

City of Kenmore

2022 – 2026



COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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INTRODUCTION

The City of Kenmore *Comprehensive Emergency Management Plan* (CEMP) describes the basic strategies, assumptions, objectives, and operational protocols which will guide the City's emergency management efforts through preparedness, response, recovery, and mitigation. To facilitate effective operations, the Kenmore CEMP utilizes an Emergency Support Function (ESF) approach. Each ESF identifies the City Department(s) primarily responsible for organizing response actions related to that ESF, as well as support departments and agencies.

The Kenmore CEMP is designed to be flexible, adaptable, and scalable. It articulates the roles and responsibilities among City Departments, contract service providers, and community partners. The CEMP includes a Basic Plan and supplemental documents that provide more detailed information to assist City officials and others implementing the CEMP. The Kenmore CEMP is organized as follows:

- Basic Plan – The Basic Plan describes the process for preparedness, response, recovery, and mitigation activities within the City of Kenmore.
- Emergency Support Functions (ESFs) – The ESFs describe, in more detail, responsibilities and processes necessary for specific response actions.
- Incident Specific Annexes – Each Annex outlines the response to a specific event or situation. The Kenmore CEMP includes annexes for Evacuation; Damage Assessment; Animal Protection; and Disaster Debris Management.

To align with the National Incident Management System (NIMS) guidance as directed by Homeland Security Presidential Directives, the City of Kenmore (City) has adopted the term “incident” for what historically has been referred to as an emergency and/or disaster. For the purposes of this document, an incident is defined as any situation natural, technological, or human-caused that may present a real, perceived, or anticipated threat to the city and/or its community.

The intent of the CEMP is to reduce the possible consequences of an incident, by preventing loss of life, limiting damage to infrastructure and private property, as well as supporting the City's return to normalcy. This document will help direct preparedness activities by ensuring the city is taking a whole community approach to planning and mitigation activities prior to any incident. Once an incident occurs within the City, the CEMP is engaged, at the discretion of the City's senior leadership, to guide response and recovery activities. The nature of the incident will dictate which plans and procedures are initiated, as well as which ESFs may be required.

Upon being signed by the Kenmore City Counsel, this version will supersede all previous versions of the is plan. Incident Specific Annexes will remain in effect until updated, replaced, or declared no longer applicable by separate or independent documentation.

**This page is intentionally black as a place holder for the
City of Kenmore's Promulgation Document to be signed by the
City of Kenmore City Council after the document's review by
the State Department of Emergency Management**

Letter of Promulgation



To: Comprehensive Emergency Management Plan Recipients

From: Rob Karlinsey – City Manager
Kevin Lowery – Emergency Manager

Date: TBD (Date Adopted by Council)

Subj: Promulgation of the City of Kenmore Comprehensive Emergency Management Plan

We are pleased to promulgate the Comprehensive Emergency Management Plan (CEMP) for the City of Kenmore. This CEMP provides a framework for effectively preparing for, responding to, recovering from, and mitigating the impacts of emergencies and disasters. This plan outlines the roles and responsibilities of various City departments, agencies, and partners throughout all phases of emergency management.

Every effort has been made to ensure that the CEMP is compatible with King County and Washington State CEMPs, the National Response Framework, the National Incident Management System (NIMS), the Revised Code of Washington, as well as other federal, state, county, and local regulations. As a living document, this CEMP will be tested, revised, and updated by the Northshore Emergency Management Coalition (NEMCo) as emergency management evolves, and we learn from exercises and actual events.

This CEMP supersedes any previous CEMP document and has been approved by the City Council through Resolution.

We encourage all City staff, partners, and the community to familiarize themselves with the CEMP so that together, we can support the safety and resiliency of the City of Kenmore.

Rob Karlinsey
Rob Karlinsey (Apr 12, 2024 22:16 PDT)

Apr 12, 2024

Rob Karlinsey
City Manager
City of Kenmore

Date

Kevin Lowery
Kevin Lowery (Apr 15, 2024 13:19 PDT)

Apr 15, 2024

Kevin Lowery
Emergency Manager
NEMCo

Date

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BASIC PLAN

SECTION I: MISSION AND PURPOSE

MISSION

To provide an emergency management organization that meets or exceeds Federal, State, and County requirements as well as to provide resources to minimize loss of life, protect property and natural resources, limit economic impact, and restore the City of Kenmore operations in the event of an emergency incident.

PURPOSE

This *Comprehensive Emergency Management Plan* (CEMP) is designed to coordinate with Federal, State, Tribal, King County, and Northshore Emergency Management Coalition (NEMCo) efforts, as well as to establish the structure for an organized and effective response to all incidents within the City. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and non-profit organizations, and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit organizations are efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

SCOPE AND APPLICABILITY

It is the policy of the City, to protect lives, property, and environment and, in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to all incidents, and coordinate the recovery effort for such events.

This Plan establishes a mutual understanding of authority, responsibilities, and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the area wide emergency management organization.

All directions contained in this Plan apply to preparedness and emergency activities undertaken by the City of Kenmore and supporting organizations necessary to minimize the effects of incidents and facilitate recovery activities.

The City's CEMP supports and is compatible with all Northshore Emergency Management Coalition (NEMCo) plans, the King County Regional Disaster Plan, and the emergency plans of the State of Washington and the Federal government. This document provides support to other plans required by the State and Federal Governments. Any conflict will be managed on a case-by-case basis.

The city government has the primary responsibility for the development and maintenance of the City's emergency plan, which provides the framework for the organizational activities during disaster operations. An essential piece is community education and preparedness programs for the community to assist them in developing self-sufficiency.

The city will plan for incident mitigation, preparedness, response, and recovery activities within the city. The city will plan for incidents, direct operations, mobilize and control resources, and mitigate the impact of incidents on the city within the limits of available resources and capabilities.

City government assets and resources are vulnerable to incidents. In addition, the city is severely limited to the extent of its resources for coping with a major incident. The city will respond to the extent possible, given the situation, available information, and resources, but makes no guarantee as to the completeness of preparedness and response activities expressed or implied by this Plan or any part therein.

The City of Kenmore provides on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all types of incidents. Under the guidance of NIMS, this Plan addresses all activities related to local incident management, including mitigation, preparedness, response, and recovery actions.

AUTHORITIES

The City of Kenmore Comprehensive Emergency Management Plan has been developed under the authority of the following local, state, and federal statutes and regulations.

- King County Code (KCC)
 - 15.52, Emergency Powers
- State Revised Code of Washington (RCW)
 - 35.33, Budgets in Second and Third-Class Cities, Towns, and First-Class Cities Under Three Hundred Thousand
 - 38.52, Emergency Management, including Limited English Proficiency (LEP) requirements
 - 39.34, Interlocal Cooperation Act
 - 38.56, Intrastate Mutual Aid System
 - 42.56, Public Records Act
 - 49.60.400, Discrimination, Preferential Treatment Prohibited
 - 70.136, Hazardous Materials Incident
- Washington Administrative Code (WAC)
 - 118-04, Emergency Worker Program
 - 118.30, Local Emergency Management/Services Organizations, Plans and Programs
 - 296-62, General Occupational Health Standards
 - 296-824, Emergency Response

- Federal Public Law (PL)
 - PL 92-318, Title IX of the Education Amendments of 1972
 - PL 93-342, Disaster Relief Act of 1974, as amended by Public Law 100-707, the
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - PL 96-342, Improved Civil Defense Act of 1980, as amended.
 - PL 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986
 - “Federal Civil Defense Act of 1950,” as amended.
 - PL 101-336, Americans with Disabilities Act (ADA) of 1990
 - PL 113-2, Sandy Recovery Improvement Act (SRIA) of 2013
- City of Kenmore
 - Municipal Code 8.30

SITUATION OVERVIEW

The City of Kenmore is defined by the Lake Washington shoreline and the King / Snohomish County boundaries and is centrally located along SR 522 between I-5 and I-405. It is a suburb community of Seattle, with a population of 24,050 as of 2021 and 72.5% of housing units being owner-occupied. In addition, the city features an innovative Town Square, Hangar community building, and City Hall, anchoring a walkable downtown core that puts local shopping, eateries, and community resources within walking distance of many residents.

The City’s 6.3 square miles are situated at the north-eastern end of Lake Washington. The City’s southern boundary begins south of the 316-acre Saint Edward State Park and Bastyr University. To the north, Kenmore ends at the Snohomish County line, where the adjacent Cities of Brier, Bothell West, and Bothell border it, with the City of Bothell continuing south to comprise much of Kenmore’s eastern boundary. The City’s western boundary is at the City of Lake Forest Park’s city limit.

Kenmore is divided from east to west by the Sammamish River, which empties into the northeast portion of Lake Washington. This area of the shoreline of Lake Washington includes Log Boom Park, Saint Edwards State Park, the adjacent Inglewood Golf Club, as well as Kenmore Air Harbor, the largest seaplane-only passenger facility in the contiguous United States.

The city has been affected in the past and will be affected by Incidents that occur in the future. Through a process of hazard vulnerability analysis, it has been determined that the city is vulnerable to numerous technological, person-caused, and natural hazards. These hazards include wind, rain and snowstorms, earthquake, flood, landslide, common and private carrier accidents, search and rescue emergencies, civil disturbance, terrorist activity, acts of war, explosion, structural collapse, hazardous material incident, major fire, and energy and utility system failure. Additional information on these hazards and their

associated risks may be found in the Kenmore annex to the King County Regional Hazard Mitigation Plan, a separately published document.

ASSUMPTIONS

- An incident could cause significant loss of life, injury, property damage, and disruption of daily life and/or services in the City of Kenmore. These incidents may also create significant financial, psychological, or sociological effects on City residents, businesses, and the City's governmental organization.
- The information and procedures in the CEMP are the best information available at the time of documentation.
- City of Kenmore assets and systems may be damaged, destroyed, or overwhelmed by a major incident, and the City can only endeavor to make the best possible effort to respond and recover based on available information, resources, and the situation at the time.
- Mitigation and preparedness efforts may not be adequate to address all situations; existing knowledge will be leveraged and adapted to a specific incident.
- The city may not receive any or only limited assistance from nearby communities, federal, state, or county agencies during an incident.
- Initial response activities will rely on available City resources.
- It is reasonable to assume that, with impending incidents such as storms, a warning will be issued to enable some preparation prior to the incident. Other incidents such as earthquakes may occur with little or no advance warning.
- No-notice incidents may cause a delay in EOC activation.
- City leadership may not be immediately available or reachable during an incident.
- City departments have responsibility for supporting all phases of emergency and/or incident management.
- City staff are personally prepared for emergencies and understand that they may have to come to work during or after an incident.
- City staff may be personally impacted by an incident and unable to respond.
- Most community members will have the resources and ability to shelter-in-place at their residence for at least 48 hours, including special or vulnerable populations and the people or facilities that care for them.
- The city may not have enough resources to respond to all requests for assistance or to meet all community needs and will need to acquire resources from the private sector, mutual aid partners, non-governmental organizations (NGOs), or federal, state, or county organizations.
- The public will expect communications from the City about emergency instructions, available assistance, resources, and City actions to protect life, property, and the environment, provided in a method or language they can understand.
- The city will attempt to leverage as many communications and warning systems as appropriate during an incident.
- The City of Kenmore may be requested to provide support to other jurisdictions with both resources and shelter during emergencies and disasters not affecting the city.

LIMITATIONS

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan, as Kenmore's response resources may be overwhelmed, and essential systems may be dysfunctional. The City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

SECTION II: CONCEPT OF OPERATIONS

WHOLE COMMUNITY INVOLVEMENT

The *whole community* is defined by the Federal government as a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The whole community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including federal, state, local, tribal, and territorial partners.

The whole community approach in Washington State attempts to engage the full capacity of the public, private, and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), as well as other culturally diverse populations and organizations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

The City of Kenmore, as well as any other agencies carrying out emergency response and providing disaster assistance within our jurisdiction, shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

The City acknowledges and agrees to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal funds from discriminating on the basis of race, color, or national origin.

The City of Kenmore and its partners will also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. The City understands that Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting organizations like the City of Kenmore in understanding their language access obligations.

The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited

English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). This guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting appropriate language services, and elements of an effective plan on language assistance for LEP persons.

The term Access and Functional Needs (AFN) has replaced “special needs,” “vulnerable,” “high-risk,” and similar terms. People with access or functional needs are those who may have additional needs before, during, or after an incident in functional areas including, but not limited to maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal, September 2015).

Recognizing the important role of pets within the lives of many community members, the city recognizes that the Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

LEADERSHIP’S INTENT

It is the intent of city leadership to implement a whole community approach throughout all emergency management efforts and plans. This includes addressing the needs of AFN, LEP, and ADA populations, as well as the Essential Needs of Children (ENC) when developing mitigation and preparedness programs and when directing response and recovery efforts as described in Section VII and ESF 5 of this document.

The city will maintain applicable plans to address the mobility, nutritional, and emotional needs of the whole community in a manner focused on ensuring that all community members have an equal opportunity to access and receive emergency preparedness and response services. It will also work to train its employees, first responders, and volunteer emergency workers to identify and communicate with these community members while seeing to these needs and their physical safety and protection. In cases involving minors, the city will further consider their reliance on caregivers as well as the increased importance of caring for their safety and protection.

EOC ACTIVATION

The city frequently experiences situations that may cause the need for short-term incident support. Examples include, but are not limited to, technology failures, multi-car collisions, civil unrest, construction site-related injuries, isolated power outages, water distribution

disruptions, or single-family structure fires. For these incidents the primary responding agency and/or NEMCo may provide support with logistics, communications, and/or situational awareness, as part of routine daily operations and without the need to establish or activate the EOC.

An incident may necessitate the support of incident management, including the potential for activation of an EOC, if it disrupts routine City operations, alters the community's ability to go about daily activities, or is as described in the hazard assessment section of the base plan. Examples include, but are not limited to, earthquake, terrorist attack, pandemic, hazardous materials release, landslide, regional power failure, or weather-related transportation disruptions.

The Kenmore Emergency Management Coordinator or the NEMCo Emergency Manager notifies City leadership and key staff of potential, currently occurring, and/or impending incidents that may require a response from the city. The Emergency Manager maintains and utilizes an email distribution list of identified key staff, or may call staff directly, to provide notification of a situation or use NEMCo's notification system (Code Red), to send information to City staff.

During the response to an incident where the Emergency Operations Center (EOC) has been activated, it will serve as the primary point of coordination for all efforts relating to the incident. As this primary point of coordination, it will also be responsible for ensuring the above legal requirements and intended response ideals are implemented appropriately regardless of which activation level is being utilized.

As part of their agreement with the Northshore Emergency Management Coalition (NEMCo), the City of Kenmore's EOC will be coordinated and managed by the NEMCo Emergency Manager. NEMCo's program facilitates the use of two EOC locations, the primary location at Shoreline Fire Department's Station 51 with a backup location at the City of Lake Forest Park City Hall. For the purposes of this document, references to the *Kenmore EOC* or *NEMCo EOC* are not locations specific. Rather, the EOC is referred to as the Kenmore EOC when only staffed by Kenmore staff or partners acting under the sole direction of the Kenmore City Manager and City Council. When the incident calls for a larger or regional response that requires the activation of all NEMCo partners and their staffs, the EOC will then be referred to as the NEMCo EOC.

The EOC is organized using standard National Incident Management System structure and is adaptable to fit the scale of most incidents within the city.

EOC ACTIVATION LEVELS

- **Level 3 – Monitoring Activation** – Level 3 is typically a "monitoring" phase maintaining situational awareness and a state of readiness to call in additional

staffing resources. May operate for multiple operational periods but rarely includes 24/7 activities. May be onsite or remote.

- **Level 2 – Partial Activation** – At this activation level, limited EOC staff positions are filled as needed and supporting ESFs are activated. May operate for multiple operational periods but rarely includes 24/7 activities. Most Level 2 Activations are onsite.
- **Level 1 – Full Scale Activation** – All or most EOC staff positions will be filled, including incident-specific representatives. Operations typically occur 24/7 for multiple operational periods with federal, state, and/or county involvement for response and recovery support. Activations are onsite.

CONCEPT

The City of Kenmore administers an all hazard, whole community emergency management program that involves all City departments, special districts, service providers, and human service organizations in the city. The City of Kenmore's Community Development Department, in coordination with NEMCo, develops and implements the program.

The daily functions of the program include but are not limited to, delivering staff and public preparedness education and training, developing incident and emergency management-related plans, performing grants management, monitoring situational awareness, maintaining basic disaster supplies, sustaining EOC readiness including staff training and exercise, coordinating volunteer management, and participating in regional coordination efforts.

When an incident occurs, the city, in coordination with NEMCo, will determine if the incident requires the activation of the EOC. If the EOC is not activated, support may consist of, but is not limited to, resource acquisition and management, on-scene technical assistance as requested by Incident Command, internal and external information gathering and sharing, or other efforts identified to assist with incident management.

It is the policy of the City of Kenmore to conduct emergency and disaster preparedness and mitigation activities in accordance with National Incident Management System (NIMS) directives to reduce and minimize the effects of a major incident. Each Department within the city organization will take an active role in emergency planning, through coordination with NEMCo, and develop standard operating guidelines. It is the responsibility of the Director of each City Department to:

- Provide a designee and alternate, assigned as a member of the Emergency Planning Team, to actively participate in preparation and maintenance of the City's Comprehensive Emergency Management Plan.

- Establish a departmental line of succession to activate and carry out emergency disaster responsibilities.
- Develop the capability to continue operations during an incident and to carry out the responsibilities outlined in this plan.
- Develop departmental Standard Operating Procedures (SOP), which include the following:
 - Department chain of command.
 - Location for managing departmental emergency operations.
 - Departmental responsibilities, capabilities, and resources to include personnel, facilities, and equipment.
 - Information needed to manage the department during emergency operations and means of communication for obtaining that information.
 - Information on how the department will coordinate with the Emergency Operations Center.
 - Procedures to ensure that all department staff are aware of the Standard Operations Plan.
- The City Government, acting from the City Emergency Operations Center (EOC) will be the focal point of the emergency management organization of the city. Mitigation and preparedness actions will be developed and implemented by the appropriate City personnel. During and after a disaster, the City's emergency management organization will act on behalf of the EOC to mobilize and control City personnel and resources to respond and recover from disaster effects.
- Immediately following any event, all City departments will notify the EOC of their status and level of readiness. Prepare information on the availability of resources, and urgent needs. All Departments are to provide the EOC with a head count and preliminary building inspection of their work area.
- When a major incident occurs, City Department management shall use the following general checklist as a basis for managing disaster operation:
 - Report to the pre-determined site to manage department operations.
 - Account for personnel.
 - Access problems and needs.
 - Report situation, damages, and capabilities to the Emergency Operations Center.
 - Send designated representatives to the EOC.
 - Keep detailed and accurate records, document actions, costs, and updated situations.
 - Conduct operations utilizing the National Incident Management System.

- The EOC may be activated at the request of the City Manager, Emergency Manager, or any City Department head or designee when the level of operations requires it.
- City Departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment. The Emergency Manager and EOC staff will act as advisors to the City Manager in dealing with problems caused by the disaster and in the coordination of the situation.
- The Emergency Planning Team, in coordination with the NEMCo Emergency Manager, shall be responsible for evaluating the situation to determine if a Proclamation of Local Emergency is necessary.
- When a major incident occurs, it is anticipated that City Departments and other responding agencies will organize their areas of responsibilities into manageable units. If agency resources cannot meet the needs created by the event, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of Local Emergency, the deployment of resources will be coordinated through the City's EOC.
- When appropriate the NEMCo EOC may be activated by the NEMCo Emergency Manager or any member of the NEMCo governance board. Upon request, the City of Kenmore will send appropriate staff to the NEMCo EOC to facilitate coordination of activities and resources on behalf of the City and will serve as staff to the NEMCo EOC.
- In the event a situation is, or will become, beyond the capabilities of the resources of the city and those provided through mutual aid, the city may request assistance from NEMCo, King County Regional Communications and Emergency Coordination Center (RCECC), and/or the Washington State Emergency Management Division (WAEMD).
- During a disaster, common communications may fail. To re-establish communication all alternative resources will be used. Acceptable alternate resources include emergency support equipment provided by the regular service provider, establishment of communications by alternate service provide, and/or use of GMRS, FMS, as well as HAM radios for the establishment of effective communications.
- The registration of temporary emergency workers and volunteers is the responsibility of the NEMCo Emergency Manager and will be coordinated through the City's Human Resources Manager. Recruitment, registration, and training of volunteer emergency workers will be handled through NEMCo as part of their ongoing community preparedness and outreach programs.

OPERATIONS

To minimize the effects of a disaster, provide emergency response capabilities, and to facilitate recovery efforts the various elements of the Kenmore Emergency Management Organization and City Departments shall endeavor to provide services in the areas of mitigation, preparedness, response, and recovery from disasters to the best of their ability during all operational phases.

MITIGATION AND PREPAREDNESS PHASE

- Develop and maintain the City of Kenmore Comprehensive Emergency Management Plan.
- Develop hazard assessments and risk analysis in order to identify capabilities and resources that are required to enhance the ability to respond to disaster situations.
- Develop appropriate contingency plans and standard operating procedures in support of the Comprehensive Emergency Management Plan.
- Coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
- Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
- Conduct mitigation activities to protect city personnel, equipment, supplies, services, and properties as appropriate.
- Conduct training activities to enhance response capabilities.
- Conduct public education to enhance citizen self-sufficiency.

RESPONSE PHASE

- Make appropriate notifications and initiate actions to place emergency plans into effect while determining response priorities, initial incident objectives, strategies, and resource allocation.
- Activate and staff the Emergency Operations Center as required for the situation.
- Disseminate emergency warnings as appropriate.
- Take incident specific mitigation actions to protect public and private property.

- Initiate actions necessary to preserve life and property utilizing available resources.
- Conduct initial damage assessment and evaluate overall situation so as to gather as much information as possible to formulate appropriate assumptions that will aid decision makers.
- Coordinate response and support functions with outside agencies and volunteer organizations.
- Coordinate operations, logistics, and planning functions, ensuring a unified approach to decision making that addresses socioeconomic, demographic, accessibility, and appropriate risk considerations.
- Compile event status information and report to appropriate agencies internal and external to the EOC so that decision makers at all levels of the response have the appropriate information to aid them in forming and updating response assumptions.
- Prepare and maintain detailed documentation of events and activities.
- Provide public information and warning as appropriate.
- Prepare Proclamation of Local Emergency as appropriate.

RECOVERY PHASE

- Conduct damage assessment functions and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of event, including event log, cost analysis and estimated recovery costs.
- Facilitate the establishment of disaster assistance centers to assist private business and citizens with individual recovery.
- Assess special community needs and provide information and assistance where appropriate.
- Incorporate long range plans into recovery and restoration activities.

SECTION III: DIRECTION, CONTROL, AND COORDINATION

NIMS INTEGRATION

The National Incident Management System (NIMS) is mandated by Homeland Security Presidential Directives, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector, and non-governmental organizations to prepare for, respond to, and recover from, domestic incidents, regardless of cause, size, or complexity effectively and efficiently. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.

It is the policy of the City of Kenmore that all emergency management activities be conducted in accordance with NIMS.

DIRECTION AND CONTROL

Direction and control of emergency management activities rests with the City Manager. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52 and Kenmore Municipal Code Chapter 8.30. Overall control during disaster response operations will be divided into three levels.

- **City Manager and City Council:** deal primarily with policy issues brought about by the disaster.
- **Emergency Planning Team:** coordinate disaster resources, monitor the disaster situation, and report to the City Manager and NEMCo Emergency Manager.
- **Field Operations:** operate in field locations or command posts and direct and coordinate disaster field operations.

Overall direction, control and coordination will normally be conducted through the EOC to support the overall community response to the disaster and to best coordinate efforts with NEMCo, county, state, and federal agencies.

The primary location for the EOC is **7220 NE 181st Street Kenmore WA 98028 at Fire Station 51** in the community room. The alternate location for the EOC is located at the **Lake Forest Park City Hall Training Room at 17425 Ballinger Way NE (Rm. 126).**

The EOC may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the Emergency Planning Team, NEMCo partner agency staff, and necessary support staff as required. Initial establishment of the EOC following activation will be the responsibility of the Emergency Manager.

Individual City Departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the EOC informed of their situation and activities and shall act in coordination with the incident objectives, strategies, and priorities established by the EOC.

The NEMCo Emergency Manager, in coordination with the Emergency Planning Team, is responsible for ensuring that emergency preparedness and mitigation activities, as well as the response to emergencies and disasters are effectively carried out within the city. The City Manager and City Council are responsible for city-wide policy decisions during times of incident or in anticipation of large-scale emergencies or disasters. These policy decisions are what will guide NEMCo and the Emergency Planning Team throughout their activities.

The day-to-day organizational structure of the City Departments shall be maintained as much as practical during emergency and disaster operations. Each City Department shall have a line of succession to the Director.

During an incident, overall direction, control, and coordination will normally be conducted through the EOC to support the overall community response to the incident and to best coordinate efforts with county, state, and federal agencies. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of significant magnitude:

1. Protect life and health.
2. Protect public and private property.
3. Develop and disseminate public information.
4. Protect the environment.
5. Restore essential services and facilities.
6. Minimize economic disruption to the community.
7. Preserve existing institutions and organizations.

ON-SCENE MANAGEMENT

In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will follow the Incident Command System (ICS) as published by the National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include but are not limited to:

- **Incident Commander** - Directs on-scene operations.
- **Safety Officer** - Oversees safety of operations at the scene.
- **Liaison Officer** - Coordinates information with support function groups.
- **Public Information Officer** - Coordinates media relations and emergency public information. This shall be done in cooperation with the EOC when activated.

- **Operations Section** - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, and decontamination.
- **Logistics Section** - Responsible for communications, transportation, supplies, and special equipment.
- **Planning Section** - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, and demobilization.
- **Intelligence** – Responsible for the collection and coordination of intelligence information.
- **Finance/Administration Section** - Responsible for contracts, timekeeping, cost analysis, compensation, claims.

The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident. The Incident Command System should only activate to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:

- Assess the situation.
- Develop incident organization objectives, action plans and priorities.
- Ensure safety issues are addressed.
- Contact appropriate agencies, dispatch, or the EOC to request necessary resources.
- Keep the EOC informed of field activities.

When more than one agency participates in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. As necessary, a unified command should be implemented. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will conduct tasks through on-site command personnel or the EOC when instructed.

WAC 296-824-50010 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.

When the situation warrants, the Incident Commander may appoint a Public Information Officer to work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the EOC. The Public Information Officer shall be responsible for communicating released information to the EOC.

COORDINATION

Coordination of emergency activities and information among local, state, federal and private sector agencies serving the City of Kenmore shall be done through the EOC and NEMCo.

Communications during an incident will be through communications systems currently established within the city organizations. Back-up and supporting communication activities will be provided by organized volunteer radio operators assigned through NEMCo.

Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer (PIO), and utilizing existing City communications systems (i.e., the Alert Northshore - Emergency Management Notifications). Activation of the Emergency Alert System (EAS) and the Alert King County system may be requested through NEMCo.

PROCLAMATION OF EMERGENCY

The Proclamation of Local Emergency is made by the City Manager and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Local Emergency must be ratified by the City Council as soon as practicable following the emergency.

The City Manager or designee shall cause any proclamation made to be delivered to all news media within the City and shall use other methods as necessary, to give notice of such declaration to the public.

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

- The City Manager shall be responsible for the preparation of emergency proclamations.
- The Emergency Management Coordinator will notify NEMCo when a proclamation of local emergency is made.

- The NEMCo Emergency Manager or designee shall notify the King County Executive and the Emergency Management Division of the Washington State Military Department when any NEMCo jurisdiction proclaims a local emergency.

SAMPLE EMERGENCY PROCLAMATION

The City Manager of the City of Kenmore has determined that the **(type of event)** has/will cause **(type of damage)** in the City of Kenmore, and **(Incident Description)**, and,

These problems have created a threat to life and property, and

All available resources are/will be committed to disaster work, and

The city requires supplemental assistance, and

The severity of this disaster is beyond the capability of local resources:

Therefore, this event constitutes an emergency as defined by the City of Kenmore Emergency Operations Plan and necessitates the utilization of emergency powers granted under Chapter 38.52.070 RCW;

Therefore,

IT IS PROCLAIMED BY THE CITY OF KENMORE:

Signed _____ Date _____

REQUEST FOR EMERGENCY ASSISTANCE

In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Emergency Manager will request additional resources through King County Office of Emergency Management for county, state, and federal assistance, as necessary.

Requests to the Governor to declare a State of Emergency are made by the County Executive through King County Office of Emergency Management. This declaration by the Governor is necessary to obtain federal disaster relief funds.

DEMOBILIZATION AND RECONSTITUTION

When the Emergency Manager, or designee, determines that the activation of the EOC is no longer required, he/she will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event. These instructions will take into account the completion of any documentation that will be required in order to ensure the proper reimbursement of assisting agencies, both through the mutual aid process as well as further reimbursement due to state or federal disaster declarations.

If the incident or related response activities required the activation of any or all of the City of Kenmore's Continuity of Government/Operations plan, the Emergency Manager, or designee, will issue instructions on the reconstitution of normal government and response operations. These instructions will be implemented prior to the complete demobilization of the EOC to ensure there is no loss in capabilities during this process.

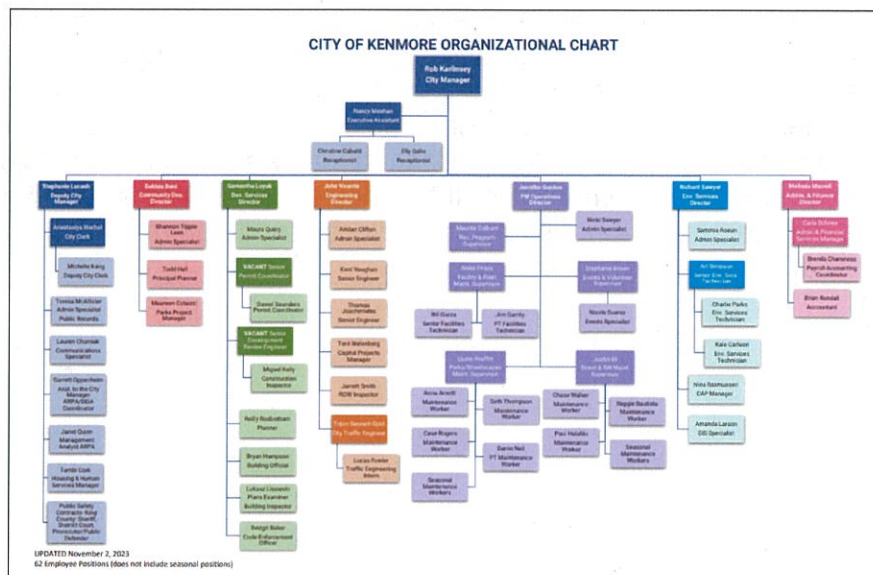
As part of the demobilization and reconstitution process, the Emergency Manager will conduct an After-Action Report (AAR) to identify areas of needed improvement, and updates to this Plan, its Annexes, Appendices, and Emergency Support Functions (ESFs). This review will incorporate feedback from all parties involved in the response, both field responders and EOC personnel. Incident feedback can be collected through initial hot washes conducted prior to demobilization, or by scheduling an incident de-brief after all resources have been demobilized. If the incident de-brief option is being implemented, a date for the de-brief should be selected and communicated prior to the start of demobilization.

SECTION IV: ORGANIZATION

GENERAL ORGANIZATION

The City of Kenmore operates under a Council/Manager form of government. The members of the City Council make up the legislative branch of government. The City Manager leads the executive branch and manages the day-to-day operations of the city. Both the executive and legislative branches of the City are responsible for overall policy direction within the City.

The City Manager has direct responsibility for the organization, administration, and operation of the emergency management program and direct responsibility for emergency operations within the City of Kenmore. The City Manager may appoint an Emergency Management Coordinator to assist with the execution of these duties. This position can be held by any department director noted in the organizational chart below.



Through an Inter-local Agreement, the Northshore Emergency Management Coalition (NEMCo) serves as the City's emergency management coordinating partner. NEMCo is an Emergency Management Organization created between the City of Lake Forest Park, City of Kenmore, King County Fire District No. 16 (Northshore Fire District), and Northshore Utility District. As of 2022, the Northshore Fire District has contracted with Shoreline Fire Department for the coordination of all fire operations within the Northshore Fire District and the Chief, or designee, acts as their representative to NEMCo.

NEMCo agrees that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs and shall act as a resource to help ensure efficient coordination of resources and unity of effort within the region. In doing so, NEMCo will work in cooperation with the Kenmore Emergency Management Coordinator and Emergency Planning Team to develop and maintain the CEMP. The

existence of the EM Coordinator and/or Emergency Planning Team doesn't prohibit the NEMCo Emergency Manager from reporting directly to the City Manager or conducting EM programs, plans, or trainings with other applicable city personnel.

The day-to-day organizational structure of Kenmore City Departments will be maintained as much as is practical for major emergency and disaster situations. City government will retain authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application for mutual aid within its own boundaries. Other public and private organizations, school districts and volunteer organizations may, under mutual agreement, operate in coordination with this plan.

CONTINUITY OF GOVERNMENT

The City shall provide continuity of government ensuring effective direction, control and coordination of emergency operations undertaken in accordance with this Emergency Operations Plan. Continuity of Government will ensure the preservation of public and private records essential to continued operations of government and continued City operations during and after emergencies or disasters.

During an impending or actual incident, the first personnel to be notified are the City Manager, NEMCo Emergency Manager, Chief of Police, Fire Chief, and Public Works Operations Director. The City Manager will be responsible for the notification of all City Council Members.

Succession of the Executive Branch of the City Kenmore government is as follows:

- City Manager
- Deputy City Manager
- Community Development Director

City Department Directors will designate successors to ensure continuity of leadership and operations.

Should a vacancy occur during or immediately following an incident, the line of succession for the position of Mayor is established as Deputy Mayor.

Succession takes when the City Manager, Department Director, or Mayor is unavailable to respond to the Emergency Operations Center within one hour of activation. The transfer of powers is terminated (or moves back up the chain) when the actual individual in said position arrives.

If an incident reduces the number of City Council Members, those members available for duty shall have full authority to act in all matters as the City Council. Quorum requirements for the council shall be suspended for the period of the incident, and where the affirmative vote of a specified proportion of the council is required for approval of an ordinance or other action, the same proportion of those Council-members available shall

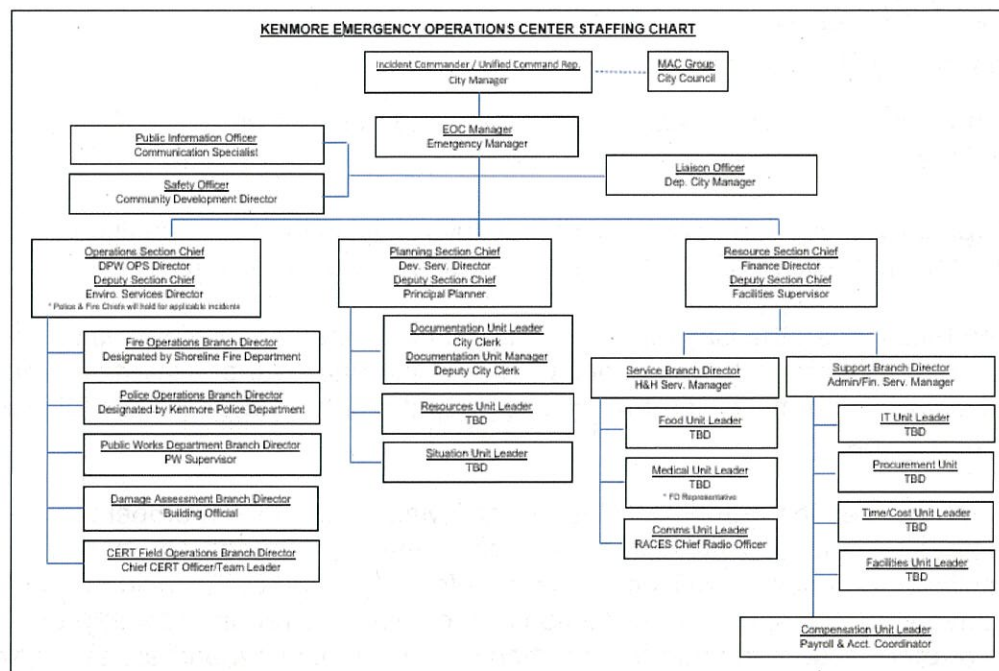
be sufficient. As soon as is practical, available council members shall act in accordance with the charter and state law to fill existing vacancies on the council. (RCW 42.14.450)

For continuity of government, RCW 42.14.450 provides for meetings of governing bodies of political subdivisions to be held at sites other than the usual places due to an incident when it becomes imprudent, inappropriate, or impossible to conduct affairs of the political subdivision at the regular place. RCW further provides that after any emergency relocation, the affairs of the political subdivision shall be lawfully conducted at the temporary location or locations for the duration of the emergency.

RCW Title 40 provides for local government officials to coordinate the protection of their essential records with the State Archivist and Director of the State Department of Emergency Management, to provide continuity of government under emergency conditions. The City of Kenmore, under the direction of the City Clerk, has provided for the preservation and protection of essential records through microfiche and/or off-site storage.

EMERGENCY MANAGEMENT ORGANIZATION

The Emergency Management Organization shall be compatible with the existing City organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles. The below image represents the organizational structure to be used during an EOC activation. However, the size and complexity of this structure can be adjusted in accordance with ICS and NIMS standards depending on the needs of the incident.



NORTHSHORE EMERGENCY MANAGEMENT COALITION

The Emergency Manager of the Northshore Emergency Management Coalition (NEMCo) provides coordination and recommendations for Comprehensive Emergency Management Plan development, ongoing maintenance, and related activities within the city in coordination with the Kenmore Emergency Management Coordinator. The NEMCo Emergency Manager provides coordination with outside agencies and organizations involved in emergency planning. The NEMCo Emergency Manager manages the Emergency Operations Center (EOC) during activation and interacts with outside agencies to coordinate emergency support activities. The NEMCo Emergency Manager serves as a permanent member of the NEMCo Board and may recommend emergency planning related policy.

To better aid in the planning and implementation of the CEMP and any associated plans or programs, the below matrix was developed to better illustrate the primary and supporting agencies for each Emergency Support Functions (ESFs). It should be noted that this matrix is representative of departments that are internal to the City of Kenmore or under direct contract for services by the City.

| Department | 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 13 | ESF 14 | ESF 15 |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|
| City Management | | P | | | | S | | S | | | S | | | | P |
| Community Development | | | | | P | P | | | | | | P | | P | S |
| Development Services | | | S | | | S | S | | | | P | | | S | |
| Engineering Department | S | | S | | | | | | | | | S | | | |
| Public Works Department | P | | P | | S | | S | | | S | S | S | S | S | |
| Environmental Services | | | | | | | | | | S | | | | S | |
| Admin and Finance Department | | | S | | | | P | | | | | | | S | |
| Kenmore Police Department (KCSD) | | | | S | S | | | S | S | S | | | P | | |
| Shoreline Fire Department | | | | P | S | | | P | P | P | | | S | | |
| NEMCo | | S | | | S | | S | | S | | | | S | | S |
| P = Primary Agency S = Support Agency | | | | | | | | | | | | | | | |

EMERGENCY PLANNING TEAM

The Emergency Planning Team provides staff support, direction, and expertise in the development of the plan and all supporting documents. The Emergency Management Coordinator and the NEMCo Emergency Manager shall serve as co-chairs of the Team. The Team is comprised of key personnel designated by each City Department Director and members of outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities. Members of the Emergency Planning Team will normally staff the EOC as necessary during activation and coordinate the activities in their respective departments or area of responsibility during major emergencies and disasters.

The Emergency Planning Team consists of the following members:

- City Manager
- Deputy City Manager
- Emergency Management Coordinator

- Operations Director
- Engineering Director
- Environmental Services Director
- Finance & Administrations Director
- Community Development Director
- Development Services Director
- Communications Specialist
- Human Resource Manager
- Volunteer and Events Supervisor
- City Clerk
- Deputy City Clerk
- Public Records Officer
- Police Chief
- Fire Chief
- NEMCo Emergency Manager

SUB-COMMITTEES

Sub-committees as determined necessary by the Emergency Planning Team and the Team Co-chairs may include individuals from outside organizations. Sub-committees will be chaired by a member of the Emergency Planning Team. Oversight of sub-committee work will be the responsibility of the Emergency Management Coordinator or the NEMCo Emergency Manager.

SECTION V: RESPONSIBILITIES

GENERAL RESPONSIBILITIES

In order to address the 32 Core Capabilities defined by the National Preparedness Goal and to ensure that responsibility for prevention, protection, mitigation, response, and recovery is taken at the appropriate level of government, the City of Kenmore has outlined the below breakdown of critical tasks to be completed by the noted parties.

CITY COUNCIL

- Maintain continuity of the legislative branch of the local government.
- Appropriate funds to meet emergency needs.
- Adopt, at the earliest practical time, emergency ordinances and/or resolutions related to the protection of life and property.
- Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.
- Provide for the coordination of visiting officials from other jurisdictions and levels of government.

CITY MANAGER AND DEPUTY CITY MANAGER

- Proclaim local emergency and activate Emergency Operations Center.
- Proclaim special emergency orders under Kenmore Municipal Code Chapter 8.30.
- Serve as City Director of Emergency Management and provide overall direction and control of emergency operations.
- Provide visible leadership to the community and make announcements to the media.
- Notify Kenmore City Council of the emergency and any response or recovery actions being taken.
- Issue notice of evacuation as appropriate.
- Provide direction for the reallocation of City funds to cover disaster related expenditures.
- Request assistance, when necessary, from the Northshore Emergency Management Coalition (NEMCo), as well as the King County Office of Emergency Management, Washington State Emergency Operations Center, and the Federal Emergency Management Agency (FEMA) through NEMCo.
- Manage and administer City staff in their emergency management duties.
- Enforce and administer provisions, laws, and ordinances governing the City.
- Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to, and recover from a disaster.
- Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.

- Advise the City Council regarding emergency policies for the City.
- Represent the City regarding the coordination of emergency response, mutual aid agreements, inter-local agreements, disaster recovery, etc.
- Approve mutual aid agreements.
- Oversee the Communications Specialist who acts as the Public Information Officer/Liaison for the City during a disaster.
- Oversee the development and implementation of continuity of government plans.
- Prepare and disseminate emergency public information.
- Assist the City's Volunteer and Events Supervisor in mobilizing and managing volunteers.
- Serve as Liaison to outside agencies for the City during a disaster.
- Coordinate disaster information handling.
- Coordinate, prepare, and write grants that will assist the city in recovery cost from regional, state, and federal agencies.
- Organize a "Media Room" separate from the EOC.
- Coordinate with NEMCo and other local jurisdictions when information is to be released.
- Coordinate plans for the redevelopment of affected housing units or residential areas.
- Identify, secure, and leverage recovery resources and funds to expedite the recovery process for the whole community.

NEMCo EMERGENCY MANAGER AND KENMORE EM COORDINATOR

- Assure that emergency preparedness, mitigation, response, and recovery activities are carried out within the City, through the CEMP and other programs.
- Provide expert technical assistance and information to the City Manager regarding emergency management, disaster response operations, and recovery.
- Assure that the Comprehensive Emergency Management Plan and supporting procedures are reviewed and updated at least annually.
- Conduct threat and hazard assessments routinely and develop appropriate plans to mitigate the risks identified through this process.
- Coordinate, through NEMCo, with King County Office of Emergency Management (Zone 1) and neighboring jurisdictions regarding emergency management and planning.
- Locate, configure, and equip the Emergency Operations Center (EOC).
- Develop procedures for activating, operating, and managing the EOC.
- Assist in developing and implementing a training program in emergency management tasks for City employees and volunteers.
- Ensure that emergency volunteers are registered as City emergency workers.
- Develop and conduct periodic emergency management exercises.
- Assist with the management of operations of the EOC during a disaster.
- Develop and coordinate a Community Preparedness Program.

- Maintain an emergency alert warning system to inform the community prior to, during, and throughout an incident.
- Coordinate mitigation and preparedness activities as appropriate.
- Register all emergency management volunteers as emergency workers.

CITY CLERK, DEPUTY CITY CLERK, AND PUBLIC RECORDS OFFICER

- Serve as custodians of official records and perform official certification.
- Coordinate on and oversee the City's Records Management Program.
- Identify critical documents and essential records.
- Assist departments in identifying, managing, and storing essential records.
- Develop and implement a disaster recovery program for essential records.
- Oversee the preparation and publishing of official legal notices.
- Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.

CITY ATTORNEY

- Serve as chief legal advisor to the City.
- Provide legal advice to the City Council, City Manager, Deputy City Manager, and department heads regarding emergency response and recovery operations.
- Issue legal opinions.
- Interpret laws, rulings, and regulations.
- Draft ordinances, resolutions, contracts, and other documents relating to emergency operations.

FINANCE DIRECTOR

- Supervise the City's financial services staff.
- Oversee the central financial and management information system of the City.
- Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures.
- Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
- Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
- Establish a unique project number for each disaster for all disaster related expenses.
- Establish provisions for emergency signature authority for City checks during an emergency.
- Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
- Gather, interpret, and report information on emergency costs and expenditures.
- Prepare and report data for recovery of disaster relief funds.

- Project the costs of various disaster recovery options; prepare fiscal plans and projected budgets for disaster recovery.
- Maintain databases on emergency resource providers (equipment and material).
- Manage the City's Risk Management functions.
- Coordinate applicable records required for accessing federal funding under any Stafford Act Declarations associated with the incident.

HUMAN RESOURCES MANAGER

- Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
- Maintain master personnel files, to include current employee emergency notification information that is accessible during an emergency, ensuring confidentiality of materials in accordance with state and federal laws.
- Plan to staff the Emergency Operations Center, as requested.

PUBLIC WORKS DEPARTMENT

- Maintain and manage Public Works' assets.
- Provide technical assistance to Emergency Planning Team and City staff during disaster response and recovery operations.
- Oversee the operations of contractors, service providers, and emergency response agencies regarding public works projects and assets.
- Maintain master files of Public Works' projects, development construction records, street operations and maintenance, and other relevant documents. Advise the City Director of Emergency Management regarding codes, policies, and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
- Coordinate debris removal, traffic control devices, road closures and protection of public property.
- Provide assessments of transportation routes, identify alternate routes and provide temporary traffic control measures.
- Provide damage assessments and emergency repairs for City-owned facilities.
- Provide response and recovery work progress reports to the EOC.
- Provide on-site direction and guidance to City employees and emergency volunteer workers during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.
- Document emergency related activities and costs.
- Coordinate damage assessment and post disaster safety inspections of City buildings and facilities.
- Coordinate damage assessment disaster inspection of private business in the city.
- Coordinate private assessments and inspection resources.
- Expedite required inspection as appropriate for the permit process.

- Provide support to other departments in the damage assessment of City infrastructure.

CHIEF OF POLICE

Police services are provided to the City of Kenmore via a contract for services with the King County Sheriff's Office (KCSO).

- Attend Northshore Emergency Management Coalition (NEMCo) Board and NEMCo Council meetings.
- Establish and maintain law and order within City limits.
- Provide direction and control for evacuation efforts.
- Provide active security at the EOC, staging areas and perimeter during activation as appropriate.
- Traffic and crowd control, crime scene control, and mass care management.
- Assist with coordination of mitigation and preparedness activities as requested by the Deputy City Manager and/or City Manager.
- Assist in the provision of Critical Incident Stress Debriefing through coordination with Police Department Chaplain's program.
- Assist in the mobilization and management of emergency volunteers.
- Assist in the development and presentation of emergency volunteer training.
- Assist in the development and presentation of community preparedness programs.

FIRE CHIEF

Fire Services are provided to the Northshore Fire District, which includes the City of Kenmore, via a contract for services with the Shoreline Fire Department.

- Fire prevention
- Fire suppression
- Emergency Medical Services
- Emergency rescue
- Damage assessment
- Hazardous Materials preparedness and response
- Evacuation management

COMMUNITY DEVELOPMENT DEPARTMENT

- Organize and conduct both short-term and long-range planning during emergency operations and recovery.
- Manage the gathering, analyzing, interpreting, and reporting of disaster related information including damage, response capabilities, and regional disaster conditions.
- Ensure that City ordinances, codes, and regulations are followed as much as possible.

- Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during the recovery period.
- Coordinate building and structural inspections for safety and habitability following a disaster. Close facilities or restrict occupancy/use as required.
- Maintain and manage Planning and Building assets.
- Coordinate inspections and recommendations with utility districts and other government entities. Provide enforcement of codes, occupancy policies, site safety and demolition as appropriate.
- Review building plans for code compliance and manage the inspection of construction activities.
- Assist in damage assessment and reporting.
- Manage and maintain the permit tracking and database system.
- Coordinate the implementation of social services programs, as appropriate, during emergency operations.
- Coordinate with social service organizations, relief agencies, the Red Cross, etc.
- Maintain liaison with organizations that perform outreach to at-risk populations, the elderly, and people with disabilities.
- Coordinate and manage the use of facilities as emergency shelters.
- Maintain and manage parks assets.
- Identify parks and other open areas that could be used for emergency debris deposit sites.
- Identify parks and other open areas that could be used for emergency tent housing.
- Assist in managing the activities of emergency volunteer workers during a disaster.

EXTERNAL AGENCY RESPONSIBILITIES

Realizing the importance of cooperation at all levels of government throughout the emergency management process, the City of Kenmore recognizes the valuable roles and responsibilities of the following external agencies and intends to cooperate with them in an effort to ensure the best interest of the whole community.

WASHINGTON STATE EMERGENCY OPERATIONS CENTER

- Through the Washington State Comprehensive Emergency Management Plan and the State EOC, coordinate all emergency management activities of the State.
- Assist and support local jurisdictions in minimizing the impact of emergencies and disasters.
- Coordinate requests for various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.
- Promote resilience by implementing legislation that facilitates mitigation activities across all applicable core capabilities.
- Make the appropriate disaster declarations and requests for funds to the Federal government through the Stafford Act.

FEDERAL EMERGENCY MANAGEMENT AGENCY

Federal Emergency Management Agency (FEMA) – following a Presidential Declaration of an emergency and/or disaster, will:

- Aid state and local agencies to save lives, and protect property, the economy, and the environment.
- Facilitate the delivery of Federal response assistance to State and local governments.
- Ensure a free flow of commerce and the protection of privacy, civil rights, and civil liberties to better assist the State and local community in recovering from an incident.

PRIVATE SECTOR PARTNERSHIPS

- Share important information with all levels of the emergency management system.
- Partner with NEMCo and the City of Kenmore to develop continuity of operations/business continuity plans to increase overall community resiliency.
- Plan for and institute capital investment plans that focus on increasing the likelihood of maintaining operational/business continuity and decreasing vulnerabilities.
- Collaborate with NEMCo and the City of Kenmore in pre-disaster planning that can aid in identifying assistance that may be required post-disaster and how best that assistance can be provided.

NEMCo SPONSORED VOLUNTEER EMERGENCY WORKERS

The Northshore Emergency Management Coalition (NEMCo) sponsors a group of volunteers who are credentialed in accordance with the State of Washington's Emergency Worker Program via its partnership with the King County Office of Emergency Management. The core of this volunteer organization is based on the Community Emergency Response Team (CERT) and Radio Amateur Civil Emergency Service (RACES) programs. Members of the volunteer component of NEMCo are trained in relevant emergency response activities to include, but not limited to; disaster communications, sheltering operations for displaced persons and pets, search and rescue, sandbag and potable water distribution, fire fighter rehab, medical triage, and damage assessment.

As part of the process of onboarding new volunteers, NEMCo has also developed a policies and procedures that allow them to coordinate efforts with other volunteer community organizations as well as easily adapted to coordinate the efforts of individual community members who spontaneously arrive to volunteer incidents. This allows NEMCo to organize multiple volunteers in a manner that reduces risks associated with spontaneous volunteers while also directing them towards a common goal during the response.

LAW ENFORCEMENT ASSISTANCE

The King County Sheriff's Office is contracted by the City of Kenmore to be the agency of primary jurisdiction within the City under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the state. While requests for emergency assistance should be made in accordance with standard operating procedures, requests for supplemental law enforcement assistance pertaining to an incident should be made through the EOC.

Additional information on Law Enforcement Mutual Aid can be found in Emergency Support Function (ESF) 13 – Public Safety, Law Enforcement and Security.

EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

Incident Management Assistance Teams (IMATs) may be available to assist in incident management, set up of response facilities, and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate the establishment of the Joint Field Office (JFO).

DEFENSE SUPPORT OF CIVIL AUTHORITIES

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies after approval by the Secretary of Defense or at the direction of the President. The DOD responds to requests for assistance when local, state, and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.

Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

SECTION VI: COMMUNITICATIONS

INTEROPERABLE COMMUNICATIONS PLAN

As part of the City of Kenmore's standard community outreach and communications program, the city uses numerous media platforms to share information with the public. These platforms include the posting of notices on various community boards, quarterly print newsletters delivered to every residence in the city, monthly e-newsletters sent via email to a list of subscribers, department organized alert systems that use email and text messages sent to a list of subscribers, as well as external media platforms such as local newspapers, radio stations, and TV news networks.

To help coordinate the messages related to emergency management activities that are released across these platforms the city has partnered with NEMCo to create a Disaster Communications Work Group. This group will meet regularly, not just during a disaster incident, to help ensure that preparedness and mitigation information is shared with the community throughout the year. They will also discuss challenges that can be faced when attempting to communicate with the whole community and work to find solutions that help the city and its partners to reach all segments of the population.

One solution identified is to partner with the King Count Trusted Partner Network to identify local volunteer ambassadors. These volunteers are coordinated through King County but work within their local community to share information with the segment of the population they represent in the format they feel will be most effective. These ambassadors are often from LEP communities. However, this is not a requirement, and a concerted effort is being made to expand representation to include community members with AFN and/or who are covered under the ADA, as well as other at-risk children, senior citizens, and community members experiencing homelessness.

Once fully in place, the partnerships described above will allow all levels of government and NEMCo, who administered the Alert Northshore disaster notification system, to share relevant disaster information, from preparedness through recovery, with the entire community in the format that best meets their needs.

PUBLIC INFORMATION AND WARNINGS

Providing current and accurate information to the public is of great importance following an incident. The City shall strive to provide any disaster communication, both emergency and general information, in a timely and coordinated manner. For the purposes of this Plan, the City of Kenmore defines *disaster communication* as communication relating to an emergency event that is outside the day-to-day communications of the city, *emergency information* as information which has direct relevance to the safety and/or health of the

citizens of Kenmore (i.e., evacuation orders and routes; boil water orders; shelter-in-place notices; curfews, etc.), and *general information* as routine information related to response or recovery actions (the such as debris pick-up schedules; permit fee schedules; facility hours of operation, etc.).

In preparation of incidents, NEMCo will work with the City of Kenmore to maintain a Disaster Communications Work Group described above. This group will be organized by the NEMCo Emergency Manager and consist of members of city staff who maintain communications capabilities. The goal of this work group during incident response will be to establish communications strategies that ensure disaster related information is accessible to the whole community in formats that can be clearly understood, are as accurate as possible, and ensure an appropriate level of transparency while also protecting information that may compromise operations.

During an incident, the City Manager, or designee, shall appoint a Public Information Officer who shall coordinate the dissemination of emergency public information through the Emergency Operations Center (See ESF 2 – Communications). The city's Communication Specialist, who is also a member of the Disaster Communications Work Group, will normally serve as the City of Kenmore's PIO. However, NEMCo may serve as the coordination point for press releases and public information on behalf of the city.

Any or all of the following methods may be used to relay disaster communications to the public:

- Activation of the Amateur Radio Services, requested through NEMCo.
- Activation of the GMRS/FMS neighborhood communications networks (currently in development), coordinated through NEMCo.
- Printed education and information materials, available through King County and NEMCo.
- Digital information via City website, social media, and email.
- Alert Northshore emergency notification system, managed by NEMCo, which is operated through King County's contract with Code Red and can send information via email, text message, TDD transmission, telephone call, and a mobile app.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts, community points of distribution, or neighborhood hubs. In this event, the individual in charge of the location shall notify the EOC in a timely manner and provide detailed information regarding information released. The EOC will make every effort to keep the person in charge of the location as up to date as possible to help ensure current and accurate disaster information is being shared.

POST INCIDENT

In addition to the routine efforts of the Disaster Communications Work Group to identify communication challenges and address them, a detailed review of the effectiveness of all forms of communications will be built into the after-action report process. This process will be performed as part of all hot washes, de-briefs, and formal reports generated after any exercise or incident. To evaluate the effectiveness of the communication of life safety information, this review will specifically identify any technological challenges which limited communications, make recommendations to address these challenges, and list any resources that are needed to implement the recommendations.

SECTION VII: ADMINISTRATION

DOCUMENTATION

It is the policy of the City of Kenmore that each City Department will assign personnel to be responsible for documentation of disaster activities and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster activities from day-to-day activities.

The City Clerk, in coordination with the Deputy City Clerk, Public Records Officer, and other City Departments, shall identify records which are vital for the operation of the City, to effectively resume normal business after a disaster or emergency.

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments to provide support services.

The City of Kenmore will submit reports required by both state and federal agencies in a disaster situation with information concerning nature, magnitude, and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Requests for Assistance
- Damage Assessment Reports

It will be the responsibility of the Emergency Manager or designee to coordinate the preparation of all required reports and ensure that they are delivered to the appropriate agencies.

In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.

Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.

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

No services or assistance will be denied based on race, ethnicity, national origin, religion, sex, economic status, marital status, age, gender identity, or disability.

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 - Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.

It is the policy of the City of Kenmore that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Human Resources Manager is the lead for essential human resource activities in the city and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.

City Departments, although retaining responsibility for the day-to-day supervision of their workforce, should coordinate their personnel needs with the Human Resources Manager. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class" and shall be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair Labor Standards Act (FLSA), existing labor contracts and City policies and procedures shall apply.

The Human Resources Manager or designee shall designate an EOC representative to coordinate personnel needs and assist City employees in obtaining recovery assistance.

Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses, and labor organizations. Requests for additional assistance should be coordinated through the EOC.

Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and people wishing to volunteer may be directed there for registration and assignments. The Human Resources Manager or designee, in coordination with NEMCo, will be responsible for the recruitment, registration, and assignment of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

DOCUMENTATION RETENTION

Files containing all documentation and correspondence related to the designated mission number for the emergency will be retained by the city for 10 years or until the recovery

process has been closed, whichever is longer. All public documents are subject to disclosure under the Public Records Act unless covered by an exemption. Document handling and archiving will be conducted in accordance with City of Enumclaw Municipal Code 2.24.100.

PRESERVATION PROCESS

All departments will identify records essential for continuity of preservation of government and provide for their protection as required by RCW 40.10.010 (Information regarding essential records designation, list of security and protection, and document reproduction as outlined by the State Archivist). In situations where emergency work is done to protect life and property, environmental review requirements and permits may be waived or orally approved.

SECTION VIII: FINANCE

DOCUMENTATION

It is the policy of the City of Kenmore that each City Department will assign personnel to be responsible for documentation of disaster related costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster expenditures from day-to-day expenditures. This process will function understanding that:

- Financial documentation and associated reports shall be the responsibility of the Finance Director or designee.
- The Finance Director or designee shall develop effective methods and procedures for documenting disaster expenditures and shall provide each City Department with documentation forms and completion instructions.
- The City of Kenmore will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The City Manager and City Council in coordination with the Finance Director will be responsible for identifying other sources of funds to meet disaster-related expenses if departmental budgets are exceeded.
- Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster.
- A streamlined plan review and permit process may be instituted within the city to facilitate recovery and repair activities.

As part of this process, each City department is responsible for tracking, compiling, and submitting accurate and complete disaster-related expenditures to the EOC Resource Section Chief, normally staffed by the Finance Director, throughout the response and recovery period. These will be used to assist with the development of the Supplemental Justification and the Preliminary Damage Assessments that go to the County and/or State to aid in the State's application for federal assistance under the Stafford Act.

Resource acquisition and distribution is divided into pre-incident (which is usually preventative although some may be in anticipation of a specific event), incident specific, and post-incident recovery.

Pre-incident resource acquisition is usually funded by grants or approved general fund purchases. These follow the normal rules for purchases as set down in City directives and/or as specified in the grant.

Incident specific acquisitions may be purchased outright, come through local agency mutual aid, pre-arranged contracts, Washington Mutual Aid System (WAMAS) or Emergency Management Assistance EMAC requests submitted through King County OEM and Washington State EMD. Direct purchases must meet one of three conditions.

Small purchases can be made using individual department funds. For large purchases, when it is necessary to procure resources that cannot be done expeditiously through the normal bid process, a Proclamation of Emergency signed by the City Manager allows the normal bid process to be temporarily suspended. This allows for the expenditure of appropriated funds.

If there is a need to spend non-appropriated funds, the City Council must first approve the decision. Once approved, the funds may be used in support of emergency or disaster operations.

In the recovery process following a disaster declaration under the Stafford Act, the City Manager is deemed the City's Applicant Agent. As Applicant Agent, the City Manager signs off on all recovery paperwork submitted by the city for public assistance reimbursement under a Stafford Act Presidential Disaster Declaration. Once a disaster declaration is approved, each City department will develop project worksheets for the costs and damages incurred.

FOLLOWING A PRESIDENTIAL DISASTER DECLARATION

Once a disaster declaration is made by the President, Joint Field Offices are opened and staffed by FEMA and the State, for the purpose of administering disaster assistance programs. Briefings will be arranged for all eligible applicants. The Finance Department is responsible for attending these briefings and completing all paperwork related to requesting disaster assistance.

Below are some of the avenues for community assistance:

- **Public assistance program** - Public Assistance is one of FEMA's grant programs that provides funds directly to State and Local governments and certain qualified non-profits to aid communities who are responding to and recovering from a major disaster or emergency that has resulted in a Presidential Disaster Declaration. The program provides emergency assistance to help save lives and protect property, as well as helping to permanently restore community infrastructure.
- **Individual Assistance Program** - The Individual Assistance Program is for individuals and families impacted by the federally declared disaster or emergency. This program is designed to help meet disaster applicants' needs, which include housing assistance (temporary housing, repair, replacement, etc.) and other needs (medical, funeral costs, clean-up, moving, etc.). If a Disaster Declaration authorizes Individual Assistance, a toll-free federal telephone registration number is provided for people to report damages and begin the assistance process. Individual

Assistance reporting is coordinated through King County Office of Emergency Management, but local Human Services Departments and non-profit organizations may be asked to support applicants through the process.

- **Small Business Administration Program** - Businesses can apply for loans from the Small Business Administration (SBA) Program following a Federally Declared Disaster. These loans may cover operating expenses, business losses, wage losses, etc. The SBA Program can also offer loans to residents to repair or replace their primary home to its pre-disaster condition and replace some personal property (i.e. appliances and furniture). The SBA also has the authority to declare a disaster to authorize their own programs even when a Federal Major Disaster Declaration is not in place.
- **Other Needs Assistance Program** - The Other Needs Assistance Program (ONA) under FEMA's Individuals and Households Program (IHP), provides financial assistance to necessary expenses and serious needs directly caused by the disaster, but is not covered by other assistance programs. The ONA may aid with the following to those that qualify; childcare, medical and dental, funeral, transportation, moving and storage, critical needs, miscellaneous and other expenses.

SECTION IX: LOGISTICS

CONCEPT

Upon the activation of the EOC, the Resource Section will take responsibility for the procurement of all resources required for the response as well as the support of the responders. As a signer of the King County Regional Framework, the process for procuring resources that are outside of pre-disaster contracts or agreements will be via mutual aid requests made both laterally across the NEMCo partnership as well as vertically up to the County and State via the WebEOC program. However, understanding that during regional or statewide incidents, resource procurement may be challenging, the following may also apply:

- The City Manager, following a Proclamation of Emergency, has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, Chapter 38.52.110 RCW.
- The City Manager is authorized to contract with any person, firm, corporation, or entity to provide construction work on an agreed upon cost basis during incident response operations, Chapter 38.52.390 RCW.

It is the policy of the City of Kenmore that all City Departments prepare and maintain an updated list of its personnel, facilities, and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations. To identify resource gaps most effectively during the initial response or establishment of the Kenmore EOC, City departments are required to confirm information rapidly and communicate it to the EOC as soon as possible.

The EOC will then use this information, comparing it against the incident objectives and priorities to identify gaps and specialized resources needed for the particular response. The Resource Section will then request additional resources using existing mutual aid agreements in coordination with NEMCo, King County Office of Emergency Management Zone 1, and the Washington State Division of Emergency Management, before seeking alternative procurement sources.

Additional information on Staging Areas and Points of Distribution can be found in Emergency Support Function (ESF) 7 – Logistics.

SECTION X: PLAN DEVELOPMENT AND MAINTENANCE

PLAN REVIEW

Recognizing that this plan must be consistently updated to best prepare for changing threats and hazards, the city understands that it must train and exercise its staff regularly to validate and improve current plans while also developing any new plans or functional annexes. Maintaining a robust review process that incorporates training and exercises as well as detailed after-action reports helps ensure future readiness to prevent, mitigate, respond to, and recover from incidents. This process will primarily be done in coordination with NEMCo and other partner agencies.

TRAINING

The City of Kenmore and the NEMCo partnership provide public outreach and education to train the whole community on emergency preparedness through digital and printed materials, volunteer organizations such as the Community Emergency Response Team (CERT) program, public classes, presentations to community and neighborhood groups, hosting forums, staffing booths at public events, and taking advantage of other outreach opportunities as they are presented.

The city conducts employee preparedness programs intended to educate employees on personal preparedness at home and work. These programs include new employee orientation; participation in the Great ShakeOut, testing of the employee notification system, and engagement in regional, state, or federal preparedness programs and exercises when appropriate.

City staff are informed and trained upon employment and/or promotion on their responsibilities during an incident, including completion of the appropriate level of NIMS courses for their position. At a minimum, all benefitted City staff are required to complete ICS 100, 200, as well as NIMS 700 and 800 independent study courses upon employment.

| | All City Staff | Supervisor/Lead EOC Positions |
|---------------------------------|--------------------------------------|-------------------------------|
| Incident Command System Classes | IS-100 IS-200 IS-700 IS-800 | E/L/G 300 E/L/G 400 |

Each City Department Director is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP) and in the Department-specific standard operating procedures (SOPs). However, to assist in this process, the NEMCo Emergency Manager conducts training on ICS, EOC operations, the CEMP, and department specific SOPs once each quarter.

EXERCISES

To best test the CEMP and make qualitative updates, the City of Kenmore and NEMCo will routinely conduct exercises that implement part or all of this plan. The NEMCo Emergency Manager will be responsible for establishing a drill and exercise schedule that meets the needs of the city and its community. The basis for this schedule will include:

- City employees will participate in an annual functional exercise during one of the quarterly training courses mentioned above. This exercise will be held within the EOC, so participants can gain familiarity with its functions, and be focused on an area of need identified by the City Manager and NEMCo Emergency Manager that tests the City's EOC operations.
- NEMCo Volunteer Emergency Workers will hold functional exercises twice a year on the fifth Saturdays in the months in the Spring and Fall. These functional exercises will be designed to test their response capabilities and validate their monthly training. Whenever possible, this exercise will also incorporate applicable city departments, specifically the Public Works, Police, and Fire Departments.
- A full-scale functional exercise that incorporates both field operations as well as EOC operations will be conducted every other year starting in 2025 and continuing every odd year after that. This exercise will focus on testing response operations in the field, how well these operations integrate into the EOC (to include communications methods), as well as all components of the established EOC organizations. It should strive to incorporate NEMCo's Volunteer Emergency Workers, regional partners such as public utilities, as well as other county and state agencies.

AFTER-ACTION REPORTS

At the completion of all drills and exercises, as well as after any significant incidents or EOC activations, an after-action report will be generated by the NEMCo Emergency Manager, in coordination with the City of Kenmore Emergency Management Coordinator. These reports will include a summary the incident requiring the report to be generated, a description of the methods used to review the incident (e.g. hotwashes, debriefs, and case studies), the identification of successes and failures occurring throughout all phases of the incident, recommendations on how to repeat successes and reduce failures in the future, as well as a list of resources that would be required to implement these recommendations.

When identifying successes or failures, the report will address them by the following categories: on-scene operations, EOC operations, disaster communications, resource management, demobilization operations, and document management.

Once complete, after-actions reports will be briefed to all applicable parties and will be used to inform further training, exercises, and future plan development.

MAINTENANCE

Assisted by the NEMCo Emergency Manager, the City of Kenmore Emergency Management Coordinator will coordinate with and reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipment, and other preparedness activities. This process will include the monitoring for and implementation of changes in any applicable law that will change the contents of this plan or how the plan is implemented.

The NEMCo Emergency Manager, in cooperation with the City of Kenmore, will be responsible for updating the master copy of the plan and disseminating any changes to all parties with whom a copy of the plan exists. These changes will be reviewed and incorporated into an updated plan that will be submitted to the Washington State Emergency Management Division for review every four years.

Once reviewed by the Washington EMD and approved via promulgation by the City Council, the plan will be distributed to each department and, as much as is possible without compromising operations or the security of the city, made available to the public

EMERGENCY SUPPORT FUNCTIONS

SECTION I: INTRODUCTION

PURPOSE

In order to better integrate into regional emergency management activities both throughout the Northshore area as well as greater King County, the City of Kenmore has decided to adopt an Emergency Support Functions (ESF) approach to its primary functional annexes. By identifying a primary and applicable supporting agency, these ESFs will allow multiple City departments and external partners to coordinate towards a common goal during a disaster incident. These ESFs are designed to provide guidance during an incident and are based on applicable legal authorities and emergency management policies. However, nothing within the guidance provided in these ESFs is intended to supersede individual department or agency policies or procedures.

If is the direct purpose of these ESFs to protect the population and critical infrastructure, as well as effectively manage resources.

The following is a list of ESFs and their topics:

- ESF 1 = Transportation
- ESF 2 = Communications
- ESF 3 = Public Works and Engineering
- ESF 4 = Firefighting
- ESF 5 = Information and Planning
- ESF 6 = Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- ESF 7 = Logistics
- ESF 8 = Public Health and Medical Services
- ESF 9 = Search and Rescue
- ESF 10 = Hazardous Materials
- ESF 11 = Agriculture and Natural Resources
- ESF 12 = Energy
- ESF 13 = Public Safety and Security
- ESF 14 = Disaster Recovery
- ESF 15 = External Affairs

ESF 1: TRANSPORTATION

LEAD AGENCY

City of Kenmore Public Works Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Engineering Department

EXTERNAL

Washington State Department of Transportation

King County Department of Transportation

King County Metro

Community Transit

Sound Transit

PURPOSE

The purpose of Emergency Support Function (ESF) 1 is to describe the coordination of City roads, traffic signals, signage, sidewalks, bridges, Intelligent Transportation Systems (ITS), streetlights, storm drainage, and City-owned parking during incidents. This ESF is designed to provide guidance in the allocation of transportation resources, determining priority of roadway repair, and aid in the coordination of activities carried out by transportation agencies operating within the city.

It includes the following primary core capabilities:

- Critical Transportation
- Infrastructure Systems

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Situational Assessment

AUTHORITIES AND POLICIES

The City of Kenmore Comprehensive Plan outlines overall City policy regarding transportation infrastructure.

Local transportation planning and emergency response shall be done in coordination with supporting agencies to ensure the integrity of the transportation system.

Response to restore transportation routes and services shall be prioritized to provide access for emergency services, delivery of essential resources (in coordination with ESF 11), and re-opening of major transportation routes.

Revised Code of Washington Chapter 35.68 - 35.73 directs policy for City streets, sidewalks, and other transportation infrastructure.

SITUATION

Incidents may cause a disruption to the use of the transportation system in Kenmore, impacting access to certain areas of the city and creating significant delays in the transport of emergency supplies, services, and equipment. Specific hazards of note that may affect transportation infrastructure include, but are not limited to, direct damage from earthquakes, debris or damage from severe weather, power failure, and flooded roads or urban flooding.

- **Roadways** – Damage to the City's surface infrastructure is the most likely risk to the City's transportation system. The city has an extended network of surface transportation infrastructure, and disruption to part or all of this system may pose a risk of loss of life, and/or the ability to effectively transport supplies or personnel in the city. An earthquake or other land movement incident in particular poses a significant threat of damage to surface transportation infrastructure. Severe weather incidents may cause direct damage to surface transportation infrastructure, unsafe travel conditions, or the accumulation of debris.
- **Aviation** – The City has limited aviation risk. There are no land-based airplane runways in the city limits; however, the city does have a commercial seaplane terminal and the potential for multiple private marine aircraft landing areas. This situation poses the risk for a small plane crash, which could include damage to structures, fire, loss of life, property damage, hazardous materials spills, or environmental damage or destruction.
- **Maritime** – The City borders Lake Washington which creates risk for water transportation incidents, including but not limited to hazardous materials spill, craft fires, crashes, sinking, or environmental destruction.

CONCEPT OF OPERATIONS

The Engineering Director or designee shall be responsible for coordinating surface transportation related activities within the city. Priorities established for the clearing and emergency repair of city roads shall be coordinated with the police and fire

departments and adjacent jurisdictions to ensure the timely restoration of emergency services and the transportation network. The priority is the restoration of roadways for life safety and the transport of essential resources.

Repair and restoration of state highways will be coordinated with the appropriate state contact. Washington State Department of Transportation shall be the primary contact for the coordination of these activities. The Engineering Director or designee may authorize emergency road clearing work to be done on state highways to re-establish highway systems.

The Public Works Department will provide an assessment of roadway conditions and provide information to the EOC and all appropriate agencies. NEMCo and other appropriate agencies shall be notified of ongoing repair and roadway status.

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

The Engineering Director or designee, in cooperation with the Emergency Operations Center and/or NEMCo, shall coordinate the priority use of public transportation assets. Private transportation sources are available within the city and should be integrated into overall emergency transportation needs.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Individual agencies responsible for managing transportation routes are responsible for the development of transportation recovery plans and for establishing transportation route priorities within their area. Agencies which provide support resources for the restoration of damaged transportation routes should be included in the overall process to ensure a coordinated and efficient response.

Emergency operations plans for the Washington State Department of Transportation, King County Metro Transit, Sound Transit, Community Transit and King County Transportation Division are separately published documents which provide guidance for the overall restoration and priority use of damaged transportation routes in the area.

The City of Kenmore Public Works Department will establish re-opening and restoration priorities for the city and allocate local resources accordingly. When appropriate, work will be coordinated with other affected agencies and jurisdictions. These restoration priorities will be determined with the whole community in mind and appropriately prioritize services to those with Access and Functional Needs (AFN), covered under the American with Disabilities Act (ADA), and the Essential Needs of Children (ENC) when ever possible.

CRITICAL TASKS

City of Kenmore Public Works

- Coordinate damage assessment, emergency road clearing and repair activities for roadways within the city.
- Coordinate repair and restoration activities on state and interstate highways with appropriate agencies.
- Provide or contract for repair and recovery work.
- Coordinate with other city agencies, NEMCo and adjacent jurisdictions to establish immediate priorities for road reopening.
- Coordinate with other public and private transportation service providers to establish emergency transportation networks and resources.

King County Transportation Division

- Coordinate area-wide transportation route recovery projects with affected agencies and jurisdictions. Provide support to the city in reopening emergency transportation routes.

King County Metro Transit, Sound Transit, and Community Transit

- Coordinate mass transportation activities within the county. Incorporate emergency city needs into the overall emergency transportation and system restoration program.

Washington State Department of Transportation

- Coordinate emergency and permanent repairs of state highways.
- Provide assistance to the city for repair and restoration work as appropriate.

ESF 2: COMMUNICATIONS

LEAD AGENCY

City of Kenmore City Management Department

SUPPORT AGENCIES

INTERNAL

Northshore Emergency Management Coalition

EXTERNAL

City of Kenmore Public Works

King County Office of Emergency Management

Northeast King County Regional Public Safety Communication Agency (NORCOM)

Washington State Emergency Management

Washington State Fusion Center

National Oceanographic and Atmospheric Administration

National Weather Service

PURPOSE

The purpose of Emergency Support Function (ESF) 2 is to describe the coordination of communications, alerts and warnings primarily related to incidents affecting the City of Kenmore. This ESF addresses communication and warning assets available to the City and coordination of those resources with other communication service providers to establish and maintain communications in preparation for, response to, and recovery from incidents. It also addresses special consideration for communicating with segments of the population with Limited English Proficiency (LEP).

It includes the following primary core capabilities:

- Operational Communications
- Infrastructure Systems

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Situational Assessment

AUTHORITIES AND POLICIES

It is the policy of the City of Kenmore to coordinate communications with the County and community service partners to leverage resources and reach as many persons affected by an incident within the City as possible.

King County Inclusive Emergency Communication Plan outlines how the County may assist the city with communications and warnings.

[Revised Code of Washington \(RCW\) 38.52](#) directs the requirements for LEP public notices regarding public health, safety, and welfare to be provided in languages identified as the primary spoken dialect by 5% of the City's population, or by 1,000 residents, whichever is less.

[Presidential Executive Order 13166](#) directs requirements for meaningful access to services for persons with LEP.

Per [RCW 13.60](#), the Washington State Patrol (WSP) is responsible for issuing America's Missing Broadcast Emergency Response (AMBER) alerts, Endangered Missing Persons Advisories, and Silver Alerts.

The [Americans with Disabilities Act \(ADA\)](#) outlines policies for effective communications with people who have vision, hearing, speech, or mobility disabilities who may use different ways to communicate.

The [Emergency Alert System Plan](#) identifies how the State of Washington Emergency Management Division will authorize and use the Emergency Alert System.

SITUATION

Emergency and disaster situations require reliable communication capabilities to gather essential information, request and deploy resources, and communicate information to the EOC, field operations personnel, and supporting agencies.

In nearly all major events, communication systems become overloaded, making it difficult to communicate essential information in a timely manner. It is anticipated that in addition to communications needs exceeding local equipment capacity, there will be equipment and system failures associated with events such as windstorms, earthquakes, and terrorist incidents.

In many emergency and disaster situations, it is necessary to provide important information and/or warnings to public officials and the public. This must be accomplished in a timely manner utilizing the most efficient means possible to protect life and property at the time of the incident.

CONCEPT OF OPERATIONS

Communication

The King County Sheriff's Department Communications Center is the central answering point for Police 911 calls requesting emergency assistance and shall be the focal point for coordinating emergency communications for emergency services providers within the city. The center has backup power for use in the event of power failure.

Calls for police are dispatched through the King County Sheriff's Department Communications Center.

Fire and emergency medical services are dispatched by NORCOM Communications.

During major events with resource limitations, fire and police departments may determine that resources will be dispatched through the Kenmore EOC according to incident priority.

Various individual radio systems are utilized by other departments and supporting agencies within the city. These departments and agencies maintain their own dispatching and communication services.

Communications will be through cellular and landline telephone and existing radio systems using established frequencies and existing procedures.

During major emergency and disaster situations communications equipment may be re-distributed to provide common equipment and frequency access. This will facilitate effective communication between departments/agencies, the Kenmore EOC, and field command posts.

Amateur Radio Operators may be available through NEMCo. The amateur radio operators can provide essential, reliable communication support between departments/agencies, the EOCs, and field operation locations. Use of amateur radio relieves congestion on other radio frequencies and cellular and landline phone systems.

The Finance Director or designee is responsible for coordinating with telephone service providers for the re-establishment of telephone service to city government locations.

Warning

The Alert Northshore/Code Red system provides emergency information to City staff, volunteer responders, and the public subscribers via phone, text, and /or email messaging. The system may be activated by City staff or by contacting NEMCo or King County Office of Emergency Management.

The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. This system may be activated by contacting NEMCo.

The National Warning System (NAWAS) is the primary system utilized by the federal government to disseminate warning information. Warnings received via NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points. Warning information for Kenmore is received at the King County 911 Center which notifies local emergency authorities.

The National Oceanographic and Atmospheric Administration (NOAA) weather radio system may be utilized to obtain weather related warnings. Weather warnings from NOAA are normally broadcast over EAS and local radio and television stations.

Weather advisories and warnings are provided via teletype by the National Weather Service and received at the King County Sheriff's Department Communications Center and King County Office of Emergency Management. Personnel with these agencies monitor this information on a 24-hour basis and determine when to notify appropriate public safety services.

Emergency service agencies will be notified by the King County Sheriff's Department Communications Center, King County Office of Emergency Management (KCOEM), or NEMCo when the nature of the warning would indicate a need to increase staffing levels or warn the public of impending danger.

Having no fixed or automatic emergency warning systems in place, notifications of citizens regarding emergency information and instructions may be through the Emergency Alert System (EAS), Alert Northshore, door-to-door by uniformed personnel, mobile loudspeakers, posted notices, or any other means available to the command agency at the time of the incident.

Emergency Public Information

The City Manager or their designee will act as the City's Public Information Officer and will coordinate the dissemination of emergency public information through the EOC. When the situation warrants the Public Information Officer may appoint assistants to provide media briefings from multiple locations or utilize NEMCo partners to assist with public information.

Media briefings, if held in the city, will normally take place at the EOC. If this location is not functional, or communications are inadequate, an alternate site will be identified and announced by the Public Information Officer.

During events where a joint EOC is activated, area-wide information will normally be coordinated through that location on behalf of the city.

Any or all of the following methods may be utilized to relay emergency information to the public:

- Print, radio, cable, and television media
- Printed education/information materials
- Digital media
- City of Kenmore website and email listserv
- City TV channel
- Social media accounts (Facebook / Twitter)
- Nextdoor Community Network
- City radio systems
- Amateur radio systems
- Public address systems or mobile speakers
- Emergency Alert System
- Alert Northshore
- Door-to-door contact
- Posted message board

The Emergency Manager or designee will develop Emergency Alert System and/or Alert Northshore messages when necessary. Except in immediate life-threatening situations, activation of the Emergency Alert System should be coordinated with surrounding jurisdictions and King County.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information about the release.

Printed education and information materials for distribution to the public are available through the Fire District, Police Department and NEMCo.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

The city leverages many sources, internal and external, for gathering of information as well as for dissemination of information before, during, and following an incident. The Emergency Manager, or designee, will gather and analyze information to disseminate to City leaders, departments, key partners, and NEMCo as appropriate using whichever method is effective and appropriate.

The City of Kenmore, through its implementation of the Disaster Communications Work Group, shall follow the NEMCo Community Notification System procedures and work to ensure that the whole community (as described in the Base Plan) receives any disaster

communications it is issuing, both in efforts to prepare for and mitigate incidents as well as in response to and recovery from incidents once they occur. Response procedures are separately published documents and should be developed in coordination with other agencies involved in this Emergency Support Function.

CRITICAL TASKS

Police Department and Northshore Fire District.

- Develop and maintain communications, warning and public information procedures for the city.
- Recommend relocation or redistribution of radio and cellular telephone resources as necessary to maintain adequate communications most effectively during incidents.
- Arrange for additional communication resources when necessary.
- Maintain existing communication resources and/or make recommendations for replacement to best serve the city.
- Provide for coordination of warning efforts and for the dissemination of warning and emergency public information.

City of Kenmore Public Works Operations Department

- Provide communications equipment and staff to support communication efforts.
- Provide support in the dissemination of warning information to the public.

City of Kenmore Emergency Coordinator or Public Information Officer

- Follow the procedures of the Kenmore Community Notification System Plan.
- Gather and coordinate emergency public information for timely release and provide informational briefings to City officials, news media, and the public.
- Notify appropriate agencies to assist in the dissemination of information.
- Provide educational/informational brochures available to the public.
- Determine appropriate location(s) for public official and news media briefings.
- Assist in the development of Public Information Officer procedures and checklists for use during emergencies.

City of Kenmore Community Development Department

- Coordinate with communication service providers for additional emergency service or the re-establishment of disrupted services when appropriate.

King County Sheriff's Office Police Communications Center

- Provide dissemination of National Warning System and National Weather Service information to public safety agencies.

- Coordinate back up communication systems and the re-establishment of disrupted 911 and communications center service.

Northshore Emergency Management Coalition (NEMCo)

- Assist as requested or necessary with the release of information using the Alert Northshore system.
- Activate amateur radio personnel to support City and/or EOC communications as requested.
- Coordinate the release of public information through the joint EOC when activated.

King County Office of Emergency Management

- Provide incident alerts and warning to the city, Police, and NEMCo as appropriate.
- Issue Emergency Alerts as requested.
- Facilitate a County level Joint Information Center or Joint Information System.
- Share regional messaging as appropriate.
- Assist in filling staff resources as requested.

Washington State Emergency Management Division

- Provide supplemental communication equipment and assistance in the dissemination of public information when appropriate.

ESF 3: PUBLIC WORKS AND ENGINEERING

LEAD AGENCY

City of Kenmore Public Works Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Engineering Department
City of Kenmore Development Services Department
City of Kenmore Admin and Finance Department

EXTERNAL

Northshore Utility District
King County Office of Emergency Management
Seattle Public Utilities
WA State Department of General Administration
Contract Public Service Agencies

PURPOSE

The purpose of Emergency Support Function (ESF) 3 is to describe the coordination of City-maintained infrastructure and non-City owned public utilities during incidents, and to provide technical advice and evaluations, engineering services, construction management, inspection, emergency repair, and debris management. This ESF is designed to provide for the coordination of departments and agencies involved in public works and engineering activities during an incident. These activities include debris removal, repair and restoration of facilities and systems, technical advice, structural evaluation, engineering services and emergency contracting.

It includes the following primary core capabilities:

- Infrastructure Systems
- Critical Transportation
- Environmental Response/Health and Safety

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications

- Situational Assessment

AUTHORITIES AND POLICIES

Public works and engineering activities shall be done in coordination with departments and agencies having roles and authority within the city to provide public works related services.

The City of Kenmore Capital Improvement Plan outlines major City construction and engineering projects and guides funding.

The City of Kenmore Municipal Code guides the construction, use, and maintenance of infrastructure within the city.

RCW Title 80 – Public Utilities outlines regulations for utility providers and service and regulates emergency operations and priorities for private utilities.

Washington Administrative Code (WAC) Title 480 – Utilities and Transportation Commission establishes that emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission (WUTC).

America's Water Infrastructure Act (AWIA) of 2020 requires water utility providers to establish a utility emergency response plan and conduct a risk and resilience assessment every 5 years.

The National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit requires the City of Kenmore to implement an Illicit Discharge Detection and Elimination (IDDE) program to prevent contamination of surface water and groundwater. Surface Water Engineering Spill-IDDE Response Guidance Manual and Maintenance Spill-IDDE Response Guidance Document provide guidance to staff related to spills.

The Safe Drinking Water Act (SDWA) regulates standards for drinking water to protect against both naturally occurring and man-made contaminants.

SITUATION

Emergencies and disasters may cause significant damage to facilities, infrastructure, and buildings.

The city is dependent on outside providers for a variety of services and may not be able to restore services until these providers are able to respond and restore their infrastructure.

The City's water and wastewater infrastructure is primarily constructed from rigid pipes

that may be susceptible to breakage during an earthquake or other land movement.

It may be necessary in some cases to carry out reinforcement or demolition activities. Debris may make roads and highways impassable. Utilities which have suffered damage may be partially or totally inoperable. Equipment necessary for repair and restoration activities may be damaged or insufficient in quantity to meet emergency needs. Outside assistance may be necessary to ensure timely and efficient response and recovery operations.

CONCEPT OF OPERATIONS

The Public Works Department is the lead agency for day to day and emergency public works services within the city. These services include construction and maintenance of transportation routes, coordination of solid waste collection, water and sewer services, vehicle, and equipment maintenance, and right of way services.

The Engineering Director and staff (part of the Public Works Department) is the lead for engineering services within the city. These services include all engineering and capital improvement projects.

Water and sewer services within the city are provided by separate water and sewer districts. The Operations Director shall ensure that coordination of response and recovery activities takes place between these agencies and the Public Works Department. This coordination may include mutual support with staff and equipment and the prioritization of restoration and recovery activities.

The Public Works Department shall provide direction and control over their respective resources and coordination with the EOC. Personnel shall operate according to specific directives, department procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.

The Public Works Department shall coordinate with private utility companies responsible for electricity, natural gas, telephone, cable, and solid waste collection to ensure recovery operations are conducted in as orderly a manner as possible.

In situations where roadways are damaged or blocked it will be the responsibility of the Public Works Department to establish road clearing and restoration priorities in coordination with Police and Fire Departments to ensure critical emergency operations and resource movement can be accomplished.

The Operations Director or designee will report to the EOC to coordinate public works field operations and resources when it is activated.

Additional resources and public works and engineering assistance may be obtained through existing mutual aid agreements and/or through contracts with private contractors.

Public Works staff will be mobilized according to the needs presented by the emergency or disaster. This will normally be done by telephone or pager.

The Engineering Director will coordinate engineering services and perform or contract for major recovery work as appropriate for city-owned buildings, operational facilities, roads, and other public works infrastructure. These services include structural inspections to determine building and transportation route safety as appropriate.

The Public Works Department will provide for the coordination of solid waste collection services within the city.

The Environmental Services Director will coordinate inspection services and perform or contract for major recovery work as appropriate for city-owned surface water infrastructure.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Responding agencies are responsible for the development of response procedures for their agencies and for training employees involved in emergency response.

Response plans, agency procedures, and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction. These documents will incorporate a whole community approach to procedures that ensure service delivery to all segments of the population.

CRITICAL TASKS

City of Kenmore Public Works Department (in cooperation with Engineering and Environmental Services)

- Clear and provide emergency repair of transportation routes.
- Coordinate with water and sewer service providers to ensure priority restoration of services and for emergency potable water supplies.
- Provide or contract for solid waste and debris removal services on public property and right of way.
- Coordinate with private utility providers in the repair and re-establishment of services to the city.
- Provide or contract for engineering services.

- Provide or contract for surface water inspection services.
- Provide for the coordination of solid waste collection services within the city.

Water and Sewer Service Providers

- Coordinate the prioritization of repair and restoration activities with the Public Works Department.

Contact Service Agencies (waste management)

- Provide for the continuation of regularly scheduled household waste pick-up services.
- Coordinate for the collection and management of disaster-generated debris.

WA State Department of General Administration

- Provide support services after the City has exhausted its supplies and response capacity. This support may include technical advice and evaluations, engineering services, and/or construction management.

ESF 4: FIREFIGHTING

LEAD AGENCY

Shoreline Fire Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Public Works Department

EXTERNAL

Mutual Aid Fire Agencies

King County Sheriff's Office

Northshore Emergency Management Coalition

Washington State Patrol - Fire Marshal's Office

Northeast King County Regional Public Safety Communication Agency (NORCOM)

PURPOSE

The purpose of Emergency Support Function (ESF) 4 Firefighting is to describe the coordination of fire protection resources within the City of Kenmore. This ESF augments existing mutual aid agreements and fire response plans existing at the local, county, and state levels. It provides guidance for managing and coordinating firefighting activities and resources in conjunction with City operations. While ESF 4 focuses on fire protection and suppression related topics, there are several other fire services that may be covered briefly here and in more details in other ESFs including hazardous materials and emergency medical services.

It includes the following primary core capabilities:

- Fire Management & Suppression

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Environmental Response/Health and Safety
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

AUTHORITIES AND POLICIES

The procedures established in local and countywide plans and mutual aid agreements shall be utilized when responding to an emergency or disaster.

RCW 43.43.962 The Washington State Fire Services Resources Mobilization Plan may be activated through NEMCo, the King County Office of Emergency Management, and the Washington State Military Department; Emergency Management Division when local mutual aid resources have been exhausted.

WAC 296-305 Safety Standards for Firefighters outlines safety requirements for technical rescue operations.

SITUATION

Fires may occur at any time and under many circumstances within the city. Fires are most likely to occur in residential or commercial structures. However, it is also common for fires to occur in transportation accidents and in open fields or wooded areas, posing a threat to the surrounding community.

A significant natural disaster or technological event may result in many urban and rural fires. Ignition sources of little concern during normal circumstances could cause many fires following an earthquake or other natural disaster. Fire may also result from a technological event such as an airplane or helicopter crash or hazardous material incident.

Firefighting operations are often complex and routinely involve staff support and coordination with partner agencies. During a wide area incident, there will likely be an increased demand for resources and logistical support overwhelming local capability and limiting mutual aid or partner organization support.

CONCEPT OF OPERATIONS

The Northshore Fire District contracts its fire services from Shoreline Fire Department, which is the designated Incident Command agency for fire suppression activities within the city. Supporting agencies shall report to and operate under the direction of the Incident Commander. The Fire District may establish a unified command system with supporting agencies during large scale incidents.

The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce, and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through NEMCo and/or King County Office of Emergency Management.

The Police Department will allocate necessary resources to support operations and will identify a designee to report to the EOC to coordinate law enforcement field operations and resources when it is activated.

In accordance with the National Incident Management System (NIMS), on-scene management of emergencies shall follow the Incident Command System.

Communications and emergency notifications will be through established channels (See ESF 2: Communications).

The notification method used to mobilize off-duty personnel will normally be by telephone or pager.

The Fire Chief, or designee, shall provide direction and control over District resources and shall coordinate activities with the EOC. District personnel shall operate according to specific directives, policies, and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.

If command level staff is unable to respond to the EOC as a District Representative, coordination between the EOC and Fire Incident Command Post will be accomplished via radio or other available means of communication.

Additional Command Posts may be established for the coordination of field operations. The Incident Commander shall provide regular status reports to the Emergency Operations Center. The coordination of resources will normally be through the Emergency Operations Center. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Responding agencies are responsible for the development of response procedures for their agencies and for training employees involved in emergency response operations.

Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction. These procedures shall be developed and implemented with a whole community approach in mind and address the specific needs of all segments of the community. This includes varying response operations to ensure a equal level of fire protection is provided to community members with AFN as well as the essential needs of children and household pets, who are covered under ADA, or with LEP.

NORCOM answers Fire and EMS 911 calls and dispatches units following NORCOM Operational Policy. In addition, NORCOM provides incident support through incident documentation, calling utility partners when assistance is needed, notifying fire

resources for on-scene assistance or move-ups for area coverage, and maintaining a timeline of each dispatched response through the Computer Aided Dispatch (CAD) system.

CRITICAL TASKS

Shoreline Fire Department

- Provide 24-hour response to fire emergencies.
- Provide coordination of fire resources and direction and control at emergency scenes.
- Develop and maintain resource lists for equipment, personnel, and supply sources.
- Develop policies and procedures for District operations during emergencies and provide training for appropriate City staff.
- Provide a representative to the Emergency Operations Center when activated to assist in the coordination of resources and operational activities, as the situation allows.

Mutual Aid Fire Agencies

- Provide resources including equipment, staffing and supplies to support emergency operations.

King County Sheriff's Office

- Provide incident scene security, traffic control and evacuation operational support.

City of Kenmore Public Works Department

- Provide operational support with equipment, staffing, traffic control, and coordination of utility providers during emergencies.

Northshore Emergency Management Coalition

- Provide support and coordination of resource requests during major incidents.
- Provide coordination with Washington State Emergency Operations Center and/or King County Office of Emergency Management when activated.
- Work in coordination with the Regional Fire Mobilization Coordinator.

Washington State Patrol - Fire Marshal's Office

- Coordinate resources through the Washington State Fire Services Resources Mobilization Plan when activated.

Washington State Emergency Operations Center

- Coordinate requests for state and federal resources as appropriate.

NORCOM

- Take 911 calls from the public where fire or emergency medical services may be needed.
- Dispatch fire resources to calls for service.
- Manage move-ups of apparatus from local fire departments to provide backfill coverage during a significant incident.

ESF 5: INFORMATION AND PLANNING

LEAD AGENCY

City of Kenmore Community Development Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Public Works Department
City of Kenmore Police Department
Shoreline Fire Department
Northshore Emergency Management Coalition

EXTERNAL

King County Sheriff's Office
King County Office of Emergency Management (KCOEM)
Washington State Emergency Management Division (WAEMD)
Federal Emergency Management Agency (FEMA)

PURPOSE

The purpose of Emergency Support Function (ESF) 5 is to provide guidance for the direction and control of information and planning activities in the City and establish a method to collect, analyze and share information about a potential or actual emergency or disaster to enhance the response and recovery activities. While only a handful of departments may directly support this ESF, it can involve all city departments, agencies which support City operations, special districts, and organizations which provide support to citizens during and after emergencies and disasters. ESF 5 addresses the oversight and coordination of planning efforts and information management.

It includes the following primary core capabilities:

- Planning
- Operational Coordination
- Situational Assessment

As well as the following supporting core capabilities:

- Public Information and Warning
- Logistics & Supply Chain Management
- Operational Communications

AUTHORITIES AND POLICIES

City of Kenmore Code Chapter 8.30

Revised Code of Washington (RCW) 38.52 – Emergency Management outlines requirements for emergency management programs in the State.

RCW 42.14 – Continuity of Government Act outlines requirements for continuity planning.

FEMA National Incident Management System (NIMS) Doctrine – Outlines operational systems that guide how personnel work together during incidents under the Incident Command System (ICS).

SITUATION

The city frequently experiences situations that may cause the need for short-term incident support. Examples include, but are not limited to, technology failures, multi-car collisions, civil unrest, construction site-related injuries, isolated power outages, water distribution disruptions, or single-family structure fires. For these incidents the primary responding agency and/or NEMCo may provide support with managing information to maintain situational awareness or planning efforts as part of routine daily operations and without the need to establish or activate the EOC.

An incident may necessitate the support of incident management, including the potential for activation of an EOC, if it disrupts routine City operations, alters the community's ability to go about daily activities, or is as described in the hazard assessment section of the base plan. Examples include, but are not limited to, earthquake, terrorist attack, pandemic, hazardous materials release, landslide, regional power failure, or weather-related transportation disruptions. In these situations, the EOC organizational structure will include a Planning Section to coordinate information gathering and dissemination as well as to aid in the planning for future operational periods.

CONCEPT OF OPERATIONS

The City of Kenmore administers an all hazard, whole community emergency management program that involves all City departments, special districts, service providers, and human service organizations in the city. The City of Kenmore's Community Development Department, in coordination with NEMCo, develops and implements the program.

The daily functions of the program include but are not limited to maintaining situational awareness and developing plans to assist in preparing for, mitigating against,

responding to, and recovering from incidents that occur within the City of Kenmore as well as the surrounding region.

When an incident occurs, the city, in coordination with NEMCo, will determine if the incident requires the activation of the EOC. If the EOC is not activated, support may consist of, but is not limited to, internal and external information gathering and sharing.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

As part of the overall emergency management program, the City of Kenmore and NEMCo will work to gather applicable information so that all city departments are prepared for any anticipated incidents. In the event that an incident occurs without warning, the city and NEMCo will attempt to gather as much information as possible to provide for a common operating picture that is as acute as possible, aiding decision makers creating quality assumptions about the incident so as to allow for effective planning.

Throughout this process, the city and NEMCo will take a proactive position as it concerns the sharing of information with the whole community, as outlined in ESF 2: Communications. Furthermore, they will ensure that any response or recovery plans effectively address the needs of the whole community.

CRITICAL TASKS

City of Kenmore Community Development Department

- Assist with coordination of local, federal, state, and county organizations, and/or support partners.
- Provide updates on incident progression and/or status to City leadership and identified key staff.
- Assist in the development of City emergency and/or incident management plans including, but not limited to, the CEMP and ESFs, the COOP/COG, and the Hazard Mitigation Plan.
- Facilitate training to City staff on incident response roles and personal preparedness.
- Promote community outreach and training to the Kenmore community via presentations, classes, newsletters, attending events and meetings, and other identified strategies.
- Assist with establishing EOC operational objectives, approve EOC resources requests, and oversee the incident PIO/JIC functions, including serving as an incident spokesperson when needed.
- Coordinate with the Policy Group during incidents.

- Coordinate with healthcare, schools, non-governmental, faith-based, community-based, and private-sector partners, as needed.
- Attend and/or host training, seminars, meetings, and other events to develop working relationships with external partners.
- Lead the development, approval, and dissemination of the City Proclamation of Emergency.
- Support the management of the development of After-Action Reports (AARs) following EOC activations and exercises.

Northshore Emergency Management Coalition

- Coordinate with local, federal, state, and county organizations, and/or support partners.
- Provide updates on incident progression and/or status to City leadership and identified key staff.
- Develop City emergency and/or incident management plans including, but not limited to, the CEMP and ESFs, the COOP/COG, and the Hazard Mitigation Plan.
- Provide training to City staff on incident response roles and personal preparedness.
- Conduct community outreach and training to the Kenmore community via presentations, classes, newsletters, attending events and meetings, and other identified strategies.
- Determine EOC activation level, serve as the EOC Manager, and develop the initial EOC staffing plan.
- Establish EOC operational objectives, approve EOC resources requests, and oversee the incident PIO/JIC functions, including serving as an incident spokesperson when needed.
- Coordinate with the Policy Group during incidents.
- Coordinate with healthcare, schools, non-governmental, faith-based, community-based, and private-sector partners, as needed.
- Attend and/or host training, seminars, meetings, and other events to develop working relationships with external partners.
- Lead the development, approval, and dissemination of the City Proclamation of Emergency.
- Manage the development of AARs following EOC activations and exercises.

Other City Departments

- Provide representatives to the EOC as requested.
- Provide staff expertise to assist with the creation and updating of emergency plans.
- Department Directors or their designees will report the following information to the EOC as requested: department situation/operational status, projected needs, and operational plans.

- Maintain documentation of supplies, staff, and procedures that may be used during an incident.
- Identify department-level essential activities and develop continuity plans to sustain essential operations.
- Make the City Emergency Management Coordinator and/or NEMCo aware of any potential or actual incidents, which may require additional support.

King County Office of Emergency Management (KCOEM)

- Coordinate regional planning efforts.
- Convene meetings of regional Emergency Management professionals.
- Maintain the King County Regional Hazard Mitigation Plan and Comprehensive Emergency Management Plan.
- Provide a 24/7 on-call Emergency Management Duty Officer to assist with new or developing incidents.
- Maintain regional emergency management and incident plans including the Recovery Framework and the Regional Coordination Framework.
- Facilitate the Emergency Management Advisory Committee and workgroups.
- Coordinate the King County Local Emergency Planning Committee (LEPC).
- Serve as a liaison between the City and County departments, as needed.
- Facilitate the ALERT King County program for non-life-threatening emergency notifications.
- Issue Emergency Alert System/Wireless Emergency Alerts for the City.
- Notify the City of National Response Coordination Center (NRCC) reports or National Weather Service (NWS) warnings.
- Host the OnSolve notification system for City use.

Washington State Emergency Management Division (WAEMD)

- Notify the City of NRCC or Spill reports when appropriate.

Federal Emergency Management Agency (FEMA)

- Support City engagement in assistance programs made available by a Presidential Declaration of Emergency.

ESF 6: MASS CARE, EMERGENCY ASSISTANCE, TEMPORARY HOUSING, AND HUMAN SERVICES

LEAD AGENCY

City of Kenmore Community Development Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore City Management Department

City of Kenmore Development Services Department

EXTERNAL

American Red Cross

Public Health Seattle/King County

Local Human Service Agencies, Churches, and Volunteer Agencies

Local Animal Care Agencies

WA State Department of Social and Health Services

PURPOSE

To provide a coordinated method of mass care activities, including shelter of people and animals; feeding and first aid following an emergency or disaster; operating a disaster welfare information system to collect, receive, and report information about the status of victims; assisting with the reunification of family members; and coordinating the distribution of emergency relief supplies.

Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services, and associated human services that can be delivered through Federal Disaster Assistance Service Centers, as needed.

Long-term community recovery needs are addressed in Emergency Support Function (ESF) 14 – Disaster Recovery.

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between the City of Kenmore, the King County Chapter of the American Red Cross, the Northshore Emergency Management Coalition, and other community and volunteer agencies.

It includes the following primary core capabilities:

- Mass Care Services

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- Fatality Management Services
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications

AUTHORITIES AND POLICIES

The National Pets Evacuation and Transportation Standards (PETS) Act of 2006 (HR 6858) dictates that the City will make available pet shelter facilities to the extent practicable, recognizing that the City may have limited availability to provide these services directly and may rely upon mutual aid or other outside support for this function.

Washington Administrative Code (WAC) 118-04 – Emergency Worker Program outlines the classification and requirements for emergency worker volunteers.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288) as amended makes resources and individual assistance available for mass care operations.

FEMA Disaster Assistance Policy 9523.19 – Eligible Costs Related to Pet Evacuation and Sheltering (DAP 9523.19) provides specific guidelines on reimbursable expenses regarding incident related animal care.

In circumstances where there is an immediate need for mass care services, the City of Kenmore may provide limited mass care services utilizing available facilities and resources on a temporary basis.

The American Red Cross will assist in providing mass care services as disaster conditions dictate and resources will allow, in accordance with policies and procedures governing the agency.

All mass care services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation, age, sexual identity, or disability; and will attempt, but not guarantee, to meet current requirements of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and American Red Cross standards.

Appropriate federal, state, and City volunteer agency and private sector resources will be used as available.

The Disaster Welfare Information which includes the reunification of family members will be gathered and disseminated only by the American Red Cross utilizing established procedures.

Shelters for pets may be activated by the City of Kenmore with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens.

The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the state. This involves, but is not limited to the diagnosis, prevention, and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with Appendix B (State Animal Response Plan) of Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan.

SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life-threatening situations. Damage to roads, communications, and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation, or unable to reach their designated posts.

Hundreds of victims may be forced from their homes due to damage, environmental conditions, or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Large numbers of transients, such as tourists and business travelers, may be stranded long distances from home and require assistance.

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

CONCEPT OF OPERATIONS

The City of Kenmore Housing and Human Services Department, with assistance from the Community Development Department and Development Services Department, will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as seven days.

Mass care activities undertaken by the city will support emergency operations by providing food, water, and rest areas for City staff working during the emergency.

The Community Development Department will coordinate the use of City facilities and parks for use as mass care locations when appropriate.

Requests for establishment of Red Cross Mass Care Centers will be coordinated through NEMCo.

Once the Red Cross has established mass care operations, the City will assist the Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations through NEMCo.

Initial information to be released to the public regarding mass care facility services and locations will be coordinated through NEMCo and the American Red Cross Public Information Officer, if appointed (see ESF 2 Communications and Warning). The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.

The Community Development Department with assistance from the Development Services Department is responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping and for identifying appropriate shelter locations within the city and for developing plans for shelter operation.

The Community Development Department with assistance from the Development Services Department, in cooperation with local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operation.

The Community Development Department with assistance from the Development Services Department in cooperation with local human service agencies is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.

The King County Sheriff's Department is responsible for providing security at shelter and mass care locations when necessary.

Ongoing mass care and recovery assistance to victims after the disaster will be provided directly to the public through federal, state, and county programs and through private agencies and local volunteer organizations.

PROCEDURES AND WHOLE COMMUNITY INTEGRATION

The City of Kenmore Community Development Department, with assistance from the Development Services Department, is responsible for developing policies for the use of city property and facilities for mass care operations. This Department is also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.

The American Red Cross and other agencies providing mass care services have established procedures in place for providing mass care services to the community. These are separately published documents which are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these organizations are required to operate according to these procedures.

Procedures for assisting individuals with AFN, ENC, LEP, or who are covered by the ADA during disasters will be the responsibility of the Community Services Department. These procedures should be coordinated with Public Health Seattle/King County and local human service agencies.

CRITICAL TASKS

City of Kenmore Community Development Department and Development Services Department

- Develop policies and procedures for the operation of City facilities as mass care centers.
- Develop resource lists for mass care supplies and identify human service and volunteer agencies to provide support during mass care operations.
- Assign staff to the EOC to coordinate mass care activities and information to the public.
- Identify City property and facilities suitable for use as mass care locations.
- Identify City property and facilities suitable for emergency tent housing.
- Provide staff and resources for the operation of mass care centers.
- Register volunteer workers according to established procedures.

American Red Cross

- Provide mass care operations according to established procedures and policies.
- Provide coordination of mass care information and activities with the EOC.

Northshore Emergency Management Coalition (NEMCo)

- Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
- Coordinate with outside agencies which provide mass care services to ensure the needs of the community are met.

Local Human Service Agencies and Volunteer Organizations

- Provide mass care and human services according to established policies and procedures.
- Coordinate activities with the Red Cross and NEMCo to ensure community needs are met.

Local animal service agencies and volunteer organizations

- Provide animal care and sheltering assistance according to established policies and procedures.
- Coordinate activities with NEMCo to ensure community needs are met.

King County Sheriff's Department

- Provide security and maintain order at mass care locations as appropriate.

WA State Department of Social and Health Services

- Assist with the coordination of mass care, emergency assistance, housing, and human services responses by state and non-governmental organizations.
- Provide guidance on mass care and related issues to local jurisdictions.

ESF 7: LOGISTICS

LEAD AGENCY

City of Kenmore Admin and Finance Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Public Works Department
City of Kenmore Development Services Department
Northshore Emergency Management Coalition

EXTERNAL

King County Office of Emergency Management
WA State Department of Emergency Management

PURPOSE

To provide for the effective management of resources during emergencies and disasters. Resource support involves the provision of services, personnel, supplies, and facilities during disaster response and recovery.

It includes the following primary core capabilities:

- Logistics & Supply Chain Management

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Critical Transportation
- Environmental Response/Health and Safety
- Mass Care Services
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services

AUTHORITIES AND POLICIES

Each City Department is responsible for developing and maintaining lists of department resources, including equipment, personnel, and supplies for use during emergency and disaster operations.

Each City Department assigned responsibilities in this emergency operations plan is responsible for developing and maintaining lists of equipment and service providers necessary to support the departments' responsibilities and functions during disaster operations.

The City Emergency Management Coordinator shall provide copies of resource lists of equipment and service providers to NEMCo for inclusion in the resource database.

Requests for resources other than contract or mutual aid from outside the local area will be coordinated by Kenmore through NEMCo and/or King County Office of Emergency Management.

SITUATION

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize the use of local resources according to the severity of individual incidents.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

CONCEPT OF OPERATIONS

Locally available public resources and those available through mutual aid shall be utilized prior to requesting resources through NEMCo and/or King County Office of Emergency Management.

To the greatest extent possible, a free-market economy and distribution system shall be utilized during disaster operations. Controls over limited and critical resources may be put into place on a county or statewide basis when the situation warrants.

The city may obtain services, equipment, and supplies necessary to respond to a disaster through private sources. It will be the responsibility of the Finance Department to issue purchase orders, vouchers, warrants, or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated to facilitate an efficient operation.

When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the EOC. Staging areas will normally be divided into two categories:

- **Response Operations** - The Fire, Police, and Public Works Operations Departments will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.
- **Mass Care** - The Community Development Department and Development Services Department will be jointly responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This may be done in coordination with NEMCo and local volunteer and human services support agencies when appropriate.

The city has designated **Kenmore City Hall, at 18120 68th Ave NE**, as the location of the City's Community Point of Distribution (CPOD) for distribution of commodities to the public.

NEMCo and King County Office of Emergency Management shall be notified regarding the location and function of all staging areas within the City to facilitate the locating of resources arriving from outside the local area.

Allocation and distribution of resources from staging areas will be coordinated through the EOC. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.

Monetary donations received by the city will be processed and managed by the Finance Department. All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place in an expedient manner.

The King County Sheriff's Department shall be responsible for providing security and traffic control at staging area and resource distribution locations as necessary.

PROCEDURES AND WHOLE COMMUNITY INTEGRATION

All requests for outside resources shall be coordinated through the EOC and/or NEMCo. Allocation of resources located at staging areas shall be done through the EOC.

The allocation of resources, especially to the public, shall be conducted with a whole community approach. This includes ensuring that CPODs or other resource distribution sites are in compliance with ADA standards as closely as possible given the disaster incident as well as the incorporation of needs of those with AFN, ENC, and LEP concerns into the planning process so that resources can be distributed to them to the greatest extent possible.

CRITICAL TASKS

City of Kenmore Public Works Department

- Pre-identify appropriate response operations staging areas within the city.
- Request outside resources through the EOC.
- Provide staging area supervisors or managers as appropriate.

City of Kenmore Community Development Department and Development Services Department

- Pre-identify appropriate human services staging and distribution areas within the city.
- Request outside resources through the EOC.
- Coordinate distribution activities with appropriate human service agencies.
- Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.

City of Kenmore Admin and Finance Department

- Assist in procurement of resources for incident management.
- Staff EOC specifically Finance positions.
- Collect and manage monetary donations.
- Distribute donated funds as directed by the City Council.

King County Sheriff's Department

- Pre-identify appropriate response operations staging areas within the city.
- Provide security and traffic control at staging and distribution areas as necessary.
- Assist other city departments as needed in support of resource management activities.

Northshore Emergency Management Coalition

- Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.

King County Office of Emergency Management

- Support mutual aid requests.
- Facilitate regional discussions related to critical resource requests, prioritization, and allocation.
- Facilitate the fulfillment of resource requests that cannot be accomplished at the city level or forward requests to the State.

WA State Department of Emergency Management

- Provide resource support services and fulfillment of requests that cannot be accomplished at the City or County level.

ESF 8: PUBLIC HEALTH AND MEDICAL SERVICES

LEAD AGENCY

Shoreline Fire Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore City Management Department
City of Kenmore Police Department

EXTERNAL

King County Medical Examiner
Local Hospitals and Medical Clinics
King County Office of Emergency Management
American Red Cross
Puget Sound Blood Centers
Local Ambulance Service Providers
King County Sheriff's Office
WA State Department of Health

PURPOSE

To provide for the coordination of emergency health and medical services during major emergencies and disasters. This Emergency Support Function is designed to provide guidance in the allocation of available medical resources and services to meet the emergency health and medical needs of the community in a major emergency or disaster.

It includes the following primary core capabilities:

- Public Health, Healthcare, & Emergency Medical Services
- Fatality Management Services

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Environmental Response/Health and Safety
- Mass Care Services
- On-Scene Security, Protection, and Law Enforcement

- Operational Communications
- Situational Assessment

AUTHORITIES AND POLICIES

The King County *Multiple Casualty Incident Procedures* shall be utilized to provide timely services to those having the most urgent medical needs and to assist in the distribution of patients to medical facilities.

The mass medical care procedures established by hospitals and health care support agencies shall be utilized during response to major events.

Additional resources necessary for emergency medical activities beyond existing procedures and mutual aid agreements shall be requested through NEMCo.

SITUATION

A significant disaster with large numbers of injuries will overwhelm existing medical service capabilities. Much of the immediate medical attention to victims will be administered by well-meaning 'Good Samaritans' or volunteers at the scene who have little or no first aid training. Such a disaster may also pose public health threats, including problems related to food, water, wastewater, solid waste, disease vectors, and mental health.

Medical facilities may sustain damages which affect their ability to provide services. Facilities remaining in service may be overwhelmed by the walking wounded and more seriously injured victims who are being transported to those locations. Medical supplies and pharmaceuticals may be in short supply. Disruptions to local transportation, utility, and communication systems may cause delays in restocking critical resources.

Uninjured persons who require daily medication may have difficulty in obtaining medications due to reduced mobility, damage or destruction of normal supply locations, and general shortages within the disaster area.

Major medical emergencies caused by a release of toxic or radioactive substances or by explosion may overwhelm medical resources and facilities as these types of incidents require specialized treatment available only at a limited number of medical facilities.

CONCEPT OF OPERATIONS

The Shoreline Fire Department is the lead agency for providing pre-hospital medical services during emergencies within the city.

The Fire Chief or a designee shall provide direction and control over department resources and coordination with the EOC.

In accordance with the national Incident Management System (NIMS) on-scene management of emergencies shall follow the Incident Command System.

Notification and activation of emergency response personnel will be through established channels and procedures (See ESF 2 - Communications).

In the event of structural failure or inaccessibility of medical facilities in a disaster, any City facility or temporarily established site may serve as a remote emergency clinic, temporary hospital, or morgue for its local area until coordination of more permanent facilities can be established. The establishment of these temporary facilities shall be coordinated with supporting agencies and the EOC, King County Office of Emergency Management, and NEMCo.

Any site designated by the Incident Commander may serve as a command post, staging area, triage or treatment area, or transportation station.

Mutual Aid Agreements exist with numerous agencies throughout the Puget Sound Area. Requests for assistance will be coordinated through normal Fire channels, the EOC, King County Office of Emergency Management, and NEMCo.

It is anticipated that in major medical emergencies, assistance beyond what may be available through existing mutual aid agreements will be necessary. In these cases, assistance and resources from state and federal agencies may be requested through NEMCo and/or King County Office of Emergency Management.

Seattle/King County Public Health shall provide direction to private and governmental service agencies and the public in the prevention of disease, handling of food, water, wastewater, and solid waste. The Health District will also oversee the activities in public facilities to ensure health standards are maintained to the greatest degree possible.

Seattle/King County Public Health shall assist in the coordination between city, county, state, and federal agencies providing medical and health support services within the county.

The King County Medical Examiner is responsible for the identification of the deceased, body recovery, storage and transportation, and disposition of personal effects and unclaimed bodies, as well as the notification of next of kin. The medical examiner shall coordinate with supporting service agencies and maintain records on all deaths resulting from a disaster.

Mental health services may be provided through a variety of private, public, and volunteer mental health counseling services. Coordination of these services shall be through the Sheriff's Department, NEMCo, and/or King County Office of Emergency Management.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Field response agencies, medical facilities, and supporting organizations are responsible for the development of operating procedures for their specific agencies and facilities, as well as for the training of employees involved in medical operations. These procedures will incorporate a whole community response.

The King County *Multiple Casualty Incident Procedures* is a separately published document which was developed by the fire departments and emergency medical service providers in King County to provide for coordinated operations in a mass casualty incident. This plan is utilized by all King County fire departments/districts and emergency medical service providers and transporters. It is updated periodically.

CRITICAL TASKS

Shoreline Fire Department

- Establish incident command at emergency scenes and provide initial incident evaluation to ensure appropriate allocation and coordination of resources.
- Provide on-scene emergency medical treatment and implement the Multiple Casualty Incident Procedures for on-scene management.
- Provide ongoing incident status and pertinent information to the EOC or the Command Officer on duty as appropriate.
- Coordinate the establishment of first aid stations, temporary medical treatment facilities, and morgues as appropriate.
- Provide advanced life support services to critically injured victims.
- Provide medical support and technical assistance to the Incident Commander at incident scenes.
- Provide coordination and transport of victims to medical treatment facilities.
- Maintain medical resource lists.

Seattle/King County Public Health

- Provide information to appropriate agencies and the public regarding disease prevention and sanitation precautions.
- Coordinate with local public works departments to determine the potential for water contamination and sewage and solid waste disposal system failures which may pose a health risk to the community. Notify the appropriate agencies and the public.
- Monitor overall community support activities as they relate to the health district and respond to situations that may pose a risk to the public, including food storage, handling, and distribution; contamination by toxic releases; and public shelter operations.

- Provide necessary assistance, equipment, and health related services as appropriate, including mass immunization, infectious disease control, medical care at health district clinics, and coordination of personnel and resource support to area hospitals and medical facilities as required.

King County Medical Examiner

- Provide for the recovery and disposition of bodies, determination of cause of death, notification of next of kin, and maintain records of disaster related deaths.
- Provide coordination for temporary morgue and mortuary services.
- Provide information to the news media and the public regarding medical examiner operations and status of activities.

Local Hospitals and Medical Facilities

- Receive any injured person without regard to the person's ability to pay for services. Maintain cost records and treatment documentation.
- Triage and provide treatment for patients according to established mass casualty procedures. Direct ambulatory patients to alternate care facilities when appropriate.
- Establish and maintain communications with hospital control. Provide information and facility status as required.
- Provide personnel and equipment for dispatch to disaster scenes or temporary medical facilities as required.
- Maintain records and field assessment reports for patients treated and transported.

Northshore Emergency Management Coalition

- Assist with coordination of area-wide health care related activities through the joint EOC.
- Coordinate requests for and the distribution of resources obtained locally and from state and federal support agencies as requested by health care facilities and local jurisdictions.

American Red Cross

- Provide nursing services and medical treatment at temporary shelters and medical treatment centers as appropriate.
- Mobilize volunteers to assist in the relief efforts and provide emergency feeding for disaster workers.

Puget Sound Blood Centers

- Coordinate requests for blood and blood by-products.

Local Ambulance Service Providers

- Provide basic life support services to injured victims.
- Provide transport of victims to medical treatment facilities.

King County Sheriff's Office

- Provide security at temporary morgue facilities as required.

WA State Department of Health

- Aid local governments in identifying and meeting the public health and medical needs of victims of a major disaster or public health emergency.

ESF 9: SEARCH AND RESCUE

LEAD AGENCY

Shoreline Fire Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Police Department
Northshore Emergency Management Coalition

EXTERNAL

King County Search and Rescue
City of Kenmore Public Works Department
WA State Department of Transportation
United States Coast Guard
United States Air Force
King County Office of Emergency Management

PURPOSE

The purpose of ESF 9 is to describe the coordination of available search and rescue resources. The scope of the search and rescue (SAR) emergency support function is divided into three operational areas:

- **Land search and rescue** - primarily utilized for locating the lost or missing in urban, rural, or wilderness areas.
- **Air search and rescue** - locating missing or downed civil aircraft. This is the responsibility of the Washington State Department of Transportation and United States Air Force.
- **Disaster or urban search and rescue** - encompasses searches for individuals missing due to disasters affecting primarily urban areas, such as explosions or earthquakes where severe structural damage has incurred.

The City of Kenmore has limited capability for providing search and rescue functions during disaster operations and will rely, when necessary, on outside resources for providing this service. However, the NEMCo Volunteer Corps is developing this capability, to include the use of UAVs and CERT members to search large areas.

It includes the following primary core capabilities:

- Mass Search and Rescue Operations

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Environmental Response/Health and Safety
- Fatality Management
- Operational Communications
- Public Health, Healthcare, and Emergency Medical Services
- Situational Assessment

AUTHORITIES AND POLICIES

Plans for search and rescue operations are separately published documents for each operational area. The City of Kenmore shall follow the procedures established in these plans in support of the agencies and jurisdictions providing search and rescue activities within the city.

Washington Administrative Code (WAC) Chapter 118-04 Emergency Worker program outlines the requirements regarding issuing mission numbers and emergency worker classifications for search and rescue incidents.

Per Revised Code of Washington (RCW) 38.52.400 Search and Rescue Activities - Powers and Duties of Local Officials, the chief law enforcement officer of each political subdivision is responsible for SAR activities. The rescue of survivors or potential survivors shall be considered primary, recovery of bodies secondary, in any SAR operation. When SAR activities result in the discovery of a deceased person, or SAR workers assist in the recovery of human remains, the On-Scene Commander will ensure compliance with Chapter 68.08 RCW (handling and notification to Coroner).

Per RCW 38.52.010, search and rescue means the act of searching for, rescuing, or recovering persons who have become lost, injured, or are killed as a result of natural, technological, or human-caused incidents.

Per RCW 47.68.380, the aviation division of WSDOT is responsible for the conduct and management of aerial search and rescue activities for civilian aircraft within the State.

RCW 68.08 describes the process of handling human remains. When search and rescue activities result in the discovery of a deceased person or search and rescue workers assist in the recovery of human remains, the city will comply with this RCW.

SITUATION

The City of Kenmore is a primarily urban area with some interfacing areas of forest and recreational spaces. Most individuals who become lost will be within a few minutes' travel from their homes. In addition to individuals becoming lost in wild-land or recreational areas, there is a potential for children and the elderly or confused to become lost or disoriented in the urban environment.

Earthquakes pose a particularly severe threat to the city. Given the high population density, the number of unstable slopes, and the likelihood of structural damage trapping and injuring individuals, this threat can add a significant level of complexity to a SAR response.

CONCEPT OF OPERATIONS

The King County Sheriff's Office is responsible for the command and control of land search and rescue activities within the city. The primary resource for land search and rescue is the King County Search and Rescue Group, composed primarily of volunteers. Additional volunteer resources include the Community Emergency Response Team (CERT). Resource requests concerning these organizations will be coordinated by the King County Sheriff's Department through dispatch and/or through NEMCo.

Search and rescue operations for missing civil aircraft is the responsibility of the Washington State Department of Transportation, Aviation Division. The United States Air Force is responsible for locating missing military aircraft and aircraft of international origin. The United States Coast Guard directs all maritime search and rescue operations on or above navigable waters. Requests for these resources will be through the NEMCo and/or the King County Office of Emergency Management. The King County Sheriff's Office will be responsible for coordinating ground support of these operations upon request.

The King County Sheriff's Office, in coordination with NEMCo, will be responsible for resource requests and the coordination of disaster and urban search and rescue operations within the city. The city has minimal resources for carrying out heavy rescue operations. Operational activities associated with disaster search and rescue at the local level may require support from the Shoreline Fire Department and the City of Kenmore Public Works Department.

Regional and Federal Urban Search and Rescue Teams for large-scale operations are available to respond within 12 to 72 hours. The closest Urban Search and Rescue Team is located within the Puget Sound area. The team should be requested through the NEMCo. Search and Rescue Teams responding from outside jurisdictions will follow

established plans, guidelines, and procedures while operating within the city. City staff and departments will provide coordination and support for these activities whenever necessary.

The search for and recovery of bodies will normally be conducted only after the rescue of survivors has been completed and the environment will allow for safe operations by search and recovery personnel.

PROCEDURES AND WHOLE COMMUNITY INTEGRATION

Individual agencies responsible for managing the various types of search and rescue operations are responsible for the development of operating procedures for their specific agencies and for training employees and volunteers involved in these activities. These plans and procedures are separately published documents.

The King County Sheriff's Office and/or Shoreline Fire Department personnel involved in the operations and/or support of search and rescue activities shall establish command posts and operate according to the Incident Command System as predicated by the National Incident Management System (NIMS).

CRITICAL TASKS

King County Sheriff's Office

- Provide direction and control for air and land search and rescue activities within the City of Kenmore.
- Provide support for search and rescue activities and operations being conducted by teams responding from outside the city.

Shoreline Fire Department

- Provide for the coordination and support of disaster and urban search and rescue activities.
- Provide staff and resources for disaster and urban search and rescue activities within the capabilities of the Fire District.

City of Kenmore Public Works Department

- Provide staff and resources in support of search and rescue activities as appropriate.

Northshore Emergency Management Coalition

- Request search and rescue resources as necessary and provide support to the city and outside agencies as appropriate.

King County Search and Rescue

- Support land SAR operations with available and appropriate resources including but not limited to personnel, air assets, and affiliated volunteers.
- Support water SAR efforts with Marine Patrol and Dive Team personnel and equipment.

ESF 10: HAZARDOUS MATERIALS

LEAD AGENCY

Shoreline Fire Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Police Department

City of Kenmore Environmental Services Department

City of Kenmore Public Works Department

EXTERNAL

King County Office of Emergency Management

Seattle Fire Department

South Snohomish County Haz-Mat Team

Eastside Hazardous Materials Response Team

King County Sheriff's Office

WA State Patrol

Seattle/King County Public Health

WA State Department of Ecology

WA State Emergency Operations Center

WA State Department of Health

PURPOSE

The purpose of ESF 10 is to define the overall responsibilities of local agencies in Hazardous Materials Emergencies. This Emergency Support Function augments the response procedures of the local Hazardous Materials Response Team, first responder agencies, and the Northshore Emergency Management Coalition. This Emergency Support Function also provides for coordination with the Northshore Emergency Management Coalition (NEMCo), Local Emergency Planning Committee, and all state, federal, and private agencies and organizations that may have a role in hazardous materials response and recovery activities within the city.

It includes the following primary core capabilities:

- Environmental Response/Health and Safety

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

AUTHORITIES AND POLICIES

Federal regulations require each state to establish a State Emergency Response Commission (SERC), to identify local jurisdiction emergency planning districts and form Local Emergency Planning Committees (LEPC). The local LEPC is required to develop hazardous materials response plans.

Washington Administrative Code (WAC) 118-40 – Hazardous chemical emergency response planning and community-right-to-know planning.

WAC 173-303-154 – Spills and discharge into the environment, defines responsibility for cleanup and recovery following a HazMat incident.

WAC 296-305-03002 – Hazardous materials outlines safety equipment for fire department personnel involved in HazMat incidents.

WAC 296-824-300 – Training requires training for employees involved in emergency response operations for releases of hazardous substances.

WAC 296-824-500 – Incident Requirements outlines how decontamination and incident termination procedures shall be performed.

Revised Code of Washington (RCW) 70.136 – Hazardous Materials Incidents outlines requirements for HazMat incident response.

RCW 4.24.314 – Person causing hazardous materials incident-responsibility for incident cleanup- Liability dictates responsibility for HazMat cleanup for transportation-related HazMat incidents.

King County Board of Health Title 10, Solid Waste Regulation, Chapter 10.80 – Identifies Personal Health Services King County (PHSKC) as the lead agency for screening small amounts of suspected hazardous and non-regulated materials.

2015 Washington State Building Code – Chapter 3 defines the classification of buildings and structures as to use and occupancy.

The National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater Permit – Outlines documentation standards for spills in the city.

National Fire Protection Agency (NFPA) 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents 8.1.2.2 (d) – Requires an IAP for HazMat incidents.

SITUATION

Hazardous material incidents may occur anywhere and at any time within the city. The city is impacted by major transportation routes which are used to transport hazardous materials.

Several locations within the city are at minimal risk of terrorist activities which may include the intentional release of chemical, radiological, biological, or explosive devices which would impact the city. These locations include local government facilities, such as City Hall, as well as water storage and transportation infrastructure.

The threat presented by hazardous materials incidents may be to both public health and safety as well as the environment. Hazardous materials incidents require response and clean up procedures to vary with the type and quantity of material released. Hazardous material incidents may require multi-agency and multi-disciplinary responses to adequately handle the situation.

CONCEPT OF OPERATIONS

The Shoreline Fire Department is the designated Incident Command Agency for hazardous material incidents within the city. The Washington State Patrol shall have incident command authority on state highways within the City. The Incident Commander will establish unified command with the Haz-Mat team, Fire Department, emergency medical services, public works, police, and other local and/or state agencies as appropriate for the specific incident.

Seattle Fire Department, Eastside Fire Department, and South Snohomish County Fire Department Haz-Mat Teams are the primary response agencies for hazardous materials emergencies in the city. A mutual aid agreement exists for these services.

In accordance with the National Incident Management System (NIMS), the Incident Command System (ICS) will be used when responding to all hazardous material incidents.

Initial requests for qualified hazardous material team assistance may be made to NORCOM, SNOCOM, and/or NEMCo.

The Incident Commander shall be responsible for notifying NEMCo and/or the King County Office of Emergency Management when hazardous material releases occur within the city. This notification may be done through the dispatch center or by telephone. NEMCo and/or the King County Office of Emergency Management will notify the Department of Ecology, the Washington State Emergency Operations Center, and the King County Office of Emergency Management as needed. These agencies are responsible for providing support during hazardous materials emergencies. Additional notifications may be made when appropriate.

The Washington State Department of Health and Seattle/King County Public Health shall be notified in the event of a release of radioactive materials. Radiation detection and monitoring equipment is maintained and utilized by the Snohomish County Haz-Mat Team.

The individual, business, or agency responsible for the spill is responsible for assuring effective abatement of the release or threatened release of any hazardous substance. The Washington State Department of Ecology is responsible for monitoring clean-up activities to assure compliance standards are met.

The Shoreline Fire Department, in cooperation with the King County Sheriff's Department, is responsible for overseeing the protection of public health and safety during hazardous material incidents; this shall include evacuation and perimeter control. Long-term site isolation and security shall be the responsibility of the Washington State Department of Ecology or their designee.

The Washington State Patrol and King County Sheriff may provide specialty response teams for clandestine drug lab and explosive device incidents.

The Kenmore Public Works Department shall be the primary agency for coordinating water and sewer utilities for the protection of water and sewer systems within the city which may be affected by a hazardous material release. The Public Works Department is also responsible for protecting natural resources such as streams and lakes.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Responding agencies are responsible for the development of response procedures for their agencies and for training employees involved in emergency response operations for releases of hazardous substances in accordance with current state and federal guidelines.

Response procedures and plans are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

CRITICAL TASKS

Shoreline Fire Department and the responding Haz-Mat Team

- Provide 24-hour response to hazardous material emergencies.
- Serve as Incident Command or serve as part of a unified command as appropriate during hazardous materials emergencies.
- Assist with emergency notifications and warnings and evacuations as necessary.
- Coordinate and liaise with other agencies involved in the incident.
- Provide communications and technical support, including radiological monitoring of the incident.
- Coordinate fire resources when emergency mobilization is authorized for a hazardous materials incident.
- Take initial steps to size up the situation, isolate the scene and protect life and property.
- Request assistance and make initial notifications to NEMCo and local agencies and provide warnings to the public as appropriate.
- Provide on-scene city liaison and public information officer during the emergency.

City of Kenmore Public Works Department

- Assist water and sewer providers in protecting city water and sewer supplies and systems as appropriate and provide notification to other utility providers which may be affected by the emergency.
- Establish coordination with other utilities providers during response activities.

King County Sheriff's Office

- Provide for perimeter control, re-routing of traffic, and initial security.
- Assist with emergency notification of the public and evacuation as appropriate.
- Provide a public information officer if requested.
- Provide response teams for clandestine drug lab and explosive device incidents.

Northshore Emergency Management Coalition (NEMCo)

- Assist with the activation of the Emergency Operations Center as necessary to coordinate support activities for the incident such as emergency notifications, public shelters, resource support, public information, and liaison with county and state emergency operation centers.
- Coordinate activities of outside agencies and departments in support of response to the incident as requested.
- Make notifications to appropriate county, state, and federal agencies.

- Support activities on-scene when requested by the Incident Commander.

Public Health Seattle/King County

- Assess potential impacts to food and water supply sources.
- Provide timely health information to Incident Command and the public regarding the incident, emergency health treatment, prevention, and personal decontamination.
- Provide Environmental Public Health support to Incident Commanders.
- Conduct syndromic surveillance by monitoring hospital emergency departments for unusual patterns or admissions.
- Provide authorization for testing of suspected bio-terrorism samples by State Department of Health Laboratory; notify Incident Commanders and appropriate agencies of testing results.
- Identify and request appropriate WA State Department of Health resources.
- Coordinate provision of emergency supplies and equipment to hospitals.
- Provide Public Information Officer (PIO) support to Incident Commanders and Joint Information Centers.

Washington State Patrol

- Provide response teams for clandestine drug lab and explosive device incidents.
- Serve as Incident Command Agency or serve as part of a unified command as appropriate during hazardous materials emergencies.

Washington State Department of Health

- Provide response, monitoring, and clean-up to radiological incidents.
- Provide notifications to the public regarding precautionary measures and health effects related to released materials as necessary.

Washington State Department of Ecology

- Provide 24-hour response to serious hazardous material incidents.
- Provide expertise in containment and clean-up of hazardous materials and ensure that source control, containment, clean-up, and disposal are accomplished.
- Assume responsibility of incident management and clean-up if the responsible party is unavailable, unresponsive, or unidentified.
- Provide coordination with other environmental and state agencies involved in clean-up and/or recovery.
- Initiate enforcement actions as appropriate.

Washington State Emergency Operations Center

- Maintain 24-hour communication and notification capability and activate State EOC as necessary.

- Coordinate state agency response activities through the state EOC, including procurement of state resources as needed for response activities.
- Provide a PIO to support a joint information center if needed.

Washington State Military Department/National Guard CST

- Provide technical support, response, decontamination, and monitoring hazardous materials incidents of significant size and/or duration.

ESF 11: AGRICULTURE AND NATURAL RESOURCES

LEAD AGENCY

City of Kenmore Development Services Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore City Management Department
City of Kenmore Public Works Department

EXTERNAL

King County Sheriff's Office
Public Health Seattle/King County
King County Office of Emergency Management
WA State Emergency Operations Center
WA State Department of Agriculture
WA State Department of Social and Health Services
Various Applicable Federal Agencies

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide food and water for mass feeding and distribution and for providing transportation to distribution sites during a catastrophic disaster. This ESF is applicable to catastrophic events that exceed the capabilities of the local resources available through city, county, private, and volunteer agencies and organizations. This ESF is designed to closely support ESF 6 - Mass Care, Housing, and Human Services.

It includes the following primary core capabilities:

- Environmental Response/Health and Safety

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Logistics & Supply Chain Management
- Mass Care Services
- On-Scene Security, Protection, and Law Enforcement
- Public Health, Healthcare, & Emergency Medical Services

- Situational Assessment

AUTHORITIES AND POLICIES

The city will coordinate through NEMCo with county, state, and federal officials and follow the policies of these agencies in the execution of this ESF.

The priority of providing food will be first to areas of acute need and then to areas of moderate need.

The city will work cooperatively with all community, humanitarian, and social service organizations to coordinate this activity.

Public Health Seattle/King County will provide guidance to City departments and other agencies to ensure the safety of food and water to the public.

Mass distribution of food and water will be provided for as short a period as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

SITUATION

An event of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to disruption to the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies will be insufficient in supply due to damage to the local distribution system, contamination, or both. This will require potable water or beverage supplies to be distributed in mass quantities.

The city has limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic event. If not handled properly, food, water, and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by local and state health authorities when appropriate.

CONCEPT OF OPERATIONS

The Development Services Department will be responsible for coordinating the functions of this ESF with NEMCo and county, state, and federal agencies on behalf of the city as required by the nature and extent of the disaster.

All requests for food and water of this magnitude will be processed through the Emergency Operations Center (EOC). The city will determine needs based on the information available and make requests to the State through NEMCo.

Coordination of distribution locations will be done on a regional level. The city will provide information to NEMCo and/or the King County Office of Emergency Management regarding suitable locations for storage, distribution, and mass feeding within the city.

Locations suitable for providing storage, distribution, and mass feeding capability from a single location will be preferred sites.

The operational concepts and resources established for ESF 6 - Mass Care will be utilized in support of this function.

Seattle/King County Public Health will provide guidance to City Departments and other agencies to ensure the safety of food and water distributed to the public.

Mass distribution of food and water will be provided for as short a period as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Procedures established to carry out the responsibilities of ESF 6 - Mass Care, will be utilized to guide the activities of city staff and agencies, to include ensuring that the whole community is considered and served by any actions taken in accordance with this ESF.

Procedures established by state and federal agencies which are charged with food and water distribution under the state and federal response plans will be followed when these agencies are working within the city. City officials will support state and federal efforts as necessary.

CRITICAL TASKS

City of Kenmore Development Services Department

- Coordinate with NEMCo and county, state, and federal agencies regarding the need for food and water distribution within the city.
- Make requests for food and water resources through the NEMCo Emergency Operations Center when local resources are or will be inadequate to meet area needs.

- Provide support to county, state, and federal agencies with City staff and resources available to support food and water distribution.
- Identify suitable locations within the city for food and water distribution and mass feeding operations.

Northshore Emergency Management Coalition

- Assist the City and coordinate area-wide activities in coordination with county, state, and federal officials.

King County Sheriff's Office

- Provide law enforcement activities in support of food and water distribution.

City of Kenmore Public Works Department

- Provide support activities in food and water distribution as appropriate.

WA State Departments of Agriculture and Social and Health Services

- Provide nutrition assistance through the Food and Nutrition Service. This assistance may include determination of need; obtaining appropriate food supplies; arrangement of delivery; and authorization of disaster food stamps.

Other County, State and Federal Agencies

- Provide food and water supplies and coordination and distribution of food and water supplies, utilizing all available resources and procedures established in the agencies' response plans.

ESF 12: ENERGY

LEAD AGENCY

City of Kenmore Community Services Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Engineering Department
City of Kenmore Public Works Department

EXTERNAL

King County Office of Emergency Management
WA State Emergency Operations Center
WA State Department of Commerce
WA Utilities and Transportation Commission
Puget Sound Energy

PURPOSE

To provide for the coordination between the City of Kenmore, county, state, and federal agencies, and local utility providers for the effective use of electric power, natural gas, and petroleum supplies. The level to which energy supplies are restricted due to damage suffered during an emergency or disaster will be determined by the nature and scope of the event.

It includes the following primary core capabilities:

- Infrastructure Systems

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Operational Communications
- Situational Assessment

AUTHORITIES AND POLICIES

The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Kenmore shall

comply with all orders issued regarding the curtailment of energy resources.

The City of Kenmore shall provide a liaison to coordinate energy-related issues with county, state, and federal officials, and utility providers as necessary. This may be done through NEMCo.

SITUATION

Puget Sound Energy, which provides service to the City of Kenmore, is part of an organized collective of public and private generation and distribution facilities. They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations. Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity, it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

CONCEPT OF OPERATIONS

In the event of state or federally imposed energy restrictions, or in times of emergency when supplies of resources are strictly limited due to damage or shortage of energy supplies, the City will assign a liaison to communicate local needs with utility providers and county, state, and federal authorities. This will normally be the Emergency Management Coordinator or the NEMCo Emergency Manager.

Public and private utility providers are expected to manage and operate the utility within their own jurisdiction, providing energy resources based on requirements and capabilities.

Public utility resources will be used to meet immediate and essential emergency needs, including restoration of utilities to critical and essential facilities within the city. Outside resources may be requested through other utility providers, mutual aid agreements or through the Washington State Emergency Operations Center.

To the maximum extent practical, and within the limitations imposed by state or federal government, public utilities will continue to provide services through their normal means. In the event curtailment orders are issued by the state or federal government, all utilities will comply with such orders.

If energy restrictions affect the delivery of supplies to the general public, the City may be required to enforce such restrictions locally. The need to provide enforcement will be evaluated and handled on a case-by-case basis.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

Each utility provider has plans established for the restoration of utility services and for the emergency allocation of resources during times of restriction or shortage. These plans comply with state and federal plans for the curtailment of energy and petroleum products. These plans which are developed and maintained by the state and federal government, as well as utility providers are separately published documents.

The city will follow guidelines and procedures as provided by state and federal officials at the time of emergency.

CRITICAL TASKS

City of Kenmore Engineering Department

- Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the city.
- Provide information to local agencies and officials and the public.

Puget Sound Energy

- Operate utilities according to established procedures during times of energy emergency.
- Provide for the restoration of utility services when disrupted.
- Develop and maintain plans for the priority allocation of energy resources.

Washington State Emergency Operations Center

- Coordinate State assets to support local jurisdictions.
- Provide information and guidance to local jurisdictions during energy emergencies.
- Develop and maintain plans for priority allocation of energy resources.
- Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.

Washington State Department of Commerce

- Prepare and update energy supply contingency plans.
- Administer energy allocation and curtailment programs in accordance with the Governor's emergency powers energy legislation.
- Provide information regarding the location and quantity of petroleum supplies,

status of electricity supply and status of natural gas supply.

Washington Utilities and Transportation Commission

- Provide informational assistance and expedite processing of requests from utilities under the Commission's jurisdiction for authority to provide specific services or take specific action related to the emergency or disaster.

ESF 13: PUBLIC SAFETY AND SECURITY

LEAD AGENCY

City of Kenmore Police Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Public Works Department
Shoreline Fire Department
Northshore Emergency Management Coalition

EXTERNAL

Mutual Aid Police Agencies
WA State Patrol
WA State Emergency Operations Center
King County Office of Emergency Management

PURPOSE

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters. This Emergency Support Function (ESF) augments existing mutual aid agreements, emergency response plans, and procedures existing at the local, county, and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses public safety activities within the city.

It includes the following primary core capabilities:

- On-Scene Security, Protection, and Law Enforcement

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Operational Communications
- Situational Assessment

AUTHORITIES AND POLICIES

The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.

Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of consent for mutual aid are in place.

SITUATION

Law Enforcement emergencies may occur at any time and under many circumstances. Major emergencies affecting law enforcement agencies include civil disturbances, crowd control at large public gatherings, evacuation activities, major transportation route disruptions, and threats and/or acts of terrorism.

General law enforcement problems may be compounded by disaster-related community disruption. Law enforcement agencies may also be required to provide support activities to other City departments during emergencies.

In January of 2011, the Department of Homeland Security introduced the new National Terrorism Advisory System (NTAS), which takes the place of the color-coded alerts formerly found in the Homeland Security Advisory System (HSAS). The new system has been developed to better coordinate information sharing among all levels of Law Enforcement and other stakeholders and provide more specific guidance for the public. With NTAS, the Department of Homeland Security will coordinate the development and issuance of formal, detailed alerts regarding specific or credible terrorist threats. The alerts will clearly identify threats as either “imminent” or “elevated” and provide a concise summary of the potential threat, actions being taken at the federal level, and recommended steps for local government, business, and private individuals.

The King County Sheriff's Office response to terrorism is dependent upon the situation presented. Within the response will be an analytical element, as information collection and disbursement will be a key component of any response. The goal of the response is two-fold: 1) to enhance the safety of the public at large, and 2) to neutralize any threat to the best of their ability.

The King County Sheriff's Office can reach out directly to the WA State Fusion Center, which has broader access to information. This communication can be conducted one-on-one through the Fusion center, via direct email, or through the Northwest Warn (NWWARN) system. The Fusion Center provides interdisciplinary expertise and situational awareness, as well as information analysis and sharing, to support public and private sector security and critical infrastructure protection.

Additionally, the King County Sheriff's Department maintains regular contact with the Joint Terrorism Task Force (JTTF) working group. Any credible terrorist threat will be immediately reported to the JTTF and leads followed up on appropriately utilizing federal resources if authorized.

CONCEPT OF OPERATIONS

The King County Sheriff's Office is the Incident Command Agency for law enforcement activities within the city. Supporting agencies shall report to and operate under the Incident Commander. The Police Department may establish a unified command with supporting agencies during large scale incidents.

Letters of consent for mutual aid exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through these agencies.

The Police Chief or designee will report to the Emergency Operations Center (EOC) to coordinate law enforcement field operations and resources when activated.

As predicated by the National Incident Management System (NIMS), on-scene management of emergencies shall follow the Incident Command System (ICS).

The Police Chief or designee shall provide direction and control over Department resources and coordination with the EOC. Department personnel shall operate according to specific directives, Department Policies and Procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate requests through the EOC when activated. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

Communications and emergency notifications shall be through established channels (see ESF 2 - Communications).

Notification of off-duty personnel shall be done according to department procedures, by telephone, department radio, pager, or by Emergency Public Information Procedures (See ESF 2 - Communications).

When the emergency warrants the involvement of state and/or federal military or law enforcement agencies, the Police Chief shall be responsible for the coordination of activities between these agencies and the city, and for providing appropriate information to the EOC when activated.

PROCEDURES AND WHOLE COMMUNITY INTEGRATION

Responding agencies are responsible for the development of response procedures for their agencies, and for training employees involved in emergency response. These procedures and training shall include considerations providing services to the whole community, especially those with AFNs and LEP concerns. To aid in this, the Chief of Police will be part of the Disaster Communications Work Group. This will allow them to have a better understanding of the specific needs of the community within the City of Kenmore.

Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

CRITICAL TASKS

City of Kenmore Police Department

- Provide law enforcement activities within the city.
- Provide emergency traffic control, coordination of evacuation operations, perimeter control, and assistance with city-wide damage assessment.
- Provide security at the EOC and other critical locations when necessary.
- Provide communications equipment and emergency notification and warning activities within the city.
- Provide for the coordination of explosive device identification, handling, and disposal.
- Provide support to the King County Medical Examiner in the identification of the deceased.
- Serve as liaison between City personnel and military, state, and federal law enforcement agencies responding to emergencies.
- Provide direction and control for air and land search and rescue activities.

Mutual Aid Police Agencies

- Provide law enforcement operational support with staff, equipment, and supplies in accordance with existing consent and/or mutual aid agreements.

Northshore Emergency Management Coalition (NEMCo)

- Provide resource assistance and/or support to command officers as requested.

Washington State Patrol

- Provide law enforcement on state and interstate highways within the city.
- Provide law enforcement operational support with staff equipment and supplies in

accordance with existing agreements and/or as requested through the State EOC when activated.

Washington State Emergency Operations Center

- Coordinate requests for state and federal resources as appropriate.
- Provide National Guard support to law enforcement as requested and as approved by the Governor.

ESF 14: DISASTER RECOVERY

LEAD AGENCY

City of Kenmore Community Development Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Development Services Department
City of Kenmore Public Works Department
City of Kenmore Environmental Services Department
City of Kenmore Admin and Finance Department

EXTERNAL

Contracted Waste Management
King County Office of Emergency Management
WA State Military Department Emergency Management Division
Federal Emergency Management Agency

PURPOSE

To provide guidance for the overall recovery and restoration activities taking place in the city following a major emergency or disaster. The recovery phase includes both short-term and long-term activities. Short-term activities begin during the response phase of the disaster and can last up to six (6) months; long-term activities may continue for ten (10) years or more. Mitigation activities are on-going and will continue to be addressed throughout the response and recovery phases of a disaster.

Recovery and restoration activities taking place following any emergency or disaster will be determined by the specific event. The goal of long-term recovery is to restore the city to pre-disaster (or improved) condition. Some of the long-term recovery activities are extensions of short-term activities; other long-term tasks begin after short-term tasks are completed. City, county, state, and federal agencies may be involved in activities depending upon the event and scope of the situation.

It includes the following primary core capabilities:

- Infrastructure Systems
- Economic Recovery
- Housing

As well as the following supporting core capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Health and Social Services
- Natural and Cultural Resources

AUTHORITIES AND POLICIES

A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or if an assessment is requested by state or county officials. This information shall be provided to the Northshore Emergency Management Coalition and its member cities to support the Governor's disaster declaration to the President.

The City shall provide support to local, state, and federal officials in the completion of Damage Survey Reports to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in *Support Annex B: Damage Assessment* of this document.

Recovery activities of state, federal, and organized volunteer agencies will be coordinated through a Joint Field Office. The location and level of operation will be determined by the extent of the disaster and the needs of local jurisdictions.

The Northshore Emergency Management Coalition will provide a liaison to coordinate activities with the Disaster Field Office when requested by King County Office of Emergency Management, Washington State Emergency Management, or the Federal Emergency Management Agency.

Detailed information regarding mitigation policies and activities of the City of Kenmore can be found in the *King County Mitigation Plan*, a separately published document.

SITUATION

Major emergencies or disasters which require recovery and restoration activities to take place may occur at any time. Recovery and restoration activities include but are not limited to repair of damaged facilities, utilities, and infrastructure; site decontamination; and broad-based assistance to citizens and businesses. Depending upon the nature of the event, one or more City departments will have a role in restoration and recovery activities.

CONCEPT OF OPERATIONS

The Public Works Department shall be the lead agency for damage assessment activities

within the city. The damage assessment process will include staff from all City departments capable of contributing to this effort and shall be carried out in a cooperative manner.

The American Red Cross utilizes a damage survey process to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.

In major events requiring the involvement of multiple City departments, support agencies, or community support groups, the City Manager or Emergency Management Coordinator may appoint a Recovery Task Force to coordinate recovery activities within the city.

In most disaster recovery situations, a team composed of state and federal disaster assistance employees will be assigned to the city to assist with damage surveys and provide restoration guidance. The team will normally be located at the City EOC.

Following an evaluation of damage, appropriate City staff and other involved agencies will determine priorities for repair of essential facilities, utilities, and infrastructure.

In situations where disaster recovery is primarily composed of repair to facilities, utilities, and infrastructure the Public Works Department will be the lead City agency for recovery efforts. In situations where there is contamination from hazardous materials releases requiring long-term mitigation and clean-up activities the Washington State Department of Ecology will be the lead agency.

The City of Kenmore Finance Director will be responsible for preparing work contracts and for the collection and documentation of all costs associated with disaster response and recovery activities.

In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds will be made available to assist the local jurisdiction with disaster costs. The Government Affairs Department, with assistance from other City departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.

In disaster recovery situations involving major damage to portions of the city, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. The Development Services Department will be responsible for reviewing such areas and making recommendations regarding re-building, re-zoning, and other desirable community improvements. The Department will also research potential funding sources for such improvements.

The City Manager's Office shall provide training and information to City departments regarding the protection of vital City records prior to emergency situations. In post-emergency or disaster situations where vital records have been damaged or

destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. City departments shall aid the City Clerk when requested.

The city has developed a detailed *Disaster Debris Management Plan*, which is maintained as an independent document and, for electronic copies of this plan, linked to in the Incident Specific Annex of this document.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

The City of Kenmore will follow established state and federal procedures required for the recovery of disaster costs.

The City of Kenmore may develop special policies and ordinances for zoning, development and construction following a disaster.

The specific procedures for damage assessments have been developed by NEMCo and are kept as an independent document call *NEMCo Damage Assessment Procedures*. For electronic copies of this plan, a link to this document can be found in the Incident Specific Annex to this document.

This plan takes a proactive posture when completing assessments to help ensure that the effects of an incident on the whole community are properly accounted for. This includes door-to-door assessments, the use of language services, and partnering with representatives of specific communities to ensure that the needs of all community members are properly assessed, recorded, and addressed as best as possible.

CRITICAL TASKS

City of Kenmore Public Works Department

- Evaluate facilities, utilities, and infrastructure damaged during a disaster and establish priorities for repair.
- Work with other local, state, and federal agencies involved in repair and recovery activities within the city to ensure coordinated and efficient operations.
- When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
- Document all costs and activities associated with disaster response and recovery activities and provide information to the Finance Department.
- Serve as a member of the Recovery Task Force as appropriate.

City of Kenmore Development Services Department and Community Development Department

- Evaluate land use, zoning, and target improvement areas following a disaster. Make appropriate recommendations.
- Serve as a member of the Recovery Task Force as appropriate.
- Document all costs and activities associated with disaster response and recovery activities and provide information to the Finance Department.
- Serve as members of the Recovery Task Force as appropriate.

City Manager or Emergency Management Coordinator

- Activate the Recovery Task Force when necessary and serve as chairperson.
- Oversee disaster recovery operations in the city.

City of Kenmore Finance Department

- Collect information regarding disaster-related costs, prepare documentation, and submit it to appropriate state and federal agencies.
- Serve as a member of the Recovery Task Force as appropriate.

City of Kenmore City Clerk

- Provide training and information to City Departments regarding the protection of vital City records.
- Coordinate recovery and restoration activities associated with vital City records.

Northshore Emergency Management Coalition

- Serve as liaison between state/federal disaster recovery teams and the city as appropriate.
- Assist in providing a location for state/federal disaster recovery teams to work as necessary.

Contracted Waste Management

- Provide for the continuation of regularly scheduled household waste pick-up services.
- Coordinate with the City's Government Affairs Department for the collection and management of disaster-generated debris.

WA State Emergency Management Division

- Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

Federal Emergency Management Agency

- Provide direction and support to the City during disaster recovery operations.

ESF15: EXTERNAL AFFAIRS

LEAD AGENCY

City of Kenmore City Management Department

SUPPORT AGENCIES

INTERNAL

City of Kenmore Community Development Department
Northshore Emergency Management Coalition
Shoreline Fire Department

EXTERNAL

King County Office of Emergency Management
WA State Military Department Emergency Management Division
Federal Emergency Management Agency

PURPOSE

To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated, and timely information to impacted communities and populace, first responders, governments, media, and the private sector. To provide resource support and mechanisms to implement a local JIC when necessary, supplementing First Responder Public Information Officers (PIOs).

This ESF details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs or public information support or whose public information support or assets may be employed during an emergency or disaster.

It includes the following primary core capabilities:

- Public Information and Warning

As well as the following supporting core capabilities:

- Planning
- Operational Coordination
- Mass Care Services
- Operational Communications
- Situational Assessment

AUTHORITIES AND POLICIES

It is the policy of the City of Kenmore to provide consistent, accurate, complete, and timely information using all available communication methods.

It is the policy of the City to coordinate the development and dissemination of all disaster-related public information through the designated PIO.

SITUATION

Emergency or disaster situations are typically complex and extend beyond one operational period, possibly exhausting the public information capability of the city.

CONCEPT OF OPERATIONS

The City Manager or Emergency Management Coordinator appoints a PIO to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the Emergency Management Coordinator.

Emergency public information shall be coordinated by the PIO with prior approval from the Emergency Management Coordinator.

The Emergency Management Coordinator may appoint an Assistant PIO when media briefings are required from multiple locations or as the situation requires.

Media briefings will normally take place at City Hall. In the event that this location is not functional, or communications are inadequate, alternate locations will be identified by the EOC and announced by the PIO.

Any or all of the following methods may be utilized to relay emergency information to the public:

- Print, radio, cable, and television media
- City website, email listserv, and social media
- Printed education/information materials
- City radio systems
- Amateur Radio Services
- Public address systems
- Alert Northshore (Code Red)
- Emergency Alert System (EAS)

In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information

regarding information released.

The city can post emergency public information on the City's website. The PIO will coordinate all posted information.

In an emergency, people will turn first to traditional sources of information. The PIO will strive to ensure the same emergency public information message is disseminated through all communication channels.

PROCEDURES AND WHOLE COMMUNITY INTIGRATION

The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the Emergency Management Coordinator.

Information will also be disseminated to the Mayor, City Council, emergency personnel in the field, and other City employees so they will know what information and guidance is being released to the public.

A JIC may be established by NEMCo, in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the EOC, may include PIOs from other jurisdictions, and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined at the time of the emergency.

The designated PIO will maintain up-to-date distribution lists.

Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from the WA State Emergency Operations Center.

Special instructions and provisions may be made for hospitals, nursing homes, schools, and other groups, to include, but not limited to, communities with AFN, LEP, the ENC, and who are covered under the ADA.

CRITICAL TASKS

City Manager

- Represent the City at press conferences, public hearings, and other public events, as appropriate.
- Appoint a PIO to coordinate the dissemination of emergency public information.

City of Kenmore Emergency Management Coordinator

- Appoint a PIO if necessary.
- Establish policies and procedures pertaining to the release of emergency

information and instructions.

- Approve all press releases and briefings.
- Support the PIO in coordinating all press releases and briefings.

All Other City Departments

- Provide pertinent and timely information (e.g., road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
- Coordinate requests for assistance through the EOC.
- Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

Public Information Officer(s)

- Represent the City at press conferences, public hearings, and other public events as directed by the Emergency Management Coordinator.
- Receive approval from the Emergency Management Coordinator for all press releases and briefings.
- Coordinate with NEMCo when information is to be released on the EAS or other shared information system(s).
- Gather and coordinate emergency public information for timely release to the public.
- Provide copies of all press releases to NEMCo.
- Notify appropriate agencies to assist in the dissemination of emergency public information.
- Give regular information briefings to city officials, news media, and the public, as authorized by the Emergency Management Coordinator.
- Provide information to City Departments that may dispense information to ensure consistency of messaging.
- Provide pre-printed emergency public information brochures and/or flyers for distribution to the public.
- Recommend appropriate location(s) for public official and media briefings.
- Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.

Northshore Emergency Management Coalition (NEMCo)

- Throughout the emergency or disaster, NEMCo will assist with city, county, and state PIOs to develop and disseminate emergency public information.

WA State Emergency Operations Center

- Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be

available to assist local officials in disseminating emergency instructions to affected communities.

- Coordinates with local and Federal agencies on the release of emergency information and instructions.

Federal Emergency Management Agency

- The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

INCIDENT SPECIFIC ANNEXES

SECTION I: INTRODUCTION

PURPOSE

In order to address more specific details of the emergency management process, the City of Kenmore, in coordination with the Northshore Emergency Management Coalition (NEMCo) has, or is in the process of, creating incident specific annexes and task specific policies and procedures. The below list is of these documents that either currently exist or are in development. Once developed, copies will be available as stand alone, individually maintained, documents and will be hyperlinked to any electronic version of this plan maintained on the city website.

ANNEXES

- Earthquake Response Plan
- Severe Weather Response Plan
- Civil Disturbance Response Plan
- Mass Casualty Response Plan
- Contagious Disease Response Plan

TASK SPECIFIC POLICIES

- Disaster Debris Management Plan
- Evacuation Plan
- Sheltering Plan
- Disaster Communications Guidance
- Damage Assessment Procedures
- Volunteer Corps Governance Manual
- Animal Sheltering and Protection Plan

REFERENCES

In addition to applicable laws and other documents noted throughout this plan, the below references were used to create this document and will continue to be referenced as part of the City's response efforts and policy development.

- King County Regional Hazard Mitigation Plan
- King County Comprehensive Emergency Management Plan (CEMP)
- King County CEMP – Emergency Support Functions (ESF) Annexes 2020

- Washington State Emergency Management Division Emergency Planning Resources Webpage and associated resources

LIST OF ACRONYMS

The below list represents a collection of acronyms that were used throughout this plan. This list is meant to be a reference aid while reading the plan, not an all-encompassing list of applicable acronyms.

| | |
|--------|--|
| AAR: | After-Action Report |
| ADA: | Americans with Disabilities Act |
| AFN: | Access and Functional Needs |
| AMBER: | America's Missing Broadcast Emergency Response |
| CAD: | Computer Aided Dispatch |
| CEMP: | Comprehensive Emergency Management Plan |
| CERT: | Community Emergency Response Team |
| COG: | Continuity of Government |
| COOP: | Continuity of Operations |
| CPOD: | Community Point of Distribution |
| CST: | Civil Support Team |
| DAP: | FEMA Disaster Assistance Policy |
| DOD: | United States Department of Defense |
| EMAC: | Emergency Management Assistance Compact |
| ENC: | Essential Needs of Children |
| EOC: | Emergency Operations Center |
| ESF: | Emergency Support Function |
| FEMA: | Federal Emergency Management Agency |
| FLSA: | Fair Labor Standards Act |
| HSAS: | Homeland Security Advisory System |
| ICS: | Incident Command System |
| IDDE: | Illicit Discharge Detection and Elimination |
| IMAT: | Incident Management Assistance Team |
| JFO: | Joint Field Office |
| JIC: | Joint Information Center |
| JTTF: | Joint Terrorism Task Force |
| KCC: | King County Code |
| KCOEM: | King County Office of Emergency Management |
| LEP: | Limited English Proficiency |
| LEPC: | Local Emergency Planning Committee |
| NAWAS: | National Warning System |
| NEMCo: | Northshore Emergency Management Coalition |

| | |
|---------|---|
| NFPA: | National Fire Protection Agency |
| NGO: | Non-Governmental Organization |
| NIMS: | National Incident Management System |
| NOAA: | National Oceanographic and Atmospheric Administration |
| NORCOM: | Northeast King County Regional Public Safety Communication Agency |
| NPDES: | National Pollutant Discharge Elimination System |
| NRCC: | National Response Coordination Center |
| NTAS: | National Terrorism Advisory System |
| NWS: | National Weather Service |
| NWWARN: | Northwest Warning, Alert, & Response Network |
| OEM: | Office of Emergency Management |
| PETS: | National Pets Evacuation and Transportation Standards |
| PHSKC: | Personal Health Services King County |
| PIO: | Public Information Officer |
| PL: | Federal Public Law |
| RCECC: | King County Regional Communications and Emergency Coordination Center |
| RCW: | Revised Code of Washington |
| SAR: | Search and Rescue |
| SARA: | Superfund Amendments and Reauthorization Act |
| SDWA: | Safe Drinking Water Act |
| SNOCOM: | Snohomish County Regional Public Safety Communication Agency |
| SOP: | Standard Operating Procedures |
| SRIA: | Sandy Recovery Improvement Act |
| WAC: | Washington Administrative Code |
| WAEMD: | Washington State Emergency Management Division |
| WAMAS: | Washington Mutual Aid System |
| WDFW: | Washington State Department of Fish and Wildlife |
| WSDA: | Washington State Department of Agriculture |
| WSDOT: | Washington State Department of Transportation |
| WSP: | Washington State Patrol |
| WUTC: | Washington Utilities and Transportation Commission |



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

MS: TA-20; Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 ■ FAX: (253) 512-7200
Website: <http://www.mil.wa.gov>

January 3, 2024

Kevin Lowery, Emergency Manager
City of Kenmore
18120 – 68th Avenue NE
Kenmore, WA 98028

Re: City of Kenmore Comprehensive Emergency Management Plan

Dear Mr. Lowery:

Thank you for submitting the City of Kenmore's Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of City of Kenmore's CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcmreview@mil.wa.gov.

Sincerely,

A blue ink signature of Robert Ezelle, consisting of a stylized 'R' followed by a long horizontal stroke.

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluation Checklist EMD 2023 – City of Kenmore
CEMP Review and Recommendations 2023 – City of Kenmore



**STATE OF WASHINGTON
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Sincerely,

Robert Ezelle
Director

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EMD CEMP Evaluation Checklist EMD 2023 – City of Kenmore
CEMP Review and Recommendations 2023 – City of Kenmore

| COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) | | | |
|--|---------------------|-----------------------|-------------------|
| Section Title | Tier III - Required | Tier II - Suggestions | Tier I - Optional |
| Basic Plan | | | |
| Introductory Documentation | 88% | 91% | 0% |
| Purpose, Situation, & Assumptions | 100% | 100% | 100% |
| Concept of Operations | 100% | 61% | 45% |
| Direction, Control, & Coordination | 100% | 22% | 31% |
| Organization | 100% | 100% | 100% |
| Responsibilities | 71% | 37% | 54% |
| Communications | 70% | | 14% |
| Administration | 100% | | 100% |
| Finance | 88% | 33% | 86% |
| Logistics | 100% | 100% | 100% |
| Development & Maintenance | 82% | 0% | 18% |
| Annexes | | | |
| Population Protection | 81% | 61% | |
| ESF 4 | | 56% | 71% |
| ESF 5 | | 60% | 63% |
| ESF 6 | | 45% | 77% |
| ESF 8 | | 82% | 85% |
| ESF 9 | | 63% | 72% |
| ESF 10 | | 50% | 80% |
| ESF 13 | | 100% | 80% |
| ESF 15 | | 50% | 67% |
| Resource Management | 78% | 44% | |
| ESF 7 | | 44% | 55% |
| ESF 11 | | 43% | 63% |
| Critical Infrastructure | 62% | 59% | |
| ESF 1 | | 70% | 74% |
| ESF 2 | | 50% | 76% |
| ESF 3 | | 100% | 84% |
| ESF 12 | | 14% | 60% |
| TIER TOTALS* | 84% | 45% | 57% |

*Each Tier Total is the sum of all elements that have been addressed across all sections in the column and displayed in a percentage
Cells that are grayed out do not contain elements that are reviewed for that tier.

| Five Fundamental Plan Review Criteria: | | Rating: |
|---|---|---------|
| <p><u>Rating System:</u></p> <p>1 = Missing All of the specified characteristics</p> <p>2 = Minimally addresses the specified characteristics</p> <p>3 = Addresses Some of the specified characteristics</p> <p>4 = Addresses Most of the specified characteristics</p> <p>5 = Addresses All of the specified characteristics</p> | | 3 |
| ADEQUACY | A plan is adequate if: | 3 |
| | The scope and concept of planned operations identify and address critical tasks effectively, | 3 |
| | The plan can accomplish the assigned mission while complying with guidance, | 3 |
| | The plan's assumptions are valid, reasonable, and comply with guidance | 3 |
| FEASIBILITY | A plan is feasible if: | 3 |
| | The organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan; | 4 |
| | The organization allocates available resources to tasks and tracks the resources by status, | 2 |
| | Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements. | 2 |
| | Specifically, the jurisdiction should complete a capability estimate that: | 3 |
| | Identifies the current status of resources arrayed to support the plan; | 2 |
| | Analyzes the required resources based on the courses of action in the plan, | 2 |
| ACCEPTABILITY | Identifies the most supportable courses of action and ways to reduce the impact of resource deficiencies | 3 |
| | A plan is acceptable if: | 3 |
| | It meets the requirements driven by a threat or incident, | 3 |
| | It meets decision maker and public cost and time limitations, | 3 |
| | It is consistent with the law, | 3 |
| COMPLETENESS | It can be justified in terms of the cost of resources, | 4 |
| | Its scale is proportional to mission requirements | 3 |
| | A plan is complete if it: | 3 |
| | Incorporates all tasks to be accomplished, | 3 |
| | Includes all required capabilities, | 2 |
| COMPLIANCE | Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations, | 3 |
| | Provides a complete picture of the sequence and scope of the planned response operation, | 3 |
| | Makes time estimates for achieving objectives, | 2 |
| | Identifies success criteria and a desired end-state | 3 |
| The Plan should align with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution. | | 3 |



Comprehensive Emergency Management Plan (CEMP) Review & Recommendations

Jurisdiction: City of Kenmore

The recommendations provided below are separated into three tiers:

Tier III – Lawful Requirements; *Tier II – State Suggestions;* and Tier I – Optional

State consistency reviews will follow the recommendations identified in Tier III. Tier II identifies the next logical step in the planning process and should be considered guidance to assist with state-wide planning coordination; Tier II is not a requirement, but highly suggested to better prepare your jurisdiction. Tier I identifies entirely optional, accreditation-related elements and remains dependent on individual jurisdictions' preparedness goals, capabilities and resources; Tier I is not a requirement.

| TIER III – Lawful Requirements | | |
|---|--|--|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| Basic Plan – Approval Document | Ensure the approval document is signed by either the Emergency Management Director or the senior elected official. | Chapter 118-30, WA CEMP, CPG 101 |
| Basic Plan – Responsibilities | Your plan did a good job addressing Preparedness and Response Phases. Consider discussing the activities represented or categorized by the Mitigation and Recovery phases. Discuss not only the process you have regarding mutual aid, but also how those agreements alter your responsibilities. Many responsibilities are added or changed, and it is important to know the expectations pertaining to all stakeholders involved. | Title 38.52 RCW, Chapter 118-30 WAC, WA CEMP, CPG 101, National Response Framework |
| All ESFs – Summary or statement of Role in Mitigation and Recovery Activities | While your ESFs do a well job describing preparedness and response activities, they lack a connection to Mitigation and Recovery activities. Please reach out EMD Planners for assistance if needed. | WA CEMP |
| All ESFs – Resource Requirements | Consider including a Resource Requirements section to your ESFs. Resource Requirements can discuss items that an individual may need to fill the role (e.g. specific trainings, materials, access to systems or facilities, etc.). | E.O. 13166, EPCRA, Title 38.52 RCW, SSB 5046 LEP, Prevention Framework, Protection |

| TIER III – Lawful Requirements | | |
|------------------------------------|---|--|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | | Framework, WA CEMP |
| All ESFs – Terms and Definitions | Consider what technical information was discussed that may need additional clarification. Terms and definitions to include in these sections are specific to the ESF in question. General terms that apply to the CEMP as a whole or those that apply to the Basic Plan’s content should be included in the Basic Plan. | Chapter 118-30 WAC, WA CEMP |
| ALL ESFs – Appendices/ Attachments | Please include an Appendices/Attachments or References and Supporting Plans section. This section serves to point to guidance or documents (forms, checklists, etc.) which exists to support the ESF and that they may use in their roles. An example of something which would be found or referenced in these sections would be a debris management plan, an unsolicited donations plan, a reference to your volunteer management plan, etc. | Chapter 118-30 WAC, WA CEMP, CPG 101 |
| ESF 3 – Debris Management | Include a reference to a Debris Management Plan. Debris management is a complicated, costly, and time-consuming process which can constitute a plan in and of itself. If a significant disaster were to occur and your jurisdiction were to be eligible for Public Assistance, Debris Management could become covered under cost share. For additional planning considerations please consult FEMA 325 Public Assistance: Debris Management. This guide can assist with the development of a Debris Management Plan that is relevant even if Public Assistance is not available. https://www.fema.gov/media-library-data/20130726-1826-25045-7418/fema_325_debris_management_guide_2007.07.25.pdf | Chapter 118-30 WAC, The National Planning Frameworks, WA CEMP, CPG 101 |
| ESF 7 – Mutual Aid | Discuss the procedures to provide projected or anticipated costs, as well as the reimbursement process when mutual aid agreements are activated. Also, consider including as attachments any checklists and forms for requesting and providing assistance. | Title 38.56 RCW, WA CEMP, CPG 101 |
| ESF 7 – Credentialing System | In conjunction with resource typing, a requirement of NIMS is to establish a credentialing system. Credentialing is essential to the emergency management community because it verifies the identity and attributes (e.g., affiliations, skills or | PPD-8, Chapter 118-30 WAC, WA CEMP, CPG 101 |

| TIER III – Lawful Requirements | | |
|--------------------------------|---|--|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | <p>privileges) of response team members through standards. The standards allow the community to plan for, request and have confidence in resources deployed from other jurisdictions for emergency assistance. Credentialing also ensures that personnel resources match requests and support effective management of deployed responders. This FEMA resource may assist with content to include:</p> <p>National Incident Management System: Guideline for the Credentialing of Personnel</p> <p>https://www.fema.gov/pdf/emergency/nims/nims_cred_guidelines_report.pdf</p> | |
| ESF 7 – Resource Typing | Discuss how your jurisdiction maintains a list of NIMS typed resources and inventorying. If you do not use NIMS typed resources, describe the typing system/methodology that you do use. | PPD-8, Chapter 118-30 WAC, WA CEMP, CPG 101 |
| ESF 7 – Unsolicited Donations | Consider addressing or developing a plan which covers the management of unsolicited donations. | Chapter 118-30 WAC, WA CEMP, CPG 101 |
| ESF 13 - Evacuations | Discuss any planning efforts to facilitate evacuations. This discussion could touch on methods, processes, or link back to existing plans. | Title 38.52 RCW, SSB 5046 LEP, Chapter 118-30 WAC, WA CEMP |

| TIER II – State Suggestions | | |
|------------------------------------|---|---|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| Basic Plan – Approval Document | Consider discussing authorities and decision-making policies in either your approval document or the delegation of authority if the senior or appointed officials were absent. | WA CEMP, CPG 101 |
| Basic Plan | The CEMP advises citizens to have supplies and resources for 3 days, with a week being recommended. Currently, EMD recommends that all citizens on the western side of the Cascades to be prepared for 2 weeks based on the results from the 2016 Cascadia Rising Exercise. | WA CEMP |
| Basic Plan – Concept of Operations | Consider adding a disclaimer statement of Whole Community incorporation throughout the CEMP, including all appendixes, attachments, etc. | Chapter 118-30 WAC, The National Planning |

| TIER II – State Suggestions | | |
|---|--|--|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | | Frameworks, WA CEMP, CPG 101 |
| Basic Plan – Concept of Operations | There are many elements that can be addressed in the Concept of Operations section of the Basic Plan relating to three elements, or Core Capabilities, which impact all Mission Areas. The first is Planning, the second is Public Information & Warning, and the third is Operation Coordination. Your plan did a good job of addressing Operational Coordination but could use additional information on how Planning and Public Information & Warning play a part in the Preparedness Cycle. | The National Planning Frameworks, WA CEMP |
| Basic Plan – Direction, Control, & Coordination | Part of the Comprehensive Emergency Management Plan should include a description of the activities taking place in the other mission areas (i.e. Prevention, Protection, Mitigation, Recovery). While your Annexes show some of this planning consideration, the Basic Plan is meant to describe the relationships between these mission areas/planning efforts/etc. The State CEMP is currently moving in this direction with its own Plan which is the reasoning behind offering this recommendation and the previous one as a suggestion for future updates to your CEMP. | The National Planning Frameworks, WA CEMP |
| Basic Plan – Direction Control & Coordination – Staging Areas | When discussing multi-jurisdictional coordination, there is an opportunity to discuss how your jurisdiction would coordinate vertically in order to establish logistical staging areas. | National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| Basic Plan – Responsibilities | There are many tasks and abilities that Departments/Agencies (at all levels of government), the private sector, community organizations, and individuals should be participating in and accomplishing based on the guidance offered by the National Planning Frameworks. The Responsibilities | The National Planning Frameworks, WA CEMP, CPG 101 |

| TIER II – State Suggestions | | |
|--|--|---|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | <p>section is an opportunity to not only address what capabilities are, but what they should be. This section should also be considered a place to set expectations. For more information on stakeholder responsibilities, consult the CEMP Evaluation Checklist – Tier II Suggestions tab.</p> <p>Overall, this section was well-written, there were just a few pieces missing.</p> | |
| Basic Plan – Finance | Consider discussing how grants are managed in your jurisdiction. For example, consider how the Homeland Security Regions participate in grants management and also how the individual jurisdictions within the region participate in the process. There may be other EM grant funded initiatives and projects that operate outside of the HLS Region, consider discussing what is done to manage those grants as well. Also, Consider briefly discussing the impact and role of insurance for recovering from the impacts of emergencies and/or disasters. | National Disaster Recovery Framework, WA CEMP |
| Basic Plan – Development and Maintenance | Briefly discuss the promulgation process that your CEMP goes through in order to become approved by your jurisdiction's appointed and/or senior leadership. | WA CEMP, CPG 101 |
| Basic Plan – Annex Relationship | The Basic Plan is meant to contain the information that is relevant to all other attachments/sections/annexes/etc. of the CEMP. There are several elements contained within your Annexes that are not needed and could be better identified in your Basic Plan. If you can ask the question, "does this statement apply to all other Annexes?" then it could be most beneficial to remove it from the Annex and tie it into the Basic Plan. | General Recommendation |
| ESF 1 – Incident Management | Building off the described incident management measures implemented for roadways, consider describing what incident management practices will be implemented | WA CEMP |

| TIER II – State Suggestions | | |
|--|--|---|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | for those involving Pipelines, and Railroads. Even if your jurisdiction has no capabilities to perform either of these a discussion should still occur concerning who manages those specific incident types and how your jurisdiction assists or coordinates (e.g. provides traffic control in affected areas, provides specific transportation resources, etc.). Also, include a statement of coordination with ESF 11 to provide transportation services for supplies. | |
| ESF 2 – AFN Communication Systems | Identify existing communication systems that will be used to communicate with Access and Functional Needs populations. These systems might include: <ul style="list-style-type: none"> • Text Telephone (TTY) • Telecommunication Device for the Deaf (TDD) • Telecommunications Relay Service (TRS) Video Relay Service (VRS), etc. | WA CEMP, CPG 101 |
| ESF 2 – COP | Describe the actions and activities that this ESF conducts to establish and maintain a Common Operating Picture. | National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 2 – Notifications | Describe the actions taken to notify neighboring jurisdictions that an incident has occurred. | WA CEMP, CPG 101 |
| ESF 2 – Frequencies | Considering adding a table in this ESF which identifies the various frequencies that response organizations operate on. | WA CEMP, CPG 101 |
| ESF 2 – Alternate 9-1-1 | Consider discussing alternative methods for essential communications if 9-1-1 or other dispatch centers are out of operation. | WA CEMP, CPG 101 |
| ESF 4 – Firefighting Assistance Agreements | The ESF 4 Annex made frequent references to Firefighting Agreements but did not detail how those agreements would be implemented (or the process to implement them). Please detail what these agreements entail and how they are implemented. | National Response Framework, WA CEMP, CPG 101 |

| TIER II – State Suggestions | | |
|--|--|---|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| ESF 4 – Fire Incident Management | Consider detailing the actions and processes that take place to specifically address Wildland and Urban Fires (as separate considerations). | National Response Framework, WA CEMP, CPG 101 |
| ESF 4 – Special Technical Teams | Consider identifying the existence of any Special Technical Teams that may exist within your jurisdictions Fire Departments (e.g. Urban Search and Rescue, Heavy Rescue/Light Rescue, Swift Water Rescue Teams, Confined Space Rescue, HAZMAT technicians). If any of those resources do exist, describe their capabilities and responsibilities. | National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 5 - Communications | Consider providing a description of how direct communications is established between responders, IC, and the EOC during response. This information also helps establish how a common operating picture is established and maintained throughout an incident. | WA CEMP, CPG 101 |
| ESF – 5 Public Information Management | Consider discussing the consideration for the unplanned arrival of individuals and volunteer group as well as integration of unplanned assistance from community members or neighboring jurisdictions. | WA CEMP, CPG 101 |
| ESF – 5 EOC Layout/Org Chart | Consider including diagram/organizational chart of EOC and/or alternate EOC | WA CEMP, CPG 101 |
| ESF 6 – Shelter Inspection and Qualification | Discuss how site are chosen for use as shelters. Also discuss what qualification methods are used to determine a site’s suitability. Many plans reference the Red Cross as the organization to establish shelters; however, every jurisdiction should be prepared to supplement efforts before, during, and after an incident. This is especially relevant in large disasters where the capabilities of the Red Cross are reduced or unavailable. Consider using the Red Cross’s own shelter inspection and qualification manual to use in this effort. (ARC) Sheltering Handbook: Disaster Services | WA CEMP, CPG 101 |

| TIER II – State Suggestions | | |
|---|--|---|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | https://crcog.org/wp-content/uploads/2017/12/American-Red-Cross-Sheltering-Handbook.pdf (FEMA & ARC) Shelter Field Guide http://www.nationalmasscarestrategy.org/wp-content/uploads/2015/10/Shelter-Field-Guide-508_f3.pdf | |
| ESF 6 – Shelters | There were a couple additional elements that should be addressed when describing this ESF. The first is the establishment of reception centers at shelter locations (not to be confused with disaster recovery centers). The second is the procurement, delivery, and disbursement of emergency relief supplies. | National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 6 - Shelters | Consider discussing the process and procedures to address unaccompanied children, registered offenders, or household pets when they arrive at shelters. | National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 6 – Shelter Communications & Operations | Consider discussing more information regarding what communications are established and maintained for sheltering operations. Important areas to consider are what information collection and dissemination efforts will be conducted between the various stakeholders, such as between shelters and the media or shelters and evacuees. Another consideration to discuss is the process and procedures to address unaccompanied children, registered offenders, or household pets when they arrive at shelters. [Recommendation can be found on the CEMP Evaluation Checklist Tier II – Suggestions tab under ESF 6] | National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 7 - Credentialing | Consider discussing how personnel who fulfill an ICS position are credentialed to be considered capable or qualified to meet the roles and responsibilities. | Prevention Framework, Protection Framework, WA CEMP, CPG 101 |
| ESF 8 – Incident Management | Consider discussing how the following elements are coordinated or describe the actions that will be taken for this ESF to: <ul style="list-style-type: none"> • Track patients; • Decontaminate survivors and responders. | National Response Framework, National Disaster Recovery |

| TIER II – State Suggestions | | |
|--|---|--|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | | Framework, WA CEMP, CPG 101 |
| ESF 9 – Search and Rescue | Consider identifying and describing how to monitor distress communications; track and locate distressed personnel; coordinate and execute rescue operations, including extrication or evacuation. | WA CEMP, CPG 101 |
| ESF 10 – Concept of Operations | <p>While a separate review is conducted for ESF 10/LEPC Plans by EMD's LEPC Planning Team, there are a few elements that are addressed in FEMA guidance. Consider discussing the following:</p> <ul style="list-style-type: none"> • Waste disposal methods/processes; • Implementing storage options; • Implementing treatment options. <p>Even if your jurisdiction does not participate in the process (i.e. Department of Ecology takes care of the waste), ESF 10 should briefly describe/highlight who is participating in these activities and if any coordination is involved.</p> | National Mitigation Framework, National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 11 – Animal and Plant Diseases | Discuss how the jurisdictional will respond in the event of animal and plant disease. Additionally, consider the potential economic impact of devastating animal/zoonotic/plant diseases. | WA CEMP, CPG 101 |
| ESF 11 – Natural, Cultural, and Historical Resources | A commonly unaddressed area of planning involves the consideration of natural, cultural, and historic resources. Consider identifying how your jurisdiction will preserve, rehabilitate, recover, and restore these resources. | National Mitigation Framework, National Recovery Framework, National Disaster Recovery Framework, WA CEMP, CPG 101 |
| ESF 14 | ESF 14 has been superseded by the development of the National Disaster Recovery Framework and is being replaced in the National Response Framework to coordinate lifelines. While a Long-Term Recovery annex is no longer necessary, you may opt to keep it (consider renaming to ESF | NRF, NDRF, WA CEMP |

| TIER II – <i>State Suggestions</i> | | |
|------------------------------------|---|--|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | 21, or 22, etc. to maintain consistency with guidance) or use it to begin building a Recovery Plan to compliment your response efforts (for more information talk to the EMD Recovery Coordinator about the implementation of the Washington Restoration Framework). | |
| ESF 15 – AFN Communications | Consider describing the specific emergency notification activities your jurisdiction does/has planned for related to AFN and LEP communities. Discuss what pre-scripted messages have been, or need to be, completed. Discuss the specific interpretation services to be used, the significant population segments which must be addressed according to the 5% or 1000 people requirements, etc. | National Planning Frameworks, WA CEMP, CPG 101 |
| ESF 15 – Notices | The topics covered within ESF 15 encompass aspects of nearly all of the activities of other ESFs and is therefore a difficult Support Annex to develop. Considering this, your ESF 15 Annex demonstrates a high-level of development and forward thinking. There are only a few considerations which can be addressed. Discuss how information pertaining to the potential impacts of secondary hazards is relayed to the public. Discuss mechanisms which will be in place for the family reunification process. Discuss the notifications provided for emergency transportation information. Lastly, discuss the possibility of providing announcements for upcoming community meetings (i.e. involving state officials, local authorities, damage assessments, etc.). | National Response Framework, National Disaster Recovery Framework, WA CEMP |

| TIER I – <u>Optional</u> | | |
|--------------------------|---|-----------|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| General | The biggest concern with accreditation entities and requirements, is detailed | EMAP |

| TIER I – <u>Optional</u> | | |
|--|--|----------------------|
| CEMP Location | Recommendation to Meet Legal Obligations | Reference |
| | explanations of process and procedures. It is often not enough to simply address that you perform an activity, but rather explain each step of the process involved to accomplish such activities. | |
| Basic Plan | Develop and/or reference a multi-year strategic plan complete with goals, objectives, milestones, and implementation methods. | EMAP 3.1.1 |
| Basic Plan – Concept of Operations | Discuss some basic NIMS concepts (i.e. modular, unified command process, span of control, etc.) | EMAP 4.5.1 |
| Basic Plan - Communications | There are a lot of elements to try and provide methods and processes regarding crisis communication, public information, and education. | EMAP 4.11.1 - 4.11.4 |
| Basic Plan - Development and Maintenance | A training and exercise program contains numerous components. Accreditation is primarily concerned with the methods used to train, exercise, and track all this data. | EMAP 4.9 - 4.10 |

| Additional Considerations | |
|---|---|
| CEMP Location | Recommendation |
| Basic Plan - Development and Maintenance | The CEMP Review is now a 5-year cycle. Your plan states that it will be reviewed by the state every 4 years. Please update this to match this updated requirement, per RCW 38.52. |
| Basic Plan – Situation Overview – Hazard Assessment Summary | Consider adding a hazard-probability matrix in this section so that each hazard can be visually identified alongside its impact and probability of occurrence. Generally, this information is already contained within your Hazard Mitigation Plan but is helpful to add context to why the CEMP is important. |
| ESF 6: Mass Care - ARC | While it is fairly common to rely on the support and capabilities of the American Red Cross, your own capabilities should not be discounted. Consider investing in planning efforts focused on what the capabilities of the County and its Cities are capable of in comparison of those of the ARC. If a significant or widespread disaster were to occur, then the capabilities and resources of the ARC would be severely diminished and prove to be insufficient. Therefore, it is advised that you work closely with them to develop your own |

| Additional Considerations | |
|---------------------------|--|
| CEMP Location | Recommendation |
| | plans based on your capabilities which can be instituted in a worst-case scenario. At the very least (as the former is no small task), consider reviewing the ARC's procedural manuals so that you can describe how the ARC accomplishes certain capabilities. For example, examine what methodology the ARC uses in shelter site selection, qualification, and operations. This can be incorporated into your ESF 6 annex in the case that the ARC is not able to assist you immediately following a disaster or emergency. |

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 24-412**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KENMORE,
WASHINGTON, ADOPTING THE 2022-2026 COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP)**

WHEREAS, the ability of a jurisdiction to manage an emergency or disaster is critical to the protection of life, property, and the environment; and

WHEREAS, the CEMP provides a framework for effectively preparing for, responding to, recovering from, and mitigating the impacts of emergencies and disasters; and

WHEREAS, the CEMP outlines the roles and responsibilities of various City departments, agencies, and partners throughout all phases of emergency management; and

WHEREAS, every effort has been made to ensure that the CEMP is compatible with King County and Washington State CEMPs, the National Response Framework, the National Incident Management System (NIMS), the Revised Code of Washington, as well as other federal, state, county, and local regulations; and

WHEREAS, the CEMP has been reviewed and acknowledged as compliant with RCW 38.52.070 by the Washington State Emergency Management Division; and


NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Kenmore hereby adopts the 2022-2026 CEMP as attached hereto as Exhibit A, for the City of Kenmore.

Section 2. The City Manager is hereby authorized and directed to take whatever steps are necessary to help ensure the successful implementation of the CEMP referenced in Section 1.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A MEETING THEREOF THIS 18th DAY OF MARCH 2024.

CITY OF KENMORE


Nigel G. Herbig (Mar 22, 2024 12:24 PDT)

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:


Anastasiya Warhol (Mar 23, 2024 15:54 PDT)

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:


Dawn Reitan (Mar 26, 2024 09:58 PDT)

Dawn Reitan, City Attorney