the incident and necessary resources (including mutual aid).

    4.6.3. Relay information from IC/UC to Sno911 and ESF 13 representatives which may indicate or confirm current or forecasted resource shortfalls, mutual aid gaps,

and multi-location incidents to develop a common operating picture across the County and region.

4.6.4. Work with Sno911 early in an incident to identify resource shortfalls and maintain awareness of incidents throughout the region through mutual aid requests.

4.6.5. Identify and suspend any services not required by law when resources do not permit.

4.6.6. Establish and implement evacuation procedures and operations in coordination with ESF 1, ESF 2, ESF 7, and ESF 15 as outlined in the Evacuation and Shelter-in-Place Annex (Draft).

4.6.7. Assist with traffic control and rerouting.

4.6.8. As requested, provide security for staging areas, facilities, and transportation routes.

4.6.9. Establish and control entry points and criteria.

4.6.10. In coordination with appropriate ESFs, develop traffic control procedures for movement of responders, evacuees, resources, and the media.

4.6.11. Maintain order in and around emergency/disaster scene; safeguard property in and around the scene.

4.6.12. Identify and investigate crimes committed that may impact response operations including incidents are

4.6.13. Assist the Medical Examiner in necessary investigation, identification and recovery of deceased person(s).

4.6.14. Restrict entry where hazards remain and in accordance with RCW.

4.6.15. Establish staging areas of mutual aid responders and deploy these teams as needed.

4.6.16. As requested and available, assist educational institutions in executing security and safety plans.

4.7. Recovery

4.7.1. Implement re-entry procedures for recovery personnel, residents, employees, and business owners by considering available services including transportation, roadways, infrastructure, communications.

4.7.2. Coordinate re-entry messaging with ESF 15 and policy group.

4.7.3. Assist with the movement of sheltered residents back to their homes.

4.7.4. Reopen closed traffic routes.

4.7.5. Restore normal law enforcement services suspended during the emergency.

5. References
6. Resources

ESF-15 External and Public Affairs

Overview
Emergency Support Function 15 is assigned to prepare, coordinate, and disseminate information pertaining to emergencies and disasters to the general public through various forms of media.

ESF Coordinating Agency
Snohomish County Department of Emergency Management

Primary Agencies
Snohomish County Executive Office
Snohomish County Sheriff's Office
Snohomish County Department of Emergency Management
Snohomish Health District

Supporting Agencies
Snohomish County Department PIOs
Municipal / Tribal Jurisdictions
Public, Private, and Non-profit Area PIOs
Snohomish Public Information Network (SnoPIN)
National Weather Service
Washington State Emergency Management Department
Snohomish County 911

1. **Introduction**
    1.1. **Purpose**
        1.1.1.   Public information must be coordinated and integrated during an emergency or disaster. This Annex outlines the process for accurate, coordinated and timely information and warnings to impacted communities, the general public, first responders, governments, media, tribes and private-sector stakeholders in the event of an emergency or disaster situation.
        1.1.2.   This Annex can be used to coordinate with other crisis communications plans.
        1.1.3.   The Annex has been developed to meet the following objectives:
            1.1.3.1.   Identify roles and responsibilities within the JIC.
            1.1.3.2.   Define communication methodologies and procedures necessary for the notification of the public and essential personnel in the event that requires emergency public information.
            1.1.3.3.   Identify actions that can be accomplished to mitigate any adverse impact.
            1.1.3.4.   Ensure consistency with Federal, State, regional, and local governments' emergency response plans and operations in accordance with the National Incident Management System (NIMS).
            1.1.3.5.   Identify basic policy decisions that will drive the City's PIO actions during a major incident.
            1.1.3.6.   Help build and maintain public trust.
    1.2. **Scope**
        1.2.1.   This annex identifies the key policies, concepts of operation, roles and responsibilities and capabilities associated with ESF-15 External and Public Affairs, including the Joint Information Center and Joint Information System within Snohomish County. Specific operating procedures and protocols are

addressed in documents maintained by the ESF 15 partner organizations including crisis communications plans.

1.2.2.   A significant emergency or disaster situation will require media relations capabilities and will involve Public Information Officers (PIOs) from many local governments, businesses and community organizations. ESF 15 coordinates the release of information to provide the appropriate public support to federal, state, local and tribal governments during an emergency or disaster situation.

1.2.3.   This Annex is applicable to departments, agencies, and jurisdictions with responsibilities outlined in the Plan.

1.2.4.   Other entities not outlined in this plan are encouraged to participate in the JIC in order to provide coordinated public information and alert and warning.

2. Policies

2.1.   The coordination of emergency public information activities in Snohomish County resides with the Department of Emergency Management.

2.2.   Life-safety information, as defined by RCW 38.52, to the public have priority for dissemination.

2.3.   The chief law enforcement official has the primary responsibility for disseminating evacuation and shelter-in-place information which, if necessary, must be coordinated with other chief law enforcement officials to ensure consistency of messaging.

2.4.   The chief elected official has the primary responsibility for disseminating life safety information which, if necessary, must be coordinated with other chief elected officials to ensure consistency of messaging.

2.5.   The Public Health Official has the primary responsibility for disseminating emergency which.

2.6.   The Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA) are activated as the primary means to disseminate emergency warnings and priority emergency instructions to the public.

2.7.   The lead jurisdiction will provide immediate information to the general public and state, local, private and tribal organizations regarding response and recovery activities.

2.8.   The State may initiate emergency public information to augment or enhance local jurisdiction capability or when requested by a county or local emergency management agency.

3. Situation

3.1. Emergency/Disaster Conditions and Hazards

3.1.1.   Any emergency or disaster has the potential to adversely impact the county's ability to provide health and safety information to the residents, and to adversely impact communication with necessary first responders, governments, media, tribes, volunteer organizations and private sector.

3.1.2.   The Snohomish County Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment). The HIRA identifies those hazards the County is at risk for as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery.

3.1.3.   Residents with limited English proficiency, access and functional needs, and/or children (vulnerable populations) may not be able to access or comprehend traditional warning messages through traditional methods and systems (e.g. sirens, Emergency Alert Systems) advising them to take life safety measures with limited to no notice.

3.2. Planning Assumptions

3.2.1. Disasters or incidents may strike without notice or warning and the public will require updates and information regarding the situation.

3.2.2. Disruption and damage to the telecommunications infrastructure will likely occur in the event of an emergency or disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.

3.2.3. Any undamaged communications infrastructure will be overwhelmed or cease to function.

3.2.4. Health and safety information and emergency protective measures will be disseminated as soon as possible by whatever means available.

3.2.5. Requested telecommunications resources may not be available or may be delayed.

3.2.6. All public affairs/information officers will coordinate messaging and endeavor to keep all stakeholders adequately informed with clear, accurate and complete reports of changing situations as soon as possible.

3.2.7. In any disaster, primary consideration is given to life safety information as identified in RCW. Secondary priorities will be given to life-sustaining information.

3.2.8. In many disasters (especially during catastrophic disasters), it will be necessary from mutual aid resources including other local, State, and federal government, and private organizations public information officers.

3.2.9. A DOC, local EOC or ECC, or the County ECC may or may not be activated in support of an incident but the JIC/JIS may be activated.

3.2.10. All public communication materials produced should be provided in accordance with the Limited English Proficiency Plan and in accessible formats.

3.2.11. Communications may disrupted or impacted causing disruption in land-line telephone, cellular telephone, radio, computer and other communication services.

3.2.12. Local, regional, and national media will be requested to disseminate public information during emergency situations and should be included in planning, training, and exercising as appropriate.

3.2.13. Responsibility for releasing (approving) of accurate and timely information for public dissemination about an emergency or significant incident rests with the Incident Commander in the field or, should the ECC be activated, the ECC Manager.

4. Concept of Operations

4.1. General

4.1.1. During an incident, the Incident Commander or Unified Command can request a PIO, who will be the Lead PIO.

4.1.2. For non-activation incidents, the Lead PIO can request mutual aid support which may include additional PIOs or activating the JIC and or JIS.

4.1.3. The Lead PIO will communicate with the JIC Manager (if activated), through the JIS, or through SNO911.

4.1.4. During an ECC activation, the ECC Manager will appoint a JIC Manager who will provide coordination and supervision of the ECC JIC.

4.1.5. The Snohomish County JIC ECC SOG will guide JIC operations when the ECC is activated.

4.1.6. The JIC Manager, or another designated PIO, will work with emergency management staff, to issue appropriate press releases, monitor and update county social media, coordinate information among municipal and agency PIOs, and conduct media interviews.

4.1.7. The JIC Manager will coordinate with ESF 5 to ensure there is appropriate PIO staffing, and set up a Joint Information System / Center as appropriate.

4.1.8. Upon notification of an incident or a potential or impending incident, the Snohomish County Department of Emergency Management Public Information Officer (DEM PIO) will ensure coordination and dissemination of accurate and timely life safety information.

4.1.9. During large incidents involving numerous response agencies, PIOs from all affected agencies should coordinate public information under the Joint Information System and Center. The ECC JIC will coordinate public information resources include such things as situation reports, response status, protective action recommendations, and contact information for pertinent community organizations and individuals.

4.2. Organization and Responsibilities

4.2.1. All PIOs

4.2.1.1. Gather, verify, coordinate and disseminate emergency life safety information and instructions to the public through traditional and social media.

4.2.1.2. Provide the public accurate and up-to-date information regarding incident cause, size, status, resources committed and potential short- or long-term impacts, if known; and to correct important inaccuracies.

4.2.1.3. Establish the Joint Information System (JIS) to include administering policies and procedural guidance for mobilizing and assigning Public Information Officers (PIOs).

4.2.1.4. Local government is responsible for providing the public with information and immediate protective actions designed to save lives, protect property, the economy, and the environment, and long-term recovery actions.

4.2.1.5. Arrange host services for visiting elected officials and dignitaries within their jurisdictions or agencies.

4.2.1.6. Monitoring the media (including social media) and responding to media inquiries, public requests (as appropriate), and dispelling important rumors by providing accurate and updated information.

4.2.1.7. Using available and appropriate media communications channels and systems communicate with the public which may include warnings, advisories, web postings, social networks, and media releases.

4.2.1.8. Ensure public messaging is consistent with information in the ECC and disseminated by the ECC.

4.2.1.9. Ensure maps released to the public are consistent with maps created in the ECC and appropriate for public viewing.

4.2.1.10. Coordinate with the ECC to manage the volume of telephone communications with the public.

4.2.1.11. Coordinate with other jurisdiction JICs, as part of the JIS, to assure that there is consistency in content and timing in releasing public information.

4.2.1.12. Assist local officials with disseminating information (e.g., protective action recommendations).

4.2.1.13. If necessary, provide PIO(s) to assist in the field or the Snohomish County ECC JIC.

4.2.1.14. Assist ESF 15 by providing pertinent public information for dissemination to media sources, social media and for distribution to the public.

4.2.1.15. Provide technical staff and expertise to support message dissemination.

4.2.2. Primary Public Information Agencies

4.2.2.1.   Snohomish County Department of Emergency Management (Coordinating)

4.2.2.1.1. Assess the public-affairs implications and needs of the incident in coordination with the Lead PIO.

4.2.2.1.2. Manage Snohomish County ECC public information and JIS/JIC operations including the ECC JIC SOG.

4.2.2.1.3. Coordinate public-information activities with other participating and affected agencies.

4.2.2.1.4. Coordinate public information with the chief elected official, Sheriff, and/or the chief law enforcement official.

4.2.2.1.5. Provide and coordinate mitigation, preparedness, response, and recovery efforts.

4.2.2.1.6. Provide coordination of all ESF roles and responsibilities including preparedness, mitigation, and response actions for all identified jurisdictions, agencies, and entities as necessary to execute this ESF Annex.

4.2.2.2.   Snohomish County Executive Office Director of Communications

4.2.2.2.1. The Snohomish County Executive Office houses the Director of Communications, who the County Executive has appointed the County Public Information Officer (PIO). The PIO organizes and manages the public information operations of Snohomish County during normal operations.

4.2.2.2.2. Support the County Executive in disseminating public information.

4.2.2.3.   Snohomish County Sheriff's Office Director of Communications

4.2.2.3.1. Serve as the Lead PIO during incidents where the Sheriff is the incident commander or as requested by the chief law enforcement official.

4.2.2.3.2. Support the Sheriff or chief law enforcement official in disseminating life safety and emergency public information.

4.2.2.3.3. Designate additional PIOs as necessary.

4.2.2.4.   Snohomish Health District Public Information Officer

4.2.2.4.1. Serve as the Lead PIO during public health emergencies.

4.2.2.4.2. Develop, approve, and disseminate messaging for public health emergencies including life safety and emergency public information.

4.2.2.4.3. Coordinate with the Washington State Department of Health and the Center for Disease Control when disseminating public health information.

4.2.3. Supporting Agencies

4.2.3.1.   Department PIOs

4.2.3.1.1. Coordinate public and media information, internal and external messages, and request for information with the ECC JIC.

4.2.3.1.2. Coordinate communications resource requests, outside of mutual aid agreements, with the PC EOC.

4.2.3.1.3. Provide support to the Lead PIO, ECC, and or JIC, as requested, which may include message translation or dissemination.

4.2.3.2.   WAEMD

4.2.3.2.1. Send alert and warning messages in accordance with applicable agreements or when requested by SNO911 or Snohomish County DEM which may include tsunami warnings or mass notifications.

4.2.3.2.2. Provide coordination of messaging between the NWS and local jurisdictions as necessary.

4.2.3.3. Snohomish County 911

4.2.3.3.1. Serves as the primary agency to send WEAs and EAS messages as authorized by the incident commander.

4.2.3.4. National Weather Service

4.2.3.4.1. Provide alert and warning messages as outlined by NWS procedures which include flood watches and warnings.

4.2.4. JIC Manager and Staff

4.2.4.1. Collect and coordinate information from all sources (e.g., the State EOC, partner agencies and municipalities, rumor control).

4.2.4.2. Obtain approval for release of information from the Snohomish County ECC Manager or JIC Manager as outlined in the ECC JIC SOG.

4.2.4.3. In coordination with the Lead PIO, conduct and/or coordinate any news conferences or interviews at the Snohomish County ECC and/or the JIC.

4.2.4.4. Monitor media broadcasts, social media and articles for accurate information.

4.2.4.5. Monitor and log incoming calls for information and rumors.

4.2.4.6. Participate in news conferences and briefings upon request.

4.2.4.7. Coordinate information and messaging with other PIO(s) not located in the JIC through the JIS.

4.3. Procedures

4.3.1. Snohomish County assumes lead responsibility as PIO unless the event is isolated to the incorporated community and the jurisdiction chooses to accept the lead role as PIO. Local jurisdictions that have a designated PIO will coordinate information and through a Joint Information System / Center. Specific procedures for JIS/JIC activation are contained in the JIS/JIC plan, which is in the process of being written.

4.3.2. The PIO, or designee at the Snohomish County ECC, with assistance from ESF 5, will coordinate public information actions with the state PIO if state agencies are involved. Messages will be coordinated through establishment of a Joint Information System (JIS), where agency representatives share and coordinate information throughout the event. This enables local agencies to efficiently and accurately share information at the state and federal levels if necessary.

4.3.3. The PIO will coordinate the emergency public information response through all phases of natural or human-caused incidents, regardless of the size or extent of the incident. This will be accomplished in collaboration with the Chief Elected Officials, the Director of Emergency Management, Incident Commander(s) and the state PIO.

4.3.4. Emergency public information will be coordinated through ESF 15 in the Snohomish County ECC. If necessary, a Joint Information System / Center will be established. The JIS may coordinate information with the Washington State Emergency Information Center (WEIC) through the State EOC.

4.3.5. If the event is an Incident of National Significance, public affairs may be coordinated through a Joint Field Office (JFO), which is a coordinating center for Federal officials, officers and resource coordinators. The Snohomish County PIO still has a responsibility to disseminate the county message.

4.3.6. Upon request, Elected Officials, PIOs and the Emergency Management agencies will arrange site visits for state and federal governments, and local media, as well as coordinate response to inquiries about the event. Safety must first be determined and verified by the on-duty safety officer before such visits are made.

4.4. Mitigation Activities

4.4.1. Multiple departments and agencies provide mitigation and preparedness public education and outreach materials as a part of regular operations. These efforts are most effective when coordinated through DEM and the JIS to provide opportunities to leverage programmatic and dissemination resources.

4.5. Preparedness

4.5.1. Maintain, train, and exercise the Snohomish County JIS/JIC plan and Public Information Network which may include identifying new PIOs, communications plans, media relations, and public education programs.

4.5.2. Develop, maintain, and train a roster of personnel resources, which may include PIOs, translators, interpreters, and media specialists (e.g. videographers, graphic designers) to support the timely and effective dissemination of messaging.

4.5.3. Develop equipment lists, including methods for disseminating information and monitoring traditional and social media.

4.5.4. Ensure that support agencies can communicate with their respective agencies from the Snohomish County ECC. This must be coordinated with ESF 2 Communications.

4.5.5. Develop and maintain relationships with the news media including media contact list for print, digital, and news media in English and additional languages outlined in the LEP.

4.5.6. Prepare and maintain approved pre-scripted life safety messages for hazards outlined in the HMP.

4.5.7. Establish and develop normal operational procedures that support dissemination of mitigation, preparedness, response, and recovery information through trusted sources and mediums. This may include communicating pre-event prevention, protection, and preparedness information to the public through social, digital, and print media, community meetings, mailers, and at public facilities.

4.6. Response

4.6.1. Activate the JIS, JIC, and or ESF 15, the in support of field PIOs.

4.6.2. Establish and operate a Joint Information System and Center in accordance with the ECC JIC SOG.

4.6.3. Coordinate with affected partners, both within and out of government, to develop a flow of information concerning emergency protective measures, response and recovery efforts.

4.6.4. Coordinate with the Planning Section to assess the scope, magnitude, extent and potential duration of the incident and its impacts on the population. The Planning Section is responsible for collating information from all internal and external partners including activated ESFs, DOCs, EOCs, and other affected partners, however the JIC will work directly with information owners as necessary to identify pertinent field operations and activities.

4.6.5. In accordance with the ECC JIC SOG and LEP, disseminate public information to include life safety measures, protective and preventative actions, secondary hazard risks, notices on evacuation, sheltering, and/or sheltering-in-place, public health concerns and practices, transportations mass care and assistance, food, water, medical, and other lifeline resources, reunification and recovery centers, and transportation routes and emergency transportation modes.

4.6.6. Attend briefings and gather information for regular media updates and briefings.

4.6.7. Document and maintain a record of incoming and outgoing communications.

4.6.8. Establish contact with the pertinent elected officials representing the affected area to coordinate information on the incident.

4.6.9. Monitor the media, including social media, and implement a rumor control process when substantial inaccuracies or rumors are reported, in order to

prevent additional problems or potentially harmful information for public safety and welfare.

4.6.10. Coordinate with state and federal JICs to ensure message continuity.

4.6.11. ESF 15 will coordinate with the Snohomish County ECC Manager before deactivating the ECC JIC.

4.7. Recovery

4.7.1. Develop a communications strategy to disseminate information on available disaster assistance programs including re-entry, local assistance centers, and federal and state resources.

4.7.2. Identify a mechanism to keep elected officials informed of recovery activities, which, due to the length of the recovery function, may include providing briefings to newly elected or appointed officials.

4.7.3. When appropriate, deactivate any recovery JIC functions, however, the JIS will continue until recovery efforts have concluded.

4.7.4. Upon deactivation of the JIC and JIS, review and assess methods for communicating life safety information by identifying whether the appropriate message was transmitted, received, and any delays or issues during those process. The review should include mass notification, social media, and the news media.

5. References
    5.1. Snohomish County ECC JIS/JIC Plan
    5.2. Snohomish County Limited English Proficiency Emergency Communication Plan

6. Resources