

# LINCOLN COUNTY



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

**2013**

LINCOLN COUNTY  
TOWN OF ALMIRA  
TOWN OF CRESTON  
CITY OF DAVENPORT  
TOWN OF HARRINGTON  
TOWN OF ODESSA  
TOWN OF REARDAN  
CITY OF SPRAGUE  
TOWN OF WILBUR

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## **EXECUTIVE SUMMARY**

### **USE OF THE PLAN**

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

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

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

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

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

We the undersigned legislative authorities of Lincoln County and the participating cities and towns, and members of the Lincoln County Emergency Services Council, do hereby promulgate the Lincoln County Comprehensive Emergency Management Basic Plan and attached appendixes.

BOARD OF LINCOLN COUNTY COMMISSIONERS:

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Chairman Date

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Commissioner Date

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Commissioner Date

MAYORS:

---

City of Almira Date

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Town of Creston Date

---

City of Davenport Date

---

City of Harrington Date

---

Town of Odessa Date

---

Town of Reardan Date

---

City of Sprague Date

---

Town of Wilbur Date

LINCOLN COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT:

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Director Date

# BASIC PLAN

## ❖ INTRODUCTION

### A. Mission

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

### B. Purpose

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

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

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

### C. Scope

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

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

1. The establishment of an organization and guidelines for efficient and effective use of government, private sector and volunteer resources.

2. An outline of local government responsibilities in emergency management activities as described under RCW 38.52 and other applicable laws.
3. An outline of other participants' responsibilities in emergency management activities as agreed upon by the participating agencies and organizations.

#### **D. Organization**

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

### **❖ POLICIES**

#### **A. Authorities/References**

Lincoln County Department of Emergency Management and the Comprehensive Emergency Management Plan are developed and promulgated pursuant to the following local, state and federal statutes and regulations:

1. Lincoln County Ordinance No. 84-2.
2. Joint Local Agency Agreement Dated 02/06/01.
3. Washington State Emergency Management statute, Chapter 38.52 Revised Code of Washington, as amended.
4. Washington Administrative Code, WAC 118
5. Presidential Preparedness Directive 8
6. Comprehensive Planning Guide (CPG) 101, Version 2, November 2010
7. The Stafford Act
8. The Homeland Security Act of 2002
9. Public Law 93-288, Disaster Relief Act of 1988, as amended.
10. National Response Framework 2<sup>nd</sup> edition, May 2013
11. Washington State Comprehensive Emergency Management Plan, as amended

## **B. Assignment of Responsibilities**

1. Legislative authority (County Commissioners and City / Town Councils) are responsible for:
  - a. Emergency Management: Ultimately responsible for the emergency management program and organization and provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs within their jurisdictions.
  - b. Proclamation of emergency: Activation of the appropriate parts of this plan, and certain emergency powers, by proclamation of emergency. A proclamation of emergency must be made by the local legislative authority to request state or federal assistance.
  - c. Local government resources: Ensure that all available local government resources are utilized to the maximum extent possible.
  - d. Emergency expenditures: Authorize expenditure of funds necessary to combat the disaster, protect health and safety of persons and property, and provide assistance to disaster victims, as appropriate.
  - e. Prioritizing emergency resources: Policy level decisions involving the acquisition and distribution of food and water, supplies, equipment and other material when critical shortages exist or are anticipated.
  - f. Impressments of citizens: Command the services and equipment of private citizens as necessary in response to the disaster after proclamation by the governor.
2. Local government responsibilities:

In carrying out the provisions of the emergency management program, the legislative authority of the political subdivisions of the state are responsible for utilizing the services, equipment, supplies and facilities of existing departments; and the personnel of such departments are directed to cooperate with the emergency management organization upon request (RCW 38.52.110).
3. Chairman of Board of County Commissioners / City Mayors:

Shall act as the single point of contact, for the legislative body of their jurisdiction, for emergency policy decisions.
4. Emergency Management Director:

Responsible for establishing and maintaining emergency response coordination, including planning, training, development of incident management facilities, dissemination and implementation of plans.
5. Incident command agencies:

These agencies have established day to day responsibility for specific services within a specific jurisdiction (fire districts and departments, law enforcement agencies, public works departments, etc.) They are also responsible for providing trained incident managers and staff when required, responsible for management of the emergency response and recovery according to the plan and responsible for establishing direction and control facilities, at the incident.
6. Participating agencies and organizations:

Responsible for providing necessary staff in time of emergency, participating in training and exercises, providing representatives to incident management as a point of contact during emergencies, and committing agency workers, equipment and resources to the cooperative effort.

### **C. Limitations**

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

## **❖ SITUATION**

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

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

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

Natural Disasters:

Wild land fires  
Floods  
Droughts  
Windstorms  
Earthquakes  
Severe Weather  
Tornadoes  
Winter Storms  
Ice storms  
Snow storms, drifting  
Flash Flooding  
Thunderstorms  
Lightning, wind, hail and rain.

Technological / Man-made Disasters:

Dam Failures  
Terrorism / Sabotage  
Hazardous Materials Incidents  
Utility Outages  
Explosions  
Urban Fires  
Civil Disturbances

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

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

**B. Planning Assumptions**

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

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

1. The Lincoln County Department of Emergency Management is responsible for the administration and overall coordination of the emergency management program for Lincoln County and the cities of within the county.
2. Emergency Management in Lincoln County is conducted under the universally accepted four emergency management phases of mitigation, preparedness, response and recovery. Emergency preparedness is a constant and continuous process.
3. The responsibility for leadership and operations during emergency situations is vested in the executive heads of government.
4. Heads of departments, augmented by trained reserves and volunteers, perform emergency functions as stated in this plan.
5. Departments will retain their identity and autonomy during disaster operations. When agencies assist each other, personnel will remain under the supervision of their own agency. They will receive mission assignments from the using agency.
6. Departments not having an assigned emergency mission will carry out such duties as may be directed by the executive heads of government.
7. All agencies and organizations will utilize the principles of the National Incident Management System (NIMS) and specifically the policies and procedures in the Incident Command System (ICS) for response.
8. The county plan will make provisions for those actions necessary to minimize injuries and damage and expedite recovery from the effects of a disaster. Priority throughout the emergency period will be the preservation of life and protection of property.
9. All persons selected to assume emergency responsibilities should be appointed by the executive heads of government either prior to or during the emergency period to affect operational readiness.
10. The State Emergency Operations Center (SEOC) will be contacted, as appropriate.

## **B. Emergency Management Concepts**

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

## **C. Direction and Control**

### **1. Incident Command System:**

The Incident Command System (ICS) is the basis for all direction, control and coordination of emergency response and recovery efforts conducted under this plan. The authority of the Incident Commander is limited to those powers specifically granted by statute, legislative authority or derived from the plan. Emergency response and supporting agencies and organizations agree to carry

out their objectives in support of the incident command structure to the fullest extent possible.

**2. Incident Command Agency:**

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

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

**3. Response Levels:**

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

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

**4. Implementation of the Plan:**

- a. **Phase 1:** The appropriate incident command agency, or the first incident command agency representative on scene, may implement Phase 1 under the following guidelines:
  - 1.) The incident is of such nature and scope as to appear to require unique direction and control protocols in order to ensure effective multi-agency coordination.
- b. **Phase 2:** The Director of Emergency Management or Chief Public Safety Officer or the impacted jurisdiction may implement Phase 2 under the following guidelines:
  - 1.) The incident has occurred, or appears to be imminent based on the best information available, which is of such nature and scope as to

require an extraordinary commitment of local emergency response and recovery resources in order to meet actual or potential community needs.

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

#### **D. Emergency Operations Facilities**

1. **Command Vehicle:** Incident command can be facilitated by the use of a Command Vehicle. It can be used for site-specific direction and control of incidents or it can be used as an alternate EOC, as appropriate.
2. **Expanded Dispatch:** EOC opening, dispatch can be expanded by use of emergency management staff, working with the 9-1-1 Communications Center. With the close proximity of the EOC to the Lincoln County 9-1-1 Center, the EOC facilities can assist the 9-1-1 Communications Center during this phase.
3. **Emergency Operations Center (EOC):** The EOC is utilized in large-scale incidents for coordination of resources; incident information coordination and as a point of contact for legislative authorities. Public safety agencies will make available command level personnel for staffing of the EOC and all other agencies and departments will make personnel available to the EOC, as appropriate.
4. The Lincoln County EOC is located in the Lincoln County Sheriff's Office. The address is 404 Sinclair, Davenport, Washington.
5. **Staffing Responsibility:** Each participating agency will identify and train personnel in incident command positions as identified in the plan, as appropriate.

#### **E. Emergency / Disaster Management Time Phases**

##### **1. Mitigation Activities**

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

## **2. Preparedness Activities**

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

## **3. Response Activities**

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

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

**4. Recovery Activities**

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

**❖ RESPONSIBILITIES**

**A. Purpose**

To identify agency and other participating organization responsibilities within the Lincoln County Department of Emergency Management.

**B. Agency and Organization Responsibilities**

General responsibilities for agencies and other participating organizations are:

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

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

- a. Non emergency medical and health care.
  - b. Identification of health hazards, including hazardous materials incidents.
  - c. Food, water and sanitation systems inspection.
  - d. Immunization and disease control.
9. Coroner / Medical Examiner
- a. Mortuary services.
  - b. Mass casualty support.
10. Prosecuting Attorney
- a. Legal affairs.
  - b. Provides emergency legal advice to county agencies.
  - c. Reviews agreements, contracts, and other emergency or disaster related documents.
11. Auditor
- a. Support county emergency resource program.
  - b. Emergency fiscal procedures.
12. Treasurer
- a. Emergency fiscal procedures support.
13. Assessor
- a. Damage assessment support.
  - b. Recovery assistance.
14. Extension Agent
- a. Coordinate resources and information for farm and livestock activities.
  - b. Function as County Emergency Food Coordinator.
15. American Red Cross
- a. Coordination of mass care functions with areas other human needs organizations.
  - b. Coordinate and provide emergency shelters and feeding according to established mass care / shelter plans.
  - c. Assist with residential damage assessment.
16. All departments, agencies, and participating organizations.
- All local government agencies and organizations have emergency management responsibilities. These responsibilities are included in the four phases of emergency management categories. Activities that may be undertaken include, but are not limited to:
- a. Prepare and maintain a safe work place.
  - b. Identify key personnel to staff organization during emergency situations.

- c. Develop and maintain a chain of command to ensure continued operations in the event key personnel are not available.
- d. Develop and maintain emergency management Suggested Operating Guidelines, and checklists.

❖ **RESPONSIBILITIES**

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

# APPENDIX 1

## DEFINITIONS

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

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

**EMD** - State level emergency management office.

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

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

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

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

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

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

**HAZ MAT** - Hazardous Materials

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

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

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

### **Legislative Authority**

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

For the county - The Board of County Commissioners

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

**Local Agencies and Organizations** - All of the local county and municipal departments; political subdivisions, fire districts; special purpose districts; volunteer and other

organizations; and any other group with emergency management responsibilities in this Plan.

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

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

## **APPENDIX 2**

### **ACRONYMS**

**ARC** - American Red Cross

**CEMP** - Comprehensive Emergency Management Plan

**DEM** - Department of Emergency Management

**DOT** - Department of Transportation

**DSR** - Damage Survey Reports

**EAS** - Emergency Alerting System

**EMD** - Emergency Management Division

**EMS** - Emergency Medical Service

**EOC** - Emergency Operations Center

**ESF** - Emergency Support Functions

**FEMA** - Federal Emergency Management Agency

**FIRE MOB** - Fire Mobilization

**HAZ MAT** - Hazardous Materials

**HIVA** - Hazard Identification / Vulnerability Analysis

**IC** - Incident Commander

**ICS** - Incident Command System

**LEPC** - Local Emergency Planning Committee

**LCDEM** - Lincoln County Department of Emergency Management

**LCSO** - Lincoln County Sheriff's Office

**PIO** - Public Information Officer

**PSAP** - Public Safety Answering Point

**PUD** - Public Utility District

**RCW** - Revised Code of Washington

**SAR** - Search and Rescue

**SOG** - Suggested Operating Guidelines (can be used as SOP)

**WAC** - Washington Administrative Codes

## **APPENDIX 3**

### **REFERENCES AND AUTHORITIES**

LISTED IN BASIC PLAN

# **APPENDIX 4**

## **TRAINING, EXERCISES AND DRILLS**

### **❖ INTRODUCTION**

#### **A. Purpose**

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

#### **B. Scope**

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

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

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

### **❖ POLICIES**

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

### **❖ SITUATION AND ASSUMPTIONS**

- A.** Emergency Management training programs include mitigation, preparedness, response and recovery phase activities.
- B.** During an emergency or disaster, volunteers may be recruited and trained to provide necessary emergency and support functions.
- C.** Training and education prepare for emergencies; the exercise program is utilized to evaluate how well the Emergency Management Organization is able to respond; and can be used as a tool to prioritize program emphasis and planning needs for the future. Exercises also are used to assess the validity of the Lincoln County Comprehensive Emergency Management Plan and procedures.
- D.** Local agencies and organizations are responsible to provide internal training and exercises for agency specific functions. Emergency management operational concepts will be integrated into these programs to the best extent possible.

## ❖ **CONCEPT OF OPERATIONS**

### A. Training

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

### B. Education

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

### C. Exercises

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

## ❖ **EMERGENCY RESPONSIBILITIES**

### A. Lincoln County Commissioners and Mayors:

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

### B. Lincoln County Department of Emergency Management.

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

APPENDIX 5. DISTRIBUTION LIST

<b>ORGANIZATION</b>	<b># COPIES</b>	<b>DATE</b>	<b>UPDATE</b>	<b>REC'D BY</b>
Almira School District #17				
Ambulance, Creston				
Ambulance, Davenport				
Ambulance, Harrington				
Ambulance, Odessa				
American Red Cross				
AT&T Mobility Cellular				
Century Link Telephone Company				
City of Davenport				
City of Sprague				
Community Emergency Response Team "CERT"				
County Animal Clinic (Reardan)				
Creston School District #73				
Davenport School District #207				
Davenport Veterinary Clinic				
Harrington School District #204				
Inland Cellular				
Lincoln County Commissioners				
Lincoln County Department of Emergency Mgmt				
<b>Lincoln County Dispatch</b>				

Lincoln County Fire District #1, Sprague				
Lincoln County Fire District #3, Odessa				
Lincoln County Fire District #5, Reardan				
Lincoln County Fire District #6, Harrington				
Lincoln County Fire District #7, Wilbur				

<b>ORGANIZATION</b>	<b>#COPIES</b>	<b>DATE</b>	<b>UPDATE</b>	<b>REC'D BY</b>
Lincoln County Fire District #8, Almira				
Lincoln County Prosecutor / Coroner				
Lincoln County Public Health				
Lincoln County Public Works				
Lincoln County Sergeants				
Lincoln County Sheriff's Office				
Lincoln Hospital				
Odessa Hospital				
Odessa Police Department				
Odessa School District #105-107				
Reardan / Edwall School District #9				
Reardan Police Department				
Sprague School District #8				
Swannack Veterinary Clinic (Sprague)				
Town of Almira				
Town of Creston				
Town of Harrington				
Town of Odessa				
Town of Reardan				
Town of Wilbur				
United States Department of Military				
United States Dept of the Interior Bureau of Land Management				
United States Federal Bureau of Investigation				
Verizon Cellular				

WA ST Dept of General Administration				
WA ST Dept of Social & Health Services				
<b>ORGANIZATION</b>	<b>#COPIES</b>	<b>DATE</b>	<b>UPDATE</b>	<b>REC'D BY</b>
Washington State Dept of Fish & Wildlife				
Washington State Dept of Natural Resources				
Washington State Dept of Transportation				
Washington State Emergency Management Division				
Washington State Police				
Wilbur Police Department				
Wilbur School District #200				

<b>LOCATION</b>	<b>LINCOLN COUNTY CHURCHES</b>	<b>#COPIES</b>	<b>DATE</b>	<b>REC'D BY</b>
Almira	Almira Community Church			
Creston	Creston Community Church			
Davenport	Davenport Baptist			
Davenport	First Presbyterian			
Davenport	Harvest Celebration			
Davenport	Immaculate Conception Catholic Church			
Davenport	Seventh Day Adventist			
Davenport	Trinity Bible Fellowship			
Davenport	United Methodist			
Davenport	Zion Lutheran			
Egypt	Christ Lutheran			
Harrington	Church of the Nazarene			
Harrington	Fields of Harvest Ministry			
Harrington	Harrington Community Church			
Odessa	Christ Lutheran			
Odessa	Heritage Church			
Odessa	Odessa Foursquare Church			
Odessa	Zion – Emmanuel Lutheran, LMS			
Reardan	Emmanuel Lutheran			
Reardan	First Presbyterian			
Reardan	St. Michaels Catholic Church			
Seven Bays	Lake Roosevelt Bible Church			
Sprague	Sprague Community Church			
Sprague	St. Johns Lutheran			
Wilbur	Community Presbyterian			
Wilbur	Sacred Heart Catholic Church			
Wilbur	Sonrise Foursquare Church			
Wilbur	Wilbur Lutheran			

# Lincoln County Emergency Management Organization – Responsibility Matrix

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

KEY: P = Primary Responsibility  
S = Support Responsibility



# EMERGENCY SUPPORT FUNCTION #1

## TRANSPORTATION

**PRIMARY AGENCY:** Lincoln County Public Works Department  
City Public Works Departments

**SUPPORT AGENCIES:** Lincoln County DEM  
County & City Law Enforcement Agencies  
Local School Districts  
Washington State Department of Transportation

### ❖ INTRODUCTION

#### A. Purpose

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

#### B. Scope

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

### ❖ POLICIES

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

### ❖ SITUATION

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

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

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

#### B. Planning Assumptions

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

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

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

- County Roads                      Lincoln County Public Works
- Municipal Streets                City / Town Public Works and Street Departments

- State Highways Washington State DOT

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

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

### **C. Procedures**

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

### **D. Emergency / Disaster Time Phases**

#### **1. Mitigation Activities**

##### **a. Primary Agency**

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

#### **2. Preparedness Activities**

##### **a. Primary Agency:**

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

- 6.) Assign and train personnel to function at the County EOC.
- 7.) Maintain equipment in operating condition.
- b. Support Agencies:
  - 1.) Develop and maintain Suggested Operation Guidelines and checklists outlining agency responsibilities for emergency transportation functions.
  - 2.) Assure that personnel are trained in their responsibilities according the departmental SOG's and checklists.
  - 3.) Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the Lincoln County DEM.
  - 4.) Maintain equipment in operating condition.

### 3. Response Activities

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

### 4. Recovery Activities

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

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

## ❖ **RESPONSIBILITIES**

### **A. Primary Agency**

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

### **B. Support Agencies**

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

- c. Working within the concepts of the Incident Command System (ICS) during an incident.
- d. Providing functions within scope of agency procedures and agreed responsibilities in this Plan.

**\* REFERENCES**

The Lincoln County DEM resource inventory of public and private resources, facilities and fueling locations.

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

## EMERGENCY SUPPORT FUNCTION #2

### EMERGENCY COMMUNICATIONS

- PRIMARY AGENCIES:** Lincoln County DEM  
Lincoln County Sheriff's Office (Communications)
- SUPPORT AGENCIES:** Local Public Safety Agencies  
Other local agencies with communications systems  
Amateur Radio Services  
Landline Telephone Services  
Wireless Telephone Services  
Department of Informational Services  
State of Washington Emergency Management Division

#### ❖ INTRODUCTION

**A. Purpose**

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

**B. Scope**

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

#### ❖ POLICIES

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

#### ❖ SITUATION

**A. Emergency/Disaster Conditions**

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

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

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

## **B. Planning Assumptions**

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

## **❖ CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

1. The Lincoln County Central Dispatch / 911 Center provides communications coverage over the entire Lincoln County area. It is the central receiving point for

emergency notification and warning information and disseminates pertinent emergency information to support agencies.

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

### **C. Communications System Resources**

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

- Fax
  - Network for Internet, E-mail and other data transmission.
10. Wireless (Cellular) communications system:
- Combination radio and wire line two way voice commercial network. (Can also be utilized for data transmission.)
11. Amateur Radio Services:
- Amateur radio organizations with permanent and mobile two-way voice and data communications systems. Can provide local, regional and national coverage.

**D. Procedures**

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

**E. Emergency / Disaster Time Phase**

**1. Mitigation Activities**

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

**2. Preparedness Activities**

- a. Primary agencies:
- 1.) Develop and maintain emergency communications and warning systems.
  - 2.) Develop and maintain EOC communications capabilities.
  - 3.) Develop and maintain procedures for coordinating information flow between agencies through the EOC.
  - 4.) Work with the amateur radio services to provide communications capabilities that can be utilized to support public safety communications or provide communications for support groups such as the Red Cross.

- 5.) Designate an emergency communications coordinator.
  - 6.) Ensure that all communication staff are trained in their emergency communications / warning functions.
  - 7.) Test all communications equipment on a regular schedule.
  - 8.) Develop and maintain alternate capabilities, including emergency power supply.
- b. Support agencies:
    - 1.) Develop and maintain SOG's dealing with warning, alert notification and emergency communications.
    - 2.) Provide training to all appropriate personnel.
    - 3.) Work with primary agencies to assure coordinated operating procedures and capabilities.

### **3. Response Activities**

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

### **4. Recovery Activities**

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

## **❖ RESPONSIBILITIES**

### **A. Primary Agencies**

- 1. Lincoln County DEM:
  - a. Develop and maintain current emergency communications plans.
  - b. The Director of the Lincoln County DEM, or his designee, is the County Emergency Communications Coordinator.
  - c. Develop and maintain EOC emergency communications capability.

- d. Coordinate with local amateur radio operators, who will establish a secondary communications network to support communications needs between shelters, Red Cross operations and others, as appropriate according to the local R.A.C.E.S. plan.
  - e. Periodically test and exercise the communications.
  - f. Maintain an inventory of existing radio frequencies and other communications resources available for local emergencies.
  - g. Maintain liaison with other agencies to insure upgraded communications capabilities are compatible with countywide communications systems.
2. Lincoln County Sheriff's Office will:
- a. Operate and maintain the Lincoln County Central Dispatch and 911 Center, and assure interoperability with the EOC.
  - b. Operate and maintain the County Emergency Services Communications System and coordinate the interface with other existing local communications systems.
  - c. Ensure that all personnel within the agency, including regulars, reserves or auxiliaries, are trained in emergency communications operations and procedures.

**B. Support Agencies**

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

❖ **REFERENCES**

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

# EMERGENCY SUPPORT FUNCTION #3

## PUBLIC WORKS AND ENGINEERING

- PRIMARY AGENCIES:** Lincoln County Public Works  
City Public Works and Street Departments
- SUPPORT AGENCIES:** Lincoln County DEM  
Lincoln County Building Department  
City and Town Building Departments  
Lincoln County Public Health Department  
Washington State Department of Transportation  
Department of General Administration

### ❖ INTRODUCTION

#### A. **PURPOSE**

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

#### B. **Scope**

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

### ❖ POLICIES

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

### ❖ SITUATION

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

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

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

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

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

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

### **C. Procedures**

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

the command agencies and coordination with the support agency representatives at the Emergency Operations Center or command post location.

- 3.** All public works and engineering services resource requests will be made through the primary agency at the EOC or other command location.

## **D. Emergency / Disaster Time Phases**

### **1. Mitigation Activities**

#### **a. Primary Agency**

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

### **2. Preparedness Activities**

#### **a. Primary Agency:**

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

#### **b. Support Agencies:**

- 1.) Develop and maintain Suggested Operating Guidelines and checklists outlining agency responsibilities for emergency public works functions. Establish and maintain emergency callout lists.
- 2.) Assure that personnel are trained in their responsibilities according to the departmental SOG's and checklists.
- 3.) Maintain a current inventory of public works and engineering resources available and make this inventory available to the Department of Emergency Management.
- 4.) Maintain equipment in operating condition.

### **3. Response Activities**

#### **a. Primary Agency:**

- 1.) Respond based on established procedures.
- 2.) Establish or become part of Incident Command with the appropriate agencies and organizations represented.

- 3.) Conduct a survey of the situation, perform damage assessment, analyze the situation and prioritize activities.
  - 4.) Perform inspections on damaged public structures and facilities; restrict access and secure hazards on those found to be unsafe.
  - 5.) Carry out necessary functions; including debris removal, temporary repairs, restoring essential services, demolition or reinforcing of hazardous and unsafe structures and facilities, heavy rescue support, traffic control, and hazardous materials response support.
  - 6.) Coordinate with adjacent jurisdictions.
  - 7.) Maintain accurate and timely information exchange with command post or EOC to assure coordinated incident status and public information.
  - 8.) Request necessary additional resources through command post or EOC.
- b. Support Agencies:
- 1.) Respond based on established procedures.
  - 2.) Perform inspections on damaged private structures and facilities; restrict access and secure hazards on those found to be unsafe.
  - 3.) Carry out designated functions including inspections, situation analysis, damage assessment, and repair and restoration of essential facilities and services.
  - 4.) Based on situation, assist in the dissemination of pertinent Emergency Public Information.

#### **4. Recovery Activities**

- a. The primary agency will make sure that detailed follow-up inspections of facilities and structures are completed. The appropriate functions necessary to accomplish restoration of essential facilities and services will be maintained.
- b. All agencies involved will coordinate damage assessment activities with the EOC and provide necessary reports and documentation of costs and activities.
- c. Information on status of operations and follow-up instructions to the general public will be coordinated with the Public Information Function and the EOC.

### **❖ RESPONSIBILITIES**

#### **A. Primary Agency**

1. Perform emergency public works and engineering functions within their respective jurisdiction.
2. Provide equipment and supplies in flood operations.
3. Provide coordination of solid waste disposal of disaster debris.

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

## **B. Support Agencies**

1. Lincoln County DEM:
  - a. Maintain and update an inventory of public works resources.
  - b. Assist with the coordination of public works resources to support emergency operations.
  - c. Coordination of resource requests and public advisories and information through the EOC.
2. Lincoln County and City Building Departments
  - a. Perform public and private sector structural inspections to determine condition and habitability.
  - b. Expedite permitting and inspection processes during recovery period as appropriate and feasible.
  - c. Assist with the damage assessment process.
  - d. Provide appropriate disaster related public information and advisories to the Public Information function for coordinated dissemination.
3. Lincoln County Health Department
  - a. Provide evaluation and testing of water and septic systems.
  - b. Provide guidance for hazards associated with disaster debris.
  - c. Provide appropriate disaster related information and advisories to the Public Information function for coordinated dissemination.
4. Washington State DOT
  - a. Provide support to local operations within locally agreed on procedures and assist as requested through State Emergency Management Operations Center in declared emergencies.
5. All support agencies are responsible for:
  - a. Developing and maintaining departmental SOG's
  - b. Coordinating public works activities with the primary agency
  - c. Working within the concepts of the Incident Command System (ICS) during an incident.
  - d. Providing functions within scope of agency procedures and agreed responsibilities in this Plan.

❖ **REFERENCES**

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

# EMERGENCY SUPPORT FUNCTION #4

## FIREFIGHTING

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

### ❖ INTRODUCTION

#### A. Purpose

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

#### B. Scope

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

### ❖ POLICIES

- A. All local fire incidents will be managed using the concept of Incident Command System (ICS). Direction and control of multi-agency, multi-jurisdictional incidents will follow the concepts of the Incident Command System (ICS), usually utilizing a Unified Command.
- B. All Fire Service Agencies must ensure their primary protection area is adequately protected before responding to mutual aid or fire mobilization requests.
- C. Each agency will assume the cost of protection of land and property within its respective jurisdiction and protection boundaries unless other financial procedures have been accepted and adopted.
- D. A Fire District that takes immediate action, on fires outside its protection boundaries on State DNR protected land, to prevent the spread of fires onto the district protected lands may be reimbursed for reasonable costs incurred prior to the responsible agency taking charge of the incident.
- E. Procedures established in local, Regional, State and Federal Plans and Mobilization Guides will apply to Fire Service operations in the County.
- F. The prioritization for fire operations is: 1- protection of life, 2- protection of property and 3 - protection of natural resources.

## ❖ **SITUATION**

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

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

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

### **B. Planning Assumptions**

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

1. On-scene emergency operations within Lincoln County are managed by concepts of the Incident Command System.
2. In the event of a multi-agency fire response; direction, control and coordination may be established from the county Emergency Operations Center, and/or a Command Post at the scene
3. Requests for additional outside resources by activation of the Fire Mobilization Plan or other sources should be coordinated through Lincoln County DEM.
4. The Fire Services can provide limited emergency medical services response, based on the individual departments capability and training.
5. Law Enforcement agencies and Public Works departments can support fire operations by performing their normal functions of traffic control, area security, evacuation, heavy equipment, and other functions as appropriate.
6. Fire Service agencies personnel will be utilized for the dissemination of information and warning.
7. Fire Service agencies can conduct light duty rescue operations, SAR volunteer personnel may be available to assist.
8. Fire Service agencies can provide support for SAR operations

9. Fire Service agencies provide limited response to hazardous materials incidents. Their response is in a defensive manner, in accordance with their level of training.
10. Fire suppression operations are defined in three response categories:
  - a. Rural / Urban Fires  
Primarily the protection of improved property by the Fire Service agencies within the boundaries of established fire protection districts and municipalities.
  - b. Forest / Wild land Fires  
Primarily the protection of natural resources outside established fire protection districts and municipalities, by State and Federal wild land fire agencies.
  - c. Wild land / Rural Interface Fires  
Fires that threaten both improved property and natural resources, these are usually a wild land fire incident that poses a threat to homes in rural areas. These incidents are usually multi jurisdiction / multi agency incidents require extensive coordination and cooperation.

## **B. Organization**

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

## **C. Procedures**

1. Initial Fire Service response is based on established dispatching procedures.
2. On scene command of an incident will follow the concepts of the Incident Command System (ICS).
3. In the event an incident is beyond the capabilities of the responding agency, the Incident Commander will activate mutual aid and the fire dispatch center will be requested to send additional resources.
4. The Incident Commander may request other non-fire resources to support the incident in accordance with established procedures or the provisions of this plan.
5. As necessary, the County Fire Coordinator will coordinate available resources from the scene or the EOC.
6. In the event the situation depletes or exhausts or will soon deplete or exhaust local mutual aid resources; the State Fire Mobilization Plan can be activated to provide additional resources. Activation will follow the Regional Fire Mobilization Plan procedures.
7. Incidents involving multi agency / multi jurisdiction response will be conducted utilizing ICS, usually Unified Command.

## **D. Emergency / Disaster Time Phase**

### **1. Mitigation Activities**

- a.** All Fire Service agencies:
  - 1.) Keep response equipment in good condition.
  - 2.) May conduct fire safety inspections and educate property owners on how to protect their own property.
  - 3.) May work to ensure compliance with the Uniform Fire Code and the Uniform Building Code and other appropriate regulations.
  - 4.) Support or help establish local codes and ordinances that help reduce the threats of fires, such as restrictions on combustible roofing materials, road access, water supplies, and other activities.
  - 5.) Participate in fire prevention programs.

### **2. Preparedness Activities**

- a.** Fire Service agencies:
  - 1.) Develop and maintain operational guidelines and procedures and participate in development of the County Plan.
  - 2.) Maintain current inventories of available resources and provide to Lincoln County DEM.
  - 3.) Develop and maintain training programs for personnel to assure minimum standards.
  - 4.) Participate in local mutual aid agreements.
  - 5.) Participate in the state Fire Mobilization Plan.
  - 6.) Participate in interagency training and exercises.
  - 7.) Maintain activation and alerting procedures.
- b.** Support Agencies
  - 1.) Develop and maintain operational guidelines and procedures and participate in development of the County Plan.
  - 2.) Develop and maintain training for support functions.
  - 3.) Participate in interagency training and exercises.

### **3. Response Activities**

- a.** Fire Service Agencies:
  - 1.) Provide fire suppression and control of fires within respective jurisdictions and support other incidents as requested.
  - 2.) Respond and operate in accordance with established departmental procedures.
  - 3.) Establish Incident Command System and supporting elements of ICS.
  - 4.) Assist with the dissemination of warnings and emergency information.
  - 5.) Coordinate request for outside resources with Lincoln County DEM.
  - 6.) Provide support to Emergency Medical Services operations.

- 7.) Provide support to SAR operations.
- 8.) Provide traffic control and evacuation support.
- 9.) Provide defensive support for Hazardous Materials incidents.
- b. Support Agencies:
  - 1.) Respond and operate in accordance with established departmental procedures.
  - 2.) Provide for scene security.
  - 3.) Provide traffic control.
  - 4.) Assist in SAR activities.
  - 5.) Provide traffic control support.
  - 6.) Provide heavy equipment, as appropriate.

#### 4. Recovery Activities

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

### ❖ **RESPONSIBILITIES**

#### A. Primary Agencies

- 1. Fire Chiefs and heads of Fire Service agencies:
  - a. Provide fire prevention and suppression activities within their respective jurisdictions.
  - b. Development and maintain agency Suggested Operating Guidelines, resources inventories, and other operational plans.
  - c. Assure that all personnel are trained in fire suppression and other fire related activities within their jurisdictions.

- d. Ensure the ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) as provided in the departments SOG's.
  - e. Direct emergency operations within their respective political subdivisions, as appropriate.
  - f. Work within the guidelines of the Lincoln County fire mutual aid agreement.
  - g. On scene fire management will follow the concepts of the Incident Command System.
  - h. Participate in the Regional and State Fire Mobilization Plan, if able.
  - i. Document expenditures for auditing and reimbursement purpose.
  - j. Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual assistance agreements.
  - k. Provide for light duty search and rescue operations within department capabilities.
  - l. Provide emergency medical treatment to victims at the scene, within levels of training.
  - m. Provide a limited defensive capability for hazardous materials incidents.
  - n. Assist in warning in areas affected by a major emergency.
  - o. Assist in evacuation of areas affected by a major emergency.
  - p. Provide assistance in damage assessment and reporting.
2. The County Fire Marshal:
- a. Coordination of available fire resources, from the scene or EOC if activated.
  - b. Assist in compiling fire resource inventories.
  - c. Assist in Fire Mobilization implementation.
  - d. Assist in the implementation of the local mutual aid agreement.
  - e. Ensure that Fire Service related information is disseminated to the local Fire Service agencies.

**B. Support Agencies**

1. Lincoln County DEM:
- a. Update and maintain the local mutual aid agreement
  - b. Maintain local resource inventories.
  - c. Requests appropriate Fire Service staffing for the EOC, as appropriate.
  - d. Provide communications and other support assistance to the fire operation, such as mobile command vehicle, as appropriate.
  - e. Activate EOC in support of fire operations, as appropriate.
  - f. Request Fire Mobilization activation, as appropriate.



## **ATTACHMENT A TO ESF 4**

### **LOCAL FIRE SERVICE DEPARTMENTS AND AGENCIES**

Almira Fire Department

Creston Fire Department

Davenport Fire Department

Edwall Fire Department

Harrington Fire Department

Odessa Fire Department

Reardan Fire Department

Sprague Fire Department

Wilbur Fire Department

State of Washington, Dept. of Natural Resources, Northeast Region

# EMERGENCY SUPPORT FUNCTION #5

## EMERGENCY MANAGEMENT

<b>PRIMARY AGENCY:</b>	Lincoln County DEM
<b>SUPPORT AGENCIES:</b>	Incident Commanders
	Local Law Enforcement Agencies
	Local Fire Service Agencies
	Communications Centers
	Local Public Works Departments
	Local Health and Emergency Medical Services
	Bureau of Land Management
	Emergency Management Operations Center

### ❖ INTRODUCTION

#### A. PURPOSE

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

#### B. SCOPE

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

### ❖ POLICIES

#### A. GENERAL

1. If an emergency or disaster is beyond the normal capabilities of local government; a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. This proclamation is usually prepared by Lincoln County DEM, and is approved and signed by the legislative heads of government as an ordinance or resolution. This proclamation is usually a prerequisite for state and federal assistance.
2. The elected executive officials, department heads and other key officials may operate from the Emergency Operations Center or an alternative Command Post during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Operations Center and the elected and/or senior government officials will make the policy decisions.
3. Lincoln County DEM coordinates local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, Lincoln County DEM also provides the necessary liaison for state and federal assistance.

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

## **B. AUTHORITY**

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

## **❖ CONCEPT OF OPERATIONS**

### **A. LEGISLATIVE AUTHORITIES / ELECTED EXECUTIVES**

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

### **B. DESIGNATION OF SUCCESSORS**

1. Succession will occur when there are no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.
  - a. County Government
    - 1.) If the entire Board of Commissioners is not available, then this authority is assumed by the other available county elected officials; Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, and Treasurer; with the Sheriff acting as the Chair of this body. The Director of Public Works and the Sheriff as Director of Emergency Management are also included in this body.
    - 2.) In the event no elected officials are available, emergency authority will fall to the Senior Sheriff's Department Commander available with assistance from the Director of Public Works.
  - b. City and Town Government

- 1.) If the entire elected legislative authority body is unavailable, then this authority is assumed by the available department heads, with the City Administrator acting as chair of this body.
- c. Emergency Management responsibilities of successors acting as the legislative authority
  - 1.) Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political sub-division.
  - 2.) Shall make only those decisions necessary to support the emergency or disaster operations.
  - 3.) Shall commit funds to the emergency/disaster operations as provided in the Revised Code of Washington.

### **C. INCIDENT COMMAND SYSTEM (ICS)**

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

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

1. Level 1 Response – Day to day emergencies.
  - a. Command – Senior officer or Incident Commander is in charge if incident.
  - b. Coordination – IC will coordinate all incident activities and operations.
  - c. Direction and Control – Will utilize department procedures for regular response.
2. Level 2 Response – Usually multiple agencies, jurisdiction or situation based incidents that are of the magnitude to be potential major emergencies.
  - a. Command – Incident Commander (or Incident Commanders if Unified Command is implemented) will manage the incident and establish an Incident Command Organization meeting the demands of the incident.
  - b. Coordination – The Incident Command Staff, with necessary liaisons or agency representatives, will coordinate incident activities and operations; and coordinate their operation with the Emergency Management Organization either by a representative of Lincoln County DEM or the EOC, if activated.
  - c. Direction and Control – The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction, if necessary, and other agency administrators as appropriate. This may be direct to the Incident Commander or through the Lincoln County EOC if activated.
3. Level 3 Response – Major emergency or disaster.
  - a. Command – Each Incident Commander (or Incident Commanders if Unified Command is implemented) will manage the incident(s) and establish an Incident Command Organization meeting the demands of the incident(s). (The magnitude and scope of the situation may require multiple Incident Command Organizations to be established.)

- b. Coordination – Each Incident Command Organization, with necessary liaisons or agency representatives, will coordinate individual incident activities and operations; and coordinate their operation with the Emergency Management Organization through the Lincoln County EOC. During this level of response, resource management and the establishment of priorities is essential.
- c. Direction and Control – The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through the Lincoln County EOC Policy Group. Emergency actions will need to be coordinated and prioritized countywide.

## **D. EMERGENCY OPERATIONS CENTER**

### **1. EOC ACTIVATION**

- a. The following local government officials have the authority to activate the Emergency Operations Center:
  - 1.) Emergency Management Council members.
    - (A.) County Commissioners
    - (B.) Mayors
  - 2.) Director of Emergency Management, or designee.
  - 3.) Lincoln County Sheriff.
  - 4.) Incident Commanders; through the Director of Emergency Management.
- b. The decision for partial or full activation of the Emergency Operations Center will generally reflect the phase of plan activation, as follows:
  - 1.) Phase 1: The incident is of such nature and scope as to appear to require unique direction and control protocols in order to ensure effective multi-agency coordination.
  - 2.) Phase 2: The incident has occurred, or appears to be imminent based on the best information available, which is of such nature and scope as to require an extraordinary commitment of local emergency response and recovery resources in order to meet actual or potential community needs.
  - 3.) Phase 3: An incident has occurred, or is clearly imminent based on the best information available, which is a significant threat to life, property or the environment, and when such event is of such nature and scope as to exceed the ability of local government to respond effectively to the needs of the community without the imposition of emergency powers.
  - 4.) Phase 4: Recovery and restoration activities.
- c. Phases of activation
  - 1.) Phase 1: The Department of Emergency Management will respond to the incident location and provide necessary EOC functions with a Mobile Command Vehicle and the support of the Lincoln County 911 Communications Center.

- 2.) Phase 2: Limited activation; the DEM EOC supervisor will activate the necessary EOC functions and personnel to support the incident.
- 3.) Phase 3: Full activation.
- 4.) Phase 4: Limited activation; the DEM EOC supervisor will activate the necessary EOC functions and personnel to support recovery and restoration activities.

## **2. EOC PERSONNEL AND STAFFING**

- a. The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase. Actual staff alerting procedures are outlined in the Lincoln County Department of Emergency Management EOC Procedures.
- b. During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide, as available, personnel to support the EOC function.

## **3. EMERGENCY OPERATIONS CENTER FACILITY**

### **a. Location**

- 1.) The Lincoln County EOC is located in the Lincoln County Sheriff's Office at 404 Sinclair, Davenport, WA. The EOC is connected with the Lincoln County 9-1-1 Communications Center.

### **b. Equipment**

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

## **❖ EMERGENCY RESPONSIBILITIES**

### **A. The Lincoln County Commissioners and Mayors:**

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

5. Authorizing emergency expenditures.
  6. Identify alternate locations for operating capability if primary location cannot be utilized.
- B.** The Director of the Lincoln County Department of Emergency Management (Sheriff).
1. The DEM Director or his designee is the EOC supervisor.
  2. The DEM Director develops and maintains EOC plans, staffing, organization and operations.
- C.** Directors, Supervisors, Chiefs, and other heads of departments, agencies, and local political subdivisions:
1. Appoint and train a line of successors to insure adequate emergency operations.
  2. Develop Suggested Operating Guidelines (SOG) for operations that are consistent with the overall Comprehensive Emergency Management Plan, including how the department will function in the event the department head is unavailable.
  3. Maintain direction and control over their departments/agencies, subject to policy and direction of the Executive Elected Officials.
  4. Identify alternate locations for operating capability if primary location cannot be utilized.

❖ **ATTACHMENTS**

- A.** EOC Organization Staffing and Responsibilities

## ❖ **INTRODUCTION**

### **A. Purpose**

To provide for the process and organization to collect, report, analyze, coordinate and disseminate emergency incident information and intelligence, and to establish a viable plan of action.

### **B. Scope**

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

## ❖ **POLICIES**

- A.** Washington State Disaster Assistance Guide

## ❖ **SITUATION**

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

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

### **B. Planning Assumptions**

- 1.** Initial situation information may be incomplete and fragmented at the onset of an incident.
- 2.** The EOC, command post or other designated location will be used as the point of contact for all information coordination.
- 3.** There may be misinformation and rumors to contend with.

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

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

### **C. Procedures**

1. DEM will activate the Lincoln County EOC or alternate site for the information analysis and planning functions. DEM shall maintain the facility (the EOC or other alternate site) and the necessary equipment to serve as a point of contact for information collection, coordination and distribution.
2. Incident Commanders and support agencies will coordinate information with the EOC. This will be accomplished by periodic situation reports that should include:
  - a. Time and date of report.
  - b. Contact person and call back number, etc.
  - c. Incident status and projected plan of action.
  - d. Area affected.
  - e. Resource status and needs.

3. DEM or the Disaster Analysis Group will maintain maps, statistics, logs and other information displays and provide periodic briefings and reports to the EOC, appropriate other agencies and field operations.
4. DEM will establish procedures dealing with information coordination, collection and distribution for the Disaster Analysis Group at the EOC.
5. DEM will provide necessary situation reports and information to WA State Emergency Operations Center.

#### **D. Emergency / Disaster Time Phase**

##### **1. Mitigation Activities**

No specific activities.

##### **2. Preparedness Activities**

###### **a. Primary Agency - Lincoln County DEM**

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

###### **b. Support Agencies**

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

##### **3. Response Activities**

###### **a. Primary Agency - Lincoln County DEM**

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

###### **b. Support Agencies**

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

##### **4. Recovery Activities**

###### **a. Primary Agency - Lincoln County DEM**

- 1.) Maintain and finalize reports and information displays.

- 2.) Continue information analysis and planning and provide to all appropriate agencies with necessary information.
  - 3.) Implement Damage Assessment process per ESF 23.
- b. Support Agencies
- 1.) Provide information to DEM, as requested.
  - 2.) Assist in collection of damage assessment information and coordinate activities with Emergency Management.

## ❖ **RESPONSIBILITIES**

### **A. Primary Agency**

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

### **B. Support Agencies**

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

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

## ❖ **REFERENCES**

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

## **EMERGENCY ADMINISTRATIVE PROCEDURES**

## ❖ **INTRODUCTION**

### **A. Purpose**

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

## **B. Scope**

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

## **❖ POLICIES**

- A. The Lincoln County Emergency Management Organization will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Chapter 118.04 WAC covers the Emergency Worker Program in detail.
- B. Local jurisdictions may incur disaster-related emergency expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:
  - 1. Cities - Chapter 35.33 RCW.
  - 2. Counties - Chapter 36.40 RCW.
- C. Records for emergency related expenditures and obligations need to be documented and accounted for, separate from general programs and activities of local agencies, jurisdictions or organizations. Complete and accurate records are essential:
  - 1. To document requests for assistance.
  - 2. For reimbursement under approved applications pertaining to declared emergencies or disasters.
  - 3. For audit reports, detailed records will be kept from the onset of the event, which include, but are not limited to:
    - a. Work performed by force account.
    - b. Personnel time sheets; equipment use records; records of in stock materials used; and invoices and warrants for materials, supplies and services used during the emergency.
    - c. Contracted work.
    - d. Requests for bids, if applicable; contracts issued; invoices submitted by the contractor, and warrants issued.
    - e. Documentation of operations conducted utilizing inter-local agreements and mutual aid or mutual assistance agreements.

## **❖ SITUATION**

Emergency and disaster operations and expenditures are not normally integrated into the budgeting process of local jurisdictions. During emergencies and disasters circumstances often arise requiring substantial and necessary unanticipated obligations and expenditures. Procedures need to be developed and maintained to meet emergency administrative requirements.

## **❖ CONCEPT OF OPERATIONS**

- A. Local agencies, jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Department heads are responsible

to ensure the preservation of vital records. Methods to preserve vital records include, but are not limited to:

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

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

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

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

**C.** Emergency Worker liability and compensation coverage

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

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

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

## ❖ **EMERGENCY RESPONSIBILITIES**

**A.** Lincoln County Commissioners and Mayors:

1. Declare an Emergency in their respective jurisdiction.
2. Establish and authorize emergency administrative procedures.
3. Authorize emergency expenditures.

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

## **DIRECTION AND CONTROL**

### **ATTACHMENT A TO ESF #5**

#### **EMERGENCY OPERATING CENTER (EOC) STAFFING AND ORGANIZATION**

**EXECUTIVE AND POLICY GROUP:**

**Function**

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

**Representative**

- County Commissioners  
 Mayor of applicable cities and towns  
 Director  
 Prosecuting Attorney

**OPERATIONS GROUP:**

**Function**

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

**Representative**

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

**DISASTER ANALYSIS GROUP:**

**Function**

10. Disaster Analysis Group Chief
11. Public Works
12. Two Assistants

**Representative**

- Assistant Public Works Director

**RESOURCE MANAGEMENT GROUP:**

**Function**

13. Resource Coordinator
14. Representatives of utilities, transportation and others as specified by Emergency Management Director.
15. PLUS: Emergency Log Plotters  
Operational Units Plotters  
Messengers

**Representative**

- Auditor  
and others as specified by Emergency Management Director.

**COMMUNICATIONS CENTER:**

16. Communications Officer
17. Chief Operator (Chief of Maintenance)
18. EOC Plotters, Messengers
4. RACES Coordinator
5. CB Coordinator
6. Other Message Center Personnel

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

**❖ RESPONSIBILITIES OF EOC STAFF**

**Executive and policy group:**

19. County Government - Establish policy and overall direction and control
20. Municipal Government - Establish policy and overall direction and control
21. Emergency Management – Overall coordination and supervision of the EOC operation.
22. Legal Advisor – Provide legal advice to the policy group.
23. Public Information Officer – Provide public information, information analysis and rumor control at the direction of the policy group.

**Operations group:**

24. Operations Group Chief – Coordinate the activities of the operations group.
25. Law Enforcement Operations – Coordinate countywide law enforcement operations.
26. Fire Operations – Coordinate countywide fire service operations.
27. Medical Operations– Coordinate countywide medical and health operations.
28. Mass Care Operations– Coordinate countywide mass care operations.
29. Public Works and Engineering Operations– Coordinate countywide public works, utility and engineering operations.
30. Shelter Operations – Coordinate countywide shelter operations with the mass care and law enforcement sections.
31. Military Support– Coordinate military support functions and provide liaison with DEM.

**Disaster analysis group:**

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

**Resources management group:**

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

**Communications Center:**

37. Communications Officer – Coordinate and manage emergency communications systems and operations.
38. Chief Operator (Chief of Maintenance) – Provide maintenance support to the EOC.
39. EOC Plotters, Messengers
40. RACES Coordinator – Coordinate amateur radio operations.
41. CB Coordinator
42. Other message center personnel – Support functions as directed.

# EMERGENCY SUPPORT FUNCTION #6

## MASS CARE, HOUSING, AND HUMAN SERVICES

**PRIMARY AGENCIES:** Red Cross - Spokane

**SUPPORT AGENCY:** Lincoln County DEM

Local Community Church / Ministerial Council

Local Community Action Council

Other local community service organizations

Department of Social and Health Services

### ❖ **INTRODUCTION**

#### **A. Purpose**

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

#### **B. Scope**

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

### ❖ **POLICIES**

**A.** Red Cross services will be provided based on the operating procedures established by Red Cross Disaster Services Policy.

**B.** All services will be provided to any citizen without regard to race, color, national origin, religion, economic status, sex, age or disability.

**C.** The Lincoln County CEMP is intended to support the Red Cross and other community service organization response and relief activities

### ❖ **SITUATION**

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

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

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

1. The Red Cross will establish and maintain procedures and trained personnel to manage and carry out local mass care functions. DEM and local government agencies will provide support and assistance as appropriate.

2. Only a limited percentage of the population will require public shelter services in any given situation. Past incidents have shown that most people evacuated from their homes for extended periods of time will obtain shelter in other locations.

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

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

### **C. Procedures**

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

### **D. Emergency / Disaster Time Phase**

## **1. Mitigation Activities**

None

## **2. Preparedness Activities**

### **a. Primary Agency - Red Cross**

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

### **b. Lincoln County Department of Emergency Management:**

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

## **3. Response Activities**

### **a. Primary Agency - Red Cross**

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

## **4. Recovery Activities**

### **a. Primary Agencies:**

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

### **b. Lincoln County DEM**

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

## ❖ **RESPONSIBILITIES**

### **A. Red Cross**

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

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

### **B. Lincoln County DEM**

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

### **C. Other Community Service Organizations**

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

## ❖ **REFERENCES**

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

## **Annex A to ESF # 6**

**June 2013**

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## **1.0 Introduction**

Many people living “on their own” are still dependent on someone else for assistance. It is difficult to determine how many people in the county (still living at home) are dependent on someone else for their daily care. Institutional beds can be counted, but the number of dependent people can change based on the interpretation of “dependent,” or “special need.” A toddler is certainly dependent on his parents, but when he is in their care, he doesn’t have special needs. Likewise, a diabetic may have an insulin dependency, but as long as he has his medication and can self-administer it, he doesn’t have a special need. On the other hand, a bed ridden hospice patient needs a family member, friend or paraprofessional to attend to their most basic needs. We have attempted to provide a definition for a person with special needs; have identified the similarities in the need for emergency planning by the general population and for those with special needs; have emphasized the need for someone with special needs to develop a personal support network; listed some of the expectations of a special needs shelter; and identified agencies that provide home health care on a regular basis and that may be needed as resources during a disaster.

## **2.0 Defining (and identifying the sheltering differences between) the General Population and the Special Needs Population**

Historically, Lincoln County residents rarely make use of shelters. Instead they depend on family and friends. However, the demographics of our community are changing and the availability of family and friends to serve in a sheltering capacity may be changing accordingly.

### **2.1 General Population**

The Lincoln County Emergency Management Office has a long-standing and very close working relationship with the American Red Cross. During times of disaster, the Lincoln County Emergency Management Office coordinates with the Red Cross for all “general population” shelters. The Red Cross uses caches of equipment stored in various locations throughout the Region, and staffs the shelters with Red Cross volunteers, or those who have received Red Cross training. The Red Cross actively pursues memorandums of understanding with various municipal, non-profit, religious and private sector partners. The number and location of shelters opened is dependent on the type, location and scope of the disaster. More information on general sheltering can be found in the *Mass Sheltering Annex* to the *Lincoln County Comprehensive Emergency Management Plan*.

## 2.2 Special Needs Population

There is a growing segment of the population that cannot be cared for in a general population shelter. Few people would guess that “49.7 million Americans have one or more disabilities.”<sup>1</sup> After wrestling with many definitions for the “Special Needs of People with Disabilities” we have decided that a **member of the special needs population is defined as a person with physical, cognitive or sensory disability who, during times of emergency, cannot self-evacuate and/or requires assistance during sheltering.** An individual who cannot accomplish these tasks on their own is potentially a member of the *special needs population*. Additionally, a person in a wheel chair might be able to self evacuate their home via a ramp, but may still require assistance during sheltering.

## 3.0 Basic Emergency Planning

Planning for an emergency or disaster is everyone’s responsibility. The United States Department of Homeland Security through the Federal Emergency Management Agency, the Washington State Emergency Management Office, the American Red Cross and the Lincoln County Emergency Management Office all recommend that every person and every family develop a disaster plan and put together a disaster kit. Each person and family should plan to be self-sufficient for a minimum of three days.

Having a family disaster plan is important for the general population, it is even more important that people with special needs develop and practice a plan. Fires (both residential and wildfire) are one of the most common hazards faced by residents of Lincoln County. If anyone is unable to self- evacuate, plans for how that person is removed from the building, and who is going to accomplish this task, must be formulated *before* the fire. Once out of the building, a central meeting place and in a safe location, should be established. This concept holds true when it is necessary to evacuate your home or community. Identify a relative or friend living in a remote community as the focal point that family members will either meet at, or at least be able to call to verify the safety of all family members.

It is important to know how to safely turn off the utilities to your home if it is necessary to evacuate. During flood conditions, services such as gas and electric are often turned off building by building, or sometimes to an entire neighborhood.

If you had to leave your home, or could not return to it from work, how would you reproduce your important papers? Do you have a current inventory of the contents of your home? Important papers (eg a deed to your home, rental agreement, bank records, etc) should be stored in a safe deposit box or other secure location.

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<sup>1</sup> National Center for Health Statistics

A large percentage of American homes have a pet, many have more than one. Most general population shelters will not allow animals in the shelter. It is necessary to have a plan on where to house your animals should you have to leave home. If you are planning to take them with you, they should have had their shots, bring a leash, food and water. Remember, service animals (seeing eye dogs, etc) are usually the only animals allowed in shelters.

Part of your disaster plan should include developing skills that can be of use not only to your family during times of disaster, but to your neighbors and community as well. It is a great asset to have a basic knowledge of first aid, and how to handle a fire extinguisher. Check with your local fire department or ambulance squad on how to obtain training.

Members of the special needs population may not only require assistance in getting out of a building, they may need assistance with transportation to a shelter, and may even require on-going care. Make certain that anyone you have identified in your plan to provide special assistance is aware of their role.

The “Are You Ready” publication from FEMA offers a wealth of information on what to include in your disaster supplies kit. Items that should be in the kit include:

- Three-day supply of non-perishable food.
- Three-day supply of water - one gallon of water per person, per day.
- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First aid kit and manual.
- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches and waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a can opener.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Other items to meet your unique family needs.<sup>2</sup>

#### **4.0 People with Special Needs in a Disaster**

##### **4.1 Institutions Serving the Special Needs Populations**

Hospitals, nursing homes, group homes, etc are all entrusted with the care of special needs populations on a daily basis. These facilities have plans on how to evacuate

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<sup>2</sup> FEMA, Are You Ready

their patients or clients, and where these residents will be sheltered until they can reoccupy the primary facility. Some institutions are mandated by the Washington State Department of Health to have these plans, others have developed them to conform to The Joint Commission on Accreditation of Healthcare Organizations (JCAHCO) standards, others simply developed their plans because it is the right thing to do. If one of these facilities needed to evacuate their population, those residents would remain “patients of the facility”. If you are entrusting an institution with the long term care of a loved one, you are completely within your rights to ask about their disaster / emergency plans.

The focus of this plan is on those persons, living at home, with physical, cognitive or sensory disability who, during times of emergency, cannot self-evacuate and/or require assistance during sheltering.

#### **4.2 Personal Support Network**

Members of the special needs population (and their caregivers) need to take extra precautions to prepare for an emergency. Despite this, “61% of people with disabilities have not made plans to quickly and safely evacuate their homes”.<sup>3</sup> Perhaps the most important thing someone in the special needs population needs to do is create a personal support network. “If you anticipate needing assistance during a disaster, make a list of family, friends and others who will be part of your plan. Talk to these people and ask them to be part of your support network. Share each aspect of your emergency plan with everyone in your group, including a friend or relative in another area who would not be impacted by the same emergency who can help if necessary. Make sure everyone knows how you plan to evacuate your home, school or workplace and where you will go in case of a disaster. Make sure that someone in your personal support network has an extra key to your home and knows where you keep your emergency supplies. Teach them how to use any lifesaving equipment or administer medicine in case of an emergency. If you use a wheelchair, oxygen or other medical equipment show friends how to use these devices so they can move you if necessary or help you evacuate. Practice your plan with those who have agreed to be part of your personal support network.”<sup>4</sup>

It is not realistic to assume that Lincoln County or our disaster partners can supply the same level of service or care that a member of the special needs population requires on a daily basis. Therefore it cannot be overemphasized that a personnel support network is critical to the health and well-being of someone with special needs during a disaster.

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<sup>3</sup> National Organization on Disability, Emergency Preparedness Initiative – Guide on the Special Needs of People with Disabilities

<sup>4</sup> US Department of Homeland Security, Preparing Makes Sense for People with Disabilities and Special Needs

### **4.3 Registering with Emergency Services**

In addition to formalizing their personal support network with family and friends, members of the special needs population may register with the Lincoln County Emergency Management Office. Appendix 1 is a registration form that contains information such as the resident's name, address, contact information, caregiver, and information about their special needs or disabilities. By voluntarily completing a registration form, the resident authorizes that all information provided may be shared with the local police, fire and emergency medical services, as well as the Lincoln County Health Department, American Red Cross and other disaster partners. Additionally, if the resident indicates they utilize medical equipment that is dependent on electricity, the information will also be shared with the local utility. The registrant absolves the County and agencies receiving this information from the patient confidentiality requirements of the Health Insurance Portability and Accountability Act (HIPAA).

**Registration information must be updated annually.** Registration forms may be submitted at any time during the year, but in all cases, the registration data base will be purged on January 1 of the New Year, or as soon thereafter as possible. Additionally, a resident may request that their information be removed from the data base at any time. **Placing a registration form on file does not guarantee an immediate response from emergency services personnel, nor does it bind the County or emergency service agencies to providing extraordinary measures to evacuate, transport or shelter a registrant.**

### **4.4 Evacuation & Transportation**

Residents with special needs that require assistance with transportation will be provided with such specialized transportation (wheel chair coaches / ambulettes, ambulances, specialized school buses, etc.) within the available resources of Lincoln County. It must be understood that during times of disaster, available resources will be spread very thin and alternative means of transportation developed in the personal support network planning process should be utilized. It is also very important to evacuate as soon as the order is given, and when transportation resources are available.

### **4.5 Sheltering for the Special Needs Population**

#### **4.5.1 In Place Sheltering**

There are instances where it is more desirable to shelter in place; other situations require an evacuation. You should be prepared to do either. In many situations it is prudent to shelter in place. This means to remain where you are and take whatever measures may be recommended by the emergency services. These measures may include closing doors and windows and turning off the HVAC system; drinking bottled water or boiling water instead of taking it straight from the tap; not allowing pets to go outside, etc. The reason a shelter in place order would be given is that either the situation is only

marginal, or it is riskier to attempt a full evacuation. In either case, it may be necessary to stay inside your place of residence for an extended period. Adequate food and water should be stored in the home for such eventualities. Consideration should be given to installing a generator for emergency power. The special needs of the vulnerable population must also be addressed in a shelter in place scenario. Adequate medical equipment and supplies should be maintained as well as other essential items.

#### **4.5.2 Special Needs Shelters**

The Emergency Management Office directs the opening and closing of shelters. This order may have been given several hours before the public will be ordered to begin evacuation. This decision is passed to the State Emergency Management duty officer for public dissemination. Mass notifications alerts may also be used..

Shelter facilities for both the general population and the special needs population offer little privacy and cannot be categorized as luxurious. Accommodations are often in schools or other municipal buildings. Shelters should be considered by those who cannot make alternative arrangements to stay with family or friends. This is especially true for those with special needs. All special needs shelters will be assigned an EMS provider or a nurse. These professionals can assist the special needs patient with taking their own prescribed medication, but they cannot order or fill prescriptions. It is essential that special needs clients bring their own medications, and special supplies (oxygen, colostomy bags, etc).

Due to the specialized requirements (facilities and personnel) of a shelter to serve people with disabilities, only a single special needs shelter may be opened at a time. However, other facilities could be pressed into service should they be needed.

The American Red Cross will not staff or operate special needs shelters. However, the ARC may provide guidance and basic supplies (eg cots, blankets) in the overall sheltering effort. Direct supervision of the special needs shelter will be provided by the Lincoln County Health Department. Paramount is the concept that the care giver should be prepared to stay with the special needs evacuee and render the same level and type care they provide at home. People with special needs utilizing the shelter should have their care givers bring with them supplies and equipment necessary for their immediate comfort and survival. Although an EMS provider and/or nurse will be on duty, and additional supplies may be brought in as needed (medical equipment, pharmaceuticals, oxygen, etc.) a special needs shelter is not a temporary hospital. It will function to provide the basic needs of people with disabilities.

- Within the shelter, efforts will be taken to separate patients based on their medical condition or special needs.
- Translators will be made available on an as-needed basis

- Service animals (seeing eye dogs, etc) will be permitted in special needs shelters. Other pets will not be allowed in the shelter.
- To the extent possible, special dietary considerations will be made.

#### **4.6 Returning Home**

Returning home after a disaster must be done in an orderly, non-emergent manner. Precautions must be taken to ensure that the home is accessible, habitable (having been declared safe by emergency services, the local building inspector / code enforcement official, and utility company) and can meet the special needs of the vulnerable residents. Special needs shelter may have to remain open slightly longer while these issues are addressed, or until alternate living arrangements can be made.

#### **5.0 Resources / Special Needs Partners**

The special needs of people with disabilities are met on a daily basis by various public and private service agencies. These agencies provide physical and mental health patient care, in both the home and institutional settings. Other services provide transportation or equipment / supplies to the homebound. On a daily basis, these services provide many of the basic needs of their clients. In some cases they have significant resources. Appendix 2 is a list of agencies serving the special needs population. These agencies have not committed to providing resources during an emergency, but it is prudent to pre-identify the personnel, facilities, transportation capabilities, supplies and other resources these agencies have to offer. During times of disaster, service agencies may be called upon to not only care for their existing client base, but to assist with the care of others as well.

**Appendix 1**

**People with Special Needs – Client Information Sheet**

Please return completed forms to:

**Lincoln County Emergency Management Office**  
PO Box 367  
Davenport, WA 99122  
509-725-3501 (phone)  
509-725-3533 (fax)

Name \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Date of birth \_\_\_\_\_

Directions to the individual's home: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nearest emergency contact outside the household: Relative \_\_\_ Neighbor \_\_\_ Friend \_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Other emergency contacts

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Impairments

- Visually Impaired
- Hearing Impaired
- Speech Impaired
- Non-English Speaking

Mental Conditions

- Alert
- Semi-confused
- Confused
- Unconscious

Walking Ability

- Independent
- Needs assistance
- Unable to walk

Medical Condition

- Catheter/Ostomy
- Cardiac
- Stroke
- Seizures
- Diabetic
- Asthma
- Paraplegic
- Quadriplegic
- Special Diet
- Dementia

Equipment Needs

- Oxygen
- Nebulizer
- Respirator
- Suction
- IV
- Dialysis
- Tube feeding
- Walker/crutches/cane
- Wheelchair
- Working animal (seeing eye dog)

Method of Transport

- Car
- Wheelchair coach
- Stretcher
- Ambulance

Method of Communication

- Verbal
- Sign language
- Communications device

Please list other medical conditions not listed above, and medications you are taking:

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Physician's name \_\_\_\_\_ Phone \_\_\_\_\_

Hospital of preference \_\_\_\_\_

The information gathered above will be used if it is necessary to evacuate your home and place you in a shelter. It will be shared with local emergency services agencies, the Lincoln County Health Department, the American Red Cross and other agencies directly involved with transporting and sheltering the special needs population during a disaster.

If you are medically dependent on electrically powered equipment, may we share your information with the local utility? Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_

**The information above must be updated annually.** Registration forms may be submitted at any time during the year, but in all cases, the registration data base will be purged on January 1 of the new year, or as soon thereafter as possible. Additionally, a resident may request that their information be removed from the data base at any time. **Placing a registration form on file does not guarantee an immediate response from emergency services personnel, nor does it bind the County or emergency service agencies to providing extraordinary measures to evacuate, transport or shelter a registrant.** You will not be personally notified of emergencies in your area if evacuations are not necessary.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 2  
Special Needs Partners**

**Aging – Adult Day Care**

Agency Name	Phone	Fax	Address	City	Zip

**Aging – Adult Homes**

Agency Name	Phone	Fax	Address	City	Zip

**Aging – Assisted Living**

Agency Name	Phone	Fax	Address	City	Zip

**Aging – General**

Agency Name	Phone	Fax	Address	City	Zip
				l	

**Aging – Residential**

Agency Name	Phone	Fax	Address	City	Zip

**Chemical Dependence**

Agency Name	Phone	Fax	Address	City	Zip

**General**

Agency Name	Phone	Fax	Address	City	Zip
American Red Cross					
United Way of Lincoln Co					

# EMERGENCY SUPPORT FUNCTION #7

## RESOURCE SUPPORT

**PRIMARY AGENCY:** Lincoln County Department of Emergency Management

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

### ❖ INTRODUCTION

#### A. Purpose

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

#### B. Scope

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

### ❖ POLICIES

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

### ❖ SITUATION

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

Several emergency and disaster scenarios, such as earthquakes, floods or wildfires could require extensive resource management and coordination. Potential situations could occur during a disaster situation that would isolate the county or specific areas of the county and restrict available resource support. Another situation might be a lack of specific resources necessary for emergency response activities. An extreme situation could also develop that might require the elected legislative authorities of the county to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.

## **B. Planning Assumptions**

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

## **❖ CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

1. Each local jurisdiction and agency will be responsible for managing its own resources.
2. Lincoln County Department of Emergency Management will coordinate and manage resource acquisition and allocation requests with input and guidance from all involved parties.
3. The Lincoln County Department of Emergency Management Council will establish overall resource management priorities and strategies as appropriate and necessary.
4. The Lincoln County Board of Commissioners may establish an Emergency Resource Management Organization selecting public agency representatives and representatives from the

private sector representing the following interests: Construction, utilities, industrial production, petroleum products, transportation, food, labor, medical and health, and telecommunications.

### **C. Procedures**

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

### **D. Emergency / Disaster Time Phase**

#### **1. Mitigation Activities**

None specific.

#### **2. Preparedness Activities**

##### **a. Lincoln County DEM**

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

##### **b. All Agencies**

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

#### **3. Response Activities**

##### **a. Lincoln County Emergency Management**

- 1.) Activate EOC or other location for resource management activities.
- 2.) Establish resource needs and identify available resources.
- 3.) Coordinate the establishment and operation of staging areas to process incoming resources.

##### **b. Lincoln County Board of Commissioners and City Mayors.**

- 1.) Keep in contact with the EOC or other coordinating location for duration of incident.

- 2.) Establish overall incident resource management strategies.
- 3.) Prioritize resource necessity and allocation, in cooperation with DEM or the EOC and operational agencies.
- 4.) Provide necessary funding for required resources, as appropriate for the incident and available within county / city fiscal capabilities.
- c. All other Agencies and Organizations
  - 1.) Keep DEM / EOC advised on resource status and needs.
  - 2.) As appropriate, provide available resources in response to requests from DEM and the EOC.
  - 3.) Document all activities and costs incurred.

#### 4. Recovery Activities

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

### ❖ **RESPONSIBILITIES**

- A. Primary Agency - Lincoln County DEM
  - 1. Develop and maintain local resources inventory.
  - 2. Assist all other local agencies in establishing resource inventories and resource management procedures.
  - 3. Coordinate local resources through the EOC or other coordination point.
  - 4. Coordinate local requests for out of area resources and maintain contact with WA State Emergency Operations Center.
  - 5. Provide resource availability status during the incident.
  - 6. Coordinate activities with adjacent jurisdictions.
- B. Emergency Management Coordinator
  - 1. Act as County Resource Coordinator if activated.
    - a. Coordinate resource management activities at the EOC.
    - b. Coordinate the Emergency Resource Management Organization if activated.
- C. Red Cross

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

**D. All other Agencies and Organizations**

1. Maintain resources to meet basic operational needs and identify sources of additional required resources.
2. Work with DEM to maintain resource inventories and operating procedures.

❖ **REFERENCES**

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

❖ **ATTACHMENTS**

- Attachment A to ESF 7 - Emergency Personnel

# **ATTACHMENT A TO ESF - #7**

## **EMERGENCY PERSONNEL**

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

### **Policies and Assumptions:**

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

### **Emergency Responsibilities:**

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

# EMERGENCY SUPPORT FUNCTION #8

## PUBLIC HEALTH AND MEDICAL SERVICES

**PRIMARY AGENCIES:** Lincoln County Public Health Department  
Lincoln County Coroner  
EMS Providers

**SUPPORT AGENCIES:** Emergency Medical Services Council  
Lincoln County DEM  
Local Area Hospitals  
Area Fire Services  
American Red Cross  
Department of Health

### ❖ INTRODUCTION

#### A. PURPOSE

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

#### B. SCOPE

This ESF is divided into three areas of activity:

1. Emergency Medical Services
  - a. Field Services
    - 1.) Basic Life Support - BLS Services
    - 2.) Advanced Life Support - ALS Services
  - b. Hospital Services
2. Public Health Services
  - a. Sanitation and Contamination Control
  - b. Disease Control
  - c. Mental Health Services
  - d. Mass Care Medical Services
3. Mortuary Services

### ❖ POLICIES

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

## ❖ SITUATION

### A. Emergency/Disaster Hazardous and Conditions

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

### B. Planning Assumptions

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

## ❖ CONCEPT OF OPERATIONS

### A. General

1. Emergency Medical Services
  - a. The primary function of EMS is to provide prompt and continuous emergency basic and advanced life support to victims of emergencies and disasters. This includes the response, initial care and triage of victims, the transport to appropriate medical facilities, medical treatment and the coordination of resources necessary to accomplish these tasks.
2. Public Health Services
  - a. This element provides for and coordinates all public health and sanitation activities resulting from emergencies and disasters; and provides for basic medical and mental health assistance associated with mass care functions. The County Health Board will establish policy issues of the Health District.
3. Mortuary Services
  - a. The County Coroner, with the cooperation and assistance of local area funeral directors will provide for essential mortuary services, including transportation, care, identification, and disposition of deceased persons. The Coroner will also establish and operate temporary morgues and request through established channels, any additional assistance or resources necessary to perform necessary functions.

### B. Organization:

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

5. Lincoln County DEM and / or the EOC will coordinate overall activities.

**C. Procedures:**

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

**D. Emergency / Disaster Time Phase**

**1. Mitigation Activities**

None specific.

**2. Preparedness Activities**

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

**3. Response Activities**

**a. Emergency Medical Services**

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

**b. Public Health Services**

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

**c. Mortuary Services**

- 1.) Provide transportation, care, identification and disposition of the deceased.
- 2.) As necessary, provide for temporary morgue facilities.

3.) Coordinate notification of next of kin with local law enforcement authorities.

**4. Recovery Activities**

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

❖ **RESPONSIBILITIES**

**A. Primary Agencies**

1. The Emergency Medical Program Director / EMS Providers:

- a. Develop and maintain Suggested Operating Guidelines (SOG).
- b. The MPD will coordinate all EMS activities, establish appropriate response and care protocols.
- c. Ensure training and certification program for EMS field personnel is within the guidelines of accepted protocols.
- d. Develop and maintain the County Mass Casualty Plan and ensure that appropriate training and exercises are conducted.
- e. Ensure local EMS responders cooperate in local response.

2. Lincoln County Public Health Department

- a. The County Health Officer will coordinate countywide public health operations and activities and function as the Emergency Medical / Health Coordinator at the EOC.
- b. Develop and maintain SOG's dealing with response to disasters for protection of the public health.
- c. Ensure appropriate personnel are trained to respond to public health emergencies.
- d. Monitor all conditions that may have an effect on the public health.
- e. Perform field sampling and testing of food and water supplies and other materials, as appropriate.
- f. Assess possible contamination concerns.
- g. Identify and control communicable disease.
- h. Establish emergency sanitation procedures
- i. Advise DEM / EOC of potential health threats to responders and the general public.
- j. Issues health advisories to the public, as appropriate, and coordinate with PIO.

3. Lincoln County Coroner:

- a. Coordinate Mortuary Services.
- b. Develop and maintain Suggested Operation Guidelines for mass fatality incidents.
- c. Develop and maintain liaison with local funeral directors.
- d. Identify sites that can be used for temporary morgues for mass fatality incidents.

**B. Support Agencies**

1. Emergency Medical Services Council:

Lincoln County CEMP

- a. Develop and maintain a current inventory listing of all EMS related equipment and coordinate this information with Emergency Management.
  - b. Assist in the delivery of mass casualty training for EMS providers.
  - c. Coordinate activities of the local EMS community and provide guidance on establishing EMS plans and procedures.
2. Lincoln County DEM
- a. Assist and work with the EMS community to develop and maintain the County Mass Casualty Plan.
  - b. Design and conduct mass casualty drills / exercises in cooperation with other involved agencies.
  - c. Coordinate resource requests and obtain additional resources from state and other sources, as appropriate.
  - d. Coordinate information between agencies.
3. Area Hospitals
- a. Develop and maintain a disaster plan and mass casualty plan for the hospital and ensure staff is trained in individual responsibilities.
  - b. Coordinate with other area medical facilities as necessary.
  - c. Conduct and participate in drills and exercises dealing with mass casualty scenarios.
4. Local Fire Services
- a. Develop and maintain departmental procedures dealing with emergency medical response support and ensure personnel trained appropriately.
  - b. Ensure that all personnel have at least a current First Responder first aid certification.
  - c. Participate in periodic mass casualty drills / exercises.
  - d. Follow the concepts of the Incident Command System.
  - e. Provide field emergency medical services support and assistance, as appropriate.
5. Red Cross
- a. Provide basic medical and mental health assistance within mass care facilities.
  - b. Coordinate and maintain mental health response programs to assist the victims of disasters and provide appropriate staff and volunteers with available training.

**ATTACHMENT A TO ESF #8**  
**MEDICAL AND HEALTH SERVICES**

**AREA HOSPITALS**

**A. LINCOLN HOSPITAL**

Davenport, WA 99122    Phone: 725-7101    Tom Martin

**1. Capacity:**

Normal: - 24          Emergency - 28

**2. Personnel:**

Doctors    Full time - 5

Nurses - 18

Nurses Aides - 10

Lab Technicians - 4

X-Ray Technicians -4

Respiratory Therapist - 0

Other - 180

**3. Emergency Supplies: 1 Week**

**4. Communications:** base station, phones, cellular phones, pagers, radios, email

**5. Emergency Power:** two generators

**6. Emergency Transport:** 2 ambulances, helipad

**B. ODESSA HOSPITAL**

Odessa, WA 99159          Phone: 982-2611          Mark Barglof

**1. Capacity:**

Normal: 16 Emergencies: 39

**2. Personnel:**

Doctors -    Full-time - 1

Nurse Practitioner - 1

PA-C - 1

Nurses - 14

Nurses Aides - 21

Lab Technicians - 1

X-Ray Technicians – 1.5

Other Staff - 49

Assisted Living - 8

**3. Emergency Supplies:** 1-2 weeks supply

4. **Communications:** base station, phones, cellular phones, pagers, EMS radios, email
5. **Emergency Power:** two generators
6. **Emergency Transport:** 2 BLS ambulances, rooftop heliport

**OTHER HEALTH FACILITIES - NURSING HOMES**

**LINCOLN HOSPITAL NURSING HOME:** 10 Nichols Street, Davenport, WA 99122; 725-7101,

Normal bed capacity:

**ODESSA ASSISTED LIVING FACILITY:** 502 E. Amende Drive, Odessa, WA 99159; 982-2611

Normal bed capacity: 15

**AMBULANCE SERVICES**

<u>SERVICE</u>	<u>QTY</u>	<u>LOCATION</u>	<u>PHONE</u>
Creston Ambulance	1	Creston	911
Davenport Ambulance	2	Davenport	911
Harrington Ambulance	1	Harrington	911
Odessa Ambulance	1	Odessa	911
Sprague Ambulance	1	Sprague	911
Wilbur Ambulance	1	Wilbur	911

**MORTUARY / FUNERAL HOMES**

<u>SERVICE</u>	<u>LOCATION</u>	<u>PHONE</u>
Strate Funeral Home	Davenport	725-4151
Danekas Funeral Home	Ritzville	659-0303

# EMERGENCY SUPPORT FUNCTION #9

## SEARCH & RESCUE

- PRIMARY AGENCIES:** Lincoln County Sheriff  
Lincoln County Law Enforcement Agencies
- SUPPORT AGENCIES:** Lincoln County Emergency Management  
Lincoln County Fire Services  
Lincoln County Emergency Medical Services  
Volunteer SAR Organizations  
Public Works  
Military  
WA State Emergency Operations Center  
Washington State Department of Transportation

### ❖ INTRODUCTION

**A. PURPOSE:**

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

**B. SCOPE:**

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

### ❖ POLICIES

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

### ❖ SITUATION

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

The abundance of and easy access to outdoor recreation in Lincoln County results in the potential of many SAR operations. The County is also subject to major events such as avalanches, earthquakes

or airline crashes. These and other events increase the potential for large SAR operations that could be multi-agency and / or multi-jurisdictional in nature.

## **B. Planning Assumptions**

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

## **❖ CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

1. Local chief law enforcement officers are responsible for SAR operations within their jurisdictions.
2. SAR operations are primarily initiated, coordinated, and directed by each political subdivision. However, one political subdivision may not be able to provide all the necessary trained personnel or equipment to carry out a SAR mission. Additional special skills or equipment needed to support a SAR operation is coordinated by WA State Emergency Operations Center. Cities can request assistance from the Lincoln County Sheriff's Office.
3. The Lincoln County DEM will work in a coordinating capacity in direct support of SAR activities and:
  - a. Obtain state mission number for actual and training missions.
  - b. Register local search and rescue volunteers as emergency workers.
4. Fire, EMS and Public Works agencies may support SAR operations with equipment, technical, medical and personnel support.

### **C. Procedures**

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

### **D. Emergency / Disaster Time Phases**

#### **1. Mitigation Activities**

- a. Primary agency
- b. Provide ongoing public education to outdoor recreationists.

#### **2. Preparedness Activities**

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

#### **3. Response Activities**

- a. Primary agency
  - 1.) Initiate all SAR operations within their jurisdiction, except those operations tasked to State DOT, Aeronautics Division.

- 2.) Establish ICS and Incident Command for all SAR operations.
  - 3.) Assure responding personnel are properly trained and equipped for their designated functions.
  - 4.) Request additional resources, as appropriate.
  - 5.) Restrict or limit access to SAR area, when necessary.
- b. Support agencies
- 1.) Provide resources for SAR operations, as appropriate.
  - 2.) Operate utilizing the concepts of the Incident Command System.

#### 4. Recovery Activities

All Agencies

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

### ❖ **RESPONSIBILITIES**

#### A. Primary agency – Lincoln County Sheriff and Law Enforcement Agencies

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

#### B. Support agencies

- Develop and maintain organizational SOG's.
  - Coordinate activities with the primary agency.
  - Operating within the concepts of ICS during the incident.
  - Maintain required training standards and skill levels.
1. Lincoln County DEM
    - a. Register SAR volunteers and issue Emergency Management emergency worker cards.
    - b. Forward appropriate SAR reports, and file necessary claims and other reports.
    - c. Coordinate resources secured through WA State Emergency Operations Center.
    - d. Provide administrative support to the SAR Council.
    - e. Establish and maintain plans.
  2. Volunteer Organizations
    - a. Provide support to SAR operations with personnel and equipment.
    - b. Register organization members with DEM and participate in training and exercises.
    - c. Coordinate logistics and record keeping.

### ❖ **RESOURCE REQUIREMENTS**

Search & Rescue resource inventories maintained by the LCSO.

## ❖ **ATTACHMENTS**

Attachment A      LCSO protocol for SAR incident initiation

# **ATTACHMENT A TO ESF #9 PROTOCOL FOR SEARCH AND RESCUE INITIATION**

### **Receipt of Call**

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

### **Notification**

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

### **Field Supervisor's Duties**

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

**ESF-10  
DISTRIBUTION LIST**

<b>Organization</b>	<b>Address</b>	<b>Special Distribution</b>
WA State Emergency Response Comm.	MS: TA-20 Building 20 Camp Murray, WA 98430-5122	
Lincoln County Fire Dist # 1	PO Box 301 Sprague, WA 99032	1 - Fire Chief
Lincoln County Fire Dist # 3	PO Box 669 Odessa, WA 99159	1 - Fire Chief
Lincoln County Fire Dist # 4	31101 SR 231 N Reardan, WA 99029	1 - Fire Chief
Lincoln County Fire Dist # 5	PO Box 141 Davenport, WA 99122	1 - Fire Chief
Lincoln County Fire Dist # 6	PO Box 58 Harrington, WA 99134	1 - Fire Chief
Lincoln County Fire Dist # 7	PO Box 11 Wilbur, WA 99185	1 - Fire Chief
Lincoln County Fire Dist # 8	PO Box 242 Almira, WA 99103	1 - Fire Chief
Town of Odessa	PO Box 218 Odessa, WA 99159	1 - Mayor 1 - Fire Chief 1 - Police Chief
Town of Wilbur	PO Box 214 Wilbur, WA 99185	1 - Mayor 1 - Fire Chief 1- Police Chief
City of Davenport	PO Box 26 Davenport, WA 99122	1 - Mayor 1 - Fire Chief
Town of Sprague	PO Box 264 Sprague, WA 99032	1 – Mayor 1 – Fire Chief
Town of Almira	PO Box 215 Almira, WA 99103	1 - Mayor 1 - Fire Chief
Town of Harrington	PO Box 492 Harrington, WA 99134	1 – Mayor 1 – Fire Chief
Town of Creston	PO Box 131 Creston, WA 99117	1 - Mayor 1 – Fire Chief
Town of Reardan	PO Box 228 Reardan, WA 99029	1 – Mayor 1 – Fire Chief 1 - Police Chief

**ESF-10  
DISTRIBUTION LIST  
Agencies**

<b>Copy Number</b>	<b>Organization</b>	<b>Address</b>	<b>Special Distribution</b>
	Lincoln County Public Health Dept	PO Box 105 Davenport WA 99122	1-Director
	Davenport Ambulance	Lincoln Hospital 10 Nichols Davenport WA 99122	1-Director
	Creston Ambulance	c/o City Hall PO Box 131 Creston WA 99117	1-Director
	Odessa Ambulance	Memorial Hospital PO Box 368 Odessa WA 99159	1-Director
	Harrington Ambulance	c/o City Hall PO Box 492 Harrington WA 99134	1-Director
	Odessa Memorial Hospital	PO Box 368 Odessa WA 99159	1-Director
	Lincoln Hospital	10 Nichols Street Davenport WA 99122	1-Director
	Lincoln County Public Works	27234 State Rt. 25 N Davenport WA 99122	1-Director

# **EMERGENCY SUPPORT FUNCTION #10**

## **HAZARDOUS MATERIALS RESPONSE**

Primary Agency: Department of Emergency Management

Support Agencies: Fire Departments/District  
Law Enforcement Agencies  
Multi Agency Communications Center  
Lincoln County Health Department  
Emergency Medical Services  
Public Works/Engineering Departments  
Local Emergency Planning Committees (LEPC)  
Volunteer Organizations  
WA State Dept of Natural Resources  
Washington State Patrol (WSP)  
WA State Emergency Management Division (EMD)  
Department of Energy

### **I. INTRODUCTION**

#### **A. Purpose**

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

#### **B. Scope**

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

### **II. POLICIES**

Hazardous materials responders will be trained and qualified with the requirements of 29 CFR 1910.120; RCW Chapters 38.52 Emergency Management, 70.136 Hazardous Materials Incidents, 70.105 Hazardous Waste Clean-up, 90.48 Water Pollution Control, 90.56 Oil and Hazardous Substance Spill Prevention and Response; WAC Chapters 118-40 Hazardous Chemical Emergency Response Planning and Community-Right-To-Know, 173-303 Dangerous Waste Regulations, 296-62-300 Hazardous Waste Operations and

Treatment, Storage, and Disposal Facilities; Public Law 99-499 Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community-Right-To-Know Act (EPCRA)

### III. SITUATION

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

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

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

#### B. Planning Assumption

1. Business and industrial facilities located in Lincoln County, who have complied with EPA rules, have coordinated their facility emergency response plans with local government and within their respective community. Emergency response notifications are part of both local government and industry's planning. Both work closely together in the Local Emergency Planning Committees process to assure that planning includes the population at risk and that local resources are staged and properly coordinated to prevent duplications.
2. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses and special facilities.
3. Protective actions that may be necessary for the public in the affected area may include sheltering in place; evacuation; and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area and populations involved weather and road conditions.
4. In all responses to Hazardous Materials incidents the Incident Command System (ICS) will be used as an on-scene management tool for control of the incident and the surrounding area.
5. In the event of a serious hazardous material incident spontaneous evacuations may occur without official recommendations to do so.

## IV CONCEPTS OF OPERATIONS

### A. General

1. The Board of County Commissioners and/or the Mayors of incorporated cities/towns have the authority and responsibility for direction and control of an emergency or disaster including hazardous materials.
  1. If an emergency situation goes beyond the normal capabilities of local emergency services, the Director of Emergency Management or his/her designee will recommend the issue of a proclamation of emergency. This proclamation authorizes the emergency use of resources and emergency expenditures and activates the emergency plan and program.

### B. Organization

1. **Emergency Management** has the primary responsibility planning and coordination of hazardous material emergencies. Provide for needs of emergency responders, by providing resources, materials, supplies, equipment, uniform security clearance and manpower. Emergency Management will also provide for the coordination of all local, state agencies and private organizations.
2. **The Multi Agency Communications Center (E-911)** on receipt of notification of a hazardous material incident will initiate a response of the evaluation report from the first response agency enacting notification procedures of this plan. (See App. #1).
3. **Emergency Response Agencies** shall provide services such as, but not limited to; evaluation of the incident, rescue and emergency medical treatment of the injured, evacuations of citizens at risk, sealing off area involved and identification of safety zones. Containment of hazardous materials involved in the incident if, assessment determines the action can be made safely without contact with the hazard.
4. **Hazardous materials response team(s):** Response in Lincoln County is limited to awareness level response. There are no operational teams available without an outside agency request. They can provide services to include, but are not limited to; assessment for informing operational personnel, emergency public information, protective action recommendations for emergency response personnel and citizens at risk, containment/handling procedures for materials requiring protective clothing and equipment.
5. **Local Emergency Planning Committee (LEPC)** as created by requirements of Environmental Protection Agencies Superfund Authorization and Amendments Act (SARA) 1986, shall develop and assist the Department of Emergency Management in maintaining this plan which include planning,

response and recovery needs for the various planning areas of 12 Fire Districts and the incorporated city/town Fire Departments in Lincoln County.

6. **Agencies such as Health and Public Works** shall respond in support with information, equipment or supplies to combat the emergency.

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

7. **State agencies** will provide support to local government through coordination efforts of the Military Department and Emergency Management Division. State agencies include, but are not limited to:

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

## **C. PROCEDURES**

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

## **D. MITIGATION**

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

5. Lincoln County has adopted the Washington State Uniform Building Code to assure that facilities comply with safety codes.

## **E. Preparedness Activities**

1. The LEPC will:
  - a. Ensure that community right-to-know information is updated and available to the public.
  - b. Review this plan annually, update the plan to identify existing and needed manpower and equipment resources, and notify the State Emergency Response Commission in writing annually of the plans review.
  - c. Conduct and/or sponsor an annual hazardous materials emergency exercise.
2. Methods for exercising the plan will include table-top exercises, functional drills and exercises and full scale exercises.
  - a. Table-top exercises will be used to train personnel and to identify deficiencies in the plan.
  - b. Functional drills and exercises will be used to train personnel and test specific portions of the plan.
  - c. Full-scale exercises will be used to test the entire plan, with all functions being demonstrated.
3. Table-top and/or functional exercises will be conducted annually, with full-scale exercises being conducted at least tri-annually. These exercises may be combined with other exercises required by other existing programs managed by Emergency Management.

## **F. Response Activities**

1. Two methods of warning may be used in Lincoln County: The Emergency Alert System (EAS) and Route Alerting.
  - a. The Emergency Alert System is the primary warning method in Lincoln County. It can be activated by Lincoln County Emergency Management or the Multi Agency Communications Center according to the procedures contained in the Emergency Alert System Plan. This system relies on all Radio and Television stations in the area to rebroadcast any emergency messages immediately. The Emergency Alert System results in wide-area alerting.

- b. Route alerting may be used in addition to an Emergency Alert System message. Route alerting includes the use of loud speakers or public address systems on emergency vehicles or door-to-door canvassing of an area to ensure that residents have received the warning. In fast-breaking situations when protective actions must be taken immediately, route alerting would be the most expeditious method to warn the public. However, the ability to conduct route alerting would be limited if the safety of emergency workers is in question. Route Alerting is the most time-consuming of the methods available, but can be concentrated in a smaller area.
2. Protective actions will be decided upon by the Incident Commander or, after an emergency has been declared, by the Emergency Chairperson in the Emergency Operations Center. Decisions made to avoid or minimize exposure to hazardous materials will be based on many factors including:
  - a. Type and quantity of material
  - b. Duration of a release
  - c. Projected time that a release is expected if it has not already occurred.
  - d. Meteorological conditions
  - e. Characteristics of the population that may be effected
  - f. Most likely exposure pathway, i.e. direct exposure through inhalation or contact with the material, or contamination of water and food supplies
  - g. Effects from the exposure pathways of concern
3. There are two basic protective actions that may be taken.
  - a. Shelter in place - the public would be instructed to stay indoors with all windows and vents closed to prevent any outside air from entering the structure.
  - b. Evacuation - the public would be instructed to leave a designated area
4. Additionally, there are secondary controls that can be used for further protection.
  - a. Access Control - prevent the public from entering a designated area.
  - b. Ingestion protection - prevent the public and animals from consuming contaminated foods or water.

5. Law enforcement will be in charge of route alerting and/or evacuation. The responsible law enforcement agency and incident commander will jointly and will determine the appropriate evacuation routes and access control points.
6. The Incident Commander is responsible to ensure the safety of all emergency workers and will appoint a safety officer to carry out this responsibility.
7. As outlined in Title 29 CFR 1910.120, all suspected conditions that may pose inhalation or skin absorption hazards that are immediately dangerous to life, health, or other conditions that may cause health or serious harm, shall be identified during the preliminary survey.
8. Additional information in the form of news releases and briefings will be released by the on-scene Public Information Officer. After activation of the Department of Emergency Management (DEM), information will be coordinated with the on-scene Public Information Officer and released by the DEM Public Information Officer.
9. The designated hazardous materials Incident Commander will assume operational control, make necessary decisions and initiate warnings to protect the health and safety of the public near the scene, and emergency workers on the scene.
10. The designated Incident Command Agencies in Lincoln County for hazardous materials incidents are: Lincoln County Dept of Emergency Management and the Washington State Patrol. The Washington State Patrol has incident command authority for all hazardous materials emergencies on the State Highways and Interstate.
11. The Lincoln County Department of Emergency Management (DEM) , located at 404 Sinclair, Davenport, Washington, will be activated as needed in order to be used as a point of central control and coordination. Representatives of emergency response organizations (and the facility involved if at a fixed site) will report to the center to assist in decision making and to coordinate their efforts. The Emergency Manager is responsible for managing the operations of the DEM. Upon activation, all public information and news releases will be issued from the DEM. All requests for resources and information should be passed from on-scene operations to the DEM.
12. The DEM will be the point of central control and coordination. The on-scene command post will be the point of coordination for field operations and the carrying out of decisions made in the DEM.
13. If the capabilities and resources of Lincoln County (including existing mutual aid agreements) become exhausted, or are in imminent danger of becoming exhausted, a request for assistance will be made to the State Emergency Management Division.
14. Response levels categorize hazardous materials incidents by the severity of the threat to public health or the environment. The severity of an incident is

dependent on the amount of material spilled, the location, the toxicity of the material, and potential for exposure. Three levels of emergencies are defined by increasing severity, as follows:

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

**G. Recovery Activities**

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

**V. RESPONSIBILITIES**

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



<b>Agency</b>	<b>IC Designation</b>	<b>Date</b>
FPD 1	WSP	10/23/2006
FPD 3	WSP	10/23/2006
FPD 4	WSP	12/30/1982
FPD 5	WSP	10/23/2006
FPD 6	WSP	10/23/2006
FPD 7	WSP	10/23/2006
FPD 8	WSP	10/23/2006
FPD 9	WSP	10/23/2006
FPD 10 (See Adams FPD 1)	WSP	10/23/2006
Almira	WSP	10/23/2006
Creston	WSP	10/23/2006
Davenport	WSP	1/13/1988
Harrington (Dist 6)	WSP	10/23/2006
Odessa	WSP	10/23/2006
Reardan (Dist 4)	WSP	10/23/2006
Sprague (Dist 1)	WSP	10/23/2006
Wilbur	WSP	10/23/2006
Unincorporated Area	WSP	10/23/2006

**B. LINCOLN COUNTY EMERGENCY MANAGEMENT: LCEM will:**

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

**C. FIRE DEPARTMENTS AND DISTRICTS:**

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

- After declaration of an emergency, the Incident Commander will coordinate development of protective action decisions for the public and emergency workers with the Emergency Chairperson in the Emergency Operations Center.

**D. LAW ENFORCEMENT:**

- Washington State Patrol has been designated, under RCW 70.136.030, as the incident commander by the county agencies in Lincoln County.
- Each law enforcement agency will develop procedures for traffic control, route alerting, evacuation and security for their jurisdiction.
- Law enforcement personnel will attend appropriate hazardous materials training and conduct training on standard operating procedures.
- The law enforcement agency with jurisdiction over the area of the event will provide staff support to the DEM and will supervise reentry into affected areas.

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

**F. The LINCOLN COUNTY HEALTH DISTRICT**

- Provide staff support for the DEM. Provide advice on health impacts and protective actions.
- Enforce health and sanitation regulations.
- Assist emergency medical services personnel in coordinating medical services for emergency workers and the public.
- The health officer will advise the Emergency Chairman in the DEM regarding re-entry into contaminated areas.

**G. MULTI-AGENCY COMMUNICATIONS CENTER:**

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

- H. FACILITIES HAZARDOUS MATERIALS RESPONSE TEAMS:** The teams will:
- Coordinate Identification of response members with Law enforcement agencies, Fire Services, Emergency Medical Services and Emergency Management .
  - Conduct hazardous materials response training for their personnel.
  - Maintain inventories of response resources, including teams, local experts, community and industry equipment and clean-up resources.
  - Provide advice to Incident Commander on protective actions and containment services.
- I. PUBLIC WORKS:** The Public Works and/or Engineering departments of all jurisdictions will:
- Develop, maintain, and provide training to personnel on hazardous materials operating procedures.
  - Provide traffic barrier material as requested by law enforcement agencies.
  - Provide heavy equipment and diking material as requested by Incident Commander.
  - Provide staff support for the Emergency Operations Center
- J. TRANSPORTATION:** Lincoln County school districts will:
- Provide transportation resources as requested by the Incident Commander or the DEM.
  - Maintain a current listing of bus, taxi, and/or other agencies and their availability of equipment and drivers for emergency use.
  - Provide staff support to the DEM.
- K. AMERICAN RED CROSS/VOLUNTEER ORGANIZATIONS:** The American Red Cross will:
- Provide training in shelter operations and maintain a list of shelter resources.
  - Provide mass care for disaster victims, feeding for emergency workers and individualized assistance to families.
  - Handle all welfare inquiries for concerned families outside the disaster area.
  - Provide the central collection point for victim names, by consolidating information received from the three hospitals with shelter information.

- Provide staff support to the DEM.

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

- Develop an on-site contingency plan which specifies notification and emergency response procedures and responsibilities.
- Develop Emergency Response Planning that will identify the occurrence of a release and the probable affected populations. Some facilities will specifically address the requirement of § 112 (r) thru Risk Management Planning.
- Notify the emergency dispatch center of a release and the projected area of impact and provide technical and planning support for the off-site area.
- Provide staff support to the command post and DEM to advise the Incident Commander and decision makers.
- Designate a Facility Emergency Coordinator in accordance with the requirements of SARA Title III. (See Appendix 3, Tab A)

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

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

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

- **24-Hour Statewide Response:** The agency provides round-the-clock response to oil and hazardous material spills that pose an imminent threat to public health, safety, and the environment. The agency ensures that damage from the spill to the environment is contained within the smallest area possible and is cleaned up as quickly as possible.
- Ecology Response staff serve as the State On-Scene Coordinator under the State Contingency Plan for spills to waters of the state. Incidents may be co-managed with the responsible party, and local, tribal, and federal emergency response personnel.
- **Methamphetamine Drug Lab Cleanup:** Agency spill responders work with law enforcement personnel and dispose of drug lab chemical waste from the sites of illicit methamphetamine drug labs and lab dumps. Removing these chemicals and processing them for proper disposal reduces the immediate threat to public health and safety posed by the illegal labs.

- **Compliance and Enforcement:** The agency can take enforcement and compliance actions for violations related to oil and hazardous material spills to the environment, including imposing fines and requiring changes in operating practices to prevent future spills.
- **Natural Resource Damage Assessment and Restoration:** When an oil spill causes significant damage to publicly owned natural resources, the agency coordinates assessing the degree of damage, and seeking fair compensation from the responsible party(s). The agency works with other organizations using the collected monies to restore the injured resources.

## **VI. RESOURCE REQUIREMENTS**

### **A. Resource Development**

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

### **B. Training**

Safe, effective, and coordinated response to a hazardous materials incident requires spill knowledge and training ranging from basic awareness to highly technical skills. Local jurisdictions are responsible for providing training appropriate to the hazardous materials incident response and incident management missions. Section VII, Reference, 8 is important to the training of local jurisdictions and first responders.

## **VII. REFERENCES**

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

1. Washington State, Comprehensive Emergency Response Plan, Emergency Support Function-10 (ESF-10).
2. Grant County Emergency Response Plan (revised draft).
3. Washington State EMD, Emergency Planning Guide.
4. National Response Team, Planning Guide.
5. FEMA: CPE 1-8, 1-8A, CPG1-35.

6. DOT Emergency Response Manual.
7. Superfund Amendments and Reauthorization Act 1986 (SARA, Title III, Community Right to Know).
8. 296.62 WAC. (P), Hazardous Waste Operations and Emergency Response.
9. Recommended Emergency Preparedness Guidelines for Rail Transit Systems. U.S. DOT.
10. NEPA, Fire Protection Manual, Section 2 Chapter III and Section 12, Chapter 6.
11. Public Law 93-288, Disaster Relief Act, 1974
12. Code of Federal Regulation Title 44, part 205.
13. Public Law 96-342 Improved Civil Defense Act 1950
14. Chapter 36.32 RCW and Chapter 36.28 RCW (Counties).
15. RCW 38.52.110.070, Emergency Management
16. Chapter 11-4 WAC
17. Northwest Area Contingency Plan

## **VIII. TERMS AND DEFINITIONS**

See Appendix 4 of the CEMP Basic Plan

## **IX. APPENDICES**

Appendix 1 Notification Procedures and Checklists

Appendix 2 County Map, Transportation routes.

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

Appendix 4 Resource Matrix

Appendix 5 Evacuations plan outline

Appendix 6 Agency Checklist

**ESF-10  
HAZARDOUS MATERIALS EMERGENCY RESPONSE**

APPENDIX 1  
ESF-10

NOTIFICATION PROCEDURES

MULTI AGENCY COMMUNICATION CENTER:

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

The telecommunicator will then begin to record incoming information of the incident. If available, a telecommunicator should be assigned to handle all incoming information: or maintain a record log of event, easily available to both telecommunicators. Incident form (Tab 2 of Appendix 1) should be used to record necessary information: Form identifies information required. A telecommunicator will conduct all radio traffic related to incident, until the EOC has been activated. (See Emergency Response Telephone List (Tab 4, Appendix 1).

The Lincoln County Sheriff's Office has on file a "One Page Fact Sheet" for each industrial facility that lists offsite contacts or facility locations. Specific hazards that may need to be taken into consideration during an emergency or accident.

SITE INCIDENT INFORMATION REQUIRED FROM FACILITY.

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

Weather conditions

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

Prognosis of Situation?

Additional Offsite Resources Requested.

TRANSPORTATION SITE: INFORMATION REQUIRED FROM REPORTING PARTY

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

INFORMATION REQUIRED FROM FIELD OFFICER.

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

TAB A  
APPENDIX 1/ESF-10

NOTIFICATION PROCEDURES TELECOMMUNICATOR

Hazardous Materials incident:

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

1. Initiate emergency response.
  - a. Fire.
  - b. Law enforcement.
  - c. Ambulance.
  
2. Notify Emergency Management Director on request from response agency.

Wade Magers Home, 509-647-2030 or 721-0271 ofc cell, or 509-641-0682 prs cell

Kelly Watkins Home, 509-982-2629 or 721-0634 ofc cell, or 509-988-0560 prs cell
  
3. Complete Washington State Hazardous Materials Incident Work Sheet when requested by DEM.

TAB B OF APPENDIX 1/ESF-10  
NOTIFICATION FORM

Received By: \_\_\_\_\_

Reporting Party Name: \_\_\_\_\_ R/P Company Agency Name: \_\_\_\_\_ Referred To: R/P Callback Phone Number \_\_\_\_\_  
 Facility: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Emergency: \_\_\_\_\_ Exercise/Drill: \_\_\_\_\_

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

**TAB C  
APPENDIX 1 ESF-10**

**LINCOLN COUNTY  
HAZARDOUS MATERIALS RESPONSE LIST  
After 5:00 P.M. and Weekends all calls are made to L.C.S.O.**

**MULTI AGENCY COMMUNICATION CENTER:**

911 ----- 911  
Non-emergency Line ----- 509-725-3501  
Fax ----- 509-725-0575

**Lincoln County Emergency Management**

Office (weekdays) ----- 509-725-9263  
Office (nights & weekends) ----- 509-725-3501  
Fax ----- 509-725-0575

**Lincoln County Health Department**

Office ----- 509-725-2501

**Washington State Emergency Management Division**

Administration ----- 253-512-7000  
Duty Officer ----- 253-512-7101  
Emergency line 24 hours ----- 1-800-258-5990

**Department of Ecology**

Spill Response (Eastern Region) ----- 509-456-2926

## **APPENDIX 2 ESF-10**

### **TRANSPORTATION ROUTES:**

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

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

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

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

### **TABS:**

1. Lincoln County Arterial

### **APPENDIX 3 ESF-10**

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

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

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

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

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

**TAB A**  
**APPENDIX 3/ESF-10**  
**LINCOLN COUNTY FACILITIES REPORTING TIER TWO**

**Lincoln County District # 1**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
AT&T Corporation Tokio Road Sprague, WA 99032	Jamal Etahiri	206-389-5020 800-832-6662
AT&T Wireless .7MI W & .9MI Sprague, WA 99032	Jamal Etahiri	206-389-5020 800-832-6662
Century Link 103 E. 5 <sup>th</sup> Sprague, WA 99032	Operations	509-647-5482
Coleman Oil Company 315 S. Colfax Sprague, WA 99032	Gayle Mann  Amber Rains	509-257-2231 509-257-2413 208-790-1374
McGregor Company 101 E. First Street Sprague, WA 99032	Gaylon Hergert  Tod Billigmeier	509-259-7076 509-648-3301 509-259-7068 509-257-2883
WA Department of Transportation I-90 Jct. SR23 Sprague, WA	Phet Sinthavong Dale Luiten	360-705-7858 509-324-6583

**Lincoln County District # 3**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
AT&T Wireless .2MI Rd 21 & 2MI N Odessa, WA 99159	Jamal Etahiri	206-389-5020 800-832-6662
Century Link 12 E. Marjorie Odessa, WA 99159	Operations	509-647-5482
Grange Supply Co. 202 W. Railroad Ave. Odessa, WA 99159	Greg Luiten	509-982-2693 509-988-0014
WA Department of Transportation SR21 MP 31 Odessa, WA 99159	Phet Sinthavong Dale Luiten	360-705-7858 509-324-6583

**Lincoln County District # 4**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
AT&T Corporation Spokane F 1W LC F182 Reardan, WA 99029	Tom Dewey	509-994-1255 770-922-6035
AT&T Wireless Butte Rd. SR 21-25-39 Reardan, WA 99029	Jamal Etahiri	206-389-5020 800-832-6662
Edwall Chemical 235 N. Lake St. Reardan, WA 99029	Mitch Inghram	509-236-2231 509-796-3301

**Lincoln County District # 4 (cont'd)**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
Qwest Corporation Magnuson Butte Radio SR 231	Mae Vichitkulwongsa	206-346-7532 303-992-7091
Western Farm Service SR 231 Reardan, WA 99029	John Massey Pat Bodeau	509-838-5007 509-796-2655

**Lincoln County District # 5**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
AT&T Wireless 3 MI NW of Downtown Davenport, WA 99122	Jamal Etahiri	206-389-5020 800-832-6662
BPA Radio Site (Lat97Min52Long118Min12Miles)	Melvin Simmons	509-884-2243
Century Link 513 9 <sup>th</sup> Str. Davenport, WA 99122	Operations	509-647-5482
Edwall Chemical/Lincoln Mutual #2 310 Morgan St. Davenport, WA 99122	Mitch Inghram	509-725-3321 509-236-2231
McGregor Company 48 Morgan St. Davenport, WA 99122	Steve Reed	509-397-4355 509-725-4769
WA Department of Transportation 1407 Morgan Davenport, WA 99122	Phet Sinthavong Dale Luiten	360-705-7858 509-324-6583
Western Farm Service 1315 S. 12 <sup>th</sup> St. Davenport, WA 99122	John Massey Pat Bodeau	509-838-5007 509-725-3241

**Lincoln County District # 6**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
CenturyTel 305 W. Main Harrington, WA 99134	Operations	509-647-5482
Harrington Fuel Co. N. 500 Third Harrington, WA 99134	Mitch Matoon	509-253-4363 509-253-4715
Western Farm Service N. 400 Second Harrington, WA 99134	John Massey Jr. Larry Scoles	509-838-5007 509-253-4311

**Lincoln County District # 7**

<b>Facility</b>	<b>Facility Emerg. Coordinator</b>	<b>Phone</b>
AT&T Wireless 4 MI W. by NW Wilbur, WA 99185	Jamal Etahiri	206-389-5020 800-832-6662
Ag Enterprises 15 SE Anne Wilbur, WA 99185	Gary Green	509-647-5365
Century Link 11 SE Division Wilbur, WA 99185	Operations	509-647-5482
McGregor Company 11291 SR 2 E Wilbur, WA 99185	Steve Reed	509-647-2402 509-725-4769
WA Department of Transportation SR 2 MP 220 Wilbur, WA 99185	Phet Sinthavong Dale Luiten	360-705-7858 509-324-6583

**APPENDIX 4**  
**ESF-10**  
**EMERGENCY RESPONSE EQUIPMENT**

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

**Tab A of Appendix 4 is under development and will be printed and inserted at a later date.**

**TAB B**

## **APPENDIX 4/ ESF-10**

### **VOLUNTEER RESOURCE ASSISTANCE PROCEDURES**

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

All volunteer assistance must be authorized by the Incident Commander of the Haz-Mat Incident.

If the volunteer assistance is pre-arranged with the appropriate form signed pursuant to RCW 70.1136.050, the assistance can be utilized upon arrival.

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

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

## **APPENDIX 5 of ESF-10 EVACUATION**

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

### **I. Purpose**

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

### **II. General Information**

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

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

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

The Chief Law Enforcement Officer in charge of the evacuation shall determine the evacuation route needed in addition to the predetermined routing for the facility sites, or the transportation route along residential areas. Consideration shall also be given to the rerouting of traffic on the roads into the areas. Several transportation routes in the county require routing of traffic at intersecting highways that may involve road blocks several miles from the incident. These areas are remote and due to geographical features there are very few intersecting roads to use as detours.

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

**APPENDIX 5/ESF-10**

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

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

**LARGE GATHERING EVACUATIONS PROCEDURES**

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

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

**Chief Law Enforcement Official in charge of evacuation**

Receive information about the evacuation perimeter		
Make assignments for evacuations of group to incoming emergency units		
Units will contact person in charge of the group.		
Have the group instructed to prepare to make an orderly evacuation from the area.		
Units will accompany the group until relieved or otherwise instructed.		
Units will report to Operation Center of Command Post when evacuation is complete.		

**TAB A  
APPENDIX 5/ESF-10**

**OFFICER CONDUCTING EVACUATION  
EVACUATION CHECKLIST**

**OFFICER NAME: \_\_\_\_\_ DATE/TIME \_\_\_\_\_**

Yes      NO

1.	Receive assignment from Law Enforcement Official. EVACUATION AREA: (assignment or description of area)		
2.	Travel through area with vehicle sounding siren/horn.		
3.	Stop frequently, announcing: "Immediate evacuation of the area is recommended due to an accident at location. If you need transportation assistance, please let us know now. Tune your radio to stations: (KXLY 920 AM) and (KHQ 87.7 FM), for further information".		
4.	Direct evacuees to evacuation route.		
5.	Transportation assistance requested for: Family Name    Number of    Location-Special Needs		
6.	Refusal to evacuate encounter from: Family Name    Number of    Location-Special Needs		
7.	All evacuees notified to evacuate.		

\*\*\*\*\*CAUTION\*\*\*\*\*

**Washington State prohibits forced evacuation of residence.**

\*\*\*\*\*CAUTION\*\*\*\*\*

**OFFICER IN CHARGE CONDUCTING EVACUATION**

**NAME:**

**DATE/TIME**

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

**APPENDIX 6**  
**ESF-10**  
**AGENCY CHECKLIST AND PROCEDURES**

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

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

Tabs:

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

**TAB A  
APPENDIX 6/ESF-10  
CHECKLIST  
CHIEF ELECTED OFFICIAL**

INITIALS/TIME

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

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

**EMERGENCY DECLARATION PROCEDURES**

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

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

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

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

A. Declaration sample for County/ City/Town

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

RESOLUTION NO. \_\_\_\_\_ LOCAL  
DECLARATION OF DISASTER AREA

WHEREAS, the Lincoln County Department of Emergency Management has reported to the Lincoln County Board of Commissioners, begin \_\_\_ hours, \_\_\_ month, \_\_\_ day, of 20\_\_ that a Hazardous Materials emergency has occurred on/at the \_\_\_\_\_ Plant/Route and may impact all or parts of the County and

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

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

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

BE IT RESOLVED THE BOARD OF LINCOLN COUNTY COMMISSIONERS:

SECTION I

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

SECTION II

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

DONE IN SPECIAL EMERGENCY SESSION this \_\_\_ day of \_\_\_\_\_, 20\_\_.

BOARD OF COUNTY COMMISSIONERS  
LINCOLN COUNTY, WASHINGTON

Chairperson: \_\_\_\_\_

Attest:

Member: \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board Member: \_\_\_\_\_

BEFORE THE CITY/TOWN COUNCIL OF \_\_\_\_\_ LINCOLN COUNTY, WA  
IN RE: DISASTER AREA

RESOLUTION NO. \_\_\_\_\_  
LOCAL DECLARATION OF DISASTER AREA

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

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

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

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

BE IT RESOLVED THE CITY/TOWN COUNCIL FOR THE CITY/TOWN OF \_\_\_\_\_:

SECTION I

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

SECTION II

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

DONE IN SPECIAL EMERGENCY SESSION this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY/TOWN COUNCIL FOR  
CITY/TOWN \_\_\_\_\_

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**TAB B  
APPENDIX 6/ESF-10  
CHECKLIST  
LAW ENFORCEMENT OFFICIAL**

**INITIALS / TIME**

**HAZARDOUS MATERIALS EMERGENCY**

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

**TAB C  
APPENDIX 6/ESF-10  
CHECKLIST  
EMERGENCY MANAGEMENT**

**HAZARDOUS MATERIALS  
INITIALS /TIME**

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

**TAB D  
APPENDIX 6/ESF-10  
CHECKLIST  
LINCOLN COUNTY HEALTH DEPARTMENT**

**HAZARDOUS MATERIAL EMERGENCY**

**INITIALS /TIME**

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

**EOC OPERATION**

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

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

**EMERGENCY PUBLIC INFORMATION**

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

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

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

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

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

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

**CHECKLIST  
EMERGENCY PUBLIC INFORMATION OFFICER**

**TIME / INITIALS**

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

**DEM OPERATION:**

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

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

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

**(A) SHELTER-IN-PLACE**

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

All persons in \_\_\_\_\_ should  
(Describe Area)

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

**(note)**

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

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

**(b) PREPARE TO EVACUATE**

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

\_\_\_\_\_  
(description of situation)

The incident is occurring at \_\_\_\_\_  
(Location)

All persons in \_\_\_\_\_  
(Name of Communities)

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



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

**PRESS RELEASE CHECKLIST:**

**I. Purpose**

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

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

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

**PUBLIC INFORMATION**

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

**A. THINGS TO DO:**

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

**B. THINGS NOT TO DO:**

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

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

**C. SAMPLE MESSAGES YOU MIGHT RECEIVE:**

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

**TAB F**  
**APPENDIX 6/ESF-10**  
**EMERGENCY MEDICAL SERVICES CHECKLIST**

**HAZARDOUS MATERIALS EMERGENCY RESPONSE**

**INITIALS/TIME**

- |    |   |       |
|----|---|-------|
| 1. | Plan route to approach  | _____ |
| 2. | Wind direction and speed  | _____ |
| 3. | Name of hazardous materials   | _____ |
| 4. | Contact appropriate agency regarding specific material (Emergency Response Guide-Orange Book) CHEMTREC 1-800-424-9300 | _____ |
| 5. | Notify base station physician of the situation  | _____ |
| 6. | Request additional resources as needed.   | _____ |

**ON SCENE OPERATIONS**

- |    |  |       |
|----|--|-------|
| 1. | Evaluate the situation   | _____ |
| 2. | Request resources as needed  | _____ |
| 3. | Activate MCI plan as needed  | _____ |
| 4. | Utilize decontamination and control zones as established by appropriate agencies | _____ |

**ASSESSMENT INFORMATION FOR 911**

- |    |  |       |
|----|--|-------|
| 1. | Evaluate the situation, number of patients and triage categories | _____ |
| 2. | Name of Hazmat   | _____ |
| 3. | Level of MCI if activated  | _____ |
| 4. | Location of Command Post, Control Zones, Decon area              | _____ |
| 5. | Request resources as needed                                      | _____ |
| 6. | Destinations for transport of patients                           | _____ |

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

**HAZARDOUS MATERIALS EMERGENCY  
RESPONSE:**

**INITIALS/TIME**

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

**ASSESSMENT INFORMATION FOR DISPATCH/DEM:**

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

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

**TAB H  
APPENDIX 6/ESF-10  
CHECKLIST  
PUBLIC WORKS DIRECTOR**

**INITIALS/TIME**

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

# AGRICULTURE and NATURAL RESOURCES

**PRIMARY AGENCIES:** American Red Cross and Community Service Organizations

**SUPPORT AGENCIES:** Lincoln County DEM  
Department of Agriculture  
Department of Natural Resources

## ❖ INTRODUCTION

### A. Purpose:

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

### B. Scope:

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

## ❖ POLICIES

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

## ❖ SITUATION

### A. Emergency/Disaster Hazards and Conditions

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

### B. Planning Assumptions

1. Citizens should be self sufficient for 3 days.
2. There should be adequate supply of food locally, to provide adequate provisions for the local area for a week.
3. Local food supplies will be restocked and replenished through normal commercial channels to the maximum extent possible.
4. Adequate water will exist in some area of the county to provide for the needs of areas without necessary water supply. As available, local fire services apparatus may be utilized to distribute a potable water supply. Tanks will be flushed and cleaned per advice from the Health District.

## ❖ CONCEPT OF OPERATIONS

### A. General

1. The Red Cross and Community Service Organizations will provide and conduct mass care operations.

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

## **B. Organization**

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

## **C. Procedures**

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

## **D. Emergency / Disaster Time Phase**

### **1. Mitigation Activities**

- a. None specific.

### **2. Preparedness Activities**

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

### **3. Response Activities**

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

### **4. Recovery Activities**

- a. Continue to provide emergency food and water distribution.

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

❖ **RESPONSIBILITIES**

- A. Mass Care ESF - Red Cross and Community Service Organizations
  1. Provide for mass care operations as outlined in ESF 6, Mass Care.
  2. Identify and inventory local food sources.
  3. Provide feeding for emergency workers.
  4. Coordinate activities with DEM and the PIO.
- B. Lincoln County Department of Emergency Management
  1. Coordinates resource information and needs between agencies
  2. Provide guidance and advice to the legislative authorities of the affected jurisdictions.

❖ **References**

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

**PRIMARY AGENCIES:** Lincoln County DEM  
Washington State Department of Agriculture  
Washington State Department of Fish and Wildlife

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

## **I. PURPOSE**

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

## **II. POLICIES**

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

## **III. CONCEPT OF OPERATIONS**

Animal health events that overwhelm local jurisdiction resources, and are of such a scale that

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

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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

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

#### **V. DIRECTION AND CONTROL**

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

Veterinary Medical Assistance Teams of the United States Public Health Service. The ReVAC will coordinate animal health care activities with the State Veterinarian's office within the WSDA.

## **VI. CONTINUITY OF GOVERNMENT**

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

## **VII. ADMINISTRATION AND LOGISTICS**

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

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

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

## **❖ IX. DEFINITIONS AND ACRONYMS**

See CEMP Basic Plan, Appendix 4.

## **APPENDIX 1 / ESF 11**

**PRIMARY AGENCY:** Washington State Department of Agriculture

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

## **I. INTRODUCTION**

### **A. Purpose**

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

### **B. Scope**

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

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Several serious animal disease outbreaks have occurred outside the United States recently. Foot and Mouth Disease (FMD) in Taiwan's swine population in 1997 resulted in the slaughter of more than five million hogs. The recent Classical Swine Fever (Hog Cholera) epidemic in the Netherlands resulted in the slaughter of more than 10 million hogs. Ongoing problems with

Classical Swine Fever in Haiti and the Dominican Republic continue to be a threat to the U.S. swine industry. The occurrence of Bovine Spongiform Encephalopathy (BSE) in Great Britain has resulted in a large number of beef and dairy cattle destroyed and diseased cattle continue to be identified. The disease continues to spread through most of Europe. The importation of animal products from foreign countries, the ease of travel throughout the world, the lifting of restrictions on animal health movement as a result of Free Trade Agreements, the presence of international ports and an international border, and the outbreak of West Nile Virus in birds, horses, and humans in several eastern states within the past few months of 1999 underscore Washington's vulnerability to an outbreak of a FAD.

2. Even though concerns about animal diseases are increasing, the public gives it relatively low priority. Protecting animal agriculture in the United States requires cooperation, participation, and partnership. While the USDA has assumed leadership in combating the FAD problem, it does not have the resources or the desire to assume these responsibilities alone. Consideration must be given to the fact that an outbreak of FAD within the state of Washington could be devastating to the economy and the health of the state, as well as the entire country. The state/local response is the first line of defense in an animal health disaster, the quality of which likely will determine the final economic impact to the state and national industry, and the public as a whole.
3. The Office International des Epizooties (OIE) provides worldwide disease reporting services to 147 member countries, including the United States, on the occurrence of certain animal diseases, and establishes guidelines for trade in animals and animal products. The OIE has published, in the International Animal Health Code (ISBN 92-9044-485-1), the following list of diseases of concern:
  - a. **OIE LIST "A" DISEASES:** Defined as transmissible diseases which have the potential for very serious and rapid spread, irrespective of national borders; may have serious socioeconomic or public health consequence; are of major importance in the international trade of animals and animal products. All List "A" diseases are foreign to the United States except for Vesicular Stomatitis and Bluetongue.
    - 1) African horse sickness
    - 2) African swine fever
    - 3) Bluetongue
    - 4) Classical swine fever (Hog Cholera)
    - 5) Contagious bovine pleuropneumonia
    - 6) Foot and Mouth Disease
    - 7) Highly pathogenic avian influenza (Fowl Plague)
    - 8) Lumpy skin disease
    - 9) Newcastle disease
    - 10) Peste des petits ruminants
    - 11) Rift Valley fever
    - 12) Rinderpest
    - 13) Sheep pox and goat pox
    - 14) Swine vesicular disease

15) Vesicular stomatitis

- b. **OIE LIST “B” DISEASES:** Transmissible diseases, which are considered to be of socioeconomic, and/or public health importance within countries and which are significant in the international trade of animals and animal products. OIE member countries normally submit reports once a year, although more frequent reporting may in some cases be necessary to comply with Section 1.2 of the International Animal Health Code.
- 1) Some diseases listed on OIE List B are foreign to the United States. (List B diseases foreign to the U.S are marked with an asterisk.\* Multiple species diseases include Anthrax, Aujeszky’s disease (Pseudorabies), Echinococcosis/hydatidosis, Heartwater\*, Leptospirosis, Q fever, Rabies, Paratuberculosis, and Screwworm.\*
  - 2) Cattle diseases include Anaplasmosis, Babesiosis, \* Brucellosis, Genital Campylobacteriosis, Tuberculosis, Cysticercosis, Dermatophilosis, Enzootic bovine leukosis, Hemorrhagic septicaemia, Infectious bovine rhinotracheitis, Pustular vulvovaginitis, Theileriosis, Trichomoniasis, Trypanosomiasis, \* Malignant catarrhal fever (WD - MCF), \* and Bovine Spongiform Encephalopathy. \*
  - 3) Sheep and goat diseases include Ovine epididymitis (Brucella ovis), Caprine and Ovine brucellosis\* (excluding B. ovis), Caprine arthritis/encephalitis, Contagious agalactia, Contagious caprine pleuropneumonia, \* Enzootic abortion of ewes (Ovine chlamydiosis), Ovine pulmonary adenomatosis, \* Nairobi sheep disease, \* Salmonellosis (S. abortus ovis), \* Scrapie, and Maedi-Visna. \*
  - 4) Horse diseases include Contagious equine metritis, \* Dourine, \* Epizootic lymphangitis, \* Equine encephalomyelitis (Eastern and Western), Equine Infectious Anemia, Equine influenza, Equine piroplasmosis, \* Equine rhinopneumonitis, Glanders, \* Horse pox, \* Equine Viral Arteritis, Japanese encephalitis, \* Horse mange, Surra, \* and Venezuelan equine encephalomyelitis. \*
  - 5) Swine diseases include Atrophic rhinitis of swine, Porcine cysticercosis, Swine brucellosis, Transmissible gastroenteritis, Trichinellosis, Enterovirus encephalomyelitis,\* and Porcine reproductive and respiratory syndrome.
  - 6) Avian diseases include Avian infectious bronchitis, Avian infectious laryngotracheitis, Avian tuberculosis, Duck virus hepatitis, Duck virus enteritis, Fowl cholera, Fowl pox, Fowl typhoid, Infectious bursal disease, Marek’s disease, Avian mycoplasmosis, Avian chlamydiosis, and Pullorum disease.

**B. Assumptions**

1. Local livestock producers, dairymen, feedlot operators, poultry producers, horsemen, and hog producers likely will be the first to notice an unusual condition/disease in their animals. The concerned producer should make contact with one of four entities: a private accredited veterinarian, the State Veterinarian and/or the local area field veterinarian, the Washington Animal Disease Diagnostic Laboratory (WADDL) located at Washington State University (WSU) in Pullman, Washington or the USDA, APHIS, Area Veterinarian-In-Charge (USDA-AVIC).
2. If the disease situation is unexpected with high death loss, or if the symptoms are unusual, and especially if a FAD is suspected, a private accredited veterinarian must report his or her findings to the State Veterinarian or

USDA-AVIC. In addition, Chapter 16-70 Washington Administrative Code (WAC) requires veterinarians to report to the State Veterinarian any suspected or diagnosed diseases listed in that rule, including those classified as FADs.

3. The area WSDA or USDA field veterinarian, if contacted by a producer experiencing a sudden unusual disease occurrence, has the expertise as a FAD Diagnostician (FADD) trained regulatory veterinarian, and will gather information and make an initial assessment and submit samples. He or she will then contact the State Veterinarian.
4. WADDL, if contacted by the private accredited veterinarian or directly by the producer, will in turn contact the State Veterinarian or the USDA-AVIC regarding the unusual disease occurrence. In addition, Chapter 16-70 WAC also requires all laboratories to report to the State Veterinarian any suspected or diagnosed diseases listed in that rule, including those classified as FADs.
5. When contacted by the area or private veterinarian, producer, WADDL, or a private laboratory, the State Veterinarian, or the USDA-AVIC, will in turn contact the other official by telephone to determine what steps, if any, are necessary to further characterize the disease occurrence, based on their judgment of the possibility of a FADs being involved. This may include the dispatching of a FADD to the location, and requesting assistance from the USDA Regional Emergency Animal Disease Eradication Organization (USDA-READEO) Early Response Team (ERT).
6. If the FADD determines that the differential diagnosis includes a FAD, the USDA-AVIC will notify USDA-Emergency Programs and other appropriate federal government officials. The FADD will obtain a FAD investigation case number from the USDA-AVIC. In addition, the USDA-AVIC and State Veterinarian, depending on the likelihood of a FAD, will take steps, in concert with area field veterinarians, to isolate the disease to as small an area as possible. This may necessitate the involvement of local, county, and state law enforcement agencies to assist in isolating the area.
7. If the suspected disease has potential wildlife impacts, the State Veterinarian will contact the Washington Department of Fish and Wildlife (WDFW), which in cooperation with WSDA, will determine the appropriate response to protect wildlife or conduct surveillance activities in wildlife to determine its disease status.
8. Suspected FADs in or potentially affecting wildlife or fish will be reported to the WDFW, who in turn will report this information to the State Veterinarian. If the disease has potential livestock impacts, WDFW will determine the appropriate response in cooperation with the WSDA.
9. If the suspected disease has potential public health impacts, the State Veterinarian will contact the Washington Department of Health (DOH). The DOH, in cooperation with WSDA, will determine the appropriate response to protect human health and welfare. DOH will report findings to other appropriate agencies.

### **III. CONCEPT OF OPERATIONS**

- A. Upon notification by the State Veterinarian that an outbreak of FAD is suspected, the Director-WSDA will activate the Primary State Core Decision Group (PSCDG) which consists of the following representatives:
  1. **Washington Department of Agriculture**
    - a. Director or Deputy Director
    - b. Assistant Director, Food Safety Animal Health and Consumer Services (FSAH&CS) Division

- c. Identification FSAHCS Division
  - d. State Veterinarian, Animal Health Program
  - e. Livestock Identification Program Manager, FSAH&CS Division
  - f. General Counsel-Office of the Attorney General
  - g. Public Information Officer
2. **Director, Washington State Emergency Management Division (EMD).**
  3. **Director, Washington Animal Disease Diagnostic Laboratory (WADDL).**
  4. **USDA-AVIC**
  5. **Industry representative(s) (depending on animal species involved).**
- B.** The Director, WSDA, on the advice of the State Veterinarian, may activate any and all of the Secondary State Core Decision Group (SSCDG), which may consist of the following representatives:
1. **Director, Washington State Department of Ecology (Ecology).**
  2. **Director, WDFW.**
  3. **Secretary, Washington State DOH.**
  4. **Director, Washington State Military Department**
  5. **Director, Washington State Patrol (WSP)**
- C.** The PSCDG and possibly some or all of the members of the SSCDG will make the determination as to:
1. Procedures necessary to isolate the affected area.
  2. Which ESFs of the *Washington State Comprehensive Emergency Management Plan (CEMP)* will be activated.
  3. When to request activation of a USDA-READEO.
  4. The procedures to be utilized to combat the outbreak once it is identified as a FAD.
- D.** When the state EOC is activated, all members of the Primary and Supporting Government Agencies, and if possible, Supporting Private Organizations of this Appendix, and the Primary and Supporting Government Agencies from any other activated ESFs will establish and maintain a presence in the state EOC.

#### **IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

##### **A. Primary Agency**

###### **1. Washington Department of Agriculture**

- a. Functions as the primary decision-maker for the PSCDGs and SSCDGs, and co-decision-maker with USDA for the USDA-READEO, if activated, and functions as the lead state agency when the USDA emergency

management system is activated.

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

## **B. Support Agencies:**

### **1. Office of the Attorney General**

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

### **2. Department of Ecology**

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

### **3. Washington Department of Fish and Wildlife**

- a. Coordinates with WSDA and participates in the SSCDG as requested by WSDA, and as a responding agency if required. WDFW will provide advice on risks to wildlife and methods to mitigate these risks.
- b. Supports the law enforcement aspect of the restricted or quarantine area, if applicable.
- c. Initiates a surveillance program in the immediate vicinity of the outbreak and determines if the 175disease has spread to wildlife if the FAD is one that

has a history of affecting wild animals. WDFW will initiate steps to prevent the spread of the disease to susceptible wildlife.

- d. Immediately notifies the WSDA, who will then activate the PSCDG, and SSCDG members as deemed appropriate, in the event that a FAD is first detected among wildlife.

**4. Department of Health:**

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

**5. Washington State Military Department, Emergency Management Division:**

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

**6. Washington State Military Department, National Guard:**

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

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

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

## 7. **Washington State University**

### a. **Washington Animal Disease Diagnostic Laboratory**

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

### b. **College of Veterinary Medicine**

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

### c. **Cooperative Extension Service**

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

## 8. **Washington State Patrol:**

- a. Provides representation to the SSSCDG when requested by WSDA.
- b. Provides roadblocks on state and federal highways in restricted or quarantined areas delineated by the PSCDG and/or the 177 USDA.

- c. Assists local and county law enforcement, WSDA and WNG personnel in restriction of entry into the restricted or quarantined area.
- d. Performs other functions as requested by the PSCDG or, if activated, the state EOC.

**9. Federal Agencies or Tribal Governments**

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

**10. Private Organizations and Businesses**

- a. Producer Organizations
  - 1) Llama Owners of Washington
  - 2) Northwest Dairy Association

- 3) Northwest Quarter Horse Association
- 4) Washington Cattlemen's Association
- 5) Washington Cattle Feeder's Association
- 6) Washington State Dairy Federation
- 7) Washington Fish Growers Association
- 8) Washington State Pork Producers
- 9) Washington Poultry Industry Representatives
- 10) Washington State Horsemen
- 11) Washington State Sheep Producers
- 12) Washington Thoroughbred Association

b. Allied Industries and Professions

- 1) American Association of Zoological Parks
- 2) Livestock Markets
- 3) Livestock Slaughter Establishments
- 4) Renderers
- 5) USDA Accredited Veterinary Practitioners
- 6) Washington Livestock Marketing Association
- 7) Washington State Veterinary Medical Association

c. Associated Councils, Boards and Advocacy Organizations

- 1) Agricultural Animal Health Advisory Board
- 2) Back Country Horsemen of Washington
- 3) Livestock Identification Advisory Board
- 4) Washington Beef Commission
- 5) Washington Dairy Commission
- 6) Washington State Fair Association
- 7) Washington State Farm Bureau
- 8) Washington State Grange
- 9) Washington State Horse Council

d. Private organizations have a great deal of interest in a response plan of this type since their livelihood may depend upon the outcome. In most cases a private entity, such as a local veterinarian, will be the first "on scene" and must make immediate decisions. A local veterinarian, as a

veterinarian accredited by the USDA, APHIS, VS has the authority to verbally restrict movement of animals suspected of being affected with a FAD. The local veterinarian is then required to immediately notify the State Veterinarian who, with the assistance of the USDA-AVIC, determines the next appropriate action(s) to confirm or rule-out the presence of a FAD, and to restrict animal and, if necessary, people movement in and through the affected area.

- e. Private enterprises such as the WSVMA, producers, livestock markets, slaughtering establishments, renderers and the Agricultural Animal Health Advisory Board will be notified by the WSDA when an animal disease emergency exists. They will be encouraged to actively participate in an emergency response.
- f. These industry groups and others not fully identified at this time are expected to:
  - a. Maintain a list of resources and personnel available to assist state and local jurisdictions in the response and recovery phases in FAD emergencies.
  - b. Provide resources and personnel to state and local jurisdictions to assist in the response and recovery phases in FAD emergencies.
  - c. Participate as members of state and local jurisdiction planning teams.
  - d. Support exercises and drills as a participant during the exercise and design period and conduct of the event, and by including the state and local jurisdictions in business and industry activities.

## **V. DIRECTION AND CONTROL**

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

## **VI. ADMINISTRATION AND LOGISTICS**

- A. The WSDA and the State Veterinarian, along with a number of other state agencies, will serve as members of the state EOC staff.
- B. Reimbursement of expenses will be in accordance with guidelines established in the RCW statutes and the WACs.
- C. All participating local, county, and 180state agencies will be responsible for maintaining a

log of events and expenses in accordance with procedures established by the agency and approved by EMD. This log and a record of expenses will be made available to EMD upon termination of the emergency. Each organization will also maintain a Daily Situation Report (SITREP), which will be forwarded by facsimile to the state EOC, if activated, or the State Veterinarian, on a daily basis no later than 1600 hours daily. The period of the report shall be from 12 noon of one day to 12 noon of the next day.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

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

**APPENDIX 2 / ESF-11**

**WASHINGTON ANIMAL RESPONSE MANAGEMENT TEAM**

**PRIMARY AGENCY:** Washington State Department of Agriculture

**SUPPORT AGENCIES:** Washington Military Department  
Emergency Management Division  
Washington State Department of Fish and Wildlife  
Washington State Department of Health

## I. INTRODUCTION

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

### WARM TEAM STRUCTURE

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

### CONCEPT OF OPERATIONS

#### General

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

- 1. Coordinate and assist with emergency medical care for all animals, including commercial livestock, poultry, fish, and exhibition (racing) animals; zoo animals; laboratory and research animals; wildlife; and domestic pets.
- 2. Coordinate and refer volunteers and donated

goods to the county. Coordinate efforts to provide water, food, and shelter and other physical needs to animals. Store and distribute animal food and medical supplies to the requesting county. When necessary, assist counties distribute supplies to animal caretakers/shelters.

3. Coordinate with public information personnel to ensure that information is provided on the location of animal shelters and other animal-related matters before, during, and after the disaster. Also, coordinate public education efforts, such as brochures distributed to veterinary offices. Abandonment of animals should be discouraged due to the welfare of both animals and the public. When necessary, assist with soliciting needed resources to fill shortages.
4. Coordinate efforts to rescue and capture animals including relocation prior to the disaster. Counties will identify available barns, pastures, kennels, etc., with local agencies and volunteer organizations.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners.
6. Coordinate with DOH on the identification, prevention, and control of diseases of animals with public health significance, including epidemiological and environmental health activities.

## **Organization**

1. Emergency Support Function (ESF) 25 is organized to ensure rapid response of animal care needs. The primary and support agencies, including local animal control, should have a thorough and up-to-date disaster plan. Each county should have a County Animal Emergency Coordinator (CAEC) contact person before contacting the state.
2. ESF 25 focuses primarily on emergency medical care, evacuation, rescue, capture, temporary confinement, shelter, provision of food and water, identification and tracking for reunification of owners with their animals and on disposal of dead animals.
3. The primary agency for Appendix 2 of ESF 25 is WSDA with direct contact for animal issues in the State Veterinarian's Office. WSDA personnel assigned will provide daily direction. This direction is limited to operation of the ESF 25, assignment of personnel to handle requests for assistance, and ensuring that requests for assistance are prioritized, met, and documented. The ESF 25 establishes coordination with other appropriate ESFs and will maintain open communications with these ESFs in both the planning and operational phases.
4. Support agencies will operate with the daily leadership of WSDA personnel. Support agencies will be appropriately assigned based on known capabilities and in accordance with their own operating procedures. Should a conflict arise between the primary agency and a support agency, the issue will be turned over to the Emergency Management Division (EMD) on-site Operations Officer for resolution.
5. The WDFW and WSDA provide sufficient personnel to staff the state Emergency Operations Center (EOC) 24 hours per day, seven days per week while operational or as requested by the EMD.
6. In coordination with WSDA, support agencies will be encouraged to develop

plans that support the ESF 25 assignments.

7. The primary agency will participate in preparing disaster exercises as requested by the EMD. The support agencies will be requested to have a system in place for response of personnel to the disaster exercises.

## **Notification**

1. Upon notification by the State Warning System of a potential or actual event requiring response, WSDA will notify all support agencies and organization members by telephone or through other communication facilities.
2. All support groups' contact persons will be instructed to alert their contacts throughout the state to ensure all available resources are on standby.
3. Other resource inventories will be confirmed for possible use.

## **Actions**

### **1. Mitigation/Preparedness**

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

### **2. Response**

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

- c. WARM Team will coordinate with ESF 11 – Food and Water and ESF 7 – Resource Support for storage sites and staging areas for animal food and medical supplies.

### **3. Recovery**

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

### **Direction and Control**

- 1. It is assumed that the following activities have occurred prior to initiating the actions outlined in this document:
  - a. That the local government has taken all necessary actions to respond to the emergency prior to requesting assistance from the state.
  - b. Local government has responded to the emergency by activating its emergency response plan and response teams.
  - c. Local government has called upon its local resources, implementing mutual aid and cooperative agreements for additional services and personnel.
- 2. During a disaster, if local resources are insufficient to meet existing needs, local county governments may request state assistance. When official state assistance is not requested, cities and counties may access information and/or direction from the WARM Team by contacting WSDA, Animal Health Program. The WARM Team will assist local governments coordinate with other state agencies as needed.
- 3. WSDA is the primary agency for the WARM Team, with responsibility for animal issues in the State Veterinarian's Office based on the authority for actions required in an emergency designated in the Washington Animal Health Law Chapter 16.36 RCW.
- 4. WSDA will activate ESF 25 when requested by EMD.

5. WSDA will request assistance from EMD and support agencies in the event of a foreign animal disease or any disease outbreak that requires a quick response and assistance from other state agencies (Appendix 1).
6. WARM Team response activities are coordinated through the state EOC.
7. The CAEC or person designated by the county emergency management director or coordinator will be the contact for the WARM Team at the local government.
8. During a state response, national animal rescue and support groups shall respond only when requested by WARM under the Standardized Emergency Management System. These groups shall operate under the direction of the local incident commander or CAEC in accordance with the incident command structure established for that incident.

## RESPONSIBILITIES

### A. Primary Agency: Washington State Department of Agriculture

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

responses with Federal Emergency Management Agency (FEMA) or other WA State Emergency Operations Center agencies.

11. Reviews and updates ESF 25 with the assistance from the WARM Team.

## **B. Support Agencies**

### **1. Washington Emergency Management Division**

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

### **2. Washington State Department of Fish and Wildlife**

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

### **3. Washington State University, Cooperative Extension Service**

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

### **4. Washington State Department of Health**

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

### **5. Animal Support Agencies and Organizations**

- a. Identifies possible locations within the county for emergency animal shelters and confinement areas.
- b. Maintains a list of local sources of food and water for sheltered and confined animals.

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

**6. Washington State Veterinary Medical Association**

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

**7. Volunteer Organizations**

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

**FINANCIAL MANAGEMENT**

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

**REFERENCES AND AUTHORITIES**

**APPENDIX 3 / ESF-11**

**DEAD ANIMAL DISPOSAL**

**PRIMARY AGENCY:** Washington State Department of Agriculture

**SUPPORT AGENCIES:** Office of the Attorney General  
Department of Ecology

**INTRODUCTION**

A. Dead animals are defined as all 189 animals that may die or be killed for other than food

purposes. The carcass of any dead animal shall be removed and disposed of by burial, incineration or rendering within 24 hours after death. If buried, the carcass shall be placed so that every part is covered by at least two feet of earth (WAC 246-203-120 (3)).

- B. RCW 16.68 states that the livestock that have died or been killed on account of disease need to be placed so that every part is covered by at least three feet of earth at a location not less than 100 feet from any well, spring, stream or other surface waters and in a place not subject to overflow. Any animal found dead shall be presumed to have died from and on account of disease.
- C. In all cases of death from communicable disease, buried carcasses need to be thoroughly enveloped in unslaked lime (lime or quicklime is calcium oxide; slaked lime is quicklime that is chemically combined with water or moist air).

## **RESPONSIBILITIES**

- A. Responsibility for proper disposal of dead animals (WAC 246-203-120):
  - 1. The owner of the animal when ownership can be determined.
  - 2. The owner of the property on which the dead animal is found, if on private property and ownership cannot be determined for the animal.
  - 3. The county board of health at public expense if found on any street, alley or other public place and the owner cannot be determined for the animal.
- B. The owner of the dead animal who knowingly leaves or causes to be left a carcass or any portions of a carcass within a watershed in such a condition as to any way corrupt or pollute the water supply shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$500.00 (RCW 70.54.030).
- C. Food Safety and Animal Health Division, Washington State Department of Agriculture, maintains a list of licensed independent collectors and licensed renderers. For more information on these listings, contact (360) 902-1878. Counties should maintain a list of private contractors who can properly clean up, load, and dispose of this type of solid waste.

## **APPENDIX 4 / ESF-11**

### **FISH AND WILDLIFE**

**PRIMARY AGENCY:** Washington State Department of Fish and Wildlife

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

## ❖ I. PURPOSE

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

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

## II. RESPONSIBILITIES

- A. Establishes and maintains channels of communication with state and federal agencies which are dealing with the disease outbreak in domestic animals.
- B. Maintains an awareness of wildlife conditions in the region and is familiar with species of wildlife having emergency animal disease significance.
- C. Is familiar with the topography, wildlife density, and methods of control and dispersal of wildlife.
- D. Reviews maps showing locations of wildlife populations. If wildlife becomes involved, recommends the general area to be included in the quarantine and buffer zones around the outbreak.
- E. Determines the need for personnel for administration, diagnosis, depopulation, disposal, and enforcement in the event of an emergency animal disease outbreak involving wildlife.
- F. Establishes procedures for conducting surveys of the wildlife populations in an outbreak area to determine incidence of disease.
- G. Will identify methods of humane collection and preservation of specimens for laboratory analysis.
- H. Will determine which species are becoming ill or dying.
- I. Plans for collection of diagnosis specimens and identifies laboratories where needed tests can be conducted in a timely manner.
- J. Directs and coordinates efforts to control and depopulate a specific game animal in a given area.
- K. Advises and assists in depopulation of uncontrolled and unconfined non-game species.
- L. Plans and coordinates for the deposition of diseased carcasses.
- M. Identified wildlife rehabilitators, which might be of service.

- N. Prepares news releases giving justification for testing and killing wildlife if indicated.
- O. Will be prepared to conduct public meetings and respond to animal rights advocates.
- P. Cooperates with state and federal disease reporting personnel by submitting required reports in a timely manner.

# EMERGENCY SUPPORT FUNCTION #12

## ENERGY

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

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

### ❖ INTRODUCTION

#### A. Purpose

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

#### B. Scope

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

### ❖ POLICIES

A. Local Energy and Utility Providers Policies

B. Applicable State and Federal Laws and Regulations

### ❖ SITUATION

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

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

#### B. Planning Assumptions

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

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

### **C. Procedures**

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

### **D. Emergency / Disaster Time Phase**

#### **1. Mitigation Activities**

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

## **2. Preparedness Activities**

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

## **3. Response Activities**

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

## **4. Recovery Activities**

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

## **❖ RESPONSIBILITIES**

### **A. Energy and Utility Providers**

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

**B. Lincoln County DEM**

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

❖ **REFERENCES**

- ESF 7 - Resource Management

❖ **ATTACHMENTS**

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

# **ATTACHMENT A TO ESF 12**

## **ENERGY AND UTILITY PROVIDERS**

### **ELECTRIC POWER**

1. Avista
2. Inland Power and Light

### **NATURAL GAS**

1. Avista

### **WATER**

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

### **SEWER**

1. Municipal sewer districts

### **TELECOMMUNICATIONS**

1. Century Link
2. Quest
3. AT&T Wireless
4. Verizon
5. Inland Cellular

### **PETROLEUM PRODUCTS**

1. K & L Distributing (Sprague & Davenport)
2. Harrington Fuel (Harrington & Creston)
3. Vaughan Distributing (Wilbur)
4. Cenex (Sprague, Reardan, Odessa, Wilbur, Almira)
5. Colville's (Reardan)
6. Connell Oil (Davenport)
7. Ag Link

# ATTACHMENT B TO ESF 12

## RCW 43.21G

### ENERGY EMERGENCIES

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

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

#### NOTES:

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

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

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

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

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

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

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

(a) Extended by the governor upon issuing a finding that the energy supply alert continues to exist, and with prior approval of such an extension by the committee; or

(b) Extended by the governor based on a declaration by the president of the United States of a national state of emergency I regard to energy supply; or

(c) Upon the request of the governor, extended by declaration of the legislature by concurrent resolution of a continuing energy supply alert.

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

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

(a) Extended by the governor upon issuing a finding that the energy emergency continues to exist, and with prior approval of such an extension by the committee; or

(b) Extended by the governor based on a declaration by the president of the United States of a national state of emergency in regard to energy supply; or

(c) Upon the request of the governor, extended by declaration of the legislature by concurrent resolution of a continuing energy emergency.

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

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

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

(6) In addition to the powers in subsection (5) of this section, in a condition of energy emergency, the governor may, as deemed necessary to preserve and protect the public health, safety, and general welfare, and to minimize, to the fullest extent possible, the injurious economic, social, and environmental consequences of such an emergency, issue orders to: (a) Implement programs, controls, standards, and priorities for the production, allocation, and consumption of energy; (b) suspend and modify existing pollution control standards and requirements or any other standards or requirements affecting or affected by the use of energy, including those relating to air or water quality control; and (c) establish and implement regional programs and agreements for the purposes of coordinating the energy programs and actions of the state with those of the federal government and of other states and localities.

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

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

If any provision of this chapter is in conflict with any other provision, limitation, or restriction which is

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

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

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

NOTES:

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

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

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

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

NOTES:

Severability--1981 c 281: See note following RCW 43.21G.040.

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

# **PUBLIC SAFETY, LAW ENFORCEMENT, and SECURITY**

- PRIMARY AGENCY:** Lincoln County Sheriff's Office  
Municipal Police Departments
- SUPPORT AGENCIES:** Washington State Patrol  
WA State Emergency Operations Center

## **❖ INTRODUCTION**

### **A. Purpose**

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

### **B. Scope**

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

## **❖ POLICIES**

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

## **❖ SITUATION**

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

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

### **B. Planning Assumptions**

1. General law enforcement activities and problems will be compounded by additional disruption and activities caused by emergencies and disasters.
2. Local resources will be exhausted prior to seeking assistance from the WA State Emergency Operations Center, Washington State Patrol or National Guard. The assistance of the Military / National Guard requires a local emergency proclamation.
3. The Washington State Patrol will advise or assist within the county, but may not supersede the authority of the Sheriff or Police Chiefs.

## **❖ CONCEPT OF OPERATIONS**

### **A. General**

1. In an emergency all law enforcement operations will remain the responsibility of the respective jurisdiction.
2. In an emergency beyond the capabilities of the local law enforcement agency,

additional personnel may be provided locally through mutual assistance agreements.

3. All agencies will coordinate public and emergency information with the County Public Information system.

## **B. Organization**

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

## **C. Procedures**

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

## **D. EMERGENCY / DISASTER TIME PHASES**

### **1. Mitigation Activities**

None

### **2. Preparedness Activities**

#### **a. Primary Agency**

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

#### **b. Support Agencies**

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

### **3. Response Activities**

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

**4. Recovery Activities**

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

❖ **RESPONSIBILITIES**

**A. Primary Agencies**

- 1. Develop and maintain SOG's to carry out emergency law enforcement responsibilities.
- 2. Perform functions and tasks as established in this Plan.

**B. Lincoln County Sheriff's Office**

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

**C. Support Agencies**

Provide operational support to the Primary Agency.

❖ **REFERENCE**

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

❖ **ATTACHMENTS**

Attachment A to ESF 13 – Local Law Enforcement Agencies

**ATTACHMENT A TO ESF 13**  
**PUBLIC SAFETY, LAW ENFORCEMENT and SECURITY**  
**LOCAL LAW ENFORCEMENT ORGANIZATIONS**

<b>Agency</b>	<b>Location</b>	<b>Phone Number</b>
Lincoln County Sheriff	Davenport	725-3501
Almira Marshal's Office	Almira	639-2221
Odessa Police Department	Odessa	982-2410
Reardan Police Department	Reardan	796-2626
Wilbur Police Department	Wilbur	647-5821
Washington State Patrol	Spokane	456-4101
U.S. Bureau of Reclamation	Coulee Dam, WA	633-1122

## APPENDIX 1 / ESF-13

### PUBLIC SAFETY, LAW ENFORCEMENT, and SECURITY

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

#### ❖ INTRODUCTION

##### A. Purpose

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

##### B. Scope

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

#### ❖ POLICIES

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

#### ❖ SITUATION

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

Any emergency or disaster situation could require the need for evacuation. Specific local hazards that may require evacuation activities include; wildfires, urban fires, dam failures, flooding, and hazardous materials transportation and facility incidents. 206

## **B. Planning Assumptions**

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

## **C. Limitations**

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

## **❖ CONCEPT OF OPERATIONS**

### **A. General**

1. Evacuation and movement is the responsibility of the public safety agencies and the elected legislative authorities of a jurisdiction.
2. Unless an evacuation is of immediate urgency in nature, the Legislative Authority for the affected political sub-division will coordinate with the responsible law enforcement agency and emergency management regarding evacuation decisions.
3. The Incident Command System will be utilized for all evacuation operations.
4. The responsible law enforcement agency working with the other responding agency officials will establish operational priorities from the field command post, other established command center or the EOC.
5. It is critical that evacuation information for the public is timely and accurate. The Public Information Coordinator will be kept informed of all relevant information.
6. Stages of evacuation operations have been established as follows:
  - a. Stage 1 - Public is advised by local media and other available means of a hazardous situation that has the potential for an evacuation.
  - b. Stage 2 - Public is advised on scene by public address systems, sirens and / or by door-to-door contact and media that an area will probably be evacuated soon and all citizens within that area should be ready to evacuate.
  - c. Stage 3 - An area is being evacuated now, the public is requested to leave that area immediately and there will be no further alerts or warnings issued.
  - d. Stage 4 - The public will be allowed to return to evacuated areas, either on a limited basis or with no restrictions.
7. Warning and alerting will be accomplished by all means available.
8. The Lincoln County DEM will coordinate with WA State Emergency Operations Center for additional state or federal assistance, if required.

### **B. Organization**

1. The Incident Commander (primarily the responsible law enforcement agency

official) is responsible for establishing the need for evacuation and conducting operations.

2. DEM and /or the EOC will establish the necessary coordination to provide all necessary support functions.
3. The Lincoln County Sheriff will coordinate evacuation countywide, especially incidents involving multiple operations and evacuation areas.
4. The legislative authorities will establish overall policy for evacuation operations, if necessary.

### **C. Procedures**

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

### **D. Emergency / Disaster Time Phase**

#### **1. Mitigation Activities**

None specific.

#### **2. Preparedness Activities**

- a. Primary Agencies
  - 1.) Develop and maintain evacuation procedures and ensure that personnel are familiar with and trained in the implementation of those procedures.
  - 2.) Identify hazards and potential evacuation activities that may be required.
- b. Support Agency - Red Cross
  - 1.) Maintain mass care capabilities per ESF 6.
  - 2.) Develop and maintain procedures for registering and handling of displaced persons from an evacuation.
- c. Other Support Agencies
  - 1.) Develop and maintain procedures on their roles and responsibilities during an evacuation.
  - 2.) Ensure personnel are trained208 in the implementation of their

roles and responsibilities during an evacuation.

### **3. Response Activities**

- a. Primary Agencies: Incident Commanders, Law Enforcement and Emergency Management.
  - 1.) Implement and coordinate the emergency evacuation of any threatened areas.
  - 2.) Alert and coordinate mass care functions and advise the Elected Legislative Authorities of the situation.
  - 3.) Establish Emergency Public Information function and operations.
  - 4.) Provide alerting, warning and emergency evacuation instructions to all persons in the evacuation area.
  - 5.) Document all cases where persons refuse to comply with evacuation orders.
  - 6.) Provide traffic control and evacuation routes.
  - 7.) Provide crowd control.
  - 8.) Provide security for evacuated areas.
  - 9.) Establish in cooperation with the PIO, a public contact point for inquiries regarding evacuation instructions and information.
  - 10.) Establish operational guidelines to determine essential access to the evacuation area and when and how the public can re-enter the evacuated area.
  - 11.) Report and coordinate information with the EOC and the PIO on a continual and timely basis.
- b. Support Agencies - Public Safety
  - 1.) Respond per established procedures.
  - 2.) Provide support for warning and alerting, traffic and crowd control, barricades and barriers, evacuation routing, transportation operations, and other assigned activities.
- c. Support Agencies - Red Cross
  - 1.) Establish reception and registration, shelter, and mass care functions as appropriate and outlined in ESF 6.

### **4. Recovery Activities**

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

## **❖ RESPONSIBILITIES**

### **A. Primary Agencies**

#### **1. Law Enforcement**

- a. The Chief Law Enforcement officer of each jurisdiction is responsible for developing evacuation SOG's and carrying out emergency evacuation operations.

- b. The Lincoln County Sheriff will coordinate countywide and multiple area evacuation operations.
  - c. Establish procedures to handle persons refusing to evacuate.
  - d. Establish procedures to handle abandoned and broken down vehicles.
2. Lincoln County DEM
- a. Identify through the Lincoln County HIVA, potential hazardous locations in the county.
  - b. Assist primary and support agencies in developing SOG's for evacuation.
  - c. Alert and coordinate activities to provide registration, shelter, mass care and emergency public information.

**B. Support Agencies**

- 1. Local Fire Services
  - a. Develop and maintain procedures to support evacuation operations.
  - b. Provide support for alerting and warning, and other assigned operations.
- 2. Local Public Works Departments
  - a. Develop and maintain procedures to support evacuation operations.
  - b. Provide support for traffic and crowd control and other assigned operations.
  - c. Provide support in establishing and maintaining evacuation transportation routes.
- 3. Lincoln County Board of Commissioners and City and Town Mayors / Councils
  - a. Provide policy and guidance to law enforcement for evacuation orders and operations.
  - b. Enact and issue long term evacuation orders.
- 4. Red Cross
  - a. Provide mass care functions as outlined in ESF 6.
  - b. Provide for registration and accounting of evacuated persons.
- 5. Other local State and Federal Law Enforcement Agencies
  - a. Establish procedures to support evacuation operations.
  - b. Provide personnel and support to responsible agency evacuation operations.

**REFERENCES**

ESF 1 - Transportation

ESF 6 - Mass Care

Basic Plan Appendix 2 - Emergency Public Information and Warning

Dam Safety Emergency Action Plans

# EMERGENCY SUPPORT FUNCTION #14

## LONG TERM COMMUNITY RECOVERY and MITIGATION

**PRIMARY AGENCY:** Lincoln County DEM

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

### ❖ INTRODUCTION

#### A. Purpose

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

#### B. Scope

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

### ❖ POLICIES

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

### ❖ SITUATION

#### A. Emergency/Disaster conditions and Hazards

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

#### B. Planning Assumptions

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

### **B. Organization**

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

### **C. Procedures**

1. Recovery and restoration operations will be coordinated in the EOC or other established location. This process will continue until the function is no longer necessary. Recovery and restoration operations may include, but not limited to:
  - a. Establishing of a recovery task force.
  - b. Prioritization of activities.
  - c. Providing support to local entities and Federal and State teams.
  - d. Providing necessary and requested information.
  - e. Providing reports and situation updates.
  - f. Coordination requirements.
2. If Lincoln County is declared a federal disaster area, an applicant briefing will be held to inform all eligible public agencies of the process to apply for assistance and what assistance might be available through public assistance programs.

3. If individual assistance programs are available, each individual must apply for themselves. DEM and the program liaisons will notify the public on program procedures.
4. DEM will assist in providing the private sector with contacts of other organizations or sources of assistance as appropriate.

#### **D. Emergency / Disaster Time Phase**

##### **1. Mitigation Activities**

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

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

##### **2. Preparedness Activities**

###### **a. Primary Agency**

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

###### **b. Support Agencies**

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

##### **3. Response Activities**

###### **a. Primary Agency**

- 1.) Activate EOC or other facility to coordinate recovery activities.
- 2.) Assemble and forward all necessary reports and requests for assistance to WA State Emergency Operations Center and other necessary locations.
- 3.) Coordinate recovery and restoration activities with local, state and federal program representatives.
- 4.) Provide all necessary individual assistance program information to the Public Information Coordinator for dissemination.

###### **b. Support Agencies**

- 1.) Identify all damages and losses and prepare an action plan for recovery activities.
- 2.) Prepare relevant recovery and restoration instructions and information for public information distribution.
- 3.) Participate in the DSR process as appropriate.
- 4.) Coordinate activities with DEM or the EOC.

##### **4. Recovery Activities**

###### **a. All agencies and organizations.**

- 1.) Review and critique incident actions.
- 2.) Continue documentation and reporting on all disaster recovery activities

## ❖ **RESPONSIBILITIES**

### **A. Primary Agency - Emergency Management**

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

### **B. Support Agencies**

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

### **C. All Agencies and Organizations**

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

## ❖ **REFERENCES**

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

# APPENDIX 1 / ESF-14

## LONG TERM COMMUNITY RECOVERY / DAMAGE ASSESSMENT

**PRIMARY AGENCY:** Lincoln County Emergency Management  
**SUPPORT AGENCIES:** County Assessor's Office  
County and City Building Departments  
County and City Law Enforcement Agencies  
Local Fire Services  
County and City Public Works Departments  
Red Cross

### ❖ INTRODUCTION

#### A. Purpose

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

#### B. Scope

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

### ❖ POLICIES

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

### ❖ SITUATION

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

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

#### B. Planning Assumptions

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. General**

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

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

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

### **B. Organization**

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

### **C. Procedures**

#### **1. Emergency Assessment**

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

#### **2. Initial Detailed Damage Assessment**

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

- a. All local government entities and organizations will conduct a detailed assessment of damages to their properties and facilities.
- b. The Red Cross will conduct a "windshield field survey" of damages to private residences and businesses.
- c. DEM will establish a call in process for the private sector to call in and report damages to establish an estimate of the private sector damages.

#### **3. Preliminary Damage Assessment (PDA)**

A PDA is required to determine and verify the eligibility of a jurisdiction for public, private and individual disaster assistance.

##### **a. Public Sector**

Each jurisdiction will assign a contact person familiar with the public sector damages in that jurisdiction to work with a State and Federal team to inspect and verify damages.

**b. Private Sector**

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

**D. Emergency / Disaster Time Phases**

**1. Mitigation Activities**

Primary and Support Agencies

None

**2. Preparedness Activities**

**a. Primary Agency - Lincoln County DEM**

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

**b. Support Agency - Assessor**

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

**c. All other Agencies**

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

**3. Response Activities**

**a. Primary Agency - Emergency Management**

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

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

**b. All Agencies**

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

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

**4. Recovery Activities**

**a. Primary Agency - Emergency Management**

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

**2.)** Provide a method to collect damage assessment information from the private sector.

**3.)** Work with and assist state and federal damage assessment teams.

**b. All Agencies**

**1.)** Continue to conduct damage assessments and provide information to Emergency Management.

**2.)** Participate with State and Federal Damage Assessment teams.

**❖ RESPONSIBILITIES**

**A. Primary Agency - Emergency Management**

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

**B. Support Agencies**

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

❖ **REFERENCES**

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

# EMERGENCY SUPPORT FUNCTION #15

## EXTERNAL AFFAIRS

**PRIMARY AGENCY:** Lincoln County Emergency Management

**SUPPORT AGENCIES:** WA State Emergency Operations Center

### ❖ INTRODUCTION

#### A. PURPOSE

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

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

#### B. SCOPE

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

### ❖ POLICIES

#### A. Warning Policy

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

#### B. Emergency Public Information Policies

1. Countywide Emergency Public Information activities will be performed by the Public Information Officer under the supervision of the DEM Director, acting on behalf of the Elected Executive Officials (Lincoln County Commissioners and Mayors).
2. The Public Information Officer is the voice for command, not the voice of command.
3. All information released to the public will be coordinated through the Incident Commander, command post or the EOC.
4. The designated PIO will be the point of contact for all media contact and inquiries.
5. All agencies and organizations will coordinate the development and dissemination of emergency and disaster related public information through the County EOC and/or County Public Information Officer.

## ❖ **SITUATION**

### **A. CONDITIONS**

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

### **B. PLANNING ASSUMPTIONS**

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

## ❖ **CONCEPT OF OPERATIONS**

### **A. GENERAL**

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

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

### **B. PROCEDURES**

#### **1. Warning procedures:**

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

#### **2. Emergency Public Information procedures:**

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

- e. All releases of information to the media or the public will be approved by the Incident Commander and / or the County PIO / DEM Director.

### **C. ORGANIZATION**

1. Warning Officer:

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

2. County Public Information Officer:

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

3. Agency Information Officer:

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

### **D. WARNING AND EMERGENCY INFORMATION COMMUNICATIONS SYSTEMS**

1. NAWAS (National Warning System) – The primary NAWAS facility is located in Spokane County. Spokane County relays warning information to Lincoln County. This system can be utilized for emergency contact with neighboring jurisdictions, WA State Emergency Operations Center and the National Weather Service.
2. Emergency Alert System (EAS): The EAS can be activated by designated local officials to broadcast official information to the public via local broadcast outlets. The local EAS Operational Plan will designate those officials who are authorized to active EAS and the applicable procedures..
3. NOAA Weather Radio: The National Oceanographic Atmospheric Administration weather alert radio system can be activated by the Warning Officer and other locally designated officials through the National Weather Service office in Spokane.
4. Public Safety Radio Systems: Local public safety communication centers and their paging systems will be utilized to disseminate information throughout the public safety community, as appropriate.
5. ACCESS: Law enforcement teletype system.
6. Local Media: Broadcast and print.
7. Local telephone system and network: Wireline and Wireless
  - a. Voice
  - b. Fax
  - c. Network for Internet, E-mail, and other data transmission.
8. Direct contact:
  - a. Public address / siren systems on emergency vehicles.
  - b. Door to door contact – Voice or written information
  - c. Public assemblies.
  - d. Literature distribution and the U.S. Mail system.
  - e. Bulletin boards, posters and informational signs.

### **E. SPECIAL PROVISIONS**

1. Joint Information Center / Media Center

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

2. Dissemination of warnings and information to special populations

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

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

3. Disaster victim information system

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

4. Rumor control and information services

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

❖ **EMERGENCY RESPONSIBILITIES**

**WARNING EMERGENCY RESPONSIBILITIES:**

**A. WA State Emergency Operations Center:**

1. Provide dissemination of significant national and state warning information through the state warning point to local jurisdictions.
2. Coordinate national, state, National Weather Service or other warnings via National Alert Warning System (NAWAS), the Law Enforcement Teletype System (ACCESS) and other available means of communications.

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

1. Prepare and maintain local warning and alerting plans, SOG's and callout lists.
2. Coordinate and help maintain countywide communications capabilities that can be utilized for warning purposes.
3. Coordinate with the area primary EAS station and ensures that the EAS plan is functional.

**C. Lincoln County Sheriff's Office Communications Center:**

1. 24 hour point of contact for warning information for Lincoln County.
2. NAWAS secondary answering point.
3. Responsible for disseminating warning information, as appropriate, to:
  - a. Lincoln County DEM.
  - b. Appropriate entities as per established warning and alerting procedures.

**D. All Public Safety agencies with communications systems and capabilities:**

1. Test communications and alerting systems and devices on a regularly

established schedule and correct deficiencies as necessary.

2. Develop and implement procedures.
3. Provide warning to the general public via emergency vehicles with sirens and public address systems.

#### **EMERGENCY PUBLIC INFORMATION EMERGENCY RESPONSIBILITIES:**

##### **A. Lincoln County DEM**

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

##### **B. Lincoln County Sheriff's Office**

1. Communications Center will support EPI dissemination.
2. Provide support to EPI operations.
3. Provide emergency public information via emergency vehicles equipped with sirens and public address systems as requested.

##### **C. All Agencies and Organizations**

1. Provide appropriate and timely information and situation status to the EPI organization.
2. Coordinate all PIO activities with the County PIO.
3. Develop and maintain internal plans and SOG's and designate an Agency Public Information Officer.
4. Public safety agencies provide emergency public information via emergency vehicles equipped with sirens and public address systems as requested.

##### **D. Red Cross**

1. Provide emergency shelter information.
2. Provide a disaster victim information system.
3. Support the PIO with preparedness information development and distribution.

##### **E. Local media**

1. Provide cooperation and support for local EPI operation,
2. May be called upon to assist directly with EPI and PIO functions.

#### **EMERGENCY INFORMATION POSITION RESPONSIBILITIES:**

- A. WARNING OFFICER:** The Warning Officer is responsible for the rapid dissemination of warnings to key officials and the general public. Twenty-four hour capabilities will be accomplished by the designation of alternate warning officers. The warning officer will use the necessary systems and

capabilities to provide warning and alert.

**B. COUNTY PUBLIC INFORMATION OFFICER:**

Responsibilities of the information officer are:

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

**C. AGENCY INFORMATION OFFICER:**

Responsibilities of the information officer are:

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

❖ **REFERENCES**

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

❖ **ATTACHMENTS**

Attachment A – Warning and Alerting Procedures

Attachment B – Emergency Public Information Organization

Attachment C – Example Warning and EPI System Purposes

**ATTACHMENT A TO ESF 15**  
**WARNING AND ALERTING SYSTEM**  
**INITIATED BY SHERIFF'S DEPARTMENT**

Upon receipt of warning, the Lincoln County Sheriff's Department will alert the following individuals and agencies in the order indicated.

	<u><b>OFFICE</b></u>	<u><b>HOME</b></u>
Undersheriff, Kelly Watkins	725-3501	509-982-2629
D.E.M. Director, Sheriff, Wade Magers	725-3501	509-647-2030
Local Fire Departments	725-3501	
Local Police Departments	725-3501	
Resident Deputies	725-3501	
Washington State Patrol Dispatch	422-3800	

IF UNABLE TO MAKE CONTACT WITH UNDERSHERIFF OR D.E.M. DIRECTOR, ALERT INDIVIDUALS TO BE CONTACTED BY DIRECTOR.

Upon receipt of warning from the Sheriff's Department, local police departments will alert mayors and Public Works.

Mayors and local police departments will be responsible for activating a Warning System for the population of their individual towns or cities.

# **Lincoln County Sheriff's Department**

## **WARNING PROCEDURES FOR EMERGENCIES**

1. By radio or telephone (725-3501 or home 725-5901), notify the warning officer (Sheriff and Emergency Management Director). Pass on warning as received, and obtain instructions on alerting key officials. (In absence of the warning officer, the dispatcher on duty will contact the Undersheriff (725-3501 or home 647-2030) for instructions.
2. By telephone (725-3501 or home 647-2030), notify Undersheriff, if not already accomplished. Pass on warning as received and advise him/her of the warning officer's instructions and of action taken.
3. By telephone, call list, or radio, notify fire departments, law enforcement agencies, and other groups in accordance with instructions.

**ATTACHMENT B TO ESF 15**  
**EMERGENCY INFORMATION ORGANIZATION**

The Emergency Public Information staff of Lincoln County consists of:

	<u>Home</u>	<u>Office</u>
<b>Emergency Management Director:</b> Wade W. Magers Davenport, WA 99122	647-2030	725-9263
<b>Public Information Officer:</b> Kelly Watkins	982-2629	725-9263

**Other Media:**

**A. Radio**

KXLY, Spokane	328-6292
KEYG, Grand Coulee Dam	633-1490 / 2020
KGA, KDRK	448-1000
KAQQ	459-9800

**B. Newspapers**

Wilbur Register	647-5551
Davenport Times	725-0101
Odessa Record	982-2632

# ATTACHMENT C TO ESF 15

## EXAMPLES OF WARNING AND EPI SYSTEM PURPOSES

### **WARNING**

- SEVERE WEATHER
- FLOODING
- FIRES
- VOLCANIC ERUPTION
- HAZARDOUS MATERIALS
- EVACUATION NOTICE
- OTHER HAZARDS

### **EMERGENCY PUBLIC INFORMATION**

#### **BEFORE THE EMERGENCY**

- PREPAREDNESS INFORMATION
- SAFETY ADVISORIES
- SHELTER LOCATIONS
- EVACUATION ROUTES
- SHELTER IN PLACE INSTRUCTIONS

#### **DURING THE EMERGENCY**

- GENERAL SITUATION STATUS AND UPDATES
- HAZARD ADVISORIES
- HEALTH ADVISORIES
- WEATHER FORECASTS AND UPDATES
- FLOOD LEVELS AND FORECASTS
- EMERGENCY EVACUATION INSTRUCTIONS
- EVACUATION STATUS AND SITUATION
- SHELTER IN PLACE INSTRUCTIONS
- EMERGENCY SHELTER INFORMATION
- ROAD CLOSURES AND ALTERNATE ROUTE INFORMATION
- TRAFFIC INFORMATION
- RUMOR CONTROL

#### **AFTER THE EMERGENCY**

- HAZARD ADVISORIES
- HEALTH ADVISORIES
- EMERGENCY ASSISTANCE PROGRAMS AND SERVICES
- CLEANUP AND RESTORATION INSTRUCTIONS
- DISASTER ASSISTANCE PROGRAM INFORMATION
- MITIGATION INFORMATION

# EMERGENCY SUPPORT FUNCTION #20

## DEFENSE SUPPORT TO CIVIL AUTHORITIES

**PRIMARY AGENCY:** Lincoln County DEM

**SUPPORT AGENCIES:** WA State Emergency Operations Center  
WA National Guard  
Federal Military Resources

### ❖ INTRODUCTION

#### A. Purpose

The purpose of this ESF is to provide Military resources to support local emergency operations.

#### B. Scope

This ESF describe the circumstances and outlines the procedures for local authorities to request support from the Washington State Military Department, National Guard and other Federal Military resources. The procedures identified apply to all requests for military support originating from the Lincoln County Emergency Management Organization.

### ❖ POLICIES

- A. Military resources are supplemental to local efforts and are not available to assist unless all local resources have been or will soon be exhausted.
- B. All requests for Military resources will be channeled through Lincoln County DEM and coordinated by State Emergency Management. (Special circumstances exist that allow direct requests to the military for immediate life threatening emergencies.)

### ❖ SITUATION

#### A. General

Major emergency or disaster situations may occur that completely overwhelm local capabilities and the Military has a vast amount of available resources that can assist local activities.

#### B. Assumptions

1. Military support response may take some time.
2. Local available resources have or will soon be exhausted.
3. A military liaison will coordinate with local operations.
4. Military resource support usually requires a local and state emergency declaration.

### ❖ CONCEPT OF OPERATIONS

- A. Military resources will maintain their own internal structure and organization and operate in support of local authorities.
- B. All requests for military assistance will be channeled through Lincoln County DEM.
- C. For immediate life threatening emergencies, such as some Search and Rescue activities, the Military may be requested directly. These requests will normally be coordinated with WA State Emergency Operations Center after the initial requests are processed.
- D. A Military liaison will be assigned to the EOC.

❖ **EMERGENCY RESPONSIBILITIES**

**A.** Lincoln County DEM

1. Develop and maintain procedures for requesting Military support.
2. Coordinate all local requests for Military support.
3. Assist with local coordination with Military support resources.

**B.** Local Agencies and Organizations

1. Search and Rescue Coordinator will be knowledgeable with available Military rescue resources and develop procedures for requesting in appropriate situations.

❖ **REFERENCES**

- Washington State Comprehensive Emergency Management Plan ESF 2